

Administrative Procedure

Board of Education Standing Committees

Committees shall be appointed by the Board President at the direction of the Board.

Committees will consist of three Board members and be guided by the following:

- The committee shall select one of its members to serve as chairperson. The Board President will not serve as chairperson of any committee.
- The committee will serve in an advisory capacity only.
- The committee meetings shall be announced in the same manner as for special meetings.
- The committee meetings shall be governed by the provisions of the Open Meetings Act.
- The committee may have access to such school personnel and District information as it deems necessary to carry out its duties. However, all access to personnel and information shall be coordinated with the Superintendent.
- The committee shall report to the Board on a regular basis. Each report shall be in written form with a copy for each Board member and the Superintendent.

The respective committees shall have the following responsibilities:

Finance & Facilities Committee

- develops and recommends a maintenance and replacement schedule for buildings and grounds;
- conducts periodic inspection of school facilities and reports to the Board;
- recommends additions, deletions or changes to facilities needed to support District programs; and
- conducts studies and provides Board liaison to administration on matters pertaining to transportation, security, space and community use of facilities.
- reviews accounts payable and reports findings to the Board;
- recommends special internal audit needs;
- reviews and reports on accounting and purchasing procedures;
- recommends the annual budget schedule and parameters;
- represents the Board during the various budget preparation states;
- represents the Board in public meetings where budget matters are discussed;
- recommends the design and content of the budget document;
- conducts budget analysis and cost studies; and
- monitors the cafeteria program; and
- meets with the Assistant Superintendent for Business Services and Director of Maintenance on a regular basis.

Curriculum Committee

- conducts or coordinates curriculum studies undertaken by the Board;
- reports to the Board on the status of the curriculum and suggests areas in need of study;
- periodically studies and reports on student progress and on standardized test results;
- studies and recommends textbook usage;
- evaluates curriculum in view of school population trends;
- recommends budget changes in view of curriculum developments;

- assumes like responsibilities for extra-curricular and co-curricular activities;
- serves on the district Curriculum Council; and
- meets with the Assistant Superintendent for Instructional Programs on a regular basis.

Human Resources Committee

- reviews staffing needs;
- reviews new job postings;
- reviews proposed applications, terminations, leaves of absences, and transfers;
- reviews employment benefits;
- reviews employment policies; and
- meets with the Assistant Superintendent for Human Resources on a regular basis.

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