

Bylaws of the West Contra Costa Unified School District District Budget Engagement Committee

I. Purpose

At the May 11, 2016 meeting, the Board approved the creation of the District Budget Engagement Committee (DBEC). The purpose of the DBEC is to review and understand the impact of federal, state and local funding on the District's budget and to make recommendations to the Board regarding budget priorities, efficiency or cost reduction strategies, consider the reserve level that is best for the District as well as reviewing the most effective means of presenting budget information to the public.

II. Composition

The DBEC is composed of one representative selected by the following groups:

PTA

PTO

Philanthropic Funders of WCCUSD

Citizen Oversight Committee for the Parcel Tax

Labor-Management Solutions Team

Multilingual District Advisory Committee

School Site Council for Elementary, Middle and High Schools

District Local Control Accountability Plan Committee

Youth Commission

The Committee will be comprised of eleven members. Staff will consist of one (1) member of the WCCUSD Board of Trustees appointed by the President of the Board of Trustees and members from the district's budget staff.

III. Meetings

Members are expected to attend and participate in meetings. The DBEC will meet with district budget staff prior to each key event on the budget development calendar including the report on unaudited actuals, the first interim report, the Board's workshop sessions on the budget in January and February of each year, the second interim report and the public hearing on the Local Control Accountability Plan. The DBEC will join the Board at each of the seven key Board meetings each year (unaudited actuals, first interim, Board study sessions, second interim, and the LCAP hearing) to share members' perspectives and insights as the Board reviews the milestone information in the budget development process. The standard meeting time will be from 6:30 p.m. to 8:00 p.m. The standard meeting place will be the Kennedy High School Library. Regular meeting dates, locations, and agendas will be posted on the WCCUSD website at least 72 hours prior to the scheduled meeting.

IV. Operations

A. TERMS

The term for committee members will be two (2) years with members being eligible to serve two consecutive two-year terms. Terms will begin in June of each fiscal school year. At their first meeting the committee will select members to serve an initial one (1) year term in order to stagger the terms properly. The DBEC will have five (5) of their eleven (11) members initially ratified for a special one-year term for terms beginning January 2017.

B. SELECTION

Members of the Committee will be selected by the approved organizations and conform to board policy and administrative regulation. When a vacancy occurs, Business Services will notify the WCCUSD department responsible for notifying and sending nomination forms to the organization contacts. All notification notices will include a return by date and be returned to Business Services. Should multiple nominations be received, a blind draw will be done. Nominations will not be accepted after the due by date. Should no nominations be received, Business Services will reach out to the WCCUSD departments to coordinate with the organization a second time. All nominees are subject to ratification by the Board.

C. PERSISTENT VACANCIES

Committee members who have missed three (3) consecutive meetings will be considered for removal from the Committee. A letter to the organization will be sent requesting a new nominee to fill the remainder of the term. Should an organization fail to submit a nominee the organizations seat on the committee will remain vacant. Business Services will reach out at the end of the term to have the seat filled. Should the vacancy continue Business Services will inform the Board.

V. Committee Operations

A. OFFICERS

The Committee will elect its own officers by a simple majority. Elected officers will be a chairperson and a vice chairperson and will be elected at the first meeting of each year. The term of office for each position will be one (1) year.

B. CHAIRPERSON DUTIES

The duties of the chairperson (the “Chair”) will include, but not limited to, the following:

- Preparing for the meetings (including agenda preparation)
- Facilitating the meetings and ensure that each member has the ability to contribute to the discussion
- Appointing members to subcommittees
- Ensure a fair hearing for community participants
- Join the Board at each of the seven key Board meetings each year (unaudited actuals, first interim, Board study sessions, second interim, and the budget and LCAP hearings) to share members’ perspectives and insights as the Board reviews the milestone information in the budget development process.

C. VICE CHAIRPERSON DUTIES

The duties of the vice chairperson will include, but not limited to, the following:

- Assist the Chair as needed in preparing for the meetings (including agenda preparation)
- Assist the Chair in facilitating the meetings
- Filling in for the Chair when necessary
- Join the Board at each of the seven key Board meetings each year (unaudited actuals, first interim, Board study sessions, second interim, and the budget and LCAP hearings) to share members' perspectives and insights as the Board reviews the milestone information in the budget development process.

D. STAFF SUPPORT

WCCUSD staff will provide necessary clerical and technical support to the Committee, which will include recording of the minutes.

E. AGENDAS

Staff will prepare the agendas working in conjunction with the Chairperson. Members may suggest future agenda items during a face-to-face meeting or by submitting to the Chairperson at least seven (7) working days before the scheduled meeting date. Submissions must include all supporting documents and information. The Chairperson and staff will decide if the request is within the jurisdiction of the committee, and if not, may choose not to place the item on the agenda. Staff will post agendas according to the Ralph M. Brown Act (California Gov. Code §§54950 et. seq.).

F. MEETINGS

- A quorum will consist of a simple majority of appointed members
- Discussion to obtain consensus will be the prevailing procedure used at meetings. Parliamentary procedure will be used when a decision is to be recorded and transmitted as a recommendation.
- Meeting minutes will be recorded for each meeting.

G. BYLAW CHANGES

Proposed bylaw revisions may be proposed by any member.

**BYLAWS OF THE WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT
DBEC COMMITTEE REVISION DATES**

Initial Bylaws Approval by West Contra Costa Unified School District DBEC: Jan. 27, 2017