

DERRY TOWNSHIP SCHOOL DISTRICT

BOARD OPERATIONS GUIDELINE

APPROVED: November 5, 2012

REVISED: August 11, 2014
January 12, 2015

005-BOG-1. BOARD STANDING COMMITTEES

Standing committees are established to perform a continuing function and to facilitate the Board's decision-making.

The standing committee structure will be reviewed and reaffirmed no later than the Board's first meeting in January.

The number of Board members serving on a Board standing committee will be less than a majority of the Board. The Board President will recommend and the Board will approve members for standing committees and delegate assignments at the Board's first meeting in January. The recommendation will be based on input received from the board member interest survey (see attached). The chairperson of the standing committee will be a board member elected by the committee, except the Finance Committee whose chairperson will be the Board Treasurer.

The Superintendent and Board President may serve as ex-officio members of all standing committees.

Each standing committee will have up to four citizen advisors serving two (2) year terms with no more than two (2) citizen advisors being appointed and approved by the Board annually, not counting the filling of any vacancies. Following solicitation for interested citizens, applications shall be submitted to the Board. Citizens will be encouraged to apply for more than one (1) committee and every effort will be made to assign each interested citizen to a committee. Following a review of applications for citizen advisor and with input from each respective committee chairperson, the Human Resources Standing Committee will make a recommendation to the full Board. Citizen advisor vacancies that occur more than six months from the conclusion of the citizen advisor term may be filled following the process utilized to appoint citizen advisors.

Each standing committee will be informed of the functions it is responsible to perform.

Standing committees may seek input and participation from administrators, District staff and others.

Ad Hoc Committees may be created, charged and assigned a fixed termination date by the Board President.

Operating Procedures For Committee Meetings

1. Each standing committee will meet at the call of the superintendent or his designee, Chairperson or Board President at the designated time and place. Additional meetings may be scheduled as needed.
2. Public notice of the date, time and place of a standing committee meeting will be provided at least three (3) days in advance, consistent with Board policy concerning notification of Board meetings.
3. The Chairperson, in collaboration with the Administrative Co-Chair, will establish the agenda for each meeting to promote the orderly flow of information and the effective operation of the committee and the Board. The chairperson should reach out to the committee for agenda items. All board member requests for information shall be directed to the Committee Chairperson. The Chairperson will work with the Superintendent or his/her designee to ensure that an appropriate response is provided in a timely fashion.
4. If the Chairperson of a standing committee is unavailable for a scheduled committee meeting, the members of the committee may elect one (1) of the committee members in attendance to serve as Chairperson for that meeting.
5. The superintendent may recommend administrators or District staff to serve in a liaison or advisory capacity and/or to provide information and resources.
6. The District staff and citizen advisors to the committee shall not have the right to vote on matters before the committee, except for Curriculum Council.
7. Unless held as an executive session, any Board member, District employee, or member of the public may attend a meeting of a standing committee.
8. For any issue on its agenda, a standing committee may agree to make recommendations to the full Board, by a majority vote or consensus of its committee members present. All committee members, voting and non-voting (see number 6), should be polled by the Committee Chairperson and the outcome included in their report to the Board.
9. Recommendations of a standing committee may be presented to the Board as a proposed motion or report, or referred to the full Board for discussion with no recommendation.
10. Reports from the chairpersons of standing committees will be included as an agenda item for all regular Board meetings and include actionable items or committee recommendations.
11. Any issue referred by the Board to a standing committee will be reported on at the next regular Board meeting, indicating work completed; progress to date; or recommendation for continued study by the committee.
12. Minutes of standing committee meetings are public information, subject to law and Board policy. The minutes will contain the names of Committee members in attendance, list of topics discussed and Committee recommendations.

13. The Committee Chairperson is responsible for ensuring that attendance is recorded for each meeting, that meeting notes are taken, and summary minutes are prepared for approval at the next scheduled committee meeting.