

PENN MANOR SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

APPROVED: August 19, 2013

REVISED:

905-AR-0. CITIZEN ADVISORY COMMITTEES

The Board may establish citizen advisory committees to perform specific functions. Advisory committees may study particular problems or issues and make reports and recommendations to the Board.

The Board, in consultation with the Superintendent, will determine the purpose of a committee, number of members, composition of the committee, and selection of committee members.

Each appointed committee has the responsibility to submit to the Board a written progress report and a written final report upon completion of its assignment.

Each committee recording secretary will take minutes of each meeting. After approval of the minutes by members, the minutes will be submitted to the Superintendent.

To ensure that the Board's intent and expectations are clear, the following instructions will be prepared in writing and distributed to all committee members:

1. Purpose of the committee, specific issues for study and scope of the committee's activity.
2. Composition of the committee, including designation of voting and non-voting members if applicable.
3. Length of time each member is expected to serve.
4. Role of the committee as being advisory only.
5. Resources the Board will provide to assist the committee in completing its task.
6. Expectations regarding the committee's relationship with the Board, Superintendent and district personnel.
7. Designation of the individual who will be responsible for providing information to the public concerning the committee and its work.
8. Time and place of the first meeting.
9. Timeline for progress reports to the Board and/or other activities.

10. Date on which the Board expects to receive a final report or recommendation and dissolve the committee.

The Superintendent will serve as a consultant to an advisory committee by providing assistance necessary for completion of the committee's assignment, supplying materials, giving access to resource personnel, providing secretarial services and offering information and advice.