

Appendix II

7-11 DISTRICT ADVISORY COMMITTEE CHARTER

Established Requirements

Education Code 17388 requires the Board of Trustees to appoint a 7/11 district Advisory Committee to secure community involvement and to assist in making the best possible judgment regarding every situation involving property or space.

Composition and Membership of Committee as Appointed by the Board

District staff is responsible for the formation of the "7/11" Committee. The District has solicited applications from the community for Board of Trustees review and appointment. The committee includes the following representatives of the community as mandated:

- Representative of the ethnic, age group, and socioeconomic composition of the District.
- Business community including, but not limited to, store owners, managers, or supervisors.
- Landowners, renters, or neighborhood association members.
- Teachers.
- Administrators.
- Parent(s) of students.
- Persons with expertise in environmental planning, legal contracts, building codes, or land use planning.

The Board has appointed the following citizens as members of the committee with expertise as noted above

- Gayle Wayne, Facilitator
- Jennifer Emberger
- Janet Handzel
- Wayne Harris
- Susan Paul
- Cinda Peck
- Bob Shopes
- Randy Wheaton
- Steven Brumer, alternate
- Lisa Lutz, alternate
- Amy NeFouse, alternate
- Scott Williams, alternate

Charge from Board of Trustees, May 28, 2009

- Review the projected school enrollment and other data as provided by the District to determine the amount of surplus space and real property.
- Establish a priority list of use of surplus space and real property that will be acceptable to the community.
- Cause to have circulated throughout the attendance area a priority list of surplus space and real property and provide hearings of community input to the Committee on acceptable uses of space and real property. Make a final determination of limits of tolerance of use of space and real property.
- Forward to the District Governing Board a report recommending uses of surplus space and real property.

TIMELINE

- Board approves committee membership: May 2009
- First committee meeting: May 20, 2009
- Demographics report available to committee: June 3, 2009

Appendix II

- Data on property available to committee: June 18, 2009
- Tour District facilities: June 24, 2009, and June 29, 2009
- Regular Meetings: July 2, 2009, 3:00-5:00 p.m.
 - July 16, 2009, 3:00-5:00 p.m.
 - July 23, 2009, 3:00-5:00 p.m.
 - August 6, 2009, 3:00-5:00 p.m.
 - August 20, 2009, 3:00-5:00 p.m.
- Preliminary report due to the Board: August 26, 2009
- Two hearings of community input to be held: November 2009
- Committee delivers final report to Board of Trustees: December 2009

Operating Procedures

- Committee will meet according to attached schedule with modification made by majority vote.
- The final recommendations of the committee must be supported by 80% or more of the members of the committee, with the goal and intention of reaching agreement by consensus.
- The committee will adhere to all provisions of the Brown Act.
- Minutes, agendas and relevant communications and information will be posted to website maintained by DMUSD. All background detail information will be made available to the public as requested.
- Meeting will not exceed two hours in length unless extended by majority vote; will begin on time; and notices will be posted 72 hours prior to each meeting.
- Minutes and agendas will be issued at least three days before a scheduled meeting.
- A quorum will be required to conduct a meeting.
- A high level of courtesy will be extended from each member to every other member, particularly during difficult deliberations.
- Alternates will be seated upon the resignation of any members and will receive all committee communications while serving as an alternate.
- Member of the committee as well as any members of an audience, if one is present, must preserve order and decorum, and no one shall neither, by conversation or otherwise, delay or interrupt the proceedings or the peace of the Committee nor disturb any member while speaking, or refuse to obey the orders of the Committee or its Chairperson or Facilitator.
- Any audience member making personal, impertinent or inappropriate remarks, or who becomes boisterous while addressing the committee, shall forthwith, by the Chairperson or the Facilitator, be barred from further audience before the Committee, unless permission to continue is granted by a majority vote of the Committee.
- A chair will be selected from among voting members to conduct public hearings in behalf of the committee, and to serve in representative capacity as needed.

Data Required for Decision and Evaluation as Requested in Board Action

1. Review the capacity and the condition of the various school buildings by visiting the school sites.
2. Examine the effect of the size of a school's enrollment upon per pupil operational costs.
3. Consider the influence of a school's enrollment upon its education program offerings.
4. Consider demographic information such as birthrate, housing increases, historical data about changes in enrollment.
5. Consider the needs of special education students residing in the District.
6. Consider the needs of the District Office Staff/Programs, including Maintenance and Operations, Technology, Special Education Preschool, Employee Childcare, After School Programs/Childcare.
7. Establish criteria for closing any school.
8. Evaluate each facility on the basis of criteria developed.
9. Recommend which school(s) should be closed, but not sale of school property.

Appendix II

Criteria to be used to Determine Closure/Reconfiguration Recommendation

By unanimous vote, the Committee has determined that the following criteria will be used to evaluate options in their deliberations regarding any school closure/reconfiguration:

1.
 - a. Operational cost based on enrollment.
 - b. Improvement of District's financial stability.
 - c. Minimize the number of students and families impacted.
 - d. Impact on community.
2.
 - a. Age of school facility.
 - b. Condition of school facility:
 - c. Is it relatively new?
 - d. Has it been recently modernized?
 - e. Is it slated for modernization?
 - f. Students needing special support will be assured of services.
 - g. Special Education programs can be developed or duplicated.
 - h. Enrollment trends impacted site.
 - i. Impact of new/additional use of facility or reconfiguration.
 - j. Capacity, convenience, safety and suitability for preschool program consolidation.
 - k. Space, convenience and suitability for district offices and maintenance facilities.
3.
 - a. Impact on green space within the District.
 - b. Keep together all departments currently located at 225 9th Street, which are:
 - Superintendent's Office
 - Business Services
 - Curriculum & Instruction
 - Human Resources
 - Pupil Services
 - c. Preschool options with proposals for three separate configurations:
 - i. Replicate the space requirement of the existing special ed preschool and employee child care program (consisting of 7 + 3 rooms),
 - ii. Accommodate a combined preschool requiring 14 rooms, and
 - iii. Relocate only the current employee childcare program with a space requirement of three rooms.

NOTE: Other than criteria 1 a-d above, criteria is not listed in any particular order of importance.

Resources for Committee

1. District will provide legal guidance in ensuring adherence to CEQA and any other mandated requirements related to school closure and reconfiguration.
2. District will provide the historical and projected enrollment data from formal projections by Decision Insight and district staffing and enrollment reports; will respond to all questions as quickly as possible.
3. Principals and District administrators will be available to advise on program issues and financial considerations and will attend meetings as requested.
4. All District departments will cooperate in the need for information required prior to formal recommendations.
5. Website will be managed by District Technology personnel.

Facilitator Job Description

- Work with the Chair of the committee to create meeting agendas, request materials from staff, schedule meetings, put together draft documents, etc.
- Facilitate committee meetings.

Appendix II

- Create an executive summary of each committee meeting for distribution and communication purposes.
- Work with the District Administration to provide the support the committee requires.
- Support committee in scheduling and arranging logistics for two hearings of community input.
- Facilitate these hearings. Document the results of these hearings
- Supply administrative support for the committee. Scheduling meetings, making copies, arranging for meeting location, monitoring the web space allocated to the committee, ensuring secretarial support for agendas, meeting minutes, and other clerical needs, and maintaining contact information of committee members.
- Arrange for speakers/experts as requested.
- Ensure continual information flow to members and to the public
- The facilitator is considered a neutral party without voting rights.