

Board Policy BBC: Board Committees

Status: ADOPTED

Original Adopted Date: 12/04/2014 | Last Revised Date: 06/17/2021 | Last Reviewed Date: 06/17/2021

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.

Policies and Rules Committee

The Policies and Rules Committee will address school district policies and rules and may make recommendations to the Board regarding proposed changes thereto.

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 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 recommend to the Board to approve the Superintendent's recommended personnel actions.

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

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.

Additionally, the Fiscal/Support Services Committee shall address matters referred to it by the Board of Education and Superintendent, 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 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 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.
