

0155 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 four (4) standing committees, which shall be subunits of the Board:

- Finance Committee
 - Negotiation Ad hoc Committee
- Buildings 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 determination as to the most appropriate committee, if any, to address specific issues.

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

- A. Budget planning
- B. Service contracts
- C. Long-term financial budgeting
- D. Cash management
- E. All other financial issues in the District

July	August	Sept.	October	Nov.	Dec.	Jan.	Feb.	March	April	May	June
Review DPI general aid estimate			Review DPI certified general aid calculation		Admin. works with staff to develop St. & Program change recommendations	BOE 1 st reading of St. & Program changes	BOE votes on St. & Program changes	BOE approves all employee group salary packages			
	Publish budget and agenda for Annual Meeting	Preview Annual Meeting report	Annual Meeting – Set levy								
					Review contracted services	Approve early retirements	Check CPI				
						Board report on contracted services	Employee wage discussion re. CPI				
Analyze prior year's budget results and new budget variables for moving forward		Verify 3 rd Friday count on which aid is based		Review preliminary budget projections for next fiscal year	Staff budget prep.	Staff budgets due	Admin. build school or dept. budgets	Review preliminary budget			Approve next fiscal year's preliminary budget for new fiscal year starting July 1 so essential purchases can be made
			Review end of year summer school financial report								
Business Manager prepares for auditor's visit	Auditor's visit			Hear auditor's report							Close out books for auditor
Issue snow removal bids/RFPs or monitor				Bus replacement bids or leases	Issue lawn care bids/RFPs or monitor						
			Establish line of credit		Make STEP volunteer tax payments						
Verify health insurance rates; adjust insurance							Check health insurance rate prediction				

plans as needed											
								Issue employee contracts – late March			

The Buildings and Grounds Committee is charged with decision-making related to:

- A. Short-term routine maintenance plans
- B. Long-range planning for the care of all district buildings and sites
- C. Transportation
- D. Safety Plans
- E. All other buildings and grounds issues in the District

July	August	Sept.	October	Nov.	Dec.	Jan.	Feb.	March	April	May	June
Monthly review of long-range plan from Site Analysis & Feasibility Study											
Review monthly maintenance concerns as they arise											
Snow Removal Proposal						Lawn Care Proposal; Lawn Treatment					
			Annual Site Tour	Draft prioritization of major maintenance needs; identify projects that	Receive bids for proposed maintenance projects	Receive bids for proposed maintenance projects; choose	Submit maintenance needs plan to B.M for district budget		Walk Football Field for safety concerns; Board & Coaches		

				may qualify for an Energy Efficiency Levy		priority projects					
			Review district-owned vehicle condition		Receive vehicle replacement bids/lease options						
											Review district transportation plan for the coming year
		Review MacNeil Report				Review MacNeil Report					
									Review District Safety Plan and Update		
				Schulfers					Schulfers		

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

- A. Curriculum review and endorsement
- B. Textbook/resources for instructional purposes
- C. New course approval
- D. Graduation requirements
- E. Professional development plans and programs
- F. Testing and assessment
- G. Accountability and reporting
- H. Instructional technology
- I. District programs and services
- J. All other curriculum, instruction, and assessment issues in the District

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

- A. Board and Education policy and guidelines
 - a. Review of current policies and rules
 - b. Development of new policies
 - c. Monitor State statutes and Federal policies impacting District policies
- B. Employee handbooks
- C. Job Descriptions
- D. Employee hiring process and time line
- E. Employee contracts
- F. All other policy and employment issues in the District

July	August	Sept.	October	Nov.	Dec.	Jan.	Feb.	March	April	May	June
							Verify job descriptions & as needed with each posting	Employee Contracts			
						Update employee handbooks; Salary & Stipend Guide (PACE)	BOE approval of updated handbooks	Post all updated handbooks to the district website			
Bi-annual NEOLA update	1 st BOE reading	BOE approval				Bi-annual NEOLA update	1 st BOE reading	BOE approval			
						Post for early retirements			1 st and 2 nd round interviews	Hiring for next school year	
				Closed session watch list			Closed session PIP recommendations				

