

POLICY 8850
SCHOOL BOARD COMMITTEES

The School Board believes committees are an integral part of the decision-making process and in the conducting of Board business. By using a Board committee structure, the Board is able to conduct its business in an efficient and effective manner, study issues facing the District more in depth, and take more ownership of things happening in the District. The committee structure is designed to assist the Board in conducting Board business; it is not intended to take away any Board member's opportunity to ask questions or to be involved in the decision-making process.

The Board shall have four standing committees: (1) Audit, Budget and Finance, (2) Curriculum and Program, (3) Planning, Facilities and Equipment, and (4) Personnel and Policy. Each standing committee shall consist of three Board members. A quorum of the committee shall be defined as a majority of the committee members. The Board President shall appoint Board members to standing committees in accordance with established procedures. No Board member may serve on more than two standing committees and can only chair one standing committee. The Board President shall select the committee chair. The committee chair may seek six qualified community members and two students to serve on the committee. Every attempt will be made to have these committees reflect the diversity of the District. Community member appointments shall be made in accordance with established procedures. The term of appointment to a standing committee will be for two years for community and student members, with option of renewal at the chair's discretion.

Whenever possible, terms will be staggered. It is expected that all committee members will attend at least 80 percent of the meetings of the standing committee to which they have been appointed. Consistent with Board policy concerning Board officers, the chair of each committee may not serve as committee chair for more than two consecutive years.

The Board may establish other standing and temporary ad-hoc committees from time to time as needed. The Board President shall make such committee appointments in the same manner as standing committee appointments.

The Board President shall serve as an ex-officio member of all standing and temporary committees.

The function of all Board committees should be fact-finding, deliberating and advising, but not legislating or policymaking. Standing Board committees may not act or speak for the Board unless authorized by the Board. Each Board committee shall be assigned specific duties. All policymaking actions taken by a Board committee shall be subject to ratification and approval of the Board. For policy-related items, the Board will have a first and second reading of the recommended policy before final policy adoption. The policy readings shall occur at separate Board meetings.

Public notice shall be given for all Board committee meetings in accordance with state law and Board policy.

LEGAL REF.: Wisconsin Statutes
Sections 19.84 [Public notice requirement]
19.85 [Reasons for closed session]

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CROSS REF.: 8712, School Board Meeting Agenda Preparation and Dissemination
8840, School Board Minutes
8850, School Board Committees

ADMINISTRATIVE REGULATIONS: None

AFFIRMED: June 8, 1993

REVISED: April 21, 1998
July 13, 1999
February 22, 2000
July 10, 2001
July 28, 2009

DELETED: June 25, 2002

REAFFIRMED: May 13, 2003
December 19, 2006
June 22, 2010
February 24, 2015
September 22, 2015

RULE 8850
SCHOOL BOARD COMMITTEES

A. Committee Appointment Process

1. The Board president shall appoint Board members to standing committees immediately following the School Board's annual organizational meeting. Such appointments shall be made, in order, as follows:
 - a. by seeking volunteers and making appointments based on Board member interest
 - b. by direct appointment of Board members to specific committees
2. Community members may be appointed to serve as members on standing committees as outlined in Board policy. Such appointments shall be made, in order, as follows:
 - a. by encouraging volunteers that reflect the diverse student population
 - b. by seeking volunteers and making appointments based on citizen interest
 - c. by direct appointment of the committee chair with approval of the Board President
 - d. by appointment of the Board President

B. Standing Committee Operating Procedures

1. Whenever possible, policy items to be considered by the Board shall be introduced to the standing committee at a monthly committee meeting. Any item referred to a standing committee must come back to the full Board within 30 days, unless a motion by the standing committee to further review the item is determined.
2. Standing committees, unless canceled by the committee Chair or Board President, shall meet once each month. Additional meetings will be scheduled by the chair as necessary.
3. The committee chairs, the Superintendent of Schools and designated administrators shall meet to establish meeting agendas for standing committees. This process will ensure the orderly flow of information and the effective operation of the Board and committees. Committee agenda items are limited to those referred by the Board President, committee chairs and designated administrators. Meeting agendas must be published at least five working days prior to a scheduled meeting.
4. Administrators and other District staff, as appropriate, will be requested to serve in an advisory capacity to standing committees and/or to provide necessary support resources.
5. Committee meetings shall be conducted in accordance with *Policy 8810*.
6. Any Board member or citizen may attend a standing committee and may speak to any item on the agenda. However, only committee members may vote on agenda items.
7. Minutes shall be kept of all standing committee meetings. The minutes shall be distributed to all board members in order to keep the full Board informed of matters discussed at committee meetings. Committee meeting minutes shall also be made available for inspection by the public in accordance with state law and the Board's policy on access to public records.
8. Motions that have come from committee shall appear on a regular meeting agenda, and shall contain the committee's recommendation, and include comments of dissent, in addition to Administration's recommendation.

C. Specific Duties of standing committees

BOARD OF EDUCATION
ORGANIZATIONAL CHART – COMMITTEES

<u>Audit, Budget and Finance Committee</u>	<u>Curriculum and Program Committee</u>	<u>Planning, Facilities and Equipment Committee</u>
<ul style="list-style-type: none">• Review and make recommendations on all monthly budget expenditures and all budget modifications, changes, etc., throughout the year• Review and make recommendations on all budgets related to grants submitted and/or awarded• Review and make recommendations on all proposed Board policies related to budget and finance matters• Review and make recommendations on financial and program audits• Review any audit findings and prepare recommended action plans• Review and make recommendations on the strategic planning budget and implications to overall District budget	<ul style="list-style-type: none">• Review matters related to existing or new curriculum and programs which may include materials, book selections, etc.• Review survey, test and evaluation results of the District• Monitor curriculum adoption and implementation schedule• Review and make recommendations on all grant proposals in terms of program components• Review and make recommendations on all proposed Board policies related to education, teaching or support programs• Review and make recommendations on staff development plan and implementation• Review and make recommendations on strategic plan initiatives to be implemented	<ul style="list-style-type: none">• Review and make recommendations on the District’s capital improvement budget• Review the implementation of all expenditures related to facilities and equipment• Review building standards for each type of educational facility• Review and make recommendations on the District’s technology and administrative computer plan• Work with community groups to develop financial plans to implement the district’s physical facilities• Review and make recommendations on all proposed Board policies related to planning facilities and equipment• Review and make recommendations on accommodations required for strategic planning

BOARD OF EDUCATION
ORGANIZATIONAL CHART – COMMITTEES

<u>Personnel and Policy Committee</u>	<u>Ad-hoc Committee</u>
<ul style="list-style-type: none">• Review annual student enrollment projections• All policy development should receive first readings through the Personnel and Policy Committee when applicable• Review and make recommendations on personnel or policy issues resulting from strategic planning• Review personnel transactions	<ul style="list-style-type: none">• Ad-hoc committee(s) are appointed by the Board President• Their responsibilities are based on the task(s) for which they are assigned• Ad-hoc committees are not standing committees and have a limited term