

ADVISORY COMMITTEES TO THE SCHOOL COMMITTEE

Advisory committees shall be appointed only when there is a definite function to be performed and this function shall be indicated to the committee when it is appointed. The service of an advisory committee shall not be longer than one (1) school year. Reappointment of any committee after the end of a school year shall be at the discretion of the school committee. The committee shall serve in an advisory capacity only, with all final decisions to be made by the school committee.

Advisory committees shall be appointed primarily to advise the school committee and school administration on matters of school system concern. In general, members of such committees shall not be requested to perform specific services requested by an individual of the school committee. Unique talents of members can best be utilized on a committee basis. The advisory committee shall focus on the function for which it was formed and shall not become involved with other school system responsibilities.

The committee shall be as truly representative of the community as possible. Selections should be made in terms of what members can and will do, rather than what organizations they represent.

The school committee may appoint members from a list submitted to them from fellow school committee members, members of the administrative staff, or other sources. After a list of appointed members has been completed, the school committee shall send letters of invitation to individuals on the list. The letter should include some of the following items: (1) a statement of the problem facing the school committee and the school system; (2) need for aid from citizens in solving the problem; (3) time and place of the first meeting; (4) any other vital information considered necessary; and (5) a copy of this policy.

All appointments of citizens to an advisory committee for the school committee shall be made by the school committee. All appointments of staff members to an advisory committee for the school committee shall be made by the superintendent with the approval of the school committee. Staff members shall assist the advisory committee in fulfilling its function by providing information and needed resources but shall not be voting members.

When the advisory committee is ready to submit its final report on the assigned topic, the school committee shall, on request, arrange a joint meeting for the purpose of receiving the report. A summary of this joint meeting and the report shall then be prepared and submitted to the school committee and the administrative staff for their study, consideration, and final action by the school committee.

The school committee 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 all the major conclusions and the recommendations made by such committees.

Advisory committees created under this policy are subject to the provisions of the Open Meeting Law.

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

Adopted: June 9, 1975

First reading: March 2, 2015 meeting

2nd/final reading: March 16, 2015 meeting