

**Bylaw**

COMMITTEES

In order to use the time, effort and expertise of the members of the board effectively, the board shall operate under a committee system.

Standing Committees

The board may authorize the establishment of such standing committees from among its membership as it finds necessary to study operations in specific areas and to make recommendations for board action. The following rules will govern the appointment and function of such committees:

- A. The committee shall be established through action of the board;
- B. The committee chairperson and members shall be appointed by the board president;
- C. The committee shall be provided with a list of its functions and duties;
- D. The committee may make recommendations for board action, but it may not act for the board;
- E. The board president and superintendent shall be ex officio members of all standing committees;
- F. All standing committees shall be dissolved at the end of the board's year – at the annual organizational meeting. They may be dissolved at any time by a motion of the board.

Curriculum and Instruction Committee

Responsible for overseeing all policies pertaining to curricula, testing, and source materials used in the district. Annually, the Committee will:

- A. In conjunction with the Superintendent, will review and present district wide test results and analysis to the Board;
- B. Recommend to the Board those educational areas of interest and planned review for the next fiscal year.
- C. Review in depth with the Superintendent the educational programs prior to submission to the full Board for adoption.
- D. Review, with the Superintendent and other appropriate personnel, the recommendations for the adoption of new textbooks and report its findings to the Board.

Personnel and Management Committee

Responsible for overseeing all policy matters affecting personnel employed by the district. Annually the committee will:

- A. Review and present for board approval all salary and compensation programs in the district;
- B. Act as the negotiating committee as required;
- C. Investigate and report to the Board on any personnel related matters referred to the Board before approval is requested;
- D. Present a summary of identified key issues affecting the personnel employed by the district for the ensuring three years.

COMMITTEES (continued)Finance, Facilities and Technology Committee

Responsible for overseeing all policies pertaining to the care, maintenance, modification and ownership of all physical properties and/or technology owned/rented by the district. Responsible for overseeing all policy matters affecting the financial viability of the district including all practices and procedures in accordance with N.J.S.A. 18A. Annually, the committee will:

- A. Present an outline of the updated physical maintenance and development plan for the next five years;
- B. Review all bids for work to be performed and oversee the selection of vendors performing the assigned tasks, as needed; C. Consult with administration on any matters affecting the physical properties of the district on an ongoing basis, as needed;
- C. Develop enrollment projections for the district and conduct a census of the district as deemed appropriate.
- D. Review, in depth, the budget presentation provided by the Superintendent, prior to presenting the budget for Board adoption.
- E. Monthly, and/or as needed, will represent the Board of Education in the approving of invoices or other financial documents requiring Board signatures and approval.
- F. Review the annual audit report with the auditor prior to presenting the report to the full Board of Education for approval.
- G. Highlight significant financial matters which are anticipated to impact the district with the next three years and report all findings to the board.
- H. Monitor implementation of district policy and budget with respect to instructional and administrative technology.

Policy and Public Relations Committee

The objectives of the Policy and Public Relations Committee include strengthening the Board's role as policy-maker and providing the opportunity for Board members to formulate, review, analyze and deliberate policy recommendations prior to consideration by the full Board. Community values and Federal and State laws inform the committee in its work.

The committee is specifically responsible for overseeing and reviewing existing Board policies, preparing and recommending new policies to the Board, revising existing policies, and presenting revised policies to the Board. The committee shall adopt a five-year cycle for the orderly review of all policies, which cycle may be revised by subsequent committees, based on district need.

Special Committees

Special committees may be created for special assignments. The same rules shall apply to special committees as apply to standing committees, except that they shall be dissolved upon completion of their assignment.

Committee of the Whole

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.

COMMITTEES (continued)

Adopted: October 28, 1996  
 Revised: October 25, 1999  
 1<sup>st</sup> Reading: October 2, 2009  
 Readopted: November 17, 2009  
 1<sup>st</sup> Reading: January 26, 2011  
 Readopted: February 22, 2011  
 NJSBA Review/Update: April 2015  
 1<sup>st</sup> Reading: December 15, 2015  
 Readopted: January 5, 2016

Key Words

Committees, Board Committees

**Legal References:** N.J.S.A. 10:4-6 et seq. Open Public Meetings Act  
N.J.S.A. 18A:10-6 Board meetings public; frequency; hours of commencement; adjournment, etc., for lack of quorum  
N.J.S.A. 18A:11-1 General mandatory powers and duties  
N.J.S.A. 18A:12-21 et seq. School Ethics Act  
N.J.S.A. 18A:54-20 Powers of board (county vocational schools)  
N.J.A.C. 6A:28-1.1 et seq. School Ethics Commission

School Ethics Commission, Advisory Opinion, A01-93

School Ethics Commission, Advisory Opinion, A10-93

School Ethics Commission, Advisory Opinion, A33-95

School Ethics Commission, Advisory Opinion, A02-00

School Ethics Commission, Advisory Opinion, A14-00

School Ethics Commission Advisory Opinion, A15-10

School Ethics Commission Advisory Opinion, A01-15

**Possible**

**Cross References:** \*1220 Ad hoc advisory committees  
 \*9121 Election and duties of president  
 9320 Meetings

\*Indicates policy is included in the Critical Policy Reference Manual.