
Fremont Unified School District

Board of Education Curriculum and Instruction Committee
STANDING RULES

April 13, 2016 Board Approved

STANDING RULE I MEETING DATES

- A. The meeting dates and times for the Curriculum and Instruction Committee will be voted upon at the first meeting of the school year. Unless otherwise designated, the Committee will meet on the third Tuesday of the month from 4:30 PM until 6:30 PM.
- B. There will be nine meetings per year, beginning in September. If a meeting is cancelled due to a holiday or lack of quorum, and the meeting cannot be rescheduled during the same month, one additional meeting will be scheduled in June.

STANDING RULE II MEMBERSHIP ROLES

Every voting member of the Curriculum and Instruction Committee is expected to attend the regular meetings, participate in discussion and be prepared to discuss topics under consideration with the focus on student learning. Respect for all Committee Members, and visiting members of the public, is an expected norm for the committee. Meetings shall begin and end on time.

Director of Curriculum and Instruction or designee shall serve as facilitator of the Committee. The role of this member may include:

- Facilitating meetings
- Providing support to the Committee
- Helping members find/gain access to necessary data
- Tracking attendance of members
- Providing the agenda/minutes to the Superintendent and Board of Education and to the district webmaster for posting on the district website
- Helping to facilitate communication
- Soliciting and maintaining applications for membership to the committee
- Maintaining an archive of the agendas and minutes of the committee
- Making sure committee members are notified of upcoming meetings and are provided minutes for review
- Making sure copies of any relevant material are available for committee members and the public at meetings

Board of Education Trustees Representatives shall serve as advisors from the Board of Education. The role of these members may include:

- Providing advice on future topics of interest to the Board of Education
- Offering support and advice to the Chair of the Committee

Instructional Coaches shall serve as advisors to the Committee. The role of these members may include:

- Helping to answer questions
- Creating and providing data, presentations and supporting documents on relevant topics
- Providing perspective and insight on district operations
- Attending meetings as needed and warranted

STANDING RULE III GOVERNANCE

A. Duties of the Officers

1. Chair

The Chair shall preside at all meetings of the Committee and may sign letters, reports, or other communications on behalf of the Committee. The Chair shall be responsible for creating the agenda with the assistance of the Director of Curriculum and Instruction, the Board of Education and the Superintendent. The Chair serves as the spokesperson and representative to the Board of Education on behalf of the Committee. The Chair shall create all reports to the Board of Education and Superintendent with the approval of the Committee. All other duties of this office shall be the same as those normally ascribed to in *Robert's Rules of Order – Newly Revised*.

The Chair of the Committee shall only vote in the instance of a tie vote of Committee members present.

If unavailable to attend a meeting it is the responsibility of the Chair to notify the Vice-Chair, the Director of Curriculum and Instruction, and the Board representatives.

2. Vice-Chair

The Vice-Chair shall assume the duties of the Chair in the absence of the Chair.

If the Chair of the Committee resigns, Vice-Chair will become the Chair and the committee will select a new Vice-Chair.

3. Secretary

The Secretary shall be tasked with documenting in general terms any discussion, and votes taken by the committee, and submitting minutes as outlined in the Bylaws of the committee.

4. Parliamentarian

The Parliamentarian is the advisor to the Chair on the procedures of *Robert's Rules of Order – Newly Revised*. This officer has the same rights and responsibilities as any other Committee member.

STANDING RULE IV REPORTING

A. Creating the Report

Any report to be presented to the Board of Education or Superintendent shall be created by the chair of the committee with the assistance of the Director of Curriculum and Instruction, and approved by a majority of the voting member of the committee.

B. Frequency of Reporting

The Committee shall report as necessary to carry out the charge of the committee.