

# DERRY TOWNSHIP SCHOOL DISTRICT

## BOARD OPERATIONS GUIDELINE

APPROVED: November 5, 2012

REVISED: August 11, 2014  
December 14, 2015

### 005-BOG-2. FUNCTIONS OF STANDING COMMITTEES

The guidelines herein apply when the standing committee is organized per the procedure outlined in 005-BOG-1. When the standing committee is not organized, the board may delegate the associated functions to the administration or to an ad hoc committee, or consider matters informally during a regularly scheduled board meeting.

#### **Athletics and Activities**

The committee will serve as the first step of review in the establishment of new or alteration of existing athletic/extra-curricular programs.

The committee will review the administration's recommendations and provide input for administrative consideration in the operation, maintenance, and supervision of all interscholastic and extracurricular activity programs sponsored by the board.

The committee will review the financial recommendations of the administration pertaining to the requirements for the fiscal operations of interscholastic and extra-curricular activities.

#### **Communications and Community Engagement**

The Committee will review and make recommendations regarding dissemination of information about the School District, to the staff and to the various segments of the school community.

The Committee will review and make recommendations regarding the methods used by the District to facilitate communication and cooperation between the schools and the community.

#### **Curriculum Council**

The Committee will review the District's educational programs and needs and work with the administration to evaluate present and future educational programs that affect student achievement.

The Committee will review, with the administration, all District curriculum, testing and graduation requirements.

The Committee will review, with the administration, courses, course guides, course sequence and new educational programs prior to being presented to the Board.

The Committee will be involved in the process of selecting textbooks and resource materials prior to Board approval.

The Committee will monitor the planning, development, implementation, evaluation, maintenance and improvement of District curricula, in accordance with the Strategic Plan.

### **Finance Committee**

The Committee will review and make recommendations regarding the accounts of the District and all matters relating to finance.

The Committee will review all areas of financial policy and make recommendations to the Board.

The Committee will review the reports of the Board Secretary and Treasurer concerning the financial status of the District.

The Committee will recommend to the Board, by resolution, the necessary transfer of District funds.

The Committee will review and make recommendations regarding the proposed annual budget prepared by the administration prior to the proposed budget being presented to the Board.

### **General Services**

The Committee will review and make recommendations regarding the operation, maintenance, supervision and long-range planning of all buildings, grounds and property owned by the District. The Committee will coordinate with the designated administrator responsible for supervision of the District's buildings and grounds.

The Committee will review and make recommendations on issues including, but not limited to, the following:

1. Contracts, budgets, and projects.
2. Necessary repairs and renovations to District buildings and grounds.
3. Timely and proper completion of maintenance, repair and building projects.
4. Disposal of surplus property.
5. District Transportation.

The Committee will consider the acquisition of new building sites and/or the sale or purchase of land and make recommendations to the Board.

The Committee will determine the financial requirements for operating, maintenance and improvement expenditures for District facilities and submit such estimates for consideration in the budget for the next fiscal year.

### **Human Resources**

The Committee will act as the Board's agent regarding negotiations with the various employee groups and will adhere to the Board's directions and parameters within which to negotiate.

The Committee will utilize available research to support the Board's positions, using updated and local information in support.

The Committee will maintain confidentiality while negotiations are ongoing.

The Committee will keep the Board apprised of the negotiations process and progress.

### **Policy Committee**

The Committee will review, with the administration, and make recommendations regarding new draft policies and issues prior to presentation to the Board.

The Committee will review, with the administration, and make recommendations regarding necessary revisions to current policies on a periodic basis.

The Committee will monitor implementation of Board policies in the District.