

# SCHOOL DISTRICT OF MANAWA

185

## BOARD COMMITTEES

The Board believes committees can be useful in the decision-making process. By using a Board committee structure, the Board is able to conduct its business in an efficient and effective manner and study issues facing the District in more depth. The committee structure is designed to assist the Board in conducting business; it is not intended to take away a Board member's opportunity to ask questions or to be involved in the decision-making process.

The Board shall have the following three standing committees, which shall be subunits of the Board:

- Finance/Building and Grounds Committee
- Curriculum Committee
  - Human Growth and Development Ad hoc Committee
- Policy and Human Resources Committee

Standing committees shall perform specific functions and duties as determined by the Board. Committees shall be fact-finding, deliberative and advisory in nature. Committees shall have no power to take any action on behalf of the Board, or to otherwise commit the Board or District to any course of action or expenditure of funds. The Board retains discretion to make final determinations as to the most appropriate committee, if any, to address specific issues.

The Finance/Building and Grounds Committee is charged with decision-making related to:

- Budget planning
- Service contracts
- Transportation
- Long-term financial budgeting
- Cash management
- Long-range planning for the care of all district buildings and sites
- All other financial issues in the District

The Curriculum Committee is charged with decision-making related to:

- Curriculum review and endorsement
- Textbook/resources for instructional purposes
- New course approval
- Graduation requirements
- Professional development plans and programs
- Testing and assessment
- Accountability and reporting
- Instructional technology
- District programs and services
- All other curriculum, instruction, and assessment issues in the District

The Policy and Human Resources Committee is charged with decision-making related to:

- Board of Education policies and guidelines
  - Review of current policies and rules
  - Development of new policies
  - Monitor state statutes and federal policies impacting District policies
- Employee handbooks
- Job descriptions
- Employee hiring process and time line
- Employee contracts
- All other policy and employment issued in the District

Standing committees shall be appointed annually by the Board President, after receiving preferences from individual Board members. The appointments shall occur within 30 days of the annual election of Board officers and are subject to approval by the Board. Each committee shall consist of up to three board members. The quorum of each standing committee shall be defined as a majority of the full membership of the committee.

Each committee shall appoint one person to act as committee chair and one person to act as the official recorder. No Board member shall be appointed as the chair of multiple standing committees, except by necessity or except with the approval of the Board.

It shall be the responsibility of the committee chair in collaboration with administration to schedule regular committee meetings, plan the meeting agendas with assistance from other committee members, and ensure that the minutes of all committee meetings are recorded and maintained. The committee chair shall be provided time on regular Board meeting agendas to present reports and/or make recommendations to the Board as the committee requests and as requested by the Board.

The appointed members of the various committees and the committee chairs shall serve until the next annual appointments are made, assuming no vacancies occur and assuming no subsequent action is taken by the Board to modify committee structures or committee membership.

In the event of a vacancy on the Board, and in the absence of any alternative Board action, the person appointed to fill the Board vacancy (if any) shall also assume the committee appointments held by the former Board member. In the event that multiple vacancies on the Board leave any standing committee unable to achieve a quorum, a proposal to revise committee and committee chair appointments for the remainder of the annual period may be presented for Board approval.

Any Board member may attend and participate in discussions that occur at any standing committee meeting; however, only official members of the committee shall have the authority to make motions and vote at the committee meetings. All Board members shall receive copies of committee meeting minutes to stay fully informed of committee activities.

Committee meeting minutes shall not be submitted for publication as a legal notice, but shall be made available to the public as appropriate when requested under the public records law.

Public notice shall be given for all Board committee meetings in accordance with state law and

Board policy. When appropriate, based on the anticipated attendance of Board members who are not members of the committee, such notice shall include a statement that a quorum of the Board may be present, but the Board shall take no action as governmental body at the committee meeting.

LEGAL REF.: Sections      19.83    Wisconsin Statutes  
   19.84  
   19.85

CROSS REF.: 185 – Exhibit, Special Committee Meeting Notice

APPROVED: