



## BORDENTOWN REGIONAL SCHOOL DISTRICT POLICY MANUAL

### BOARD OF EDUCATION STANDING COMMITTEES

POLICY #9130

#### 1. Buildings and Grounds Committee

- a. 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.
- b. 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.
- c. 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.

#### 2. Finance Committee

- a. In conjunction with the Superintendent and/or Business Administrator, recommends policy updates or reminds the Board of compliance matters, as necessary.
- b. Participates in resolving areas of weakness as identified by the auditors and keeps the Board advised.
- c. Periodically reviews the district's investment procedures.
- d. Periodically reviews the district's insurance program.

#### 3. Legislative Committee

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:

- a. Keeping the Board advised on legislative activities in terms of their impact on current policy, contracts, and plans.
- b. Presenting any Board-proposed NJSBA bylaw changes.
- c. Presenting any Board-proposed resolutions regarding current NJSA statutes, desired new statutes, or considerations being undertaken by the state legislature.

#### 4. Negotiations Committee

- a. 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.
- b. In conjunction with the Superintendent and/or the negotiators, recommends policy updates or reminds the Board of compliance matters, as necessary.
- c. 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.

## BORDENTOWN REGIONAL SCHOOL DISTRICT POLICY MANUAL

### 5. Personnel Committee

- a. In conjunction with the Superintendent, recommends policy updates or reminds the Board of compliance matters, as necessary.
- b. 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.

### 6. Policy Committee

- a. 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.
- b. 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.
- c. 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.
- d. Works with the Superintendent to ensure proper interpretation and intent of policy in order that administrative regulations are forthcoming as necessary.

### 7. Curriculum and Student Activity Committee

- a. Ascertains that the system is meeting its stated goals through its curriculum.
- b. Reviews program change proposals prior to submission to the total Board.
- c. Makes periodic reviews of all facets of the student activity programs, e.g., ~~athletic music~~, theater arts, etc.

Comment [SPH2]: Included in the final version

### 8. Athletic Committee

- a. Meets with the Athletic Director and appropriate administrative personnel to review athletic related issues.
- b. Annually reviews the athletic budget.
- c. ~~Reviews recommendations for staffing of coaches, which are then forwarded~~ Makes periodic reviews of all facets of the athletic programs.

Comment [SPH3]: Included in the final version

Date: September 2008

Revised: May 2, 2012

Revised: 1<sup>st</sup> Reading: 12/11/13

**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