

Billings School District 2

THE BOARD OF TRUSTEES

Committees General Procedures

Governing Committees

The Board has four (4) governing committees: Board Operations Committee, Planning and Development Committee, Performance Monitoring Committee and Stakeholder Relations Committee. These committees provide critical assistance to the Board in carrying out its Governing Mission in a full and timely fashion.

Board Operations Committee

Headed by the Board Chair and consisting of the chairs of the Planning and Development, Performance Monitoring, Stakeholder Relations Committees and the Superintendent (in an ex officio capacity), the Board Operations Committee is responsible for the effective functioning of the Board of Trustees, including developing the Board's human resources and maintaining and developing the Board-Superintendent working relationship, specifically, the Committee shall:

- Coordinate the functioning of the Board of Trustees and the Board's Committees, recommend to the full Board updates to the Board Mission, recommend Board member performance and conduct standards, and recommend instruments to monitor and evaluate the performance of the Board as a whole and of individual Board members.
- Recommend revisions to Board policies in the interest of stronger governance and management of the District's affairs.
- Review operational policies meriting the Board's attention (such as policies to govern the District's financial management and contracting), identify the need for revisions, and recommend policy revisions to the full Board.
- Develop and oversee execution of a formal Board member capacity building program, including such elements as orientation of new members and trustee continuing education and training.
- Recommend to the full board updates to the Superintendent employment contract and position description as necessary to reflect changing District needs, priorities, and circumstances.
- Annually negotiate with the Superintendent objective, measurable Superintendent performance targets and recommend full Board approval of such targets; design and recommend to the full Board the process for annual or semi-annual Board evaluation of

Superintendent progress in achieving the negotiated targets; and, recommend the Superintendent's compensation to the Board. The negotiated Superintendent performance targets should address not only educational goals but also goals for Superintendent engagement with the schools, staff, and larger community. (NOTE: The latter goals for engagement must be consistent with strategies for stakeholder relations developed by the Stakeholder Relations Committee.)

Planning and Development Committee

The Planning and Development Committee is responsible for designing and coordinating the Board's participation in the District's strategic and operational planning, including annual budget preparation. In this capacity, the committee shall:

- Reach agreement with the Superintendent on the detailed design of the District's operational planning and budget development cycle, paying special attention to defining the Board's role in planning, developing the annual planning and development calendar, and ensuring full and proactive Board participation in the planning and development process. In addition to laying out a planning schedule, the calendar shall identify and describe any desired forums for public or staff information/communication about budget development.
- Prepare for and host any Board of Trustees-Superintendent-Executive Team Strategic work sessions scheduled as part of the annual planning cycle.
- Define and recommend to the Board of Trustees strategic issues (issues the District cannot afford NOT to address) that District's should focus on for the coming year, and review and recommend to the Board critical planning products such as updated values, vision and mission statements, operational planning priorities, and other strategic and policy-level products that merit Board attention
- Recommend to the full Board the annual budget, which is a major operational planning product.
- Coordinate with organizations such as the Billings Education Foundation, to the extent allowed by law, to achieve adequate financial resources to carry out the District's mission.

- Establish financial and programmatic performance targets that the committee and full Board can use to monitor the educational and financial performance of all District programs and operating units.

Performance Monitoring Committee

The Performance Monitoring Committee shall develop tools for monitoring the District's educational and financial performance. In these capacities, the committee shall:

- Work with the Superintendent to establish the key elements of an educational and financial reporting process (including the content, format, and frequency of District performance reports to Board), and oversee implementation of the determined process.
- Design processes (such as Board member building visits) for gathering informal/subjective District performance information; recommend guidelines on the purpose for such processes and the appropriate use of gathered information.
- Review District performance reports and report educational and financial performance to the Board at its regular business meetings.
- Present an overall assessment of the past year's educational and financial performance at an annual strategic planning work session involving the full Board of Trustees.

Stakeholder Relations Committee

The Stakeholder Relations Committee shall define Board and Superintendent activities to develop and maintain a positive District public image, shall define activities for maintaining relationships with the community at large and other key stakeholders, and shall define activities and develop guidelines for Trustee engagement with staff and the schools (including school visits and handling of complaints). In these capacities, the committee shall:

- Develop and implement strategies for 1) the District's image building, marketing and public relations; and, 2) maintaining close positive relationships with key external stakeholders.
- Oversee development and implementation of legislative/governmental relations policies and strategies, and make recommendations to the Board regarding positions on legislative issues.

- Fashion strategies and plans for the role of Trustees in external communications, including opportunities for Board members to speak in appropriate forums on behalf of the District.

Committee Operating Guidelines

1. The Chair of the Board of Trustees will annually appoint the chairs and members of the Planning and Development, Performance Monitoring and Stakeholder Relations Committees.
2. Each Board member shall be assigned to one of the following committees: Planning and Development, Performance Monitoring or Stakeholder Relations.
3. The Superintendent is an ex officio, non-voting member of all Board committees and should, whenever feasible, attend committee meetings.
4. Only Trustees serve as members of the governing committees.
5. The Board governing committees may create any needed advisory task forces or subcommittees consisting of appropriately skilled/knowledgeable non-Trustees to help carry out specific responsibilities of the committee.
6. To qualify as a committee chair, a Board member should have previously served at least a year as an active member of the Board.
7. All matters coming to the full Board should go through the appropriate governing committee and be introduced to the full board by that committee. Action items introduced to the full Board should come through the appropriate Board governing committee. Also, all reports to the Board should be made by committee members with the exception of the regular Superintendent report to the Board or special briefings made by non-board advisory subcommittee members or staff members under the aegis of the governing committees.
8. To the extent possible, committees should meet far enough in advance of Regular or Special Board meetings to allow committee recommendations to be prepared in a full and timely fashion for transmittal to the full Board. Committee meetings should never be held in conjunction with whole-Board meetings.
9. When a Committee believes that the full Board should be involved in-depth in dealing with an issue, the committee shall recommend to the Board Operations Committee that a

special full Board work session be held as part of a Regular Board meeting to address the issue.

10. To ensure a rich and diverse experience for Trustees, committee chairs and members should, when feasible, be rotated annually (does not apply to the chair of the Board Operations Committee, which may have the same chair if the Board Chair does not change from one year to the next); also, no committee chair (except for the Board Operations Chair) or members should serve a term of more than 2 consecutive years on any committee.
11. The committees should receive strong staff support for their work, including help preparing committee meeting agendas and reports to the Board. The Superintendent and his/her Executive Team should work closely together to provide support for the Board's committees. A member of the Superintendent's Executive Team should be assigned to serve as Chief Staff Liaison to each of the committees.
12. While the Board Operations Committee should be involved in developing the Board agenda, it should not pre-review or revise the content of committee reports and recommendations to the full Board. All Board committees report directly to the full Board.

Committee Meetings

Committees will meet when required to address specific issues as determined by the committee chair, the Board Chair or the Board.

General Provisions for Committee Meetings

To allow for full public participation, notice of committee meetings will be provided in the same way as regular Board meetings. Except as provided for in Montana law, all committee meetings shall be open meetings. Committee Chairs are responsible for planning, providing notice, and convening meetings of their committees.

Except as otherwise provided, the administrative liaison, in consultation with the Superintendent and the committee chairs, will prepare an agenda for each committee meeting.

The Planning and Development, Performance Monitoring and Stakeholder Relations Committees may be assigned specific issues to be addressed by the Board of Trustees at a meeting of the Board or by the Chair of the Board at any other time. Any assignment by the Board Chair shall be approved at the next meeting of the Board of Trustees.

For all committees, a majority of the number of members of the committee shall constitute a quorum.

Committee Records and Reporting

Committees will keep minutes that comply with § 2-3-212, MCA. Draft minutes will be provided for review following committee meetings and will be presented for official acceptance at the next regular monthly meeting of the Board after their approval by the committees.

Committee chairs may provide written or oral reports to the Board, at a regular Board meeting following the committee meeting, concerning significant committee actions or discussions.

Implementing Policy 1130 Committees

Cross References: Policy 1130 Committees
 Policy 1310 District Policy

Procedure History:

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