

## **BOARD COMMITTEE REGULATIONS (STANDING COMMITTEES)**

Current Standing committees formed or re-constituted at the Board of Education annual re-organizational meeting include:

- Curriculum
- Facilities
- Policy
- Finance
- Safety
- Communications
- Special Education Advisory

The board members and assigned administrator(s) are the official committee members.

### Preparation for Standing Committee Meetings

1. The annual school calendar will list the dates of the monthly meetings of the standing committees.
2. The assigned board members and the chair will be responsible for the development of the agenda for each committee, in consultation with the Superintendent of Schools and Board President.
3. The administrative member of each committee will meet with respective committee chairs as needed for long term planning or as needed to help facilitate committee meetings.
4. The Committee Co-Chairs will send (via the district clerk or other administrative support staff) appropriate back-up materials to all board members together with copies of the notice of meeting and agenda.
5. The administrative member of each committee meeting will make the committee agendas available in the Administration Building from 4:00 p.m. the previous Friday through the night of the committee meeting. For meetings open to the public and/or have memberships which constitute a majority of Board members, the district clerk will post the agenda and/or meeting links to the district website.

### Committee Meeting

1. The chair will conduct the committee meeting and ask the administration to present agenda items as appropriate.
  2. The administration will specify what action the committee is asked to recommend for board action regarding each agenda item. The committee will pass all agenda items on to the Board of Education with one of the following recommendations:
    - a. Approval
    - b. Disapproval
    - c. No committee recommendation
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Committee Presentation to the Board of Education

1. The administrative member of each committee is responsible for preparing the notes of the committee meeting and for delivering them to the Superintendent of Schools.
2. The superintendent will include the minutes of all committee meetings in the backup materials for the regular meeting of the Board of Education.
3. All recommended committee agenda items will be presented to the board for action at a future Board meeting. The committee will also present for full board discussion any items on which they have no recommendation.
4. The board will discuss as a committee of the whole any item for which a standing committee has no recommendation.

Adoption date: Revised:

August, 1988  
November 20, 2013  
November 15, 2015  
November 18, 2020  
February 10, 2021