

**Policy**

AD HOC ADVISORY COMMITTEES

Community and/or parent/guardian advisory committees can be particularly useful both in keeping the board and administration informed with regard to community opinion and in representing the community in the study of specific school problems. The West Long Branch Board of Education shall, when required by law or when it finds it beneficial, appoint advisory committees to assist in research projects, long-range studies, program evaluation, and development of policies or educational goals/programs. Each committee shall be appointed for a specific purpose and time. The board may dissolve any board-appointed committee at its sole discretion. Such committees shall be representative of the community in relation to the tasks delegated to them, and may include staff and students when appropriate.

Systematic programs shall be set up to draw on the assistance of business, labor, and other organizations that have experience in vocational, technical and enrichment programs and in providing students with practical work experience.

The board shall adopt the committee structure and organization it deems appropriate to the assignment at hand, except for funded programs where requirements are set by law. The board is responsible for approving all members of a committee and the method of their selection in consultation with the chief school administrator. Staff members shall not constitute a majority of any general community advisory committee.

Committees shall research and examine all appropriate options and report to the board on the positive and negative aspects of each option. Committees shall not make specific recommendations unless explicitly requested to make such recommendations by the board of education. In such case, recommendations from the committee shall not reduce the responsibility of the board, which shall be free to accept or reject the recommendations as it sees fit. It will be the responsibility of the chairperson to see that the members of the committee are informed as to the final decision of the board.

Any publicity concerning the organization, membership, operations, findings or recommendations of any committee shall be released only by the board designee.

In board-initiated advisory committees, the chief school administrator shall draft procedures for instructing committees as to the length of time each member is being asked to serve, the services the board wishes them to render, the resources the board intends to provide, and the approximate date on which the board wishes to dissolve the committee. Furthermore, the committee shall be advisory only with no authority to direct staff or the implementation of resources.

Upon fully completing its charge, each committee shall be dissolved promptly. No committee shall be allowed to continue for prolonged periods without a definite assignment.

Board members shall not be members of ad hoc advisory committees, but may visit sessions of the committees ex officio.

When the law regulates the formation and activities of an advisory committee, the administration shall cooperate fully in its activities.

Adopted:

Revised:

AD HOC ADVISORY COMMITTEES (continued)

NJSBA Review/Update: January 2015  
Readopted:

Key Words

Ad Hoc Advisory Committees, Citizens' Committees, Committees

**Legal References:** N.J.S.A. 10:4-6 et seq. Open Public Meetings Act  
N.J.S.A. 18A:10-6 Board meetings public; frequency; hours of commencement;  
adjournment, etc., for lack of quorum  
N.J.A.C. 6A:16-4.2(a) Review and availability of policies and procedures for the  
intervention of student alcohol or other drug abuse

Hawkins-Stafford Elementary and Secondary School Improvement Act of 1988, (Pub. L. No. 100-297) amending Elementary and Secondary Education Act of 1965.

34 C.F.R. 200.1 to 200.89 - Part 200

**Possible**

**Cross References:** \*2240 Research, evaluation and planning  
\*6142.1 Family life education  
\*6142.12 Career education  
\*6144 Controversial issues  
\*6162.4 Community resources  
\*6171.3 At-risk and Title 1  
\*9020 Public statements  
\*9130 Committees

\*Indicates policy is included in the Critical Policy Reference Manual.