

### 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 President shall appoint Board members to serve a one-year term on the following Board standing committees:

- Facilities
- Computers/Technology
- School/Community Relations
- Curriculum
- Regionalization/Shared Services
- Finance/Negotiations/Personnel
- Policy/Legislative
- Publicity/Newsletter
- Scholarship and Awards
- Superintendent Review

The President shall appoint Board members to serve a one-year term as liaison to the following organizations:

- New Jersey School Boards Association (NJSBA)
- Camden County School Boards Association (CCSBA)
- Collingswood Board of Education
- Oaklyn Municipal Alliance Youth Services Commission (OMAYSC)
- Borough of Oaklyn
- Camden County Educational Services Commission (CCESC)
- Oaklyn Educational Foundation (OEF)
- PTA

An ad hoc committee may be created and charged at any time by the 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 five Board members, one of whom shall be the President, who shall serve as ex officio member on all Board committees. The Superintendent shall also serve as an ex officio member on all Board committees. The School Business Administrator shall serve as an ex officio member of the Facilities and



Finance/Negotiations/Personnel 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 or her appointment to another committee.

A chairperson shall be appointed by the President.

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.

Committee meetings 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. 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 Board charges its committees as follows:

1. Facilities Committee

- a. To advise the entire Board of all matters pertaining to building and grounds
- b. To ensure that prescribed maintenance procedures are properly carried out
- c. To see to it that all safety regulations are strictly adhered to
- d. To conduct periodic inspections with the Superintendent and Facilities Manager to ensure the cleanliness and maintenance of the school building and grounds
- e. To require the outside use of school buildings to conform in all respects to policy and regulation
- f. To authorize (in the event of an emergency) the Board Secretary / School Business Administrator to proceed with temporary repairs
- g. To review that portion of the Policy Manual pertaining to the committee's responsibilities and suggest revisions or new policies as needed
- h. To facilitate the further refinement of the Oaklyn School Strategic Plan
- i. To perform such further instructions as the Board shall direct

2. Policy/Legislative Committee

- a. To advise the entire Board on matters pertaining to the development, interpretation, or administration of Board policy



- b. To advise the entire Board on matters pertaining to Federal and State Policy/Legislation
  - c. To work with the Legislature, the New Jersey School Boards Association, the public, and the press to promote legislation geared toward a thorough and efficient system of education
  - d. To consult with the Superintendent and assist in the development of policy geared toward an efficient management of the School District
  - e. To prepare and present to the Board all proposed policies and amendments
  - f. To maintain the Board policy manual
  - g. To provide guidance to the Board on new or emerging policy issues
  - h. To advise the Administration by serving as a sounding Board in developing regulations
  - i. To develop proposed policies for issues referred to the committee by the Board or its chair
  - j. To consider and study proposed changes in Board policy referred by other committees
  - k. To facilitate the further refinement of the Oaklyn School Strategic Plan
  - l. To perform such further instructions as the Board shall direct
3. School/Community Relations
- a. To monitor the public relations efforts of the district to ensure the continuing and constructive cooperation of the district with parents, community organizations and institutions, the municipal government, representatives of business and industry and other members of the community
  - b. To make suggestions to the administrative staff and to the Board to improve communications between the schools and the community
  - c. To manage the Board's communications regarding annual budget, bond referenda, "get out the vote", or similar campaigns
  - d. To review that portion of the Policy Manual pertaining to the committee's responsibilities and suggest revisions or new policies as needed
  - e. To facilitate the further refinement of the Oaklyn School Strategic Plan
  - f. To perform such further instructions as the Board shall direct
4. Curriculum
- a. To advise the entire Board on all matters pertaining to curriculum
  - b. To consult with the Superintendent, Principal, and Faculty on major curriculum changes
  - c. To ensure that the curriculum meets the Core Curriculum Content Standards of the Department of Education



- d. To consult with the Superintendent and assist in planning such extra programs of study as may be required
  - e. To investigate and study current programs of curriculum improvement
  - f. Upon the recommendation of the Superintendent, to advise the Board on textbook selection, curriculum studies, and physical education programs
  - g. To review that portion of the Policy Manual pertaining to the committee's responsibilities and suggest revisions or new policies as needed
  - h. To facilitate the further refinement of the Oaklyn School Strategic Plan
  - i. To perform such further instructions as the Board shall direct
5. Publicity/Newsletter
- a. To evaluate and make suggestions for improvement of publications of the district sent to parents/guardians and the community
  - b. To seek authorized releases from chairpersons of standing committees
  - c. To assist the Superintendent and Board with the communication of positive and timely news from the OPS District by:
    - (1) Producing a monthly school newsletter
    - (2) Producing a quarterly student newsletter
    - (3) Quarterly submission of positive media releases for local news
  - d. To review that portion of the Policy Manual pertaining to the committee's responsibilities and suggest revisions or new policies as needed
  - e. To facilitate the further refinement of the Oaklyn School Strategic Plan
  - f. To perform such further instructions as the Board shall direct
6. Regionalization/Shared Services
- a. To advise the entire Board on all matters pertaining to Regionalization and Shared Services
  - b. To advise the entire Board on matters pertaining to Federal and State Legislation with regard to Regionalization and Shared Services
  - c. To support the fiscally prudent operation of the District by reviewing opportunities for entering into Regionalization and/or Shared Services agreements, and recommending those agreements to the entire Board as appropriate
  - d. To review that portion of the Policy Manual pertaining to the committee's responsibilities and suggest revisions or new policies as needed



- e. To perform such further instructions as the Board shall direct
7. Scholarship and Awards
- a. To select students for awards based on teacher and administration recommendations, including:
    - (1) William Thompson Scholarship
    - (2) Joseph H. Hlubb Scholarship
  - b. To select teachers for awards based on teacher and administration recommendations, including:
    - (1) Teacher of the Year
  - c. To ensure that students and staff are regularly and appropriately recognized by the Board and Administration
  - d. To review that portion of the Policy Manual pertaining to the committee's responsibilities and suggest revisions or new policies as needed
  - e. To facilitate the further refinement of the Oaklyn School Strategic Plan
  - f. To perform such further instructions as the Board shall direct
8. Finance/Negotiations/Personnel
- a. To advise the entire Board on all matters pertaining to:
    - (1) Finance, budget, and the use of school monies
    - (2) Negotiations with all employees of the Board
    - (3) Personnel
  - b. Finance Responsibilities:
    - (1) To review preparation of the annual budget
    - (2) To ensure adherence to the budget as approved
    - (3) To ensure that an annual audit is performed and prepared in accordance with law
    - (4) To meet annually with the School Business Administrator to review insurance coverage to ensure that adequate types and forms of insurance are carried to protect district staff and plant. This review should take place three months before the expiration date of the current insurance policies.



(5) To supervise all bonds and notes of the Board

c. Negotiations Responsibilities

- (1) To represent the Board at the negotiations table with all recognized bargaining units
- (2) To present to the entire Board for approval any tentative agreement reached as a result of the negotiation process

d. Personnel Responsibilities

- (1) To represent the Board in all personnel matters concerning employees of the school system, but without the power to commit the Board to any agreement
- (2) To consult with the Superintendent on applications for employment
- (3) To recommend to the Board for further consideration its proposals for retention, release, withholding of increments, promotion, or transfer of all personnel
- (4) To recommend to the Board all proposals for issuance of teaching contracts, for dismissals and for retirements
- (5) To receive from the Superintendent interim reports on Non-tenured personnel in January of each year and review the same
- (6) To recommend new or modified job descriptions to the Board

e. To review that portion of the Policy Manual pertaining to the committee's responsibilities and suggest revisions or new policies as needed

f. To facilitate the further refinement of the Oaklyn School Strategic Plan

g. To perform such further instructions as the Board shall direct

9. Superintendent Review

- a. To annually develop criteria for reviewing the performance of the Superintendent, as well as instruments for measuring the same
- b. To recommend to the Board all proposals for changes in compensation of the Superintendent as a result of the annual review process
- c. To review that portion of the Policy Manual pertaining to the committee's responsibilities and suggest revisions or new policies as needed
- d. To perform such further instructions as the Board shall direct



## 10. Computers/Technology

- a. To advise the entire Board on all matters pertaining to computers and technology
- b. To consult with the Superintendent and Technology Coordinator on major technology changes
- c. To support a technology-rich learning environment to meet the needs of our students, staff, and community in accordance with the State Technology Plan and the New Jersey Core Curriculum Content Standards
- d. To consult with the Superintendent in completing/updating the New Jersey Department of Education Office of Educational and Informational Technology "Technology Plan Checklist for NJ School Districts/Charter Schools"
- e. To review that portion of the Policy Manual pertaining to the committee's responsibilities and suggest revisions or new policies as needed
- f. To perform such further instructions as the Board shall direct
- g. The Board charges its liaisons as follows:

### (1) New Jersey School Boards Association (NJSBA)

- (a) To serve as the Board's representative to the New Jersey School Boards Association Delegate Assembly
- (b) To attend regular meetings of the Assembly as required
- (c) To vote on items on the Assembly agenda after having conferred with the Board
- (d) To confer with the Board and submit any agenda items to the Assembly as the Board deems necessary
- (e) To regularly update the Board on deliberations and actions of the NJSBA
- (f) To keep the Board informed of pending legislation which may be of interest to or have an effect on policy and to lobby for the Board's position when directed to do so by the Board.

### (2) Camden County School Boards Association (CCSBA)

- (a) To serve as the Board's representative to the Camden County School Boards Association
- (b) To attend regular meetings of the CCSBA as required
- (c) To regularly update the Board on deliberations and actions of the CCSBA



(3) Collingswood Board of Education

- (a) To serve as a member of, and the Board's representative to, the Collingswood Board of Education
- (b) To attend regular meetings of the Collingswood Board as required
- (c) To vote on items on the Collingswood Board agenda
- (d) To confer with the Oaklyn Board and submit any agenda items to the Collingswood Board as the Oaklyn Board deems necessary
- (e) To regularly update the Oaklyn Board on public deliberations and actions of the Collingswood Board

(4) Oaklyn Municipal Alliance Youth Services Commission (OMAYSC)

- (a) To serve as the Board's representative to the Oaklyn Municipal Alliance Youth Services Commission
- (b) To attend regular meetings of OMaySC as required
- (c) To identify opportunities for the Board and OMaySC to work together in furthering their missions
- (d) To regularly update the Board on deliberations and actions of OMaySC

(5) Borough of Oaklyn

- (a) To serve as the Board's representative to the Borough of Oaklyn
- (b) To attend regular meetings of Borough as required
- (c) To identify opportunities for the Board and Borough to work together in furthering their missions
- (d) To regularly update the Board on deliberations and actions of the Borough
- (e) To maintain channels of communications with the Borough government
- (f) To refer any Borough matters requiring Board action to the full Board or the Superintendent

(6) Camden County Educational Services Commission (CCESC)

- (a) To serve as the Board's representative to the Camden County Educational Services Commission Representative Assembly
- (b) To attend regular meetings of the Commission as required





(c) To foster use of available Commission programs by the Oaklyn School District, such as:

- i. PL 192-193 Programs
- ii. Coordinated Transportation Services
- iii. Independent Child Study Team Evaluations
- iv. Preschool Autism Programs
- v. Camden County Youth Center
- vi. IDEIA Services
- vii. Virtual On-Line Home Instruction
- viii. Professional Development
- ix. Printing Services
- x. Cooperative Purchasing

(d) To regularly update the Board on the deliberation and actions of the CCESC.

(7) Oaklyn Educational Foundation

- (a) To serve as the Board's representative to the Oaklyn Educational Foundation
- (b) To attend regular meetings of the Foundation as required
- (c) To identify opportunities for the Board and Foundation to work together in furthering their missions
- (d) To regularly update the Board on deliberations and actions of the Foundation
- (e) To maintain channels of communication with the Foundation
- (f) To refer any Foundation matters requiring Board action to the full Board or the Superintendent
- (g) To perform such further instructions as the Board shall direct.

Adopted: 26 June 2007  
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