

Board Policy BBC: Board Committees

Status: ADOPTED

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Board Committees

The Board may appoint such standing committees as necessary to facilitate the work of the Board. Standing committees will study and review functions as assigned by the Board and will report their findings and recommendations to the Board. If necessary, the Board will take action on such reports.

After the regular Board meeting in January, the President shall appoint the standing committees. The standing committees shall consist of at least three Board members. The standing committees are as follows:

1. **Policies and Rules;**
2. **Instructional Services;**
3. **Personnel Services;**
4. **Fiscal/Support Services; and**
5. **Audit.**

The President shall be an *ex-officio* member of each standing committee and each special committee. The committees shall receive the assistance of the Superintendent and administrative staff.

~~The Superintendent shall appoint an administrative staff liaison for each standing committee of the Board. The liaison or his or her designee shall communicate with the chairperson of the respective committee to ensure that the agenda items are fully understood prior to the committee meeting. The chairperson shall have the responsibility of making sure all board members have a complete understating of the agenda items. The chairperson shall answer and/or address any questions or concerns a Board member may have related to an agenda item. If the chairperson cannot answer the question, the administrative staff liaison shall contact the Board member to answer the question prior to the meeting.~~

Policies and Rules Committee

The Policies and Rules Committee ~~will address~~ review policies ~~school district policies and~~ and rules and may make recommendations to the Board regarding proposed changes thereto. ~~The committee shall ensure that the wording of board policies is clear, consistent and easy to read. The committee shall work with the Superintendent and the administrative staff to ensure that employees are promptly and fully informed of all changes in board policies.~~

Additionally, the Policies and Rules Committee will address policy and rule related matters referred to it by the Board of Education and/or Superintendent.

Instructional Services Committee

~~The Instructional Services Committee shall conduct an annual review of the following:~~

- ~~1. All textbook adoptions, prior to action by the Board of Education;~~
- ~~2. Program, planning, and operations of Federally-funded special projects;~~
- ~~3. All proposals for such funding prior to their being forwarded to funding sources; and~~

Recommendations for improvement in all instructional programs. The Instructional Services Committee will address issues impacting student achievement and may conduct reviews of various educational elements as proposed by the Superintendent or

Board of Education, including but not limited to textbook adoptions, federal program reviews, and recommendations for improvement of instructional programs.

Additionally, the Instructional Services Committee will address instruction related matters referred to it by the Board of Education and/or Superintendent.

Personnel Services Committee

~~The Personnel Services Committee will address personnel policies and procedures and review the list of applicants for employment recommended for hire by the Superintendent. -The Committee may review such information as it collectively determines necessary and appropriate in order to determine whether to approve the Superintendent's recommended personnel actions. review the list of teachers, principals, instructional personnel, and officers of the school system, all of whom must be nominated for employment by the Superintendent under the rules of the State Department of Education, and the policies of the Board of Education.~~

~~The Committee shall review all applications for employment after the Superintendent or designated representative make a recommendation of employment of the applicant to the Committee. The Committee, the Superintendent~~

~~and staff will work together to provide well defined procedures for employment of classified and clerical personnel.~~

~~Once the Superintendent is ready to recommend applicants for employment to the Board, the Committee, at the direction of the Superintendent, shall prepare a list of nominees to the Board of Education for its approval.~~

~~The Committee, acting with the authority of the Superintendent, shall recommend salary increases for employees when such increases are supported by job responsibilities and duties.~~

~~The Committee shall periodically review operation of the athletic programs and other co-curricular operation of the school system, and make personnel or other recommendations for the maintenance and improvement of these programs. The Committee shall conduct hearings regarding the improvement of these programs.~~

The Personnel Services Committee will also address personnel related matters referred to it by the Board of Education and/or Superintendent.

~~In addition, the Committee shall conduct hearings related to personnel matters as provided under the law and the policies and rules of the Board of Education.~~

Fiscal/Support Services Committee

The Fiscal/Support Services Committee will address issues pertaining to the financial operation and reporting of the District, including but not limited to working with the Superintendent and Chief Financial Officer (CFO) to create the upcoming fiscal year budget, monitoring implementation of the approved budget, reviewing procurement policies and procedures, and reviewing policies and procedures for the management of school district funds and assets.

~~The Fiscal/Support Services Committee shall:~~

- ~~1. Supervise the Board of Education's funds;~~
- ~~2. Require regular and special income and expenditure reports;~~
- ~~3. Require maintenance of accurate and complete records of all of the Board's fiscal transactions;~~
- ~~4. Call for periodic audits of such records in accordance with the law and the needs of the Board of education directly related to the financial concerns of the District;~~
- ~~5. Maintain frequent communication with the Superintendent or his or her designated staff liaison responsible for maintenance, housekeeping, general functions related to facilities of the school system, and the operation of the transportation fleet of the school system;~~

- ~~6. Review major changes, renovations, repairs, and recommended projects needed to maintain all school system facilities;~~
- ~~7. Periodically review bidding and purchasing procedures for instructional and other supplies and equipment needed to maintain the operation of the school system including transportation vehicles;~~
- ~~8. Maintain frequent communication with school officials responsible for purchasing such supplies and equipment; and~~
- ~~9. Investigate and study matters referred to it by the Board of Education and Superintendent including, but not limited to, purchase of new school sites, purchase or sale of land or other real estate, the deeding of rights-of-way to streets, highways, utility lines, and the general needs in the school system for capital improvements.~~

~~The Committee shall, in consultation with other committees and assisted by the Superintendent and other school officials, require the preparation of an annual operating budget for review and approval by the Board of Education no later than May 31st of each year. Budgetary planning for capital outlay expenditures shall also be encompassed in the responsibilities of the Committee.~~

~~The Chairman of the Fiscal/Support Services Committee or designee shall review invoices, bills, and claims presented to the Board of Education for payment. Appropriate reports and documentation of all such claims shall be prepared by the Superintendent or staff for review by the Committee prior to the approval by the Board of Education.~~

~~Operation of the lunchrooms and school food services in Bibb County Schools shall be reviewed periodically by the Fiscal/Support Services Committee. The Committee shall make appropriate recommendations to the Board of Education to provide for excellent food service and fiscal accountability of the District's food service operations.~~

~~The Fiscal/Support Services Committee shall periodically review the Board's relationship with the School Attorney. The Committee shall make recommendations to the Superintendent regarding compensation, scope of service, and other matters deemed appropriate by the Committee and other members of the Board.~~

~~The Fiscal/Support Services Committee shall conduct periodic review of the bidding and purchasing procedures for instructional and other supplies and equipment needed to maintain the operation of the school system including transportation vehicles. Frequent communication shall be maintained with school officials responsible for purchasing such supplies and equipment.~~

Additionally, The Fiscal/Support Services Committee shall ~~investigate and research~~address matters referred to it by the Board of Education and Superintendent, ~~including, but not limited to~~which may include for example, purchase of new school sites, purchase or sale of land or other real estate, the deeding of rights-of-way to streets, highways, utility lines, and the general needs in the District for capital improvements.

Audit Committee

The Audit Committee shall be comprised by the President of the Board, the Chairman of Fiscal/Support Services Committee, one additional Board member and two district administrators ~~whom~~who shall be selected by the Superintendent. The Chairman of Fiscal/Support Services will serve as Chairman of the Audit Committee.

The Audit Committee will meet at least annually with the Board's auditing firm to:

1. Receive the financial audit and management letter;
2. Discuss any recommendations; and
3. Conduct any additional work regarding the audit as necessary.

The Committee shall report its conclusions and ~~recommendation~~recommendations regarding acceptance of the audit to the full Board for final action.

Temporary Committees

The Board may from time to time appoint temporary (ad hoc) committees from its own membership for study and fact finding.

The President shall have the responsibility to appoint special committees whenever necessary. The President shall outline the duties and responsibilities of each committee at the time of appointment and serve as an ex officio member of the committee. Special committees shall be considered dissolved upon submission of a final report.
