

# **Liberty Union High School District**

## **Board Policy**

Classification: Community

Policy No. **BP1220**

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Effective 4-15-92

Revised

Subject: Citizen Advisory Committees

The Governing Board recognizes that citizen advisory committees enable both citizens and educators to better understand the attitudes and opinions held in the school and community.

As the need arises, the Board may establish citizen advisory committees to consider school problems, needs, and issues. Advisory committees shall serve in strictly advisory capacity and shall not act as policy-making bodies.

Committee members shall represent a cross section of qualified people throughout the district, except in those cases where a committee is established to address the needs of a particular segment of the school community. With Board approval, the Superintendent may appoint committee members.

When committees are appointed, committee members shall receive a written statement including, but not limited to:

1. The committee members' names.
2. The specific charges of the committee, including its topic(s) for study or well defined area(s) of activity.
3. The specific period of time that the committee is expected to serve.
4. Legal requirements regarding meeting conduct and public notifications.
5. Resources available to help the committee complete its tasks.
6. Time lines for progress reports and/or final report.
7. Relevant Board policies and administrative regulations.
8. The procedure to be used in the selection of the committee chairperson and other committee officers.

The Board shall have the sole power to dissolve any of its advisory committees and may exercise this power at any time.

Advisory committee members are not vicariously liable for injuries caused by the act or omission of the district. (Government Code 820.9)

Citizen advisory committees established by Board action shall provide public notice of their meetings and conduct such meetings in accordance with the state open meetings laws for such committees. All major conclusions and recommendations made by advisory committees shall be made available to the public in writing.

### **Administrative Advisory Committees**

The Superintendent or designee may establish citizen advisory committees to advise the Superintendent or designee.

The Superintendent or designee shall inform the Board when such committees are established and shall describe their charges, size, term of office, and membership. The Superintendent or designee shall inform the Board of the persons appointed to such committees and any changes in committee membership or charge.

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The Superintendent or designee shall provide the Board with a final report of each committee's accomplishments and shall provide summary reports and appraisals of administrative advisory committees as requested by the Board.

### Expenses, Travel, Reimbursement

The Governing Board may allocate funds for the use of advisory committees. Within budget allocations, the Superintendent may approve requests for travel associated with the charge of the committee and reimburse committee members for expenses at the same rates and under the same conditions as those provided for district employees.

### Legal Reference:

#### Education Code:

35172 Promotional activities

44032 Travel expense payment

44033 Automobile allowances

#### Government Code:

54950-54962 Meetings