

POLICY

2010 3220
1 of 2
Community Relations

SUBJECT: CITIZENS ADVISORY COMMITTEES

The Vestal Central Board of Education recognizes that the talents and experiences of residents of the community can be successfully utilized to aid in the study of problems facing our district as members of Advisory Committees.

Experience has shown that membership drawn from the different geographical areas, economic levels, religious denominations and vocational pursuits is frequently beneficial. The persons selected should be interested in the welfare of the community to the extent that they are willing to give time and effort to the study of vital problems.

From time to time, the Board will wish to set up Advisory Committees to assist them in the conduct of school affairs. The following policy will apply to these groups.

Purpose

Advisory committees shall be appointed when the Board of Education and Administration agree that there is a definite function to be performed and this function shall be indicated to the committee when it is appointed. Specific topics for study or well-defined areas of activity shall be prepared by the Board of Education prior to the appointment of the committee and assigned in writing to the committee chairperson together with a date for the final report.

Advisory committees shall be appointed only to advise the Board and Administration. In general, members of such committees shall not be requested nor authorized to assume specific responsibilities of decision for the Board of Education.

Membership

The chairperson of each advisory committee may be appointed by the Board of Education.

A member of the Board of Education shall be a member of each committee. This member shall meet or communicate with the committee as is deemed appropriate.

Members of each committee shall be chosen by the committee chairperson, the Superintendent of Schools and/or the Board of Education member. A list of members will be filed with the Board.

a) The Superintendent of Schools may appoint a member of the staff to serve as a channel of communication between the Superintendent and the committees. The person serving in this capacity shall meet or communicate with the committee as is deemed proper or at the request of the committee.

b) At the request of any committee, the Superintendent of Schools may appoint a member of the staff to assist it in carrying out the work assigned to it by the Board. Assignment of any additional personnel shall be by the Superintendent of Schools.

(Continued)

POLICY

2010 3220
2 of 2
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SUBJECT: CITIZENS ADVISORY COMMITTEES (Cont'd.)

- c) The size of the committee shall be determined by the committee chairperson and the Board members and shall be dependent on the committee.

Powers of Committee

The area of discussion of the advisory committee shall be guided by the chairperson within the title and general objectives of the committee.

- a) Activities and discussions shall be confined to the compilation of data, the analysis of problems, summarization of opinions, the drawing of conclusions and submission of recommendations, and final report.
- b) Advisory committees and their chairpersons shall exercise no authority over any school personnel.
- c) No committee can make any expenditures of District funds other than items normally supplied by school services without prior knowledge and approval of the Board of Education.

Publicity

All public announcements concerning the organization, membership, operation, recommendations, and dissolution of such committees shall be made at such time and in such manner as the Board may choose.

Reporting

When a committee is ready to submit its final report on the assigned topic, the Board shall, on request, arrange a joint meeting for the purpose of receiving the report. Minutes of the joint meeting shall be sent to the Board and to the committee.

Termination

The Board of Education, when notifying the committee chairperson of the assignment, may suggest the due date of the report which may also be the termination date of the work of this group.

The Board reserves the right to terminate the committee at any time it deems advisable.

Resolution Adopted 1/22/74
Former Policy 3.2.3.1 Citizens Advisory Committee; 9/24/85
Adopted 3/24/98
Adopted 4/27/10