

0155 BOARD COMMITTEES

The Board of Education authorizes the creation of committees of Board members charged to conduct studies, make recommendations to the Board, and act in an advisory capacity.

Committees are not authorized to take action on behalf of the Board.

The Board President shall select the committee members and chairperson to serve on the following Board standing committees:

Operations
Curriculum
Personnel
Policy

The duties of the respective standing committees shall be as follows:

1. Curriculum Committee:
 - Curriculum Design
 - Instructional Programming
 - Specialized Programs
 - Extra-Curricular and Co-Curricular Programs/Activities
 - Professional Development
 - Athletics

The Curriculum Committee shall be responsible for selecting educational programs including curriculum, instruction and specialized programs of the district, reviewing policies and programs in its area of responsibility, and ensuring full compliance with New Jersey Quality Single Accountability Continuum (NJQSAC) for Instruction and Program. The committee shall make appropriate recommendations, within its areas of responsibility, to the Board of Education.

2. Operations Committee:
 - Finance
 - Building & Grounds
 - Food Service
 - Fundraising
 - Donations
 - Transportation

The Operations Committee shall be responsible for finance, building readiness and use, grounds, maintenance, transportation, and capital programs. This committee shall review all bills for payment, auditing each for proper approval, validating receipt of and propriety of all purchases and the accuracy of the cost thereof, ensuring proper procurement procedures are utilized at all times, and full compliance with New Jersey Quality Single Accountability Continuum (NJQSAC) for Fiscal and Operations. The committee shall make appropriate recommendations, within its areas of responsibility, to the Board of Education.

3. Personnel Committee:

- Personnel
- Approval of Job Descriptions
- Creation and Abolishment of Position
- Staff Evaluation Protocols

The Personnel Committee shall be responsible for matters affecting employees of the Board of Education inclusive of reviewing policies on such matters as the qualifications of employees, their remuneration, and terms of service. The committee shall oversee procedures for evaluation of teachers and other employees, administrative structure, full compliance with New Jersey Quality Single Accountability Continuum (NJQSAC) for Personnel, and management improvement. The committee shall make appropriate recommendations, within its areas of responsibility, to the Board of Education.

4. Policy Committee:

- Board Bylaws
- Board Policies
- Board Regulations
- Legislation Review and Analysis

The Policy Committee shall be responsible for matters affecting the governance of the Board of Education and Willingboro School District inclusive of reviewing all Board of Education bylaws and policies, reviewing pending and current State legislation pertaining to education programing and administrative matters school, and ensuring full compliance with New Jersey Quality Single Accountability Continuum (NJQSAC) for Governance. The committee shall make appropriate recommendations, within its areas of responsibility, to the Board of Education.

An ad hoc committee may be created and charged at any time by the Board President or a majority of the Board members present and voting. The President shall appoint members to any committee so created and charged; members shall serve until the committee is discharged.

Committees shall consist of no more than four Board members, one of whom shall be the Board President, who shall serve as ex officio member on all Board committees. A member may request or refuse appointment to a committee; a member's refusal to serve on any one committee shall not prejudice his/her appointment to another committee. The administrative liaison to each committee assigned by the Superintendent shall notify the Superintendent of all committee meetings. The Superintendent or designee may attend any committee meeting, however, the Superintendent is required to attend the Personnel Committee meeting.

The Board reserves the right to meet and work as a Committee of the Whole in informational, discussion, and exploratory sessions. No official action shall be taken at these meetings, unless so advertised.

Regular committee meetings will be held before every regularly scheduled Board of Education meeting and may be called at any time by the committee chairperson or when a meeting is requested by a majority of the members of the committee with 48-hours notice to the President and Superintendent.

A committee meeting will not be held if at least two committee members (including the administrative liaison) are unable to attend. An additional administrator may be added to the committee by the Superintendent if the committee chairperson and/or the administrative liaison require an additional administrator to attend a committee meeting.

The agenda for all committee meetings shall be established by the committee chairperson. The administrative liaison shall provide to the chairperson of the committee for inclusion on the agenda all items requested by the Superintendent.

Committee meetings shall not be open to the public, except that a majority of the committee or the chairperson may open the meeting to the public or invite persons whose knowledge or expertise may be useful to the committee.

The administrative liaison on each committee shall be responsible for taking minutes of the meeting. The Committee Chairperson is responsible to ensure that a copy of the committee meeting minutes and/or committee report is provided to the Board Secretary's Office within two days after every committee meeting. The Board Secretary will ensure that copies of the committee minutes and/or reports are posted in the agenda and accessible to all Board members prior to the Regular Board of Education meeting.

POLICY

WILLINGBORO TOWNSHIP BOARD OF EDUCATION

Bylaws
0155/Page 4 of 4
BOARD COMMITTEES
Created: Sept 2007
Revised: June 2020

Issues considered by Board committees may be recommended for a motion on the draft agenda. All recommendations for Board action will be reviewed by the Superintendent and the Board President before being placed on the Board agenda for Board consideration. Except for personnel and other issues reserved by law to the Superintendent as noted in the final paragraph, motions presented by the committee may become part of the draft agenda.

Recommendations to the Board of Education for Board action at the meeting held twice a month, that are required or reserved to be made by the Superintendent by any authority of any law, statute, or administrative code/procedure, shall be made by the Superintendent directly to the Board on the Board of Education meeting agenda.

Adopted: 10 September 2007
Revised: 28 September 2009
Revised: 22 August 2011
Revised: 8 June 2020