SAN JOSÉ UNIFIED SCHOOL DISTRICT

VOLUNTARY INTEGRATION PLAN (VIP)
STANDING ADVISORY COMMITTEE

BY-LAWS

855 Lenzen Avenue
San Jose, CA  95126

Adopted on May 17, 2010
Revised & Approved: January 9, 2012
SAN JOSE UNIFIED SCHOOL DISTRICT

BY-LAWS

VOLUNTARY INTEGRATION PLAN (VIP)
STANDING ADVISORY COMMITTEE

ARTICLE I
NAME OF COMMITTEE

The name of this Committee shall be the San Jose Unified School District Voluntary Integration Plan Committee (VIP). The San José Unified School District Board of Education established this Committee.

ARTICLE II
OBJECTIVES

Purpose of the VIP Committee

The purpose of the VIP Committee is to assist and advise the Board of Trustees in the achievement of VIP activities.

Standing Committee on Integration

1. The Board shall have a Standing Committee on Integration. At a minimum, the Committee will meet two times per year, for so long as the Voluntary Integration Plan remains in effect. The Committee will set its own meeting calendar for the school year.

2. The Committee will be provided space at the District with access to telephone and computer. District staff will provide orientation and/or training to new members of the Committee to enable them to perform their duties.

3. The Committee shall be advisory to the Board, and shall be constituted pursuant to Board Policy 1220. The Committee shall have the following functions, which are to be further defined by Board policy:

   a. The Committee will be provided information about District integration activities so that it may provide input to the Board about those activities and whether adjustments to District policies, programs, or services should be made in accordance with the goals and objectives of the Voluntary Integration Plan.

   b. The Committee will be consulted about District proposals that would significantly alter the purpose or scope of the Voluntary Integration Plan.

   c. The Co-Chairs of the Committee will make periodic reports to the Board of Education on the implementation of the Voluntary Integration Plan.

   d. The Committee may hold parent meetings at school sites to disseminate information on District Voluntary Integration Plan programs available (e.g.
Choice, enrichment opportunities, ALA (Academic Language Acquisition program), etc.

ARTICLE III
COMPOSITION

Section 1 - Composition of the VIP Committee
The Standing Advisory Committee shall consist of 16 members, including eight (8) parent/community members and eight (8) District staff members as follows: two (2) principals, two (2) teachers, the Manager of the Office of Parent Education Involvement, and three (3) District Directors. Of the eight (8) parent members, six (6) shall be parents of SJUSD students. There will be two (2) parent alternates. The Superintendent or his designee shall Co-Chair the Committee with a parent member of the Committee selected by the Committee. There may also be a parent/community alternate Co-Chairperson selected. Non-standing committee members will be appointed for alternating two-year terms.

Section 2 – Criteria & Selection of Parent /Community Members
Parents interested in serving on the VIP Committee must meet the following criteria:
1. Child attends SJUSD
2. Demonstrate leadership ability or potential for leadership role
3. Support the goals of the VIP
4. Be willing to serve two-year term
5. Must attend VIP orientation
6. The parents represent the district in the following distribution:
   • North - 4 parents; Bachrodt, Anne Darling, Empire Gardens, Galarza, Gardner, Grant, Hammer, Lowell, Horace Mann, Olinder, Trace, Washington, Burnett, Hoover, SJH, Lincoln, SJ Community (MS, HS)
   • Central – 2 parents: Allen, Almaden, Booksin, Canoas, Carson, Reed, Schallenger, Terrell, WGE, River Glen, Hacienda, Muir, Gunderson, Broadway, WGMS, WGHS
   • South – 2 parents; Graystone, Los Alamitos, Simonds, Williams, Bret Harte, Castillero, Pioneer, Leland
   • With 2 alternate parents from any part of the district
Every attempt will be made to have elementary and secondary represented equally.

Criteria: Community Member – Community members interested in serving on the VIP Committee must meet the following criteria:
1. Live in SJUSD boundary
2. Demonstrates knowledge of our school system and supports the goals of the VIP
3. Be willing to serve two-year term
4. Must attend VIP orientation
5. Could be a person representing an agency that supports SJUSD
6. Completed volunteer work in the past year (desirable)

Selection:
1. In the fall of each year, principals will submit parent/community nominees to the VIP District Co-Chair. Any parent/community member may also submit their name as a
nomination to the VIP District Co-Chair. Parents/community members shall receive appropriate training. The San Jose Teacher’s Association will appoint the two (2) teacher representatives. One will represent the elementary level, and the other the secondary.

2. At the last VIP meeting in the spring, the committee will elect a new parent Co-Chair for the upcoming school year nominating a returning parent on the committee. If no parent is interested in serving as the VIP Co-Chair, the VIP committee at the first meeting in the fall shall nominate and elect the VIP Co-Chair. The VIP Co-Chair will serve in this role for one year.

3. The Board of Education shall approve all members to the VIP Standing Advisory Committee annually.

Section 3 - Term of Office
All members, except Manager of Parent Education and Involvement and the District Co-Chair, shall serve for two year alternating terms, unless there is difficulty securing additional members.

Section 4 - Termination of Membership
1. A parent/community member shall no longer hold membership should he/she cease to have a student or live in the school attendance area he/she represents.
2. A member shall be automatically dropped if he/she misses two (2) unexcused meeting dates.

Section 5 - Transfer of Membership
Membership in the VIP Committee is not transferable.

Section 6 - Resignation
Any member may resign by filing a written resignation to the District VIP Committee Co-Chairperson.

Section 7 - Vacancy
When there is a vacancy on the VIP Committee, it shall be filled from the same position and area that was previously represented.

Section 8 – Alternates
Parent/community members serving as alternates must attend all scheduled VIP committee meetings. Alternates will participate in all meeting discussions, but do not have voting power. An alternate will have voting power for the meeting when there is a parent/community member absence.
ARTICLE IV
MEETING OF THE VOLUNTARY INTEGRATION PLAN COMMITTEE

Section 1 - Meetings
The VIP Committee shall meet regularly at least two times per year. The meeting days shall be established at the start of the school year. Following a first absence, the District Co-Chair will call to ascertain the reason for the absence.

Section 2 - Location of Meeting
VIP Committee meetings will take place in the area designated by the District.

Section 3 - Notice of Meeting
The members of the VIP Committee will be notified again in writing or verbally the week before each scheduled meeting.

Section 4 - Conduct of Meeting
The Co-Chairpersons shall conduct all of the VIP Committee meetings. The meetings shall be open to all interested parties.

ARTICLE V
AMENDMENTS

Two-thirds or more of the VIP Committee may amend these By-Laws, provided that the amendment is to further carry out the purpose and objectives of the VIP Committee.