

LOS ANGELES UNIFIED SCHOOL DISTRICT
Division of Adult and Occupational Education

BULLETIN NO. 1
August 26, 1988

SUBJECT: COMMUNITY ADVISORY COMMITTEE CHECK LIST

- I. Functional Purposes
- II. Operational Effectiveness
- III. Administrative Role
- IV. Committee Selection

This revision supersedes the bulletin of the same number issued on July 1, 1981. The content has been updated to reflect changes in Division organization, policy, or procedure.

The following check list has been designed to assist in the selection, development and evaluation of the community advisory committees. It is suggested that an evaluation of the committee activities be made at the end of each school year.

I. FUNCTIONAL PURPOSES

Purposes of an advisory committee are to:

- articulate and communicate with the total community
- be a sounding board to opinions of the adult school/center
- establish a positive liaison between the school and the community-at-large
- confer on curriculum development
- distribute school brochures and other school-oriented literature
- assist in the selection of branch classes/sites
- be a connecting link to other public and private agencies
- stimulate intercommunication among members of industry, professions, and lay persons in the community
- be helpful in locating qualified, community-empathetic instructors
- procure free and loaned equipment and materials suitable for training purposes
- be supportive of the total adult school/center community

II. OPERATIONAL EFFECTIVENESS

Administrator should:

- enact regulations within the limitations and the framework of the Education Code provisions, Board of Education rules and regulations, budget restrictions, etc., and make these available to the committee
- provide adequate meeting facilities at the school or at other locations within the school community area
- clarify the function of committee members -- to serve as advisers and expeditors to the principal and adult

school/center community

- establish a regular meeting calendar
- give thought to keeping each meeting open to the public
- develop a news release of information to the public media and school community publications
- analyze the sociological resources and geographical areas of school milieu

III. ADMINISTRATIVE ROLE

Be ready to:

- establish positive community communications
- clarify the legal responsibility of the principal to the school and its educational program
- accept and review innovative course suggestions
- coordinate meetings
- provide continuous leadership for the advisory committee
- assist in establishing regulations needed for an effective community-oriented program
- maintain an advisory committee specifically for advisory purposes
- confer with other administrators for advice and counsel
- keep the advisory committee aware of facilities available to the community

IV. COMMITTEE SELECTION

Committee members:

- represent the total community-business, industrial, professional, semi-professional, and socio-ethnic groups
- are objective in appraising the needs of the community
- are willing to take a grass roots approach to community problems
- are able to be free to attend necessary committee meetings for a prescribed number of years
- are willing to be supportive of majority needs and have minority understanding

For assistance, please telephone Loretta Walker, Administrator, School Operations, at (213)625-6642.

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