

CITIZENS' ADVISORY COMMITTEES

Members of the Board of Education represent the residents of the Lindenhurst School district, establishing policy regarding all aspects of the district, delegating the authority for administration of the schools to the Superintendent of Schools and periodically reviewing both implementation of policy and administration of the schools.

In fulfilling these obligations, it becomes critical that Board members be attuned to the reactions, attitudes and ideas of district residents. It is also imperative that trustees receive assistance in guiding public thinking, once a policy position has been reached.

Citizens' advisory committees are helpful vehicles for affecting such two-way communication. Accordingly, residents of the district who have demonstrated outstanding interest or are especially qualified because of training, experience or personal characteristics, shall be encouraged to participate in school affairs through membership on such committees.

Each citizens committee organized by the Board shall be appointed and discharged by official Board resolutions. Resolutions appointing such committees shall state specifically the scope of the work of the committee.

Appointments to Citizens Advisory Committees shall be on the basis of interest, experience, expertise, and concern. No one shall be appointed as a representative of a specific group or area, unless it is the express purpose of the Board to have all areas of the community represented, in which case the Board will, in its discretion, appoint representative members of every such group or area. The Board shall make every effort to form a committee that is representative of the entire community.

Committees shall report all suggestions and recommendations to the Board and Superintendent of Schools prior to public release. Final reports shall be delivered to the Board at a meeting scheduled by the Board to receive the report.

The Board may accept, reject, or return committee recommendations for further study. Any action stemming from committee reports is the responsibility of the Board. Publicity, or the release of information, concerning committee findings shall be the responsibility and the prerogative of the Board. Advisory committees shall be discontinued upon completion of their assignment(s).

Ref: Education Law §§4402; 4601
8 NYCRR §135.3(2)

Adoption date: February 4, 2009

CITIZENS' ADVISORY COMMITTEES REGULATION**A. Appointment**

1. Advisory committees will be appointed at the discretion of the Board of Education.
2. The Board shall seek the advice of the Superintendent of Schools before establishing or dissolving any advisory committee.
3. Advisory committees will be appointed to advise the Board concerning a clearly stated problem. The Board will attempt to provide sufficient time for careful study by the committee. When the task has been completed, the committee will report to the Board and then will be dissolved. The Board will have the sole power to dissolve any of its advisory committees and reserves the right to exercise that power any time the life of the committee.
4. Upon appointment, each committee shall be instructed as to:
 - a. anticipated length of time each member is being asked to serve.
 - b. the service the Board wishes rendered.
 - c. approximate target dates for reports.
 - d. the time and place of the first meeting.
 - e. board policies clarifying relationships to the Board as a whole, to individual Board members, to the Superintendent, and to other members of the staff.
 - f. the resources the Board intends to provide the committee.
 - g. the approximate date the Board intends to dissolve the committee.
5. Although committee members may be sponsored by a community organization, each committee member will serve as an individual citizen and not as a representative of an organization.

B. Relationships

1. A Board is a corporate body. No individual Board member may, in any way commit the Board as a whole.
2. The Board is solely responsible for taking official policy-level action and cannot delegate the authority or responsibility to any individual or group.
3. Normally, Board members will not be members of advisory groups but will be available for consultation as needed and appropriate. However, Board members may attend any or all advisory committee meetings.

4. The Superintendent or his designee will, when assigned by the Board, serve as the liaison between the Board and advisory committees, meeting with the committees if necessary and fulfilling a consultative role only.
5. Any extension of an advisory committee's role through dissemination of written reports to the community, community meetings, surveys, questionnaires, etc., is normally considered a role of the Board. Prior Board approval will be required for any activity.
6. The Board will give due consideration to the recommendations of advisory committees. However, the Board is in no way obligated to accept recommendations.

C. Advisory Committee Operation

1. At its own discretion, an advisory committee may select its own chairperson, and/or other officers or operate in a less formal fashion. It shall also schedule convenient dates for meetings.
2. The final recommendations of advisory committees shall be based upon general agreement among the members. Until such agreement is reached, recommendations will not be made to the Board. At the Board's request, majority and minority reports can be submitted if no consensus can be reached.
3. Minutes considered appropriate for the purposes of the advisory committee may be kept. If minutes are kept, the Board will provide clerical help necessary for the reproduction and distribution of the minutes.

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