

BYLAW**DATED: January 25, 2012**

COMMITTEES

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:

- 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 chief school administrator 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.

Finance Committee

The responsibilities of the Finance Committee are to advise, monitor, and audit the Administration; to make recommendations to the Board in the areas of finance for investments, bonding, insurance, budget process, budget recommendations, referenda, purchasing, facilities for building and grounds, building renovations, building projects, capital expenditures and transportation appeals.

Planning Committee

The planning committee shall meet periodically to discuss and anticipate the future direction of this district. When necessary and possible, the committee will make recommendations to the BOE to provide for the educational needs of the district. The Committee may, where appropriate, refer issues to other appropriate individuals, Board Committees and/or to the Board of Education as a whole for their consideration, study or action. The Committee shall be composed of the Superintendent and up to two Board of Education members appointed by the President of the Board. It may also include from time-to-time such other persons as the Committee may deem to be helpful in addressing specific matters including the Business Administrator, teachers, members of the community, or others.

Policy

The Policy Committee shall regularly review existing policies, revise them when necessary, write new policies when appropriate, present policies to the Board for introduction/action, and establish a procedure for maintaining the Policy Manuals of the District.

Personnel

The role of the Personnel Committee is to ensure that Broad policy, procedures and goals regarding employment practices: the recruitment, selection, and hiring of staff; the maintenance of personnel records; and State requirements are met. When appropriate, the Committee may recommend changes in Board policy and/or procedures. As part of its responsibilities, the Committee may at its discretion review and make recommendations to the Board as to the personnel recommendations of the Chief School Administrator (CSA).

The Committee shall review and report to the Board on any recommendations to hire or discharge teachers or other personnel that may result in the granting or denial of tenure. Such review shall include, at a minimum, a review of the employee's performance evaluations from previous years and collaboration with the CSA for the evaluation of the employee over the course of the year prior to becoming eligible for tenure. The Superintendent shall in a timely fashion notify the Committee of all employees that may become eligible for tenure so that the Committee may properly carry out its function in this regard.

The Committee may perform such other duties as assigned by the Board or Board President.

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.

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Legal References: See legal reference sheet.

Cross References: See legal reference sheet.

Key Words: Committees, Board Committees

Monitored
 Mandated
 Other Reasons

Legal References

COMMITTEES

Other Reasons:

It is advisable to have a bylaw stating whether the board will operate with a committee system or as a committee of the whole and who will appoint committees. Many boards function as a committee of the whole, relying on their administrative staff for all preliminary work.

The School Ethics Commission has deliberated on the topic of committee assignments on several occasions, particularly concerning assignment to the negotiations committee. Consult your board attorney for the most current thinking on this subject.

Recommendation:

A bylaw adopting board's operating style.

A regulation outlining names and duties of standing committees may be included; clear rules for committee activities will avoid duplication of effort. Great care should be taken not to assign administrative functions to 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.