

Policies of the Board of Education

Section B School Board Governance and Operations

BOARD COMMITTEES

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The Board shall have the following standing committees:

1. Curriculum and Instruction
2. Policy
3. Communications
4. Budget, Facilities & Funding
5. Negotiations & Personnel

The Board may delegate portions of its exploratory, fact-finding, and preliminary work to temporary committees. These are advisory or ad hoc committees, however, and have no power to take action whatsoever, or to commit the Board or district to any course of action, except as specifically directed by the Board.

It shall be the duty of the president of the Board to appoint committees, except when the Board itself may decide otherwise. The first person named to any committee shall be considered the chairperson. It shall be the duty of the chairperson to convene the committee, and in the chairperson's absence or inability to act, the second named shall replace and perform the duties of the office.

The committees will be comprised of representatives from staff, administration, the board, and the larger school community (including students when and where appropriate), according to interest and/or need.

The president of the board and the District Administrator shall serve as ex-officio members of each committee, shall be notified of all committee meetings, and shall receive a copy of the minutes of each committee meeting.

Job Description of Committee Chairperson: The first person named to any committee shall be considered the chairperson. In the chairperson's absence or inability to act, the second named shall assume the chairperson's duties.

The duties of the committee chairperson shall be:

1. Convene all committee meetings.
2. Accept responsibility for communicating committee business, notifying committee members and all board members of the date, time, place and agenda of each committee meeting, and informing the

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administration of date, time, place and agenda of each committee meeting so the meeting can be properly noticed.

3. Accept responsibility for the recording of minutes of each committee meeting, submitting a copy of minutes to each committee member and all board members.
4. Inform each committee member at the first committee meeting of committee's responsibility, as stated in the by-laws, and the duties of committee membership.
5. Develop a yearly calendar for completion of committee's responsibilities relative to calendar of Board of Education.
6. Act as committee spokesperson or delegate to another committee member or appropriate administrator the responsibility for communicating with the public and press.
7. Maintain a file detailing the committee's responsibilities and progress throughout the year, passing on the file to the succeeding chairperson within two (2) weeks of the new chairperson's appointment.
8. Any other duties as directed by the Board of Education.

Operation of Committees: The committees shall operate as following:

1. Policy Committee – revises and creates board policies that guide the operation of the school district.
2. Negotiations/Personnel Committee – takes responsibility for negotiating master contract with the teachers' union (AUTO) and takes into consideration personnel issues to be acted on by the board.
3. Curriculum and Instruction Committee – advises the board on curricular and instructions issues – especially new programs.
4. Budget, Funding and Facilities Committee – assists the board with budget and facility planning and coordinates funding efforts for the district.
5. Communications Committee – generates communications vehicles and public relations methods for the board.

Adopted by the School Board September 20, 1993

Revised/Approved – November 12, 2003