

COMMITTEES

The purpose of establishing standing committees is to enable board members with specific skills to become more active in the problem-solving and decision-making process. To this end, committees will be called upon by the superintendent or committee chairperson as needed and will be viewed as resource persons who will be available for consultations, recommendations and to carry out the assigned responsibility of their specific committees.

Appointments to each committee will be made by the board president, taking into consideration volunteers, individual preference and areas of expertise. Appointments shall be made within one month of the organization meeting. Appointments to vacancies may be made at the discretion of the president at any time.

The president will also establish from time to time special projects committees that will function only while the business for which the committee was established exists.

Standing Committees

The board may authorize the establishment of such standing committees from among its membership as it finds necessary to study operations in specific areas and to make recommendations for board action. The following rules will govern the appointment and function of such committees:

- A. The committee shall be established through action of the board;
- B. The committee chairperson and members shall be appointed by the board president;
- C. The committee shall be provided with a list of its functions and duties;
- D. The committee may make recommendations for board action, but it may not act for the board;
- E. The board president and superintendent shall be ex officio members of all standing committees;
- F. All standing committees shall be dissolved at the end of the board's year – at the annual organizational meeting. They may be dissolved at any time by a motion of the board.

Special Committees

Special committees may be created for special assignments. The same rules shall apply to special committees as apply to standing committees, except that they shall be dissolved upon completion of their assignment.

Committee of the Whole

The board reserves the right to 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.

Chairperson

Each committee will be convened by a chairperson who is appointed by the president and shall report for the committee. The chairperson will select alternates on an "as needed" basis. The chairperson should inform the

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president or Vice president as necessary, as well as the superintendent, of all committee meetings. The superintendent or designee, through the committee chairpersons, is responsible for establishing or coordinating meeting dates and locations.

Committee chairpersons, through the superintendent, may request committee meeting attendance by the Board president or any appropriate school official.

General Guidelines

Committees are required to review all matters within the domain of their defined responsibility and report to the full board of their findings, recommendations or alternatives.

No committee is to take unilateral action unless the full board is cognizant of the matter and has given authority to a committee to act within certain specific bounds.

Normal committees' functioning will consist of periodic meetings to complete assigned functions, plan upcoming work, coordinate internal committee work, formulate policy and/or procedure, or carry on any other tasks as may be assigned by the board president or deemed necessary and appropriate.

Meetings

No more than four board members will attend a committee meeting unless it is properly constituted as an emergency meeting or a meeting open to the public with notification as required by the Open Public Meetings Act.

A. Buildings and Grounds Committee

1. Annually reviews board policy with regard to district transportation, maintenance, repair and general housekeeping procedures. In conjunction with the superintendent, subsequently recommends policy updates or reminds the board of compliance matters as necessary;
2. Makes periodic inspections of the district facilities and grounds in conjunction with the superintendent or a designated representative to ensure that the district's investment is being adequately maintained and preserved;
3. Prior to presentation to the board, reviews the superintendent's proposals for all major acquisitions and/or expenditures on equipment, vehicles and building additions/modifications. This involves ensuring that the district complies with county, state, and federal regulations.

B. Finance Committee

1. In conjunction with the superintendent and/or business administrator, recommends policy updates or reminds the board of compliance matters, as necessary;
2. Participates in resolving areas of weakness as identified by the auditors and keeps the board advised;
3. Periodically reviews the district's investment procedures;
4. Periodically reviews the district's insurance program.

C. Legislative Committee

1. The board president designates one member and an alternate to serve as the representative to the Burlington County School Boards Association and to the New Jersey School Boards Association delegate assemblies, which entails the following:
2. Keeping the board advised on legislative activities in terms of their impact on current policy, contracts, and plans;
3. Presenting any board-proposed NJSBA bylaw changes;

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4. Presenting any board-proposed resolutions regarding current N.J.S.A. statutes, desired new statutes, or considerations being undertaken by the state legislature.

D. Negotiations Committee

1. Makes recommendations to the board on the advisability of a professional negotiator and when approved by the board, makes recommendations as to the person(s) to be hired;
2. In conjunction with the superintendent and/or the negotiators, recommends policy updates or reminds the board of compliance matters, as necessary;
3. In conjunction with the negotiator(s), conducts salary, benefits and employment contract matters as necessary with bargaining units, individuals, fact-finders or arbitrators, in order to complete annual pay treatment, to resolve salary grievances and to prepare salary guides.

E. Personnel Committee

1. In conjunction with the superintendent, recommends policy updates or reminds the board of compliance matters, as necessary;
2. Reviews all staff and student grievances and personnel problems related to situations referred to the board and complies with all hearing, written notification or resolution requirements as specified in the statutes, the district policy manual, or the current labor agreement.

F. Policy Committee

1. Annually reviews board bylaws with regard to the internal workings, functioning and business activities of the board. Subsequently recommends updates to bylaws or reminds the board of compliance matters, as necessary;
2. Maintains records on all policy matters under discussion, being reviewed, or in the process of being updated. Gets policy prepared in final form for board review, approval and distribution;
3. Reviews various sources of information to stay abreast of legislation, hearings, grievance resolution or negotiations that may impact policy. These matters should be brought to the attention of the board and/or the standing committee responsible for the policy formulation in the specific area;
4. Works with the superintendent to ensure proper interpretation and intent of policy in order that administrative regulations are forthcoming as necessary.

G. Curriculum and Student Activity Committee

1. Ascertains that the system is meeting its stated goals through its curriculum;
2. Reviews program change proposals prior to submission to the total board;
3. Makes periodic reviews of all facets of the student activity programs, e.g., athletic, theater arts, etc.

H. Athletic Committee

1. Meets with the athletic director and appropriate administrative personnel to review athletic related issues;
2. Annually reviews the athletic budget;
3. Makes periodic review s of all facets of the athletic programs.

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Key Words

Committees, Board Committees

Legal References: N.J.S.A. 10:4-6 et seq. Open Public Meetings Act
N.J.S.A. 18A:10-6 Board meetings public; frequency; hours of commencement; adjournment, etc., for lack of quorum
N.J.S.A. 18A:11-1 General mandatory powers and duties
N.J.S.A. 18A:12-21 et seq. School Ethics Act
N.J.S.A. 18A:54-20 Powers of board (county vocational schools)
N.J.A.C. 6A:28-1.1 et seq. School Ethics Commission

School Ethics Commission, Advisory Opinion, A01-93

School Ethics Commission, Advisory Opinion, A10-93

School Ethics Commission, Advisory Opinion, A33-95

School Ethics Commission, Advisory Opinion, A02-00

School Ethics Commission, Advisory Opinion, A14-00

Possible

Cross References: *1220 Ad hoc advisory committees
*9121 Election and duties of president
9320 Meetings

*Indicates policy is included in the Critical Policy Reference Manual.