

ALTERNATIVE EDUCATION ADVISORY COMMITTEE CHARTER

GOVERNING BOARD APPROVED 03/24/2023

MISSION

The Governing Board of Tucson Unified School District, established an Alternative Education Advisory Committee (AEAC). The purpose of the AEAC is to support the Board and district leadership in oversight of the district's alternative education programs, including Tucson Unified Virtual Academy (TUVA), Catalina Online Learning Academy (COLE), District Alternative Education Program (DAEP), and the district's credit recovery programs.

SCOPE

The Committee's responsibilities and goals are:

1. Make recommendations to the Governing Board regarding the effectiveness of the district's alternative education programs in meeting the needs of students and community, the need for additional alternative programs or the need to modify any of our existing programs.
2. Make recommendations to the District staff and Board utilizing existing data within TUSD, locally and nationally, community input, dialogue from the committee members and presentations shared at open meetings.

GOVERNANCE AND OPERATING PRINCIPLES

Membership

The AEAC consists of 13 members appointed by the Governing Board, including one representative from the Board to serve as a non-voting liaison. The members are appointed for terms not exceeding four years. The Board liaison will have a term of one year. All committee members may be reappointed. All committee members are uncompensated. The Committee shall annually elect a Chair and Vice Chair, who presides in the Chair's absence. Community members of the AEAC must be affiliated with TUSD, including parents/guardians of TUSD students, TUSD employees, representatives of the Tohono O'odham Nation, representatives of the Pascua Yaqui Tribe, owners of a business or non-profit within TUSD's boundaries that focuses on youth empowerment or education or community members residing within TUSD that have expertise and/or experience with youth empowerment or education.

Ineligible Members

The following individuals cannot serve on the AEAC:

1. Anyone who, within the last two years, has sold goods or services to TUSD.
2. Anyone who owns or has a direct and material interest in a company, or who holds leadership position in an entity, which provides substantial goods or services to TUSD.
3. Anyone who has participated in litigation or other legal action against TUSD.

Conflicts of Interest

An individual who would otherwise be excluded may serve if, after full disclosure to the Governing Board, the potential conflict of interest is not material and does not appear so from the public or legal perspective.

An individual who develops a conflict of interest while on the AEAC must disclose such conflict. The individual must recuse themselves from voting on any item that is disclosed as a conflict.

Application to Serve

Individuals shall submit complete applications to join the AEAC and should be forwarded directly to the Chair and Vice Chair of the committee, and the Governing Board Office. While the Governing Board makes all appointments, the Committee may or may not, at its discretion, make recommendations to the Board concerning applications received.

Removal of Member

The AEAC may request that the TUSD Governing Board dismiss a Committee member who has had three (3) consecutive unexcused absences or a total of five (5) absences in any 12-month period. Requests to the Governing Board to dismiss require a majority vote of a committee where a quorum is present. Dismissal of the Board's Liaison from the Committee may be initiated only by the Governing Board.

MEETING STANDARDS AND SCHEDULING

Meeting Requirements

The Committee shall meet at least Bi-monthly.

The Committee shall meet in public and shall adhere to Arizona's Open Meeting Law. Minutes shall be taken and will be published.

The Committee agenda is set by the Chair, in collaboration with district leadership. As required by Governing Board Policy BDFA, the Committee shall have a Call to the Audience item on each Committee meeting agenda.

Any member who wishes to place an item on the agenda may do so by notifying the Chair at least 48 hours in advance of a scheduled meeting.

Quorum and Voting

A quorum is defined as a simple majority of the voting Committee members. A quorum is required in order to meet and conduct all business. If there are one or more vacancies on the Committee, then a majority of the remaining voting members of the committee will constitute a quorum, except that a single member of the committee does not constitute a quorum. A simple majority vote of the quorum is required for making all decisions of the committee.

Members who are physically absent from a meeting can participate through audio or video conferencing. Proxy voting is prohibited.

Subcommittees and Ad Hoc Working Groups

As necessary, subcommittees and ad hoc working groups may be established with the oversight of the AEAC, for special tasks to be performed on a short-term basis. Function and duration of these subcommittee and working groups will be task-specific. If the task appears to be a standing item, a standing committee should be formed. The subcommittee membership may include Committee members, internal staff, and external, uncompensated consultants. The participating Committee members must be less than the majority of the current Committee so as not to meet the quorum requirements. The advice or recommendations of a subcommittee or working group will be submitted to the Chair to be included in the next agenda and be delineated by the whole Committee. Subcommittees and ad hoc working groups shall also comply with Arizona's Open Meeting Laws.

Reports to the Governing Board

The Committee shall provide the Governing Board with a quarterly report of activities, findings, and recommendations at a designated Board meeting.

DISTRICT SUPPORT

Access to District Information

The Committee, in consultation with District Staff and the Governing Board, may have access to all pertinent information it deems necessary to carry out its charge. Access to information shall be consistent with Arizona law and District policy.

The Committee may ask a member of management or others to attend its meetings and provide pertinent information, as necessary.

Process for Requesting District Information

The Committee may request information from the District that the Committee deems necessary to carry out its duties and responsibilities. These requests for information will only be made by the Committee Chair, or in their absence the Vice Chair. Any member wishing to request information may do so by submitting their request, in writing or via email, for approval by the Committee Chair, or in their absence, the Vice Chair. If the request is approved, the Chair or Vice Chair will send the request to the Assistant Superintendent responsible for overseeing

Alternative Education, or their designee for processing. If the Chair does not approve the request, the Committee may vote to override the Chair or Vice Chair and authorize the request. If the Committee overrides the Chair or Vice Chair, the request will be submitted.

Self-Assessment

The Committee will review its charter at least annually, reassess the adequacy of the charter and recommend any changes to the Governing Board. Adoptions and amendments to the charter shall be by an affirmative vote of the committee, a quorum being present, and by approval of the Governing Board. Only the Governing Board may determine if the Committee's charge is complete and should be dissolved.