

Roles and Responsibilities of Facility Advisory Committee/7-11 Committee Members

- **Purpose.** When a school district is considering uses for district-owned real property not needed for school purposes, the Education Code requires the district appoint an advisory committee to assess the district's options and provide the district with input on behalf of the community about the best uses of district property.
- **Membership.** The law requires the Board approve a Committee comprised of no fewer than 7 and no more than 11 members. The Committee must include at least one representative from each of the following groups:
 - (a) the ethnic, age group and socioeconomic composition of the district;
 - (b) the business community (store owners, managers, supervisors);
 - (c) landowners and renters (with priority to neighborhood associations);
 - (d) teachers;
 - (e) school administrators;
 - (f) parents of students in the district; and
 - (g) persons with specialized knowledge in such things as construction environmental impact, legal contracts, building codes and zoning and land use restrictions applicable in the city and county where the property is located.
- **Number of Meetings.** Once selected, the Committee will attend a series of public meetings with the ultimate goal of drafting a report to the Board recommending uses of surplus properties and space in the District. There is no set number of meetings that must be held or a proscribed schedule, but committees typically hold 3 or 4 meetings, consisting of: 1 organizational meeting; 1 or 2 public hearings to obtain community input; and 1 final meeting to discuss data and public input, and to prepare a report including findings and recommendations for uses of district properties.
- **Information to be Provided to Committee by District.** The District will provide the Committee with the names and background information of district facilities to be reviewed, data on past enrollment and future projections, and any other data requested by or necessary for the Committee's work (e.g., zoning information, options for use of properties, physical condition of facilities and other analyses compiled by District).
- **Duties of the Committee.** The Committee must evaluate the relevant data to determine whether or not the property in question is surplus, develop recommendations about the potential sale, lease or other use of the property, circulate information about the property throughout the attendance area, host hearings where the community can provide input regarding acceptable uses for the property, make a final determination regarding use of the property, and submit a final report to the District's Board with its recommendations.