



## **CONSOLIDATED SCHOOL DISTRICT OF NEW BRITAIN**

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### **Board Policy Statement**

#### **9130.00 - Board of Education Committees**

Approved on April 5, 2021

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The purpose of this policy is to help define and clarify the roles of the committees established in the bylaws of the Board of Education and to provide guidance for effective use of the committee structure.

#### **I. Roles and Responsibilities**

Each committee shall have the ability to take up matters related to general purpose and function.

##### **A. Finance, Facilities, and Transportation**

This committee is charged with reviewing all manner of business with a large financial impact upon the district. This includes bid waivers and purchase orders. They will oversee and review relevant work orders related to the proper maintenance of the school buildings and other property. Additionally they oversee transportation, including any hearings of transportation complaints as well as review any major changes to transportation services before discussion with the full board.

##### **B. Policy**

The policy committee is primarily charged with ensuring that the district policies are in compliance with local, State, and Federal law. They also will work to improve district policies to ensure that policies aligned with the district's mission and vision as well as educational best practices. The policy committee is responsible for periodically reviewing all existing policies to ensure they are updated and accurate and in alignment with district practices.

##### **C. Curriculum**

The curriculum committee is responsible for reviewing all major and relevant new curricular resources that are utilized by the district. This includes new software programs, new textbooks or online curriculum resources, and a host of other potential educational resources. They are also responsible for reviewing existing course curricula offered within the district, as well as approving the development of new curricula.

##### **D. Personnel**

The personnel committee is responsible for reviewing all new job descriptions, new position requests, and amendments to existing job descriptions. Additionally they provide oversight to district recruitment and retention efforts. Major changes in the personnel makeup of the district, such as large scale transfers or organizational restructuring, should also be brought to the committee for discussion and review.

## **II. Actions Taken By the Committee**

Unless otherwise moved by a majority vote of the committee, all matters discussed in committee shall be taken up under the rules of informal consideration as outlined in Robert's Rules of Order Newly Revised.

While not all items discussed in a committee, such as reports or updates, may require formal action, items the Committee wishes to move onto the Board should be voted upon in committee. Committees will generally dispose of business in one of the following ways.

- A. Move that an item be placed on the Consent Agenda of the Board.**
- B. Move that an item be placed on the Regular Agenda of the Board.**
- C. Move to postpone the item, either to a later date or indefinitely.**

The exception to this is the minutes of the Committee, which shall just be approved by the members of that committee.

## **III. Inter-committee Overlap**

There may be times when matters before the Board fall under the purview of multiple committees. The standing practice is that both committees meet and hear on the matter and either may move it to be before the full board. Additionally, the committee chairs have the freedom to decide that only one committee should hear a particular matter.

If a matter appears before multiple committees either committee moving it before the full board shall place it on the regular agenda. If one committee moves the matter to be on the consent agenda of the Board and the other committee moves it to be placed before the full Board then it will appear on the regular agenda. If one committee moves the matter to be placed on the consent agenda of the Board and another committee moves to table or postpone the matter, then it shall be placed on the regular agenda.

## **IV. Involvement of non-committee Board Members**

When attending committee meetings, Board Members who are not appointed members of that committee shall be treated as ex-officio members with the following limitations. They shall not have the right to make motions or vote on matters that come before the committee and they may be excluded from an executive session of the committee by a vote of the current members.