

**Regulation 208.0-R(1): Board Committees - Regulation**

**Status:** ADOPTED

**Original Adopted Date:** 02/05/2026 | **Last Reviewed Date:** 02/05/2026

### **Committees Generally**

The Board or Superintendent, when designated, have discretion to form committees. The specific purpose of each committee varies depending on the type of committee (standing or ad hoc) and the subject matter. Generally, the primary purpose of a committee is to reduce the amount of work required of each Board member, concentrating expertise on a subject matter to the committee. The committee gives advice on the specific subject matter that leads to recommendations to the Board. The advice should focus on the specific purpose and duties stated in the Board resolution establishing the committee. It is the Board's role to take action based on recommendations received from the committee. Committees cannot legally obligate the District in any manner, only the Board has the power and authority to do so.

Most committees are subject to the open meetings law. As required by Iowa law, newly appointed members must undergo and complete training on the responsibilities and requirements for open meetings and open records laws. The training must be approved by the Iowa Public Information Board.

The District may maintain the following standing committees:

- **School Improvement Advisory Committee (SIAC):** SIAC meets 2-4 times per year and makes recommendations to the Board of Education with regard to progress achieved with annual improvement goals for the state indicators that address reading, mathematics, and science; progress achieved with other locally determined indicators; annual improvement goals for the state indicators that address reading, mathematics, and science.
- **Policy Review Committee (PRC):** PRC meets regularly throughout the school year to review proposed Board policies, regulations and exhibits. The committee makes recommendations to (1) move proposed policies forward for Board review and adoption; (2) approve the adoption of Board regulations and exhibits; and/or (3) recommend the proposed policies, regulations and/or exhibits be returned to District Leadership for further review.
- **Finance Committee:** The Finance Committee meets on a monthly basis, providing oversight of public funds to ensure maximum educational value for every tax dollar. Its primary role is to review and make a recommendation for the annual budget to the School Board. The committee reviews financial audits, monitors monthly expenditures, and maintains the fiscal transparency required to uphold public trust. Their work ensures the school remains financially stable and that resources are distributed equitably to support student achievement.
- **Facilities Committee:** The Facilities Committee meets on a monthly basis, overseeing the district's physical assets to ensure a safe, modern, and efficient learning environment. The committee is responsible for making recommendations to the School Board in regards to prioritization of infrastructure repairs, planning of long-term capital improvements, monitoring site security, and district transportation needs. Their goal is to ensure that all physical spaces are conducive to learning and meet current safety and accessibility standards.

### **Role of Committee Members**

The primary role of committee members is to bring a diversity of viewpoints and a level of expertise to the committee, working with each other towards a common goal. In doing so, it is important to listen to and respect the opinions of others. When the committee makes a recommendation to the Board, it is important for the committee members to support the majority decision of the committee. A committee will function best when its members work within the committee framework, bringing items of business to the committee for discussion.

### **Committee Framework**

Only the Board or Superintendent, when designated, has the authority to appoint members to a committee. The Board may request input from individuals or organizations, or it may seek volunteers to serve. Committees consist of a committee chair (usually the department director) who assists the committee with staying on topic, encourages participation from each committee member and reports the committee's findings and recommendations to the Board. Boards must follow the legal limitations or requirements regarding membership of a committee.

Committees should appoint a secretary who takes the minutes of the meeting to document the meeting and any recommendations to be brought to the Board. The secretary and committee chair may be the same designated member. The secretary of the committee will submit all documentation to the Board Secretary for legal compliance with the Open Meetings law.

### **Removal and Vacancies**

A committee member may be considered for removal from a committee should the committee member fail to regularly attend meetings. Committee members are expected to contribute to the committees in meaningful ways. Lack of attendance disrupts the purpose of the committee and the role of the committee member. Vacancies are filled in the same manner as the initial appointment, by the Board or Superintendent.

Legal Ref.: Iowa Code §§ 21; 279.8; 280.12.  
281 I.A.C. 12.3.

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