

COMMUNITY RELATIONS

SUBJECT: Guidelines For Citizens Advisory Committees

The potential value of citizen advisory committees in public school districts has been widely publicized. This value is recognized in various State and Federal guidelines where different kinds of advisory committees are required in connection with the application for and operation of various grant funded programs. It is also apparent in the literature that there are serious potential problems when such advisory committees do not have specific identifiable purposes and expand into administrative roles or attempt to replace the governance structure of a school district as represented by its elected citizen Board of Education.

DISTRICT-WIDE COMMITTEES

Establishment of Committees

1. A citizen advisory committee will be formed only upon direction of the Board of Education. The need for such a committee may be identified by a member of the Board, an administrator, or any other individual or group.
2. Any recommendation for establishing an advisory committee should specify the number and structure of the proposed membership with copies of any applicable State or Federal regulations.
3. Any citizen advisory committee established by the Board of Education shall be an ad hoc rather than a standing committee, and the purpose and life term of the committee shall be included in the action to establish. Committees will normally function during a school year or through a project's funding period.

Membership

1. Citizens will become members of a district-wide advisory committee only by appointment, approval, or recognition action by the Board of Education.
2. Prior to the recognition of any citizen who will represent an organization, the Board shall satisfy itself that such representative was duly nominated, appointed or elected by the president, chairperson, board of directors, or membership of the organization.
3. If not required by external regulations, consideration shall be given to appropriate ethnic and geographical representation of committee membership with a majority comprised of non-employees.

4. In general, a citizen currently serving on a district level advisory committee will not be appointed to other district level advisory committee.
5. Membership shall be terminated on the third consecutive absence at regular meetings unless an acceptable explanation is received by the committee at or prior to the third meeting.
6. Such terminations or any resignations shall be reported to the Board of Education by the committees' administrative facilitator so replacements may be appointed.
7. Alternates shall have no official status as replacements for regular committee members but are welcome to attend as other members of the public at large.
8. The name, purpose, term, and any applicable State and Federal regulations shall be delivered to committee members with notices of their appointment, approval or recognition.
9. The Board reserves the right to expand or reduce or dissolve any committee at any time with two limitations. The Board will not have the authority to reduce the size of any advisory committee below the number of members required by the federal or state regulations under which the committee is operating. The Board also will be prohibited from dissolving the committee in those instances where the committee's existence is required by the conditions of a federal or state grant that the district has accepted.

Officers

1. Each advisory committee shall select a chairperson and a vice chairperson. Their duties shall include arranging a schedule of meetings convenient to the committee, preparing a written agenda for each meeting, and chairing the conduct of the meeting, including the extent and manner of non-committee public participation.
2. The Board may appoint one of its members as a liaison observer to any advisory committee to advise, counsel, or communicate, but without authority to chair or vote in committee activities.
3. The Superintendent shall designate an administrator as committee facilitator. The administrator's duties shall include assisting the committee and its chairperson by publishing the agendas; printing, posting, and notifying the press regarding meetings of the committee; keeping attendance and other records; printing informational materials needed by the committee; arranging facilities for meetings; coordinating with other staff members regarding committee visitation to operational programs and informational

presentations to the committee. The administrator will also advise the chairperson regarding legal requirements for such committee meetings.

Meetings

1. All advisory committee meetings shall be held in school facilities with the exception of a special occasion at a different location which is publicized in advance and open to public attendance.
2. Members of the committee should be identifiable by use of a table with name cards or use of personal name tags.
3. Adequate seating should be arranged for observers and other members of the public which may be separate from that of the committee. Each meeting agenda should have a verbal hearing opportunity for the public to interact with the committee. The chairperson and the committee should determine procedures for providing such public participation without disrupting deliberations of the committee.
4. Meetings must be held in accordance with the California Brown Act regarding notices, and agendas for meetings of governing boards and Board appointed or authorized committees. Attention is called to the limited purposes for which a committee may meet in executive session and the fact that the public may not be required to sign a register in order to attend such a meeting, although persons addressing a committee may be required to identify themselves by name.

Consideration should be given to day or evening meeting times which will maximize potential attendance and serve committee purposes.

SCHOOL ADVISORY COMMITTEES

1. The Board of Education strongly encourages the use of Citizen Advisory Committees in each school not having School Site Councils for the purpose of involving parents and other interested citizens in the identification of educational needs and the planning and implementation of suitable programs and services to meet student needs.
2. Many of the guidelines for district-wide committees (above) are directly applicable and should be considered in establishing School Advisory Committees.
3. The authority for establishing such committees, including the method by which committee members are elected or selected, rests with each principal.
4. In addition to a broad School Advisory Committee to involve citizens in a meaningful way in problems and important decisions confronting their school, many

Principals will be required to have specific advisory committees for different supplemental and special, projects. It is recommended that the Principal carefully structure membership in a manner to consolidate these committees into a single committee.

5. When a School Advisory Committee is required in relation to any State or Federal regulation, each member of the committee shall be furnished copies of such regulations when they become a committee member, and such legally required committees shall operate in conformance with the California Brown Act.