

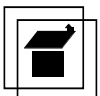
0155.2 - Committee Guidelines

Responsibilities:

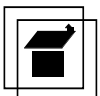
A. Finance Committee

1. The Finance Committee shall be responsible to the Board for the business affairs and finance of the school district.
2. The Finance Committee shall assure that the budget is prepared properly and in a timely manner.
3. The Finance Committee shall be responsible for the periodic review of the liability and casualty insurance program as well as the cost and adequacy of such coverage.
4. The Finance Committee shall ascertain that business affairs are conducted in accordance with Board policies and that proper records are maintained in accordance with appropriate laws and regulations. Prior to presentation to the Board, the committee shall review the reports of the auditor, evaluate comments or suggestions contained therein, and propose recommendations as it may determine.
5. The committee shall be familiar with the periodic financial statement, and shall make comments and suggestions.
6. The committee shall review, prior to consideration by the Board, the transfer of funds between accounts, and shall call attention to accounts being over-expended, and shall keep the Board informed as to surplus funds.
7. The committee shall work with and through the Superintendent and the Business Administrator.

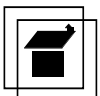
B. Negotiations Committee



1. The committee shall be responsible to the Board for recommending policy and practices concerning salary, benefits, and terms of employment of all employees, both professional and non-professional.
 2. The committee shall be responsible for negotiating and recommending salaries and other terms of employment with the M.E.A., the C.W.A., M.A.S.A., and any other group duly recognized by the Millburn Board of Education.
 3. The committee shall be responsible for presenting recommendations to the Board regarding salary and other terms of employment for employees not represented in formal bargaining processes.
 4. The committee shall be responsible for developing general objectives and approaches for negotiating with various bargaining groups. Such plans shall be presented to the Board for approval prior to their implementation.
 5. The committee shall be responsible for the annual review and revision of all non-union personnel salary ranges.
 6. The committee shall work with and through the Superintendent and such other personnel as he/she may designate.
- C. Program Committee
1. This committee shall be responsible to the Board for all matters relating to curriculum and instruction.
 2. The committee shall review administration recommendations on educational matters having budgetary implications to enable the Board to make meaningful choices in the preparation of the budget.
 3. The committee shall oversee the review process for each curricular area according to a timetable developed collaboratively. Each curricular area, as a whole, is subject to review no less often than every five years.



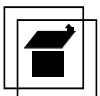
4. The committee is responsible to the Board for the thorough review and evaluation of all new programs and curriculum change, detailing their budgetary impact and program goals prior to their adoption.
 5. The committee is responsible to the Board for the review of all recommendations for textbooks and materials requested to implement the educational program.
 6. The committee shall work with the Property Committee to review technology requests for delivery of the educational program.
 7. The committee shall review as needed the educational organization of the district.
 8. The committee shall review staff development plans and staff evaluation processes and make appropriate recommendations to the full Board.
 9. The committee shall review extracurricular and summer programs and make appropriate recommendations to the full Board. The committee shall review at periodic intervals the organization of the schools with respect to health, physical education and athletics, as well as the condition of the athletic facilities, equipment, uniforms, etc.
 10. The committee shall work with and through the Assistant Superintendent for Curriculum and Instruction and the Superintendent.
- D. Policy Committee
1. The committee, working with Superintendent or his/her designee, shall review existing policies no less than every five years, revise them when necessary, initiate new policies when appropriate, and present such policies to the full Board for consideration and action.
 2. The committee shall review all implementing procedures for consistency with the intent of their accompanying policies.



3. The committee shall review all requests for revision or creation of new policies and be responsible for providing a response to the requesting party as to the ultimate disposition of the request.
4. Whenever appropriate, the committee will refer policies to other Board committees for review. However, final drafts of all policies should be reviewed by the Policy Committee for consistency of format and compatibility with other policies.
5. The committee shall make sure that all policies have been reviewed for compliance with both state and federal laws.

E. Property Committee

1. The Property Committee shall be responsible to the Board for proper development, general use and maintenance of property owned by the Board of Education. The committee shall annually review the district's facilities and maintenance plans and safety audit.
2. The Property Committee shall annually review the projections of student enrollment and classroom spaces to determine long range and facility needs.
3. The Property Committee shall be responsible for reviewing and coordinating with the Director of Technology changes that affect the infrastructure. The committee shall review the technology plan each year to assess adequacy of hardware, adequacy of maintenance, security, and adequacy of support for all users. The committee shall be responsible to review administrative initiatives to employ technology for more effective management and/or administration of the school district. The committee shall review program related recommendations from the Program Committee which may require additional technology expenditures for the sole purpose of recommending to the Board how the district technology infrastructure will support program related goals. Where additional technology expenditures are necessary to meet educational or administrative goals, the committee will make appropriate recommendations to the Board.



4. The Property Committee shall be responsible for evaluating the condition of existing property and equipment, and shall recommend to the Board items to be considered for budgetary implementation. Periodic on-site inspections of Board property shall be made with the administrative staff and others.
5. The Property Committee shall be responsible for the adequacy and efficiency of existing maintenance programs, and for recommendations for improvements.
6. The Property Committee shall be responsible for maintaining policies for the use of school facilities by other organizations.
7. The Property Committee shall work with and through the School Business Administrator and the Superintendent.

F. Administration, Board, Staff Committee

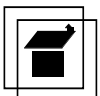
The purpose of this Committee is to enhance the planning function of the district. This committee will identify and consider issues that impact on delivery of the educational programs and the effective operation of the district. This committee will promote effective communication among all professional members of the educational community in addressing areas of common concern.

The committee shall meet at least twice during the school year.

Contractual issues, grievances or personnel issues will not be discussed.

It shall be composed of the Board of Education President, three other members of the Board, the School Superintendent, the President of MASA and three members of MASA, none of whom shall be officers of MASA, the President of the MEA and three other staff members, representing the various school levels, none of whom shall be officers of the MEA.

The committee shall be chaired by the President of the Board of Education, who, together with the Superintendent, the President of MASA and the President of the MEA, shall establish the agenda for meetings.



Any recommendations made by this committee shall be brought before the full Board of Education by the Superintendent, for approval.

G. Student Liaison Committees

These two committees - one at the Middle School level, the other at the High School - function as an avenue for students to communicate their ideas and concerns directly to the Board of Education and to their administrators.

1. The committees shall be composed of four Board members, one of whom shall be the chair; two administrators on the Middle School committee and one on the High School; and three student representatives from each grade level, who shall represent a cross-section of the student population.
2. The student members shall change annually.
3. The committee shall meet at least four times during the school year.
4. Staff issues relative to a specific staff member will not be discussed.
5. Issues raised by the students at committee meetings will be investigated by the appropriate member(s) and any results of that investigation shall be reported back to the committee at the next meeting.

Revised & Adopted: 12 November 2012

