

0155 BOARD COMMITTEES

Standing committees shall be formed and appointed by the President to deal with major areas of continuing responsibility. Committees shall consist of three (3) Board members. The President and the Superintendent shall serve as ex-officio members on all committees, standing and/or temporary. The Superintendent shall attend all meetings except where his/her performance evaluation or salary is involved.

A chairperson appointed by the President shall report for the committee. The records associated with a standing committee shall be kept by the chairperson or designee. Each committee shall report at least quarterly on committee status at a regular public meeting of the Board.

Meetings of standing committees will be closed to the public unless otherwise specified by the Board. No more than four (4) Board members shall attend a committee meeting. Under no circumstances shall a majority of the Board be permitted to attend a committee meeting.

Committees shall conduct studies, make recommendations and act in an advisory capacity within the limits of their defined responsibilities but shall not take any action on behalf of the full Board.

The President shall make committee appointments at the organization meeting, or as soon after this meeting as practicable, for a term of one year. Chairs of committees shall serve no more than two consecutive years with the possible exception of the chair of negotiations if continuity would serve the best interests of the Board.

Temporary Board committees, as needed, maybe appointed by the Board President. The function of all committees will be fact-finding, deliberative and advisory but never legislative or administrative.

In order to use the time, effort and expertise of the members of the Board effectively, the Board shall operate under a committee system.

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:

1. The committee shall be established through action of the Board;



BYLAWS

RUMSON BOROUGH BOARD OF EDUCATION

BYLAWS
0155/page 2 of 5
Board Committees

2. The committee chairperson and members shall be appointed by the Board President;
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. The Board President and Superintendent shall be ex officio members of all standing committees; and
6. 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.

The standing committees and their major responsibilities are listed as follows:

1. Finance
 - a. Review and recommend for payment all bills submitted to the Board. Vouchers shall be reviewed and initialed by the three (3) members. If a committee member is unavailable, the business administrator will designate an alternate to initial vouchers;
 - b. Review the monthly financial statements, thereby developing an awareness of the financial status of the district;
 - c. Confer with the Superintendent and School Business Administrator/Board Secretary in the development of the annual budget, recommending the final draft for adoption by the full Board.

Annually review the liability and casualty insurance program as well as the cost and adequacy of such coverage and recommend changes as warranted;
 - d. Study and recommend for capital expenditures or alternate financing such programs as the Superintendent, School Business Administrator/Board Secretary and planning committee suggest; and



e. Report at every regular meeting to the full Board.

2. Education Committee

The purpose of the Education committee is to keep the Board and the public informed of the educational programs of the schools. The committee is educational, communicative, deliberative and advisory, but it does not take official action.

a. Annually review and recommend for Board adoption the course of studies as outlined in the district curriculum guide and the text book adoption list;

b. Review and recommend revisions of existing instructional programs and/or implementation of new programs based on the results of professional staff needs assessment activities; and

c. Report at least quarterly to the full Board.

3. Personnel/Negotiations

a. Review and bring to the full Board for approval the Superintendent's recommendations to:

- (1) Appoint staff;
- (2) Establish compensation;
- (3) Withhold increments;
- (4) Terminate employment;
- (5) Create new positions; and
- (6) Approve transfers.

b. Review staff evaluation practices annually;

c. Serve as a review panel to consider "level three" staff grievances;



- d. Coordinate with the Finance Committee in budget development for recommended staffing and cost of same;
 - e. Negotiate in good faith salary, benefits, permitted terms and conditions of the employment, and matters of mutual concern with recognized employee bargaining unit; and
 - f. Report at least quarterly to the full Board.
4. Policy
- a. Review and update the policy manual annually;
 - b. Recommend required policies or the deletion of policies;
 - c. Inform the Board about pending legislation and its possible implication for policy change;
 - d. Review and coordinate policy drafts with the Superintendent's administrative regulations in order to insure consistent and effective administration of policy; and
 - e. Report at least quarterly to the full Board.
5. Planning
- a. Explore and discuss current and future trends which may impact on the quality of education in the future;
 - b. Give priority to the discussion of items impacting the school system three to five years hence;
 - c. Invite "experts" from staff community and beyond to discuss educational, demographic and/or political trends which might impact on the school system and for which strategic planning may be required; and
 - d. Report quarterly to the full Board.



6. Facilities and Operations
 - a. Review policies and practices related to:
 - (1) Preventive and emergency maintenance needs;
 - (2) Safety, energy efficiency, accessibility of all buildings and upkeep of grounds; and
 - (3) Purchase of necessary new or replacement maintenance equipment.
 - b. Assist in the development of annual and long-range building maintenance and renovation goals;
 - c. Recommend capital projects for inclusion in the annual budget;
 - d. Periodically conduct on-site inspections of Board property with administrative staff and others; and
 - e. Report at least quarterly to the full Board.

The chairperson of each committee may, at his/her discretion, include on a selected basis other Board members provided that there are never more than four (4) Board members attending any committee meeting.

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.

Adopted: 21 October 2009
Revised: 28 November 2012

