

Bylaw

Revision First Reading
December 22, 2015

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. Each committee shall work in conjunction with the Superintendent/designee and function purely as a fact finding and advisory body to the whole Board. Each committee shall arrange through the appropriate appointed staff member to review and discuss items that shall be presented to the Board. 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 and may be removed or transferred to another committee by the 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. The Administration has the prerogative to move any item to the full Board of Education for discussion.
- E. The committee chairperson, or his or her designee, shall be responsible for giving a committee report to the full Board at the designated Board meeting.
- F. The Board President and Superintendent shall be **an ex officio** members of all standing committees.
- G. **The Superintendent and an administrative designee shall be considered non-voting members of the committee.**
- G. At least two of the committee's Board members and one of its administrators must participate for a committee meeting to be official.
- H. Information shared at committee meetings is confidential until the information is shared with the full Board ~~in an open public meeting~~.
- I. Memberships on all standing committees shall cease at the conclusion of the Board's year--at the annual organizational meeting. Standing committees may be dissolved at any time by a motion of the Board.

The following shall be designated as standing committees and shall generally perform these functions:

- A. Curriculum and Instruction – It shall be the function of this committee to study, review and propose goals for improving curriculum and instruction as recommended by the Superintendent. The committee shall arrange, through the appropriate appointed staff members, to review and keep abreast of all phases of instruction, curriculum development, and ideas for Board action. The committee shall also review annually the performance of the district's pupils on the various state and district assessments.
- B. Finance and Planning – It shall be the function of this committee to meet regularly with the Superintendent /designee to review monthly financial reports and financial action. The committee shall recommend long and short range fiscal priorities and anticipate and assist the Superintendent in the development of the preliminary budget to be presented to the Board for action. The committee shall meet with the auditor prior to submission of the audit to the Board.
- C. Facilities and Transportation – It shall be the function of this committee to investigate both current and projected physical needs in relation to the growth of an educational system suitable for the needs of the community. The committee shall recommend to the Board long-range goals for future school needs and shall consider alternative plans for the continuous maintenance, care and operation of all facilities including capital equipment. The committee shall be concerned with effective coordination of the district's plans with those other local, State and federal agencies for growth and utilization of facilities, and with keeping abreast of new trends that may be beneficial to the community. It shall also be the function of this committee to propose policies to promote safe, economical and reasonably expeditious transportation of students as required by law and/or permitted by Board policies and regulations; and make recommendations to the Board on the approval or denial of parent appeals on bus transportation assignments.
- D. Personnel/Negotiations – The function of this committee shall be to propose policies for the purpose of improving and enhancing the level of competency of all district personnel including, consideration of methods of personnel evaluation, improvement of employee relations and hiring practices that are conducive to acquiring competent personnel as recommended by the Superintendent. The committee shall also participate in the contract negotiations process of the Board of Education except when the Board President may deem it proper and necessary to establish an Ad Hoc Negotiations Committee for a pre-determined duration. The committee shall arrange through the appropriate appointed staff members to review and keep abreast of all personnel appointments, items and personnel actions.
- E. Policy - It shall be the function of this committee to review mandated and recommended policy statements; develop proposed policy statements appropriate for the Board and district; and recommend additions, deletions, and/or revision in policy to the Board for review and approval. The committee shall work closely with the administrative staff to maintain and regularly update the policy manual and provide ongoing review of all district policies to ensure they are current with respect to applicable law and district

practice.

- F. Safety and Security-** It shall be the function of this committee to review school safety and security strategies, practices and programs and as recommended by the Superintendent bring them to the Board. The committee will also review recommendations and/or updates proposed by the District Student Code of Conduct Committee regarding the Franklin Township Public School District Student Code of Conduct and bring these recommendations/revisions to the Board for action. The committee will review existing and/or proposed policies, and as needed, may make recommendations to the Board, to promote school safety and security and a positive school culture. The committee shall be updated on safety concerns/district response within the schools/facilities of the district.
- G. Communications and Public Engagement –** It shall be the function of this committee to study and review communication vehicles, plans, strategies, practices and programs as recommended by the Superintendent. The committee will review existing and/or proposed policies, and as needed, may make recommendations to the Board, to promote effective communication and public engagement. The committee shall be updated regularly on outreach to the media; press coverage; Board meeting presentations; events or special projects and any central office communication to parents/guardians.

Committees shall consist of no more than three Board members. A member may request or refuse appointment to a committee; a member's refusal to serve on any one committee shall not prejudice his/her appointment to another committee.

Committee meetings may be called by the committee chairperson or when a meeting is requested by two Board members of the committee.

Committee meetings ~~shall not~~ **may** be open to the public **upon the recommendation of the committee chair and the approval of the Board President and/or a majority of the committee members.**

~~At the request of a committee member and under special circumstances as determined by the Board President, and~~ **With advance notice to** the Superintendent **and/or administrative designee** ~~in consultation with~~ **and** the committee chair, one or more committee members may attend a committee meeting via an alternate electronic communication method (i.e. teleconference or videoconference). Participation in this manner will constitute the presence of committee members at the committee meeting provided that the alternate electronic communication method allows all persons participating to hear each other at the same time to ensure that the deliberative character of the meeting is maintained.

Board Ad Hoc Committees

Board Ad Hoc committees may be created for special assignments. The same rules shall apply to Board Ad Hoc committees as apply to standing committees, except that they shall be dissolved upon completion of their assignment. Prior to making assignments to Board Ad

Hoc Committees, the President shall inform the Board members of his/her intent for establishing an Ad Hoc Committee and ask for volunteers.

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: July 9, 2009

Revised: ~~September 9, 2011~~

Legal References:	<u>N.J.S.A.</u> 10:4-6 <u>et seq.</u>	Open Public Meetings Act
	<u>N.J.S.A.</u> 18A:10-6	Board meetings public; frequency; hours of commencement; adjournment, etc., for lack of quorum
	<u>N.J.S.A.</u> 18A:11-1	General mandatory powers and duties
	<u>N.J.S.A.</u> 18A:12-21 <u>et seq.</u>	School Ethics Act
	<u>N.J.A.C.</u> 6A:28-1.1 <u>et seq.</u>	School Ethics Commission

Cross References: 1111 District publications
9121 Election and duties of president
9320 Meetings
9322.1 Organization meeting

Key Words Committees, Board Committees

Historical Note

Previously adopted: Original Bylaws were adopted 5/22/72. Many Bylaws were revised throughout the years, with major revisions, renaming and renumbering occurring from 8/31/95.

Renamed/Renumbered/Revised: 7/30/98; 9/9/11