

Standing Committees

The Board of Education shall have ~~six~~ (5) standing committees as follows: ~~Communication Committee~~, Curriculum and Student Development Committee, Facilities Committee, Finance Committee, Personnel Committee and Policy Committee. Temporary and liaison assignments are not considered to be standing committees.

Standing Committee Membership

The Board Chairperson shall designate standing committee members, subject to Board action. Therefore, any member of the Board who is interested in serving on a particular standing committee shall notify the Chairperson.

The following rules apply specifically to standing committees:

1. Standing committee chairpersons and members on standing committees shall serve for the same term as the Board Chairperson.
2. No board member may chair more than one standing committee.

Duties of Standing Committees

Standing committees are assigned regular duties as described below. The Board Chairperson may assign additional tasks or responsibilities to a standing committee as needed. If the tasks or responsibilities become a recurring and substantial part of the standing committee's work, the Board of Education may consider revising the duties of that standing committee in the bylaws.

Standing committees discuss and vote on matters to be presented with the committee's approval to the Board when such matters are within the purview of the Board and subject to Board vote. They also regularly report to the Board on committee matters.

Communications Committee

The Communications Committee has been sunset by the Board of Education effective November 9, 2021.

- ~~• Collaborate with the Superintendent to inform the public about district news and other information.~~
- ~~• Recommend to the Board ways to inform the public of present and future educational needs of the community.~~
- ~~• Recommend to the Board ways to inform the public of the goals and objectives of the Board.~~
- ~~• Recommend to the Board ways to inform the public of other appropriate information.~~
- ~~• Foster two-way communication with the public.~~
- ~~• Endeavor to inform the community about the operations of the school system.~~
- ~~• Seek systematic communications between the Board and students, staff, and all elements of the community; (note: from Bylaw 9210.1)~~
- ~~• Make special efforts to involve parents and the public in the process of formulating educational policy; (note: from Bylaw 9210.1)~~

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Curriculum and Student Development Committee

- Recommend to the Board curriculum revisions, additions, and deletions submitted by the superintendent.
- Participate as appropriate in all phases of curriculum review.
- Monitor the effectiveness of the curriculum in achieving Board goals and objectives.
- Monitor progress and report regularly to the full Board regarding District programmatic initiatives.
- Monitor progress and report regularly to the full Board regarding District curriculum initiatives.
- Receive regular updates and projections regarding enrollment.
- Recommend to the entire Board, in cooperation with administrators and staff, program development needs in the area of student development, including health, safety, and student growth needs outside the curriculum, including recommendations for staff, related to new or revised programs and initiatives.
- Review instructional technology plans to provide for district programmatic and curriculum needs.

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Facilities Committee

- Develop Planned and Cycled Maintenance 10-year plan for operational improvements and oversee implementation.
- Make recommendations to the Board on the effective utilization of all buildings and grounds to address educational programming, school safety and school security.
- Develop and maintain a telecommunications plan to provide for district needs, including but not limited to school community safety and security.
- Receive periodic reports from the Superintendent and the District Facilities Director regarding maintenance projects, facilities project progress and other facilities-related matters.
- Invite District and Town employees and officials as appropriate to committee and Board meetings to report on or discuss facilities-related matters.

Finance Committee

- Review, deliberate, and adjust the budget, proposed by the administration, for the operation of the district for the upcoming school year.
- Recommend to the entire Board a budget which in the committee’s view supports the goals and objectives of the district for the upcoming school year.
- Recommend the format and procedures for budget presentations and hearings.
- Serve as an advocate for the budget adopted by the Board during the town budget adoption process, including:
 - Board of Education hearings
 - Presentations to the Board of Selectmen and the Board of Finance Town meetings
 - Budget referenda
- Oversee the ongoing financial status of the district budget during each school year.
- Recommend action to the entire Board that the committee deems appropriate concerning the fiscal affairs of the district.
- Provide and maintain services related to operations, such as transportation, fuel, food services, and telecommunications.
- Using enrollment data provided by the Curriculum and Student Development

99 Committee, make recommendations for future staffing.

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101 **Personnel Committee**

- 102 • Act as an agent for the Board while deferring decision making to the full Board.
- 103 • Negotiate contracts with administration, professional staff, and non-certified personnel
- 104 toward the goal of reaching a fair and equitable agreement.
- 105 • Maintain confidentiality while negotiations are ongoing.
- 106 • Research the Board’s position referring to current and local data to substantiate
- 107 proposals.
- 108 • Work with the Board to set parameters within which to negotiate.
- 109 • Keep the Board apprised of the negotiations process.
- 110 • Present a package of negotiated items for the Board’s approval.

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112 **Policy Committee**

- 113 • Formulate policies to be presented to entire Board for action.
- 114 • Suggest amendments to / revisions of existing policies.
- 115 • Serve as a resource to provide policy reference to other board members.
- 116 • Conduct annual reviews of policies.
- 117 • Review legislative updates to ensure district policy compliance.
- 118 • Review bylaws on an annual basis.

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120 **Ad Hoc Committees**

121 The Chairperson of the Board may establish an ad hoc committee at any regular meeting of the
122 Board. The committee purpose, membership, and term shall be determined at the time of
123 creation. An ad hoc committee is considered dissolved when its final report has been accepted by
124 the Board of Education.

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126 **Committee Objectives**

- 127 • Responsible for oversight/development of Master Facilities Plan.
- 128 • Develop Capital Improvement Program (CIP) 5-year plan, 10-year plan and Planned and
- 129 Cycled Maintenance 10-year plan for operational improvements and oversee
- 130 implementation.
- 131 • Review CIP ten year plan for approval and recommendation to the Board.

- 132 • Monitor and oversee implementation of ten year plan.
- 133 • Create an overall 10 year planned and cycled maintenance plan for operational
- 134 improvements.
- 135 • Determine what, if any, steps are necessary to address the needs of students within our
- 136 buildings.
- 137 • Investigate and examine the state of repair of the school buildings and make
- 138 recommendations for a holistic approach over a specific timespan to the Board as may be
- 139 deemed necessary for alterations or repairs of said buildings.
- 140 • Make recommendations to the Board on the effective utilization of all buildings and
- 141 grounds to address the needs of students, including policies on rentals, etc.
- 142 • Liaise with other Board Committees to ensure smooth management of facilities and
- 143 facilities projects and to ensure clear communication with community.
- 144 • Review non-instructional technology plans to provide for district needs.
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146 **Rules Governing Appointment and Functions of Standing and Ad Hoc Committees:**

- 147 1. A committee may be established or dissolved by the Board Chairperson at any regular
- 148 Board of Education meeting through action of the Board.
- 149 2. The committee members shall be appointed by the Board, as designated by the Board
- 150 Chairperson.
- 151 3. The Board Chairperson shall be an *ex-officio* member of all Board committees.
- 152 4. The Board Chairperson shall select a committee chairperson from among the members of
- 153 a committee, subject to Board approval.
- 154 5. Advisory members, community, staff, or student representatives may be appointed by the
- 155 Board to serve as advisory members to a Board committee for a specific length of time or
- 156 purpose. Staff and student advisory members will be named by the Board only upon the
- 157 Superintendent's recommendation.
- 158 6. The status of *ex-officio* members and advisory members of Board committees shall be as
- 159 follows:
 - 160 a. These members may not be included in considering whether a quorum of the
 - 161 committee is present.
 - 162 b. These members may not vote on recommendations to be made by the committee
 - 163 to the Board.

164 c. *Ex-officio* and / or advisory members may present in writing a minority report to
165 the Board whenever they disagree with recommendations made by the committee
166 to the Board.

167 7. Board of Education committees have no authority independent of the entire Board of
168 Education.

169 8. All reports of Board committees will be made directly to the Board. Board committees
170 will not release reports to the public without prior Board approval.

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Legal Reference: Connecticut General Statutes
1-18a Definitions
1-21 Meetings of Government Agencies to be Public

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