SURPLUS PROPERTY (7-11) ADVISORY COMMITTEE
PROTOCOLS AND SCOPE

COMMITTEE DEFINED

Pursuant to the State of California Education Code Sections 17387-17391, an advisory committee shall be formed to advise the District and Board of Trustees in the development of policies and procedures governing the use or disposition of District surplus property or real property prior to its sale, lease, or rental exceeding 30 days. The committee shall consist of not less than seven (7) nor more than eleven (11) members. The committee must represent a cross-section of the community in regards to social-economic composition, ethnic group, profession, expertise in land planning, etc.

COMMITTEE CHARGE AND MAKEUP

The purpose of the Advisory Committee is to advise the governing board in the development of policies and procedures to govern the use or disposition of school buildings, space or property which is not currently needed for school purposes (Education Code Section 17388). The Board is specifically requesting advice at this time regarding the use or disposition of the lower western sloping side of the District's Heather Elementary School site (the "Property").

The Board is responsible for the formation of the Surplus Property (7-11) Advisory Committee. The District will be soliciting applications from the community for review and appointment.

1. All committee meetings shall be open to the public and are subject to the Brown Act. The District Office Administrator (Facilitator) and Committee Chair will be responsible for preparing and properly noticing agenda, minutes and reports of the Committee.
2. As required by Education Code Section 17387-17391, the Committee shall be composed of seven to eleven (7-11) members, which shall be representative of the following:
    a. Ethnic, age group and socioeconomic composition of the District
    b. Business community
    c. Landowners/renters, with preference to representatives of neighborhood associations
    d. Teachers
    e. Administrators
    f. Parents/guardians of students
    g. Persons with expertise in environmental, legal, construction and/or land use planning, including, but not limited to, knowledge of the zoning and other land use restriction of the City of San Carlos and county of San Mateo

3. The Committee shall develop a meeting schedule as needed to accomplish its tasks.
4. The Facilitator shall notify the Board when any Committee member misses three (3) meetings. Missing three (3) meetings may result in dismissal from the Committee by the Board of Trustees action. The Board of Trustees may, at its sole discretion, fill any vacancy whether caused by dismissal, resignation, or death. The Board may re-solicit Committee applicants to create an alternate list for back-up purposes.
5. Pursuant to Education Code 17390, the Committee is charged to:
    a. Review the projected enrollment and other data as provided by the District to determine the amount of surplus space and real property.
    b. Establish a priority list for use of surplus space and real property that will be acceptable to the community.
    c. Circulate throughout the attendance area a priority list of surplus space and real property and provide for hearings of community input to the committee on acceptable uses of space and real property, including the sale or lease of surplus real property for child care development purposes pursuant to Section 17458.
    d. Make a final determination of limits of tolerance of use of space and real property.
    e. Forward to the District Governing Board a written report recommending uses of space and real property.
    f. Develop a priority list of recommendations and present a written report of findings to the Board of Trustees.
6. The District shall provide technical and administrative assistance in furtherance of the Committee's work. Requests or information from the Committee Chair to the District will be made to the District Office Administrator (Facilitator) and will be responded to as is practical and reasonable.