

# **LEBANON SCHOOL DISTRICT**

POLICY: 905  
SECTION: COMMUNITY  
TITLE: CITIZEN ADVISORY COMMITTEES  
ADOPTED: November 18, 1996  
Last Revised: July 20, 2020

## **905. CITIZEN ADVISORY COMMITTEES**

### **Purpose**

Citizen advisory committees can be useful in keeping the Board and administration informed with regard to community opinion and in representing the community in the study of specific school issues. Advisory committees should be appointed only when there is a definite function to be performed, and this function should be indicated to the committee when it is appointed.

### **Authority**

Advisory committees shall not be established without the approval of the Board. In creating an advisory committee, the Board, Superintendent, or designee shall define the committee assignment and shall:

1. Appoint residents who are interested and can make some special contribution to the committee's function;
2. Approve appointment of residents, staff members, and/or students recommended by the Superintendent;
3. Seek the widest range of community interest and backgrounds; and
4. Appoint a chairperson.

The Board shall have sole power to dissolve any of its advisory committees and shall reserve the right to exercise this power at any time during the life of any committee.

Arrangements for the use of supplies, equipment, and personnel from within the school system shall be made through the Superintendent or his/her designee.

Expenditure of district funds by any advisory committee shall be made only upon prior approval of the Superintendent.

Meetings of an advisory committee are not regular meetings of the Board and shall be open to the public only upon invitation of the committee.

Recommendations of advisory committees shall not affect the ultimate decision-making responsibility of the Board, which shall be free to accept or reject the recommendations.

### **Delegation of Responsibility**

The Board shall appoint one (1) of its members to provide liaison with each advisory committee. A Board member serving in such capacity shall meet or communicate with the committee as s/he deems appropriate.

The Superintendent shall appoint a member of his/her staff to serve as a channel of communication between his/her office and all advisory committees. The person serving in this capacity shall meet or communicate with committees and Superintendent's designee as s/he deems proper, keeping informed as to activities, providing for the use of resources, and advising in the preparation of reports. S/He shall report his own and all committee activities directly to the Superintendent.

The Board of Directors shall see that the public is made aware of the services rendered by such committees of citizens as it may appoint and shall see that the public is informed of the major conclusions and recommendations made by such committees. All public announcements concerning the organization, membership, operation, recommendations and dissolution of such committees shall be made by the Board with the advice and assistance of the Superintendent.