

## Local School Advisory Committees

### Purpose of Local School Advisory Committee (LSAC)

1. The LSAC serves as a liaison between the school-community, the school principal and the Board. The LSAC should encourage citizen participation and communication in matters which concern the Gervais schools. Each LSAC is responsible to the Board from which it derives its existence.
2. The Board supports citizen involvement in the district's discipline policy, budget and school enrollment and growth.
3. Other areas of involvement should be determined at the local school. Appropriate areas in which LSACs may consider involvement include, but are not limited to, long-range planning, traffic safety, building level budget expenditures and establishment of criteria for personnel selection.
4. The LSAC also plays an important role in determining local needs, solving problems and developing programs and services. LSACs may be called upon to aid in researching problems in the school-community and also in the dissemination of information pertinent to school concerns. Citizen advisory committees have the option to survey school and community needs in coordination with district staff. If district resources are utilized, the superintendent or his/her designee must review and approve the survey.
5. Inappropriate areas of citizen involvement at the local level are individual student discipline cases, family concerns, individual employee evaluations, the selection, placement or transfer of staff and individual student records.
6. An LSAC may voice its concerns to the principal, to the central administration and to the Board. However, LSACs should endeavor to resolve local problems in cooperation with their school principals before referring them to the central administration or to the Board.
7. Local schools have flexibility to combine citizen advisory committees when necessary and appropriate. The need for and appropriateness of combined groups may vary yearly within a particular school. When mutually acceptable, citizens and staff should have the flexibility to adjust citizen committees as necessary. When combinations of citizen advisory committees occur, care should be taken to meet the guidelines of each committee as outlined by the Board.
8. Each citizen advisory committee will annually:
  - a. Review its role;
  - b. Establish its goals, objectives and tasks within the limits of authority as set by the Board;

- c. Develop a work plan;
- d. Conduct a self-evaluation in the spring of each year.

The final task could be accomplished with the use of a self-assessment tool, such as an annual committee report in which principals and committee members can indicate committee strengths and areas needing improvement.

### **Appointment of LSAC Members**

1. Responsibility for the nomination of the LSAC members shall be shared between the present committee and the principal. It is suggested that a nominating committee be selected to meet with the principal in order to draw up a list of possible new members. The entire LSAC should approve the list.
2. Members of the LSAC should represent all segments of the community. Recommendations for membership should be sought from the following sources: officers of parent organizations, present LSAC members, building staff and other area citizens. Middle and high school committees should include at least two students. Whenever possible, community publicity should encourage citizens to apply for candidacy. The district will actively recruit new members to citizen advisory committees. Special attention should be given to achieving a diverse representation of citizens on all committees and to assuring that each citizen who expresses an interest in serving on a citizen advisory committee receives a response in a timely manner.

District staff may serve as members of LSACs. However, the principal is an ex-officio, nonvoting member. Nonstaff members of an LSAC must live or work in the attendance area of the school they represent or must have a child or children in attendance at that school.

3. LSACs can define the duration and size of members.

LSACs shall submit their roster of members, including chairperson and secretary, to the district office by October 15 of each year. The Board will ratify the appointments at a subsequent meeting.

### **Meetings**

All LSACs should meet at least once each month during the school year. The date, time, place and agenda of each meeting shall be made public at least one week in advance. Within seven (7) days after each meeting, one copy of the minutes shall be forwarded to the district office.

### **Resolution of Problems**

The LSACs should seek guidance with regard to issues and problems discovered in their respective schools which they are unable to resolve satisfactorily with assistance of their school principals.

Written referrals should be addressed to:

Gervais School District  
P.O. Box 100  
Gervais, OR 97026-0100

### **Assistance to LSACs**

LSACs, being part of the formal organization of the district, are allowed access to budgeted funds for the purpose of obtaining postage and supplies such as paper and envelopes. Arrangements for these items and for production of multiple copies of official documents are to be made with their school principal, within reasonable limits and timelines.

### **LSACs and Board Policy**

LSACs may not implement any program or project which conflicts with Board policy or state statutes nor interfere with the procedures set by the Board to resolve staff grievances. Action in such cases is to be confined to seeking an exception or change in the policy. In addition, LSACs can propose new district policies.

### **Staff Assistance to LSACs**

The Board is agreed that staff is necessary for the effective functioning of LSACs for the following reasons:

1. The need of the committees to have accurate information generated at the Board and administrative levels;
2. The need for coordination among LSACs;
3. The need for LSAC members to be assured that the Board and administration receive information and recommendations generated by the committees;
4. The need to assure continuity, which is always difficult in volunteer groups;
5. Citizens and citizen advisory committees receive regular and timely reports on the outcomes of their requests and recommendations.

Therefore, the Board instructs the superintendent to provide assistance to LSACs to perform these functions.