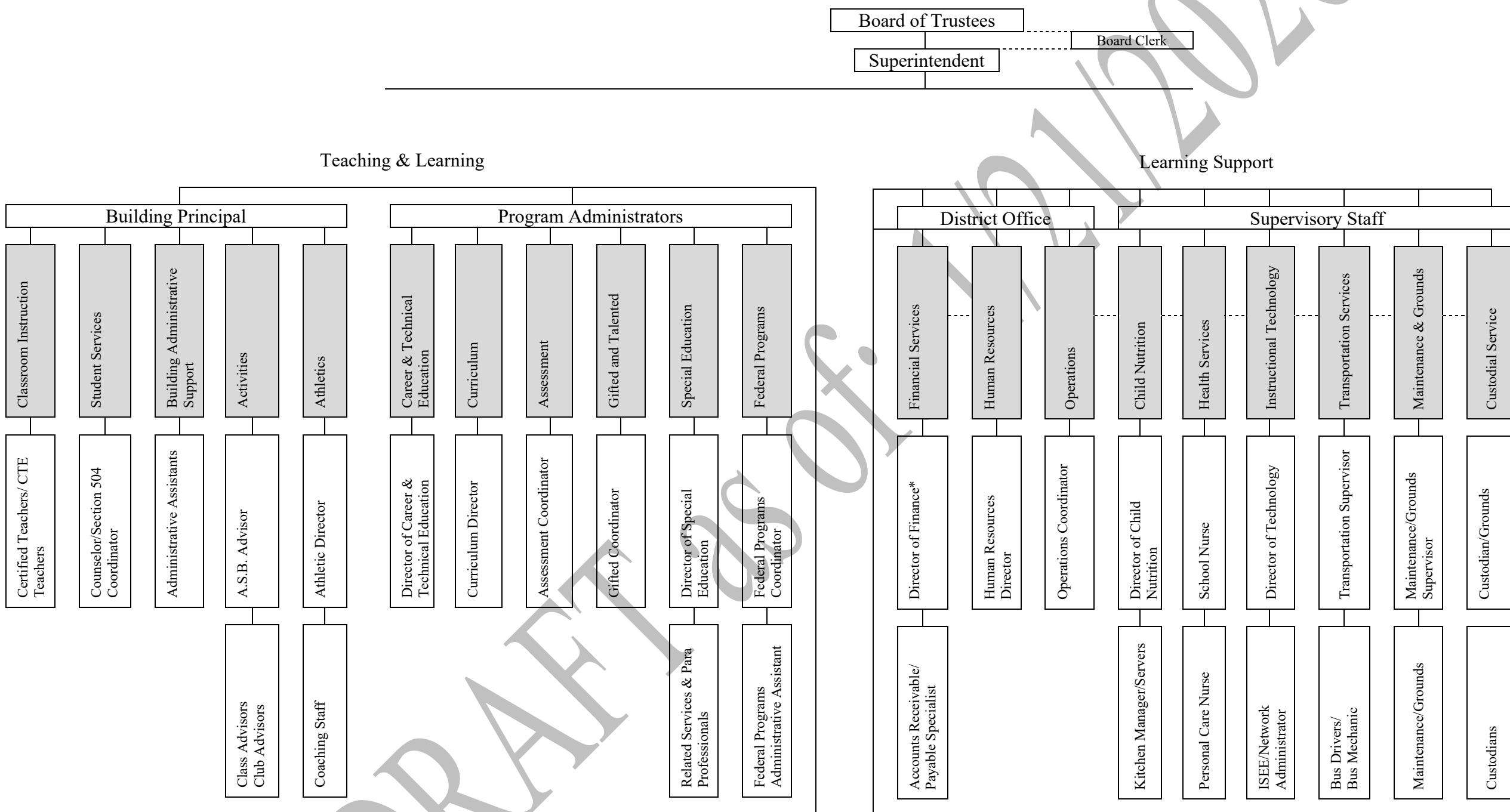


# WEST BONNER COUNTY SCHOOL DISTRICT #83

## LINE OF ORGANIZATION



\* The Business Manager works closely with the Accounts Payable/Receivable/Payroll Specialist and Human Resource Director to ensure employees and vendors are paid in a timely manner.

### Notes to the Organizational Line:

- 1) The Administrative Team is made up of the Superintendent, Principals, Program Administrators, Business Manager, Human Resources Director, and Learning Support Supervisors.
- 2) Job titles imply a set of responsibilities, which one person may be assigned to more than one title.
- 3) Evaluation of staff may be split amongst administration with input from program administrators.
- 4) There is no expectation that all positions named are staffed.
- 5) Administrators and Personal Care Providers coordinate with the District Nurse.

## COMMITTEE ORGANIZATION

### **Board Committees**

The following list of committees are created through board policy.

- Curriculum Committee (s) ..... This committee is composed of representative trustees, public educators, and at least half of the committee composition must consist of persons other than public educators and trustees who may be parents of children or children who attend schools within the district, or community members residing in the district. It is the responsibility of this committee to advise the board on the selection of curricular materials for programs offered by the District. (P 2520 & 2540)
- Facilities Committee ..... This committee is composed of stakeholders that meet monthly to discuss issues concerning district facilities. Feedback from stakeholders creates action items that are brought to the Board of Trustees for consideration. (P 1250)
- Finance Committee ..... This committee is composed of representative trustees, the Director of Finance, the Superintendent, the WBCEA representative, and 5 members of the community, one from each zone. It is the responsibility of this committee to ensure timely compliance with District financial policies and applicable laws. (P 1250)
- Learning Materials Review Committee ..... This committee will be established by the Superintendent if a valid formal complaint is submitted regarding currently available learning materials offered by the District. It is the responsibility of this committee to evaluate contested materials. Committee members may include individuals who are instructional staff, librarians, administrators, parents of students attending school in the District, and other individuals selected by the Superintendent. (P 2530)
- Meet & Confer Committee ..... This committee is composed of the superintendent, representative trustees, and up to six non-certified staff members to discuss employee concerns. (P 5845)
- Negotiations Committee ..... This committee is composed of the WBCEA representative, and District Trustees or Superintendent, with participation by advisors. The responsibility of this committee is to negotiate the contract with certified staff. (I.C.: 33-513; 33-1271; & 33-1273)
- Safety Committee ..... Safety issues are discussed for incorporation into the safety plan. Action items may be created that are brought to the Board of Trustees for consideration. (P 5620)
- Sick Leave Bank Council ..... The council is comprised of two (2) certificated employees selected by the WBCEA, two (2) classified employees selected by the Meet & Confer Committee, and one (1) employee designated by the Superintendent that meet to approve employee applications for use of the Sick Leave Bank. (P 5401)
- Fundraising Committee ..... Description

### **School and Community Committees**

The following list of committees are created through board policy.

- Superintendent Advisory Committee ..... ?
- Labor/Management Team ..... ?
- Site Councils ..... ?

### **Task Forces**

Task Forces are created for a specific short-term need.

### **Instructional Support**

The following list of committees are formed through assurances for accepting funding from sources outside the district, such as grants and categorical funding:

- Continuous Improvement Plan Team ..... This team provides input to implementation of the Priority Schools improvement plan.
- Career Technical Education Advisory Committee ..... ?
- District Instructional Leadership Team (DILT) ..... ?
- Occupational Safety & Health Committee ..... Description