



PALISADES

CHARTER HIGH SCHOOL

STAKEHOLDER BOARD LEVEL COMMITTEES **POLICIES & PROCEDURES**

Per the 2014 PCHS Charter:

Stakeholder Board Level Committees (SBLC's) are committees that report directly to the Board of Trustees and are made up of at least one Board member and additional members who need not be on the Board of Trustees.

SBLC's are limited to topics in which the Board of Trustees has principal responsibility, rather than topics in which the EDP has principal responsibility. The areas in which the Board has principal responsibility are setting overall school-wide policies and goals, ensuring fiscal responsibility, and exercising compliance with law. Accordingly, SBLC's are formed to advise the Board in these areas.

SBLC's may be set up by the Board of Trustees and disbanded by the Board of Trustees at the Board's discretion, subject to the limitations below. No Board power or authority may be delegated to an SBLC.

SBLC's shall be made up of representatives from all stakeholder groups (except community members, who may or may not be on an SBLC at the Board of Trustees' discretion), provided, however, that the faculty shall have the right, but not the obligation, to constitute a majority of each SBLC except as set forth below. SBLC members shall be appointed by the Board of Trustees in consultation with stakeholder groups. Although the appointment power resides with the Board in the Board's discretion, it is expected that the Board will give great deference to nominees presented by the stakeholder group at issue, absent exceptional circumstances. (In other words, faculty nominations for faculty positions on a committee should be given deference by the Board of Trustees.) While there can be no exhaustive list of —exceptional circumstances, examples might include the Board's rejection of a nominee who has demonstrated an inability in the past to devote adequate time to the committee. However, while it is anticipated that the Board will approve stakeholder nominees except in exceptional circumstances, nothing in this provision is intended to be a limit on the Board's ultimate discretion or authority to make appointments.

In order to ensure compliance with Brown Act requirements and governance best practices, Board Committees and Committee Officers must act in accordance with legal requirements and Board policies.

Moreover, the Board of Trustees may remove a member of any SBLC with or without cause in its discretion, but the removal of a committee member shall not be used to undermine the faculty's right to constitute a majority on each SBLC. Nothing herein shall in any way relieve the Board of Trustees of its fiduciary duties or limit its power to fulfill those duties. Accordingly, the Board of Trustees may accept, modify, or reject any recommendation made to it by any SBLC. Except where otherwise provided by law, all SBLCs shall be subject to the Brown Act. It shall be the responsibility of each committee's chairperson to ensure compliance with the Brown Act, and the Board shall have the power and obligation to take whatever actions are necessary to ensure that SBLC's are in compliance.



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Committee Chair Responsibilities:

Responsibilities of Committee Chairs include, but are not limited to, the following:

- 1) At the first committee meeting each school year, each committee's agenda must include an overview of Brown Act requirements pertaining to the committee and its members. This item should be covered prior to the discussion of any other agenda items.
 - Each Committee Chair must contact the Board officers to obtain current materials for the presentation.
 - Committee Chairs may request that a Board member attend the committee meeting and conduct the Brown Act presentation. If making this request, sufficient notification in advance of the meeting date should be provided to the Board officers.
- 2) To ensure appropriate oversight is provided by the Board, committee agendas will be reviewed by the Board officers and must be approved prior to public posting. The officers may require changes to an agenda prior to approving agendas for posting.

Committee Chairs will submit a proposed agenda for each committee meeting to the Board officers according to the following timelines:

- For regular meetings - a minimum of 5 days prior to the scheduled meeting by 5pm
- For special meetings – a minimum of 2 days prior to the scheduled meeting by 5pm

If agendas are not submitted according to these timelines, the Board officers may require the committee's meeting to be rescheduled for an alternate date/time that allows for sufficient time to review the agenda and post according to legal timelines.

- 3) Committee Chairs (or their designee) will submit approved meeting minutes in a timely fashion for public posting.