

**Lake Oswego  
School District 7J**

Code: **BCF/KC**  
Adopted: 4/19/99  
Readopted: 6/08/09  
Orig. Code(s): 1515

## **Advisory Committees to the Board**

### **Board Appointed Advisory Committees**

In an ongoing effort to increase communication with the public and to provide for citizen involvement, the Board may appoint advisory committees including members of the community to consider matters of district-wide importance.

Recommendations of such committees shall be given careful consideration by the Board, but such recommendations shall not relieve the Board of its legal responsibility to make final decisions about such matters.

All meetings of advisory committees shall be considered open meetings. The press may attend and report proceedings. Visitors shall sit apart from the committee members and shall speak only when invited to do so by the committee chair.

The composition of advisory committees shall be broadly representative and shall take into consideration the specific tasks assigned to the committee. Appointment of community members to an advisory committee shall be made by the Board; appointment of staff members, when appropriate, shall be made by the superintendent.

The Board shall adopt guidelines for each committee as appropriate, which shall included, but not be limited to, the following:

1. The charge to the committee, setting forth the service the Board wishes the committee to render and the extent and limitations of its responsibilities.
2. The resources the Board will provide.
3. The Board may appoint standing committees and ad hoc committees. The length of time the committee is asked to serve and the approximate date(s) on which the Board wishes to receive committee report(s).

Except as specifically provided by the Board, citizen advisory committees shall cease to function when their reports have been received or when the purposes for which they were established have been accomplished or cease to be relevant.

The Board may only be represented on selected committees that serve the Board when appointed by the Board.

## **School Advisory Committees**

Each building shall have an advisory committee selected from among the patrons of the specific attendance area. The committee shall be identified by the name of the school it serves: e.g., Lake Oswego High School Advisory Committee or Bryant School Advisory Committee.

### **Objectives of School Advisory Committees**

1. The overall objective of the advisory committees shall be to improve communication among the community, the schools, and the Board. The schools belong to the community. All citizens have a responsibility to involve themselves in the process of establishing goals, objectives, and policies for the school system.

The advisory committees are intended to be one avenue to facilitate citizen involvement in the process of decision making for the individual schools and for the entire school district

2. The general objectives of the school advisory committees are:
  - a. To assist the principals and Board in establishing priorities and goals for Lake Oswego schools.
  - b. To suggest ways to cope with problems which arise in the schools.
  - c. To assist in the collection of opinions and information related to educational planning, including facilities use and budget development
  - d. To consider ideas and suggestions presented by the Board, professional staff, and school patrons.
  - e. To keep the Board informed of community needs and to inform the community of school needs.
3. Appropriate areas for advisory committee study and recommendation include but are not limited to:
  - a. Assessing strengths and weaknesses of current educational programs.
  - b. Assessing strengths and weaknesses of extracurricular programs.
  - c. Reviewing policies and practices concerning student rights and responsibilities.
  - d. Reviewing potential expansion or restriction of existing programs and considering development of new programs.

### **School Advisory Committee Members**

1. The application and selection processes shall be as follows:
  - a. The district administration and the principal shall give public notice of vacancies. Applications shall be due in the building principal's office by the end of April.
  - b. Applicants shall complete the district advisory committee application form.
  - c. The members of each committee will be appointed by the Board after reviewing all applications, and recommendations of the principal.
  - d. Principals shall make their recommendations for regular appointments at the first Board meeting in May.

- e. The principals shall be a permanent nonvoting member of the school advisory committee. The principal may also designate additional staff to meet with the committee when requested.
- f. There shall be only one membership from each family.
- g. When an individual building committee member has had two consecutive unexcused absences from regular monthly meetings, the remaining members may declare the position vacant and make a recommendation for a replacement to fill the unexpired term.
- h. Interim appointments to fill vacancies created by resignations, moves from the attendance area or district, and the like shall be made as needed.

**Terms of office shall be defined as follows:**

- 1. A term of office shall be two years. A term of office for special services parent advisory members shall be three years. Members shall serve no more than two consecutive terms.
- 2. Individuals who have served less than one year as an appointee to fill the unexpired term for an individual who has resigned, moved from the area, dropped because of irregular attendance, etc., shall be eligible for an appointment to a full term. Individuals may not serve on the advisory committees of two buildings at the same time.
- 3. The membership year shall be July 1 through June 30 of the following year.

**Officers**

- 1. Officers shall be selected in the following manner.
  - a. There shall be two officers of each committee, a chair and a secretary. They will serve for one year. The principal shall serve as administrative representative to the committee.
  - b. The chair shall be nominated from the floor and elected at the May or June meeting of each advisory committee. The secretary shall be elected at the September meeting.
- 2. Officers shall be responsible for the following duties:
  - a. The chair shall preside at all meetings.
  - b. The secretary shall keep the minutes of all meetings and shall furnish the principal's office with a draft for typing and distribution.

**Meetings**

Each advisory committee shall hold a regular meeting each month from September through May, with June being optional. The Board suggests that a regular date be fixed. Special meetings may be called by the chair of the advisory committee. Open meeting laws require advance public notice of meeting dates.

**Agenda**

Each advisory committee chair, the principal, and the committee members shall furnish agenda items to the principal and chair before each meeting so that the principal's secretary can prepare a printed agenda for the meeting. The agenda shall be posted in the school prior to the meeting.

## Size of Committees

Each committee shall consist of a minimum of three and a maximum of 10 citizens and the principal. TAG Advisory Committee shall consist of a maximum of 13 citizens (up to one representative from each schools' attendance boundary). Special Services Advisory committee shall be consistent with this policy's administrative regulation.

END OF POLICY

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### Legal Reference(s):

[ORS 192.610](#)

[ORS 192.630](#)

[ORS 294.336](#)

[ORS 329.704](#)

[ORS 332.107](#)

OR. DEP'T OF JUSTICE, OR. ATT'Y GENERAL'S MODEL PUBLIC CONTRACT RULES MANUAL (2003).