

**UNITED STATES DEPARTMENT OF HOMELAND SECURITY
FEDERAL SCHOOL SAFETY CLEARINGHOUSE EXTERNAL ADVISORY BOARD
CHARTER**

1. Committee's Official Designation:

FEDERAL SCHOOL SAFETY CLEARINGHOUSE EXTERNAL ADVISORY BOARD (FSSC EAB).

2. Authority:

Pursuant to Sections 2220D and 871(a) of the Homeland Security Act (6 U.S.C. §§ 665k(d)(2)(B) and 451(a)), the Secretary of Homeland Security (Secretary), in coordination with the Secretary of Education, the Secretary of Health and Human Services, and the Attorney General, hereby establishes the FSSC EAB for the purposes set forth herein. Pursuant to Section 2220D of the Homeland Security Act, this FSSC EAB is exempt from the requirements of the Paperwork Reduction Act and the Federal Advisory Committee Act (6 U.S.C. 665k(a)(4)(A-B)).

3. Objectives and Scope of Activities:

The FSSC EAB shall provide advice to the Secretary through the Director of the Cybersecurity and Infrastructure Security Agency (CISA), in coordination with the Under Secretary for Strategy, Policy, and Plans (PLCY), regarding the Federal Clearinghouse on School Safety Best Practices (Clearinghouse).

In response to specific taskings from the Secretary, the FSSC EAB will—

- i. Provide feedback on the implementation of evidence-based practices and recommendations of the Clearinghouse (6 U.S.C. § 665k(d)(2)(B)(i));
- ii. Propose additional recommendations for evidence-based practices for inclusion in the Clearinghouse, provided such recommendations meet evidence-based criteria (6 U.S.C. § 665k(d)(2)(B)(ii));
- iii. Assist the Departments of Justice, Health and Human Services, Education, and Homeland Security in identifying evidence-based practices (6 U.S.C. § 665k(b)(1)(A));
- iv. Assist the Departments of Justice, Health and Human Services, Education, and Homeland Security in reviewing past practices and recommendations for inclusion in the Clearinghouse (6 U.S.C. § 665k(b)(3)); and
- v. Provide user feedback on the implementation of resources, evidence-based practices, and recommendations identified by the Clearinghouse (6 U.S.C. § 665k(d)(1)(B)).

The FSSC EAB addresses only those matters tasked in writing by the Secretary. In developing its advice and recommendations pursuant to a specific tasking, the FSSC EAB may consult with individuals and groups in the private sector or other governmental entities.

4. Description of Duties:

The duties of the FSSC EAB are solely advisory in nature.

5. Official to Whom the EAB Reports:

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The FSSC EAB reports to the Secretary through the Director of CISA in coordination with the Under Secretary for Strategy, Policy, and Plans (PLCY).

6. Agency Responsible for Providing Necessary Support:

CISA is responsible for providing necessary financial and administrative support for the FSSC EAB. Within CISA, the School Safety Task Force provides this support.

7. Estimated Annual Operating Costs and Staff Years:

The estimated annual operating cost is \$250,000 which includes 1.25 staff years of support.

8. Designated Federal Officer (DFO):

The Secretary, or the Director of CISA at the direction of the Secretary, designates a full-time or permanent part-time employee of the CISA School Safety Task Force to be the DFO. The DFO requests that the Chair convene meetings of the FSSC EAB, finalizes meeting agendas in coordination with the Chair, and attends and, as appropriate, participates in all meetings of the FSSC EAB and its sub-entities. The DFO may designate an Alternate DFO, who shall perform the functions of the DFO if the DFO is unavailable or unable to perform their assigned responsibilities.

9. Meetings:

The FSSC EAB will meet at least twice each calendar year. The meetings may convene in Washington, D.C. or be held virtually, such as via telephonic or videoconferencing devices. The Chair shall schedule meetings when requested by the Secretary, the Director of CISA, or the DFO and, with the approval of the Secretary, the Director of CISA, or the DFO, may call meetings in their discretion when necessary for the FSSC EAB to carry out its mission. Members may be reimbursed for travel and per diem, subject to the availability of funds, consistent with the schedule for travel and reimbursement set yearly by the General Services Administration. All travel for FSSC EAB business must be approved in advance by the DFO.

Due to the sensitive nature of topics discussed, FSSC EAB meetings may be closed to the public in accordance with applicable law. Closed meetings may only be attended by the DFO; FSSC EAB members; CISA, DHS, and Clearinghouse staff and contract support; and individuals invited by the Chair, the Secretary, the Director of CISA, or the DFO to provide subject matter expertise related to agenda items.

10. Duration:

Continuing.

11. Termination:

This Charter is effective upon signature of the Secretary and does not expire.

12. Membership:

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The FSSC EAB consists of a minimum of 15 members and a maximum of 28 members who are appointed by and serve at the pleasure of the Secretary. Ex-officio members are not included in the total number of members. For DHS to fully leverage broad-ranging experience and education, the FSSC EAB must be diverse with regard to professional and technical expertise. DHS is committed to pursuing opportunities, consistent with applicable law, to compose a committee that reflects the diversity of the nation's people. Members must be U.S. citizens or lawful permanent residents of the United States. Members must be specially qualified to serve on the FSSC EAB by virtue of their education, training, and experience in the fields relevant to school safety, including, but not limited to, education, cybersecurity, law enforcement, public safety, public health, developmental psychology, child and adolescent health, social work, civil and human rights, or emerging technologies.

Members shall be comprised of representatives from the following:

- State government
- Local government
- Educators
- Tribal or Territorial government
- Organizations representing parents elementary and secondary school and students
- Civil Rights Organizations
- Disability Rights Organizations
- Law Enforcement Organizations
- Non-Profit School Safety and Security Organizations
- Private Sector
- At-Large Members, as determined by the Secretary

Members are appointed by letter from the Secretary. Membership is voluntary, and members will not be compensated. Members will serve as Representatives and represent the viewpoint of their respective interest or sector. Members are required to sign a nondisclosure agreement and gratuitous service agreement. Appointments are personal to the member and cannot be transferred to another individual.

Members serve terms of up to three years. Membership may be renewable, and members may also continue to serve beyond their term limit until a successor is appointed. The FSSC EAB will continue to operate in the event of a vacancy arising before the term expires.

A quorum is the presence of fifty percent plus one of the appointed FSSC EAB members. A quorum of the FSSC EAB is required to vote on issues being addressed. The DFO will determine if a quorum exists at the beginning of each meeting of the FSSC EAB. If a quorum does not exist, the meeting may continue, but no decision may be made by the FSSC EAB based on the votes of the members present.

The FSSC EAB will seek to ensure multiple representatives from each stakeholder group described above to ensure well-rounded representation even in the event of a vacancy. A replacement member will be selected in the same way the original appointment was made. A replacement member appointed to an unexpired term of office will serve the remainder of such term.

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The Secretary may appoint non-voting individuals from other federal departments or agencies to the FSSC EAB, as appropriate.

If the FSSC EAB terminates, all appointments to the Board terminate.

13. Officers:

The Secretary will designate a Chair and Vice Chair from among the appointed members of the FSSC EAB for the duration of each member's term of service on the FSSC EAB subject to the Secretary's prerogative to designate another member of the FSSC EAB as Chair or Vice-Chair at any time. The Chair is the presiding officer of the FSSC EAB and guides its efforts to the effective completion of its assigned tasks. In consultation with the DFO, the Chair shall adhere to the Charter and such other rules of order and operating procedures as the FSSC EAB may adopt. The Vice Chair shall assume and perform the duties of the Chair in the event the Chair is absent or unavailable.

14. Subcommittees:

The Director (or DFO in consultation with the Director) may approve the establishment of subcommittees for any purpose consistent with this Charter. A majority of subcommittee members shall also be members of the FSSC EAB. The Chair, in consultation with the DFO, shall designate a Chair and, as necessary, a Vice Chair, for each subcommittee from among the FSSC EAB members. Subcommittees may not work independently of the FSSC EAB, may not report directly to any entity other than the FSSC EAB, and must report their recommendations and advice to the FSSC EAB for full deliberation and discussion. Subcommittees have no authority to make decisions on behalf of the FSSC EAB, DHS, or the federal government.

Subcommittee members who are not members of the FSSC EAB must sign a non-disclosure agreement and gratuitous services agreement.

If the FSSC EAB terminates, all appointments to subcommittees shall terminate.

15. Recordkeeping:

The records of the FSSC EAB and its subcommittees shall be handled in accordance with General Records Schedule 6.2. These records shall be available for public inspection and copying in accordance with the Freedom of Information Act, 5 U.S.C. § 552, subject to any applicable FOIA exemptions or exclusions.


Alejandro N. Mayorkas, Secretary

9-15-23
Date