

ADVISORY COMMITTEES TO THE SCHOOL COMMITTEE

In order to profit from the viewpoints and expertise of the residents of Weston, the School Committee shall, from time to time, appoint advisory committees to examine operations or programs in certain areas and to make recommendations. Any committee appointed by the School Committee is a governmental body and is subject to the provisions of the Open Meeting Law. The following policy will govern the organization and functioning of such advisory committees.

Organization and Dissolution

The School Committee shall seek the advice of the Superintendent before establishing or dissolving any advisory committee.

Specific topics for study or well-defined areas of activity shall be assigned in the form of a written, voted charge to each advisory committee before its appointment. Upon completing its assignment, each committee either shall be given a new charge or shall be dissolved promptly, but shall not be allowed to continue for prolonged periods without a definite assignment. Each advisory committee shall be instructed as to the approximate length of time each member is being asked to serve, the service the School Committee wishes it to render, the resources the School Committee intends to provide, the approximate dates on which the School Committee wishes it to submit reports, and the approximate date on which the School Committee wishes to dissolve the committee. Furthermore, the committee shall be instructed as to the relationship it has to the School Committee, to individual School Committee members, to the School Committee member assigned to provide liaison, to the superintendent, and the remainder of the professional staff.

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

Appointments

All appointments, including that of the committee chair(s) as well as of staff members and students, to advisory committees shall be made by the School Committee. Staff members and students shall be appointed only with the Superintendent's recommendation.

Communication

1. Correspondence: Correspondence between the School Committee and its committees shall ordinarily be conducted by the chairman of the advisory committee.
2. Joint Meetings: When a committee is ready to submit its majority report on each assigned topic, the School Committee, on request, shall attempt to arrange a joint meeting for the purpose of receiving the report. A summary of agreements, requests, and major viewpoints expressed in each joint meeting shall be prepared and copies sent to the School Committee and to the advisory committee.

3. Annual Report: Each committee shall be requested to send a written report to the School Committee before the end of each school year describing its activities during the past year and its plans for the coming year.

Resources

Advisory committees shall be encouraged to draw upon a wide variety of resources both inside and outside the school system. Each committee shall be particularly encouraged to draw upon the talents of local residents and to recommend to the School Committee the official appointment of any such additional members as the committee desires.

At the request of any committee, the Superintendent shall appoint a member of the professional staff to assist it in carrying out the work assigned to it by the School Committee. Such committee assistants shall be responsible to the Superintendent and shall neither have a vote on the advisory committee nor constitute part of a quorum.

Arrangements for the use of supplies, equipment, and personnel from within the school system shall be made through the Office of the Superintendent.

Expenditure of Town funds by any advisory committee shall be made only upon prior approval of the School Committee.

Publicity

The School Committee shall see that the public is made aware of the services rendered by members of such advisory committees as it may appoint and shall see that the public is informed of the major conclusions and recommendations made by such committees. All public announcements concerning the organization, membership, operation, recommendations, and dissolution of such committees shall be made at such time and in such manner as the School Committee may choose.

Adopted: November 21, 2011

CROSS REF.: KCB, Community Involvement in Decision-making