

## West Bonner County School District

### THE BOARD OF TRUSTEES

1250

#### Committees

The Board of Trustees will function as a committee of the whole having legal responsibility for decision-making in all matters of policy and may create Board committees as deemed necessary. All committees created through this policy shall be advisory only and shall have no administrative authority and are not created to take away any of the rights and/or privileges of the Board of Trustees and administrative staff; as these powers cannot be delegated or surrendered. The Board recognizes the value of including stakeholder feedback in the decision-making process through advisory committee recommendations as this is one positive method of providing feedback prior to the Board taking action.

The Board reserves the right to create or establish the rules and regulations for creation and appointment of membership to any committee or task force. A Task Force may be appointed by the Board when appropriate and function in those areas assigned by the Board. Only the Board has the authority to dissolve advisory committees it has created. All committees should be reviewed and renewed annually by the Board of Trustees.

#### Committees/Task Force Defined

Standing committees of the Board may be created through state law and by Board action. Board members serving on a committee act in an advisory capacity only, assisting the Committee Chair with relaying the desire of the Board to the committee's work. A staff member or members may be assigned to each committee to help it carry out its functions. The purpose of committees and task force that function within the organizational framework approved by the Board are defined as follows:

##### Board Committees

Board Committees act solely in an advisory capacity. The composition of the committee will be broadly representative and take into consideration the expertise of the individual committee members as it pertains to the specific purpose defined by Board action. The Board Chair has the power to appoint trustees to serve on such committees when necessary. Board committees shall be limited to less than one-half (1/2) of the Board or no more than two (2) trustees.

##### School and Community Committees

Those school and community committees required by Federal and State programs shall function in accordance with the requirements pertaining to each specific Federal or State program. Such committees shall be Superintendent or designee-appointed committees, although the Board shall grant to those bodies the advisory responsibilities relevant to the planning, implementation, and evaluation of such program or project as required by law. The Superintendent or designee will provide the Board with a summary report of each committee's recommendations, appraisals, and/or accomplishments.

## Task Force

The Board may form a task force for a specific purpose and for a limited time, to advise the Board as needed. Dissolution of Task Force, except as specifically provided by the Board, will cease to function when its reports have been received, or when the purpose for which it was established has been accomplished or ceased to be relevant, or when the Board takes action to dissolve it. No more than two (2) trustees shall be appointed to participate as an advisor to the committee.

## Recognized Committees

The Board of District #83 recognizes the following committees:

### Board Committees:

- Curriculum Adoption Committee
- Finance Committee
- Facilities Committee
- Negotiations Committee
- Meet and Confer Committee

### School and Community Committees:

- Site Councils for each school

Task Forces as needed

## Committee Purpose, Responsibilities, and Composition

Committees are created to encourage continuous improvement in student achievement and should foster adherence to District policies, procedures and practices at all levels.

### Curriculum Adoption Committee

#### Purpose

This committee reviews curriculum materials for courses offered by the district. The composition of the committee and its function are described in Idaho Code 33-512A. The aim of the Curriculum Adoption Committee shall be to recommend the most reasonable curricular resources that are best suited and available for approval by the Board of Trustees. This may include curriculum not approved by the state curricular materials adoption committee.

#### Responsibilities

#### Composition

## Finance Committee

### Purpose

The committee is to provide feedback to the Board regarding the District's financial interests and operations and to assist in fulfilling the Board's oversight responsibilities and ensuring the public's trust. The Board recognizes it is critical to be good stewards of public funds by ensuring transparency, accountability, and efficiency in the District's finances.

### Responsibilities

At any given time, recommendations to the Board regarding finance may include:

- The annual budget and revenue and expenditure forecasts.
- The District's annual audit and accompanying management letters.
- The running of supplemental and plant facilities levies.
- Long-term capital plans for the District.
- The investment of District money and the undertaking of debt.
- Educating the general public concerning school finance issues, including the creation of reader-friendly budget information.
- Local, state, and/or national policies, legislation or emergent trends which may impact District finances.
- Information gathered in collaboration with other committees.

### Composition

The Finance Committee shall consist of the Committee Chair and committee members:

- Trustees (2)
- Director of Finance
- Superintendent
- West Bonner County Education Association Representative President (or designee) (1)
- Five members of the community, named Community Representative (one from each Trustee Zone and alternate) (5)

Note There should always be representation from each Trustee Zone. This means the alternate member should be attending when the Community Representative is unable to attend.

## Facility Committee

### Purpose

The committee is to provide feedback to the Board regarding the District's property conditions, including but not limited to structural, electrical, HVAC, utilities, fields, grounds, indoor and outdoor spaces with the intention of creating a leaning environment that takes into consideration the wellbeing and safety of district staff, employees, and students. This committee assists the Board in oversight by fulfilling responsibilities, ensuring the public's trust regarding financial interests and operations. The Board recognizes that it is critical to be good stewards of public lands by ensuring transparency, accountability, and efficiency in

the District's educational mission.

### Responsibilities

At any given time, recommendations to the Board regarding facilities may include:

- The annual maintenance schedule with appropriate seasonal recommendations.
- The immediate necessity to meet within the upcoming 12 months and as far out as 24 to 36 months.
- Regular expense reports related to district property and facilities.
- Prioritizing and recommending appropriate necessities and planning for district property.
- Gathering appropriate financial estimates of projects for Board review and approval.
- Facilitating community involvement in every avenue relating to the district's facilities as well as students, parents, and staff.
- Seeking additional funding sources through state and Federal grants along with other sources of grants.
- Informing the greater community's facility needs of the District.
- Information gathered in collaboration with other committees.

### Composition

The Facilities Committee shall consist of the Committee Chair and committee members:

- Trustees (2)
- Operations Director
- Superintendent
- Five expert members of the community that represent the various trades in construction and maintenance (I.E. Plumbing, General Contracting, HVAC, etc.) (5)

### Committee Composition

Committees will consist of members appointed by the Board.

The Committee Chair will ensure:

- Setting the Agenda
- Facilitating the Meeting
- Information is provided to the Committee relating to the topic(s) for study
- Area specialists are consulted to provide expertise where appropriate, including a classified employee for policies pertaining to classified staff
- The committee operates within District policies.
- Board Committees may actively seek input and participation from parents/guardians, staff, community members, students, and experts/professionals, and may consult with local public Boards and agencies as needed.

### Committee Members Selection Criteria

In appointing members, the Board will attempt to have the composition of the Board Committee reflect the demographic of the student population and the community. To be eligible for membership and participation, committee members must:

- Be residents or taxpayers of the district, parents of children enrolled in its schools, District employees, and/or experts/professionals as stipulated in this Board Policy.
- Have experience applicable to the committee's purpose, whenever possible, and varied background and perspective to complement other members.
- Be able to communicate clearly the information resulting from the committee's work.
- Be willing to commit to a minimum of 75% attendance at committee meetings.
- Be willing to work productively with other committee members and District staff.

The Superintendent or designee will attend Board Committee meetings as an informational resource. Prior to the May Regular Meeting of the Board, the Superintendent shall recommend District Office staff and building administrators for Board Committee positions for two-year, renewable terms that start October 1 (the Term Start Date).

Starting May 1 of even years (i.e., 2024, 2026, etc.), the Board will seek applications indicating interest to fill the other Board Committee positions for two-year terms. The Board will provide notice of the vacancies in such positions to students, staff, parents, guardians and the general community. The Board will vote to appoint committee members at the June Regular Meeting of the Board, with terms to begin on the Term Start Date. Members may reapply and be reappointed by the Board for up to one additional 2-year term for a total of four consecutive years on that Board Committee. All applicants will be asked to provide an application (see attached) and any additional information they deem relevant.

All applications received will be reviewed by the Board and will be considered valid for a period of two years from the date of receipt, unless withdrawn by the applicant. Applications will be available on the district website.

Prior to the end of the 2-year term, the committee chair may choose to replace any committee member not fulfilling the eligibility criteria above with an alternate selected from the list of previously received applications.

### Committee Meetings and Procedures

Board Committees will meet as needed during the school year at the direction of the Board and shall be scheduled by the Committee Chair or designee. Board Committee meetings are subject to Idaho Open Meeting Law, including timely agenda posting and attendance by the public. The Committee Chair or designee shall inform the Clerk of the Board of scheduled meetings in sufficient time to allow for public notice in accordance with Idaho Code.

The Board Chair, on behalf of the Board, will instruct each Committee as to:

- How the committee impacts student achievement.
- The length of time each member is being asked to serve.

- The service the Board wishes the committee to render and in what time frame.
- The resources the Board will provide.
- The advisory nature of the committee.
- The proper process to work through the Superintendent or designee when providing information to the press.

In addition to attending Board Committee meetings, Board Committee members may be asked to assist in public presentations, with or without the Board, that would extend the Board Committee member's service beyond the regular term.

School and Community Committee meetings are not governed by the Idaho Open Meeting Law.

### Planning Cycle

Board Committees are responsible for near-term, mid-term and longer-term planning. In general, about 60% of time should be focused on the next 12 months' priorities, 30% on the next 24 months' priorities and 10% of time on the priorities for the next 36 months and longer. This process should enable the Board Committee to anticipate upcoming issues and develop and continuously update proposals for various courses of action based on the most current information, thereby enabling the Board to be more nimble in its decision-making process.

The Board will determine the next year's priorities for each Board Committee at or before the September Regular Board Meeting. The District Leadership Team will review these guidelines prior to the Term Start Date.

### Stakeholder Input

After initially presenting a recommendation to the Board, the Board may determine for a single public comment period of no less than 30 calendar days to allow all stakeholders to comment on the proposed recommendation.

The Board shall allow an amount of time for stakeholders to comment that is commensurate with the impact of the proposed recommendation.

### Policy History:

Adopted on: March 14, 2007  
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