

SCHOOL DISTRICT OF SHOREWOOD

185

BOARD COMMITTEES

The Board of Education 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 more in depth. The committee structure is designed to make recommendations to the Board; it is not intended to take away a Board member's opportunity to ask questions or to be responsible for the decision-making process.

The Board shall have the following standing committees:

- Curriculum and Instruction Committee
Description: Decision making related to textbook/supplementary materials; course development; graduation requirements; testing and assessment; accountability and planning; instructional technology; and all other curriculum and instruction issues in the school district.
- Finance Committee
Description: Decision making related to budget planning; and all other financial issues in the school district.
- Facilities Committee
Description: Decision making related to service contracts; building maintenance issues; capital projects; maintenance/custodial staff; transportation; and all other facility issues in the school district.
- Human Resources Committee
Description: Decision making related to employee contracts; job descriptions; employee handbooks; and all other employment issues in the school district.
- Policy Committee
Description: Decision making related to school district policies, involving routine review of current policies; development of new policies; and monitoring of state statutes impacting school district policies.

Standing committees shall perform specific functions and duties as determined by the Board. The committees shall be fact-finding, deliberative and advisory in nature.

Committees shall have no power to take any action whatsoever on behalf of the Board or to otherwise commit the Board or District to any course of action or expenditure of funds. In the event of any uncertainty surrounding a committee's scope of responsibility, and to avoid unnecessary duplication of effort, the Board retains discretion to make final determinations as to the most appropriate committee, if any, to address specific issues.

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. Each committee shall consist of at least one Board member.

The President shall assign a Board member to act as the committee chair. If a second Board member is assigned to the committee, that Board Member shall act as the alternate chair in the event the chairperson is unable to attend a scheduled meeting or otherwise perform the duties of the chair. The Board President shall not appoint the same Board member as the chair of multiple standing committees, except by necessity or except with the approval of the Board.

The 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 by the Board to modify committee structures or committee membership. The committee may include individuals who are not Board members. The Superintendent shall appoint an administrator to serve as a resource and committee member on each standing committee.

It shall be the responsibility of the committee chair or designee to schedule standing committee meetings, plan the meeting agendas and ensure that the minutes of all committee meetings are recorded. The minutes from committee meetings shall be reviewed and approved at a committee meeting. Committee minutes shall be posted and retained in accordance with state law and established District procedure.

The committee chair shall be provided time as needed on regular Board meeting agendas to present reports and/or make recommendations to the Board.

Any Board member may attend and participate in the

discussion that occurs at any standing committee meeting; however, only official members of the committee will have the authority to make motions and vote at the committee meeting.

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 will take no action as a governmental body at the committee meeting.

LEGAL REF.: Sections 19.83 Wisconsin Statutes
19.84
19.85

CROSS REF.: 150, School Board Governance
171.2, Agenda Preparation and Dissemination
181, Rules of Order
184, Board Minutes
185.1, Board Ad Hoc Committees
185.2, Board Liaison Committees
187, Public Participation at Board Meetings

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