

**BEFORE THE GOVERNING BOARD OF THE  
PALOS VERDES PENINSULA UNIFIED SCHOOL DISTRICT**

**RESOLUTION AUTHORIZING THE FORMATION OF A  
FACILITIES ADVISORY COMMITTEE**

**RESOLUTION NO. 9 – 2018/19**

**RESOLVED**, by the Governing Board of the Palos Verdes Peninsula Unified School District (“Board”) County of Los Angeles, State of California that:

**RECITALS**

**WHEREAS**, the state of District facilities must be addressed to determine priorities for necessary infrastructure repairs and/or upgrades; and

**WHEREAS**, a Facilities Advisory Committee (“FAC”) is under consideration to recommend ideas to the Board of Education related to priorities for facilities repairs and upgrades; and

**WHEREAS**, the Board wishes to organize and appoint a FAC, effective March 1, 2019 which shall continue in accordance with the provisions of this Resolution; and

**WHEREAS**, Administrative Regulation No. 1220 “Citizen Advisory Committees” and Board Bylaw No. 9130 “Board Committees” permit the Board to form committees consisting of Board members, District employees and community members; and

**THEREFOR**, this Resolution will set forth the purpose, membership, duties and meetings of the FAC.

**1.0 PURPOSE**

- 1.1 The FAC shall not have the authority to vote or take action on behalf of the Board.
- 1.2 The purpose of the FAC for Spring 2019 through Spring 2021 is to build awareness and ideally mutual understanding of the state of the District facilities and the funds available to repair and upgrade facilities.
- 1.3 The purpose of the FAC is to identify potential priorities for repairs and upgrades to District facilities. The FAC shall serve strictly in an advisory capacity to the Board by making recommendations on priorities for repairs and upgrades to District site facilities for the benefit of the District. The FAC shall not participate in any capacity in District personnel matters.

- 1.4 The FAC has no decision-making authority, and will report its suggestions to the Board as do the other standing Board committees such as the Budget Advisory Committee and the Curriculum Advisory Committee.
- 1.5 There is no anticipated end date for the FAC. However, the Board shall be authorized to dissolve the FAC at any time it determines it no longer requires the advice of the FAC.

## **2.0 MEMBERSHIP**

- 2.1 The Board shall organize a FAC consisting of members as follows:
  - 2.1.1 The Board shall appoint 2 Board members to serve on the FAC.
  - 2.1.2 The Superintendent of Schools and Administrative Appointees shall serve on the FAC.
  - 2.1.3 One additional FAC member will be chosen by each respective group, from the following groups for a total of 6 members: Peninsula Education Foundation; Parent Teacher Association; Palos Verdes Faculty Association; California School Employees Association; PVAA (Palos Verdes Administrators Association) and Boosters (one each from Palos Verdes Peninsula High School and Palos Verdes High School). The groups will choose their members by a majority vote and submit the names of such members to the Board by January 11, 2019.
  - 2.1.4 The Board shall appoint up to ten members at-large to include students, parents and community members.
  - 2.1.5 Members at-large shall be invited to apply, screened by the full Board, and chosen by the full Board at a Board meeting.
- 2.2 FAC members shall serve on a voluntary and unpaid basis.
- 2.3 FAC members shall serve a two-year term that begins upon appointment, and expires on March 31, 2021. The term of office for FAC members who are appointed mid-year shall begin upon appointment and run through March 31, 2021.
- 2.4 Board appointed FAC members shall be held over until they are reappointed or successors are appointed by the Board.
- 2.5 The officers of the FAC shall be a Chairperson, and Vice-Chairperson, both of whom shall be members of the FAC. The officers shall be selected by the FAC, subject to approval of the Board, for a term commencing in Spring 2019 and ending March 31, 2021. The FAC shall select its officers at the first meeting in Spring 2019 and then at the meeting immediately prior to March 31 for each year thereafter that the FAC is in operation. All officers shall hold over in their respective offices

after their term of office has expired until their successors have been appointed and have assumed office.

- 2.6 The Chairperson shall have the following authority and duties:
- (a) Preside at all meetings of the FAC;
  - (b) Facilitate productive meetings in accordance with the posted agenda and the Ralph M. Brown Act;
  - (c) Add items to the committee agenda;
  - (d) Facilitate communication of FAC comments, requests, and recommendations to the Board; and
  - (e) Report to the FAC on decisions of the Board which impact the FAC's activities.
- 2.7 The Vice-Chairperson shall perform the duties of the Chairperson in the absence or incapacity of the Chairperson. In the case of an unexpected vacancy of the Chairperson, the Vice-Chairperson shall perform such duties as are imposed upon the Chairperson until such time a new Chairperson is appointed by the FAC.
- 2.8 Should the office of any officer become vacant during the term of such office, the FAC shall appoint a successor from the its membership, subject to approval of the Board, at the earliest meeting at which such appointment would be practicable and such appointment shall be for the unexpired term of such office.
- 2.9 Should the Chairperson and Vice-Chairperson know in advance that they will both be absent from a meeting, the Chairperson may appoint a Chairperson Pro-tempore to preside over that meeting. In the event of an unanticipated absence of both the Chairperson and Vice-Chairperson, the FAC may elect a Chairperson Pro-tempore to preside over the meeting in their absence.
- 2.10 The Clerk of the FAC is to be appointed by the Associate Superintendent, Business Services, and shall be responsible for preparing minutes of FAC meetings and maintaining minutes and exhibits for permanent record of FAC actions; researching and interpreting various reports and activities; preparing agendas for FAC meetings and gathering information for meeting agenda packets; and assuring that legally required notices and operational processes and procedures are followed for FAC meetings.

### **3.0 DUTIES**

- 3.1 The specific duties of the FAC are to:

- 3.1.1 Function as a conduit for facilities information from the District to the public, on a year round basis.
- 3.1.2 Analyze and evaluate facilities improvements, and formulate facilities goals for the following year.
- 3.1.3 Provide input to the Board on specific findings, issues, problems, and concerns related to District facilities.
- 3.1.5 Provide regular reports to the Board at regularly scheduled Board meetings.

#### **4.0 MEETINGS**

- 4.1 The FAC shall conduct and facilitate open and public meetings in accordance with the Ralph M. Brown Act under Government Code section 54950 *et seq.*, and such meetings shall be held at the PVPUSD Malaga Cove Administration Center, 375 Via Almar, Palos Verdes Estates, CA 90274, or such other place and time within the District as the Board may designate.
- 4.2 The FAC may call and conduct special meetings in accordance with Section 54956 of the Government Code.
- 4.3 The FAC shall provide notice of each meeting, together with an agenda, the draft minutes of the preceding meeting, and supporting meeting materials, to its members no less than 48 hours in advance.
  - 4.3.1 Any and all requests for a copy of the agenda, or a copy of all the documents constituting the agenda packet, to be mailed to the requestor, shall be in writing and shall be directed to the FAC Chairperson.
  - 4.3.2 Any and all requests for access to other public records are governed by the California Public Records Act [Gov. Code § 6250 *et seq.*], and shall be directed to the FAC Chairperson.
- 4.4 A majority of the appointed members of the FAC is required to constitute a quorum for the purposes of conducting its business and exercising its duties. If the Chairperson of the FAC, or his/her designated representative, has been notified at least two (2) business days in advance of a scheduled meeting that a quorum will not be present, the Chairperson will cancel the meeting and notice the membership of the cancellation.
- 4.5 In the event that a FAC meeting is cancelled due to the lack of a quorum, the FAC meeting may be re-scheduled or re-convened to a specified date, time, and place.
- 4.6 The FAC may adjourn any regular or special meeting to a time and place specified in the order of adjournment.

4.7 The FAC shall conduct meetings once every calendar month.

**NOW THEREFORE BE IT RESOLVED AND ORDERED AS FOLLOWS:**

1. That the Board hereby establishes the Facilities Advisory Committee pursuant to this Resolution; and

2. That the Board delegates to the Superintendent, or designee, all authority necessary and proper for the accomplishment of the purposes of this Resolution.

**PASSED AND ADOPTED** by the Governing Board of the Palos Verdes Peninsula Unified School District this 14<sup>th</sup> day of November, 2018, by the following vote:

AYES: \_\_\_\_\_

NOES: \_\_\_\_\_

ABSENT: \_\_\_\_\_

ABSTAINED: \_\_\_\_\_

I, Linda Reid, President of the Palos Verdes Peninsula Unified School District Governing Board, do hereby certify that the foregoing is full, true, and correct copy of the Resolution passed and adopted by said Board at a regularly scheduled and conducted meeting held on said date, which Resolution is on file in office of said Board.

\_\_\_\_\_  
President of the Governing Board  
Palos Verdes Peninsula Unified School District

I, Suzanne Seymour, Clerk of the Palos Verdes Peninsula Unified School District Governing Board, do hereby certify that the foregoing Resolution was regularly introduced and adopted by the Governing Board of the Palos Verdes Peninsula Unified School District at a regular meeting thereof held on the 14<sup>th</sup> day of November, 2018, by the above described vote of the Governing Board;

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of the Palos Verdes Peninsula Unified School District Governing Board this 14<sup>th</sup> day of November, 2018.

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Clerk of the Governing Board  
Palos Verdes Peninsula Unified School District