

## **Section B: School Board Governance and Operations**

### **BDE Board Committees**

The Board believes that committees can be useful to its decision-making process and in the transaction of Board business. The Board may establish such committees, as it deems necessary to facilitate school governance and address ongoing school needs. A committee has only such authority as specified by the Board.

All committees shall be comprised of less than a majority of the Board.

All committee meetings are open to the public except as provided by the Freedom of Access Law and the Municipal Public Employees Labor Relations Law.

#### **Establishment and Functions of Standing Committees**

The following provisions apply to the establishment and functions of standing committees:

- A. All standing committees shall be established by a vote of the Board. A motion to establish a standing committee shall state the purpose and responsibilities of the committee (the "charge").
- B. The Board Chair will appoint members to a standing committee from among the membership of the Board. Board members may request which committee(s) they wish to be appointed. For existing standing committees, appointments will be made at or as soon as practicable after the Board's annual organizational meeting.
- C. The Board Chair shall also make appointments to standing committee vacancies on standing committees that occur prior to the Board's next organizational meeting.
- D. The term of appointment to a standing committee shall be until the next organizational meeting.
- E. Each standing committee, except for the Finance Committee, will elect its own chair.
- F. The Board Chair and Director shall be ex officio (non-voting) members of all standing committees. However, if any regular committee member is absent from a committee meeting, the Board Chair may serve as proxy for one absent member.
- G. Any Board member may attend standing committee meetings, but only appointed members of the committee may vote.
- H. Except as authorized by law or Board action, a standing committee may research issues and make recommendations for Board action, but may not act for the Board.
- I. A standing committee may be abolished at any time by a vote of the Board.

J. The responsibilities of a standing committee may be modified at any time by a vote of the Board.

### **Authorization/Appointment of Standing Committees**

The Board shall establish the following standing committees and each committee will have an assigned purpose and may be given additional tasks and duties by the Board. All committees will work collaboratively with the Director/designee.

1. Personnel/Negotiations – The committee will review all job descriptions and annual salary recommendations of non-negotiated personnel; the committee is also tasked with contract negotiations with employee bargaining units and keeping the Board regularly informed of the progress of contract negotiations
2. Policy – The committee will review all existing policies, recommend policy revisions and deletions and draft/recommend new policies to the Board
3. Curriculum/Adult Education – The committee will discuss, review and recommend existing and new curriculum for both the high school and adult education students; the committee will also review existing and new textbooks as needed; the committee will review and discuss potential and current adult education programming in the region
4. Facility/Grounds/Equipment – The committee will study and recommend courses of action affecting the buildings, property, equipment and transportation as necessary
5. Finance/Budget – The committee will review monthly financial, warrant reports, and investment funds; recommend Board approval of warrants and financial transactions; monitor the financial condition of the school; ensure an annual audit is performed and review such recommendations as necessary

The Board may establish other standing committees it deems necessary in accordance with this policy.

### **Ad Hoc Committees**

Ad hoc committees may be formed by Board action for a specific purpose and will cease to exist following the completion of that purpose or upon action of the Board. Board ad hoc committees may include non-board, voting members.

Legal Reference: 1 M.R.S. § 401 et seq.

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