

## **0155 - BOARD COMMITTEES**

Section: Bylaws  
Date Created: June 2022  
Date Edited: June 2022

In order to use the time, effort, and expertise of the members of the Board effectively, the Board shall operate under a committee system. Committee meetings shall not be open to the public, except that a majority of the committee or the chairperson may open the meeting to the public or invite persons whose knowledge or expertise may be useful to the committee.

### **A. Committee of the Whole**

The Board will meet and work as a committee of the whole in informational discussion, and exploratory sessions. No official action shall be taken at these meetings unless so advertised. The Committee of the Whole shall receive reports from Standing Committees in the areas of: Board Governance, Community Relations, Curriculum and Instruction, Finance, Facilities, and Operations, Personnel, and Policy. Ad hoc committees may be created and charged at any time by the President or a majority of the Board members present and voting.

### **B. Standing Committees**

The following rules will govern the appointment and function of such committees:

1. The committee shall be established through action of the Board. Membership on a committee should attempt to reflect a balance of the length of service, talents, and expressed interests of Board members.
2. The committee chairperson and members shall be appointed by the Board President. Members of the committee may be recommended to the President by the committee's chairperson. The recommended size of each committee is three members. However, the size of each committee shall be determined annually and will not achieve a quorum. The Board President may appoint other members to a committee if it becomes known that one member is experiencing difficulty fulfilling their responsibilities (travel, illness, etc.).
3. The committee shall be provided with a list of its functions and duties.
4. The committee may make recommendations for Board action, but it may not act for the Board.

5. Committees shall file a summary report of their meetings with the whole Board unless the topics are protected by provisions of the Sunshine Law.
6. At least two of the committee's Board members and one of its administrators must participate for a committee meeting to be official. In the event that the Chair of a committee is unavailable for a scheduled committee meeting, the Chair of that committee or Board President will have a substitute in place.
7. Shall meet monthly while school is in session and at the discretion of the committee while school is not in session. Community Relations and Board Governance shall meet at least twice a school year and as frequently as needs arise.
8. Standing Committees may be dissolved at any time by a majority vote of the Board.

#### C. Ad Hoc Committees

Ad Hoc Committees may be created for special assignments. The same rules shall apply to ad hoc committees as apply to standing committees, except that they shall be dissolved upon completion of their assignment and shall meet at the discretion of the Chair of that committee.

#### D. Duties

##### 1. General Duties of Committees

- a. Committee meetings shall be called by the chairperson according to an agreed-upon schedule or as the need arises. The Board President, Superintendent, School Business Administrator/Board Secretary, and all other members of the Board shall be advised of all committee meetings.
- b. The President of the Board will refer items deemed appropriate to the various committees. The Superintendent or their designee will review with each committee those items falling within its jurisdiction. After discussion by the committee, the

recommendation of the committee will be reviewed by the entire Board.

- c. All committees must report minutes to the Board within five business days, wherever practicable, following each committee meeting. Minutes are posted to the Full Board Committee page on Schoolboard.net.
- d. Committees shall recommend yea, nay or no opinion to the Board, but may not make decisions for the Board.
- e. In collaboration with the appropriate administrative liaison, will establish the agenda for each committee meeting.
- f. All committees have the option to meet virtually and shall be left up to the discretion of the chairperson

## 2. Specific Duties of Standing Committees

### Board Governance:

- a. Make recommendations to the Board for the adoption of new or revised bylaws, or the elimination thereof in order to promote efficiency and effectiveness of the Board's work.
- b. Monitor administrative regulations and directives to ensure they are in compliance with existing policies and regulations.
- c. Hear non-contractual grievances arising out of the policy/governance manual, as determined by the Board.
- d. Monitor Board member completion of the Superintendent's evaluation and Board self-evaluation.
- e. Assist with new Board member training and/or new committee chair training when needed.
- f. Ensure alignment of committee work and district initiatives with strategic plan.

- g. Will consist of the Board President, Vice President, and an alternating member of the Board.

Community Relations:

- a. Serve as a liaison between the community and the Board of Education. Keep both the community and the Board informed of the educational need and wellbeing of the pupils within its district.
- b. Aid the Superintendent to communicate in a timely fashion with individuals and organizations in the community.
- c. Evaluate and make suggestions for improvement of publications to the public, including but not limited to press releases, website content, social media, and e-blasts.
- d. Coordinate calendar for alternate Board members to attend Ramapo Indian Hills High School and Mayor and Council meetings to report back to the Board when relevant.

Curriculum and Instruction:

- a. Develop and recommend a vision for curriculum in the district.
- b. Develop the Long-Range (five year) Curriculum Revision Plan in conjunction with the Superintendent. Ensure compliance with the Long Range (five year) Curriculum Revision Plan
- c. Review Curriculum Changes recommended by the Superintendent. Ensure the curriculum is in accordance with the standards of the New Jersey Department of Education
- d. Evaluate textbooks, curricula and programs used in the district. Recommend program/textbook selection to the Board based on acceptable criteria. Ensure adequate funding is available for the selected curricula.
- e. Review with the Superintendent the goals, objectives, and administration of the district testing program.

- f. Evaluate results of district performance (NJ ASK, nationwide performance, etc.). Determine where curricula review may be warranted.
- g. Develop and recommend policy changes as are appropriate to the committee's jurisdiction.

Finance, Facilities, and Operations:

- a. Be familiar with business and accounting practices and methods.
- b. Monitor performance versus budget, bank accounts, investments, receipt and disbursement of funds.
- c. Review annual audit and audit recommendations.
- d. Review the budget and make recommendations.
- e. Conduct budget work sessions as committee meetings in liaison with the Superintendent and School Business Administrator/Board Secretary.
- f. Review fire, liability, other insurance; bonds required of school district officers and employees; loans and the issuance and sale in connection therewith of school district bonds and certificates of indebtedness.
- g. Review monthly certification by the School Business Administrator/Board Secretary that no budget line item has been over-expended.
- h. Develop and recommend policy changes as are appropriate to the committee's jurisdiction.
- i. Review the health and safety aspects of the buildings and grounds and report on such to the Board at regular intervals.
- j. Review and recommend to the Board Long term Maintenance Plans.
- k. Review enrollments and re-districting options on an on-going basis.

- l. Seek opportunities for environmental achievements and other long-term savings.
- m. Develop and recommend policy changes as are appropriate to the committee's jurisdiction.

Personnel (Committee of the Whole):

Takes place during the Executive Session as Committee of the Whole.

- a. Review, evaluate, and approve recommendations on personnel matters brought to the Board's attention by the administration (e. g. initial hiring, assignments, compensation and/or benefits, pertinent decisions).
- b. Review, evaluate, and approve action on request for leaves, absences, and retirement as recommended by the administration.
- c. Conduct negotiations with collective bargaining units in the absence of an Ad Hoc Negotiations Committee.
- d. Develop and recommend policy changes as are appropriate to the committee's jurisdiction.

Policy:

- a. Report on the usefulness of existing policies and on the prospective need for new policies.
- b. Clarify the interpretation of policies as needed.
- c. Review student handbooks, administrative guides, and other regulations used in the orderly operation of the school.
- d. Establish a procedure for maintaining the Policy Manuals of the district.
- e. Review five year policy review cycle.

3. Chairperson

The Chair of each committee should be a Board member who:

- a. Demonstrates a leadership role in business;
  - b. Is available for meetings and has been in regular attendance at Board meetings;
  - c. Is willing to assume responsibility for leading the committee, helping to set the agenda, and show initiative in fulfilling committee duties;
- d. Demonstrates skill in making presentations to the public;
  - e. Is prepared to communicate regularly with the Board President, Committee members, the Superintendent, School Business Administrator/Board Secretary, and other Chairpersons as may be appropriate.
- f. Any other duties as directed.

#### 4. Board Liaisons

The Board President may appoint members to serve as a liaison between the Board and an organization. The Board Liaison shall adhere to the Code of Ethics for Board members in Bylaw 0142 Code of Ethics and Bylaw 0146 Board Member Authority. The purpose of the Board liaison is to facilitate regular communication between the district and the organization. However, the organization's leaders and members must still follow the chain of command when it comes to specific issues of concern in the district relevant to the organization's mission. The Superintendent remains the organization's primary point of contact for information.

The role of a Board liaison shall be to:

- a. Attend appropriate meetings of the organization.
- b. Listen for concerns, issues, or questions that may warrant discussion by the Board.

- c. Summarize meeting discussions for the Board during Public Board Meetings, as appropriate.
- d. Serve as the liaison between the Board and the organization on Board matters where input from the organization is desired.

Adopted: 07 June 2022