

TO: CCS NORTHERN CONFERENCE MEMBER SCHOOL PRINCIPALS
FROM: MARK AVELAR, NORTHERN CONFERENCE REALIGNMENT CHAIRMAN
DATE: January 21, 2003
SUBJECT: MEETING OF NORTHERN CONFERENCE REALIGNMENT SUB COMMITTEE
PSAL: Mike Ciardella CPSAL: Gretchen Seeley
WBAL: Jack Bither PAL: Michael Coyne

As required by CCS Bylaws Article IV, the Northern Conference Realignment Sub Committee (members noted above) will be meeting to discuss any realignment proposals for basic leagues in the Northern Conference as referenced below:

DATE OF MEETING: JANUARY 28, 2003
TIME OF MEETING: 9:30 am
LOCATION OF MEETING: San Mateo Union High School District
650 North Delaware Street, San Mateo
(DIRECTIONS enclosed)

Any Northern Conference member school who wishes to attend this meeting or present a proposal to the committee for consideration is welcome to do so. It is anticipated that the Advisory Sub Committee will review all the proposals that are presented that day to the Committee or sent to them via the mail prior to the meeting. The Advisory Sub Committee may decide to host additional meetings based upon what proposals are received or generated by the Committee itself.

The Committee may hold as many meetings as is necessary between this first week in February and the first week in March when they are required to make a final recommendation. After that, a meeting of the entire Conference (one vote per school) will be scheduled to discuss and vote upon any proposed changes to any of the basic leagues in the Northern Conference. (this meeting will be held the fourth week in March)

- ALL INTERESTED PARTIES should plan to attend this meeting as noted above.
- ANYONE INTERESTED IN SUBMITTING A PROPOSAL for basic league alignment should either mail a copy of such proposal to me **at 650 North Delaware, San Mateo CA** or bring 10 copies of any proposal to the meeting. Any proposals submitted to this Committee for consideration must be in writing and must address a total plan for any leagues and/or schools in the conference affected by their request for change in league affiliation.

OVER

January 21, 2003

Page 2

It is IMPERATIVE that those interested in presenting realignment proposals familiarize themselves with the CCS Bylaws, Article IV (attached) and adhere to these guidelines and timelines.

If you have any questions, please do not hesitate to contact me at 650-558-2205 or any other member of the Committee.

Cc: Northern Conference Realignment Committee
CCS Executive Committee
League Commissioners
Nancy Lazenby Blaser
Superintendents

ENCS: Directions to San Mateo Union High School District
List of Conference Member Schools

CCS Bylaws, Article IV, Realignment

Section 5 CONFERENCE CHAIRMAN AND ADVISORY SUB-COMMITTEE

The CCS President shall appoint someone from each Conference to serve as the Conference Chairperson to coordinate the duty of each Conference to form leagues among schools which have been placed in each Conference.

- (a) The Chairman of each Conference shall serve as Chairman of an Advisory Sub-Committee of the Conference, composed of one voting delegate from each current Basic League within the Conference. The Representative from each league shall be selected by the league they are representing. The Chairman shall be a non-voting member of the Advisory Sub-Committee.
- (b) The Advisory Sub-Committee shall meet at the Chairman's call to investigate, discuss, and formulate proposed leagues composed of all schools assigned to the Conference.
- (c) The Advisory Sub-Committee shall communicate all such discussion, investigation, and proposed leagues with each current Basic League Board of Managers.
- (d) The Advisory Sub-Committee shall attempt to formulate proposed leagues in a mutually cooperative manner so that each school's league needs are appropriately satisfied.
- (e) The Advisory Sub-Committee shall insure that all proposed league formations are communicated to each school and school district.
- (f) The Advisory Sub-Committee shall perform its duties as follows:
 1. **No later than the first full week in February, odd-numbered years;**
The Advisory Sub-Committee shall begin its investigations, discussion and formulation of proposed leagues.
 2. **No later than the first week of March, odd-numbered years;**
The Advisory Sub-Committee shall have formulated a proposal(s) for Basic Leagues composed of all schools assigned to the Conference.
 3. **No later than the first week of March, odd-numbered years;**
The Advisory Subcommittee shall communicate such proposed league formations to all schools assigned to the Conference and to the school districts involved.

Section 6 CONFERENCE MEETINGS

The Chairman of Each Conference shall convene a Conference meeting for the purpose of adopting Basic Leagues and to provide for the formation of Supplemental and Inter-Conference leagues and the dissolution of such Supplemental and Inter-Conference leagues.

- (a) Each school assigned to the Conference shall be represented by the principal or other person defined in the Education Code, Section, or by a school based designee of such principal or person so defined.
- (b) The Conference shall consider proposals formulated by the Advisory Sub-Committee which must have been circulated 15 calendar days or more prior to the Conference meeting.
- (c) The Conference shall consider proposals from any other source which have been circulated at least

- 10 calendar days prior to the meeting.
- (d) The Conference may amend, by majority vote of those principals, persons, or designees defined above, any proposal previously circulated provided such amendment affects no more than four schools in any amended proposal.
 - (e) The Conference may, by consent of two-thirds of the principals, persons or designees defined above, waive the 10-day provision of this section and thereafter adopt any proposal for league formation.
 - (f) The Chairman of each Conference shall convene the Conference meeting as follows:
 - No sooner than 15 calendar days from the date the Advisory Sub-Committee shall have circulated its proposed league formations, which date shall be no later than the first week of March, odd-numbered years.
 - The Chairman of Each Conference shall convene a Conference meeting for the purpose of adopting Basic Leagues and to provide for the formation of Supplemental and Inter-Conference leagues and the dissolution of such Supplemental and Inter-Conference leagues.

Section 7 LEAGUES: BASIC, SUPPLEMENTAL, INTER-CONFERENCE

- (a) A Basic League is defined as the governance structure of schools and the framework for arranging competition and scheduling in league sports. Basic Leagues shall, upon CCS Executive Committee approval, be established for two years. A school may be a member of only one Basic League unless it is necessary for competition purposes and is approved by the realignment process for the boys and girls from one school to be in different basic leagues.
- (b) A Supplemental League is a temporary organization of schools from either more than one Basic League or from the same basic league, which provides the framework for competition only in a given sport(s). A Supplemental League is not a governance structure. Supplemental Leagues are formed as needed on an annual basis.
- (c) An Inter-Conference League is a Supplemental League composed of schools from more than one Conference