

**Lake Oswego  
School District 7J**

Code: **BCF/KC**  
Adopted: 4/19/99  
Readopted: 6/08/09; 10/22/12; 10/06/14  
Orig. Code(s): 1515

### **Advisory Committees to the Board**

As part of its continuous efforts 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 districtwide 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 may appoint ad hoc advisory committees and standing parent advisory committees.

#### **Ad Hoc Advisory Committees**

The Board shall adopt guidelines for each committee as appropriate, which shall include, 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 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, ad hoc 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.

## **Standing Parent Advisory Committees**

### **1. School Advisory Committees**

Each school 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., Lakeridge Junior High School Advisory Committee or Forest Hills Elementary School Advisory Committee. Principals shall serve as the administrative representative to their school's advisory committee.

### **2. District Advisory Committees**

The Board shall appoint a Special Services Parent Advisory Committee and a Talented and Gifted (TAG) Advisory Committee. The central office administrators responsible for these program areas shall serve as the administrative representative to their respective advisory committee.

## **Objectives of Standing Parent Advisory Committees**

1. The overall objective of the advisory committees shall be to improve communication among the community, parents, schools and program areas, and the Board. The advisory committees are intended to be one avenue to facilitate citizen involvement in the process of decision making for the individual schools and programs areas and for the entire school district.
2. The general objectives of the advisory committees are:
  - a. To assist administrators and the Board in establishing priorities and goals for Lake Oswego Schools;
  - b. To suggest ways to address problems which arise;
  - 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 patrons;
  - e. To keep the Board informed of community needs and to inform the community of school and program 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. Assessing strengths and weaknesses of practices, procedures and operations;
  - d. Reviewing policies and practices concerning student rights and responsibilities;
  - e. Reviewing potential expansion or restriction of existing programs and considering development of new programs.

## **Standing Parent Advisory Committee Members**

The application and selection processes shall be as follows:

1. The district administration and the administrator for each committee shall give public notices of vacancies. Applications for school advisory committees shall be submitted to the appropriate principal. Applications for district advisory committees shall be submitted to the administrator responsible for the program area;
2. Applicants shall complete the district advisory committee application form;
3. The members of each committee will be appointed by the Board at the first Board meeting in May, after review of all applications and recommendations from principals and administrators for each committee;
4. The principals and program administrators shall be a permanent nonvoting member of their advisory committee. The principal and program administrator may also designate additional staff to meet with the committee when requested;
5. There shall be only one membership from each family on a single committee;
6. When an individual building committee member has had two consecutive unexcused absences from regular monthly meetings, a majority of the remaining members may declare the position vacant and make a recommendation for a replacement to fill the unexpired term;
7. Interim appointments to fill vacancies created by resignations, moves from the attendance area or district and the like shall be made, as needed, by the Board.

## **Terms of Office**

1. A term of appointment shall be two years. A term of appointment for special services parent advisory committee members shall be three years. School advisory committee members shall serve no more than two consecutive terms. TAG and special services advisory committee members shall serve no more than three 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 more than one advisory committee at the same time.
3. The membership year shall be July 1 through June 30 of the following year.

## 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, posting of the agenda for each meeting and recording of minutes from all meetings.

The Board may call special all-district meetings for input on districtwide issues. Minutes from each school's advisory committee shall be taken at advisory committee meetings and posted monthly on the school website.

## Size of Committees

Each school advisory committee shall consist of a minimum of 5 and a maximum of 10 parents and the principal. TAG and special services advisory committees shall consist of a maximum of 15 parents and the responsible administrator.

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).