

Stafford Township Board of Education

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Board Committees

0155 BOARD COMMITTEES

In order to most effectively and efficiently fulfill the responsibilities of the Stafford Township Board of Education, the Board shall establish, and the President shall appoint members to, the following Standing Committees:

- Finance/Buildings and Grounds/Adhoc (Includes: Transportation/Cafeteria/Referendum)
- Special Education/Curriculum (Includes: Instructional Council/Executive Liaison)
- Personnel/Policy (Includes: STAA Negotiations)

The committees shall meet on a monthly basis on the evening of the Board of Education Meeting. The Board shall function through these standing committees.

All information shall flow through committees so that they may discuss information and potential action items in detail.

A committee structure requires individual Board members to give additional time in order to become more knowledgeable in the areas of their committee assignments and therefore more capable of making informed recommendations for full Board consideration. As such it is essential that Board members give appropriate consideration and deference to committee recommendations.

All Board committees shall be comprised of four Board members. In order to promote a more thorough diversity of individual Board member knowledge base, the President shall strive to rotate Board members through committee assignments so that when practical, members spend no more than two years of a three year term of office on a single committee. The President shall also appoint the chairperson of each committee. The Superintendent or designee shall be an ex officio member of all committees and committee of the whole. The Superintendent or designee shall provide advice, guidance, and recommendations to all committees.

Standing committees are established to improve the operations and communications of the Board of education by:

1. Making the best use of time, expertise and effort of the members of the Board.
2. Providing opportunities for extensive informal discussion of issues, relevant facts, and alternative courses of action before they are recommended to the full Board for consideration.

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3. Identifying, acquiring, and analyzing relevant data, recommendations (from internal and external sources), and advantages and disadvantages of proposed or possible courses of action, at greater length than would be possible at formal Board meetings.
4. Presenting clarifications of underlying issues, findings of fact, identifications of alternatives to improve the efficiency of Board deliberations, the quality of Board decisions, and the level of public understanding of Board deliberations and actions.
5. Making specific recommendations, when appropriate, as to Board actions that might be taken.

Attendance at Committee Meetings

Board Members will be notified of committee meetings via email or electronic calendar invite. Board Members shall either accept the invitation or contact the Board President to request an absence.

Standing Committee Responsibilities

Finance/Buildings & Grounds/AdHoc (Includes: Transportation/Cafeteria/Referendum)

1. Purpose
 - a. To discuss and consider issues related to the finances of the district, insurance, and transportation related issues and to present appropriate action items to the full board of education
 - b. To discuss and consider issues related to the maintenance, buildings and grounds, and food services and to present appropriate action items to the full board of education
2. Items/Topics to be Discussed (not an all-inclusive list)
 - a. Consideration of the bill list as presented by the board secretary
 - b. Consideration of line item transfers presented by the board secretary
 - c. Consideration of the treasurer's and secretary's reports
 - d. Consideration of monetary donations given to the board

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- e. Discussion and consideration of any and all issues that have a financial impact on the district
- f. Discussion and consideration of district insurance and transportation contracts as well as contracts that do not fall appropriately with another committee
- g. Consideration and discussion of bidding/contracting for all services related to buildings and grounds and food services
- h. Consideration and discussion of energy programs/initiatives
- i. Consideration and discussion of maintenance and facilities plans and services, both short-term and long-range planning
- j. Consideration and discussion of financial and budget issues affecting facilities, buildings and grounds, maintenance, the STAC, and food services.
- k. Consideration and discussion of all aspects of construction projects

3. Members and Role

- a. No more than 4 board members as assigned by the board president
 - i. Chairperson: One board member on this committee is selected by the board president as the chairperson
- b. Superintendent: The superintendent provides guidance/information regarding the impact of financial related decisions
 - i. Alternate/Additional Administrators: Other administrators may attend the committee meeting either as the designee of the superintendent in his/her absence or at the request of the Superintendent. Alternate administrators are there to provide information and should not be directed by board members (i.e., normal code of ethics rules apply regarding prohibition against administering to the district.)
- c. Board Secretary/School Business Administrator: In the role of the board secretary, the individual presents recommendations to the committee regarding finance related issues consistent with the board secretary responsibilities. In the role of the school business administrator, the individual provides guidance/information regarding the impact of finance, insurance and transportation decisions

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- i. Alternate/Additional Administrators: Other administrators may attend the committee meeting either as the designee of the board secretary/school business administrator in his/her absence or at the request of the Superintendent. Alternate administrators are there to provide information and should not be directed by board members (i.e., normal code of ethics rules apply regarding prohibition against administering to the district.)

Special Education/Curriculum (Includes: Instructional Council/Executive Liaison)

1. Purpose
 - a. To discuss and consider issues related to special education, curriculum, instruction, programs, and student achievement and to present appropriate action items to the full board of education
2. Items/Topics to be Discussed (not an all-inclusive list)
 - a. Consideration and discussion of new programs/initiatives
 - b. Consideration and discussion of professional development programs and plans
 - c. Consideration and discussion of any issues impacting special education and curriculum/instruction
 - d. Consideration and discussion of textbooks and textbook purchasing timelines
 - e. Consideration of issues resulting from the Instructional Council, DPAC, or similar meetings
 - f. Consideration of issues impacting technology
 - g. Consideration of technology purchases in conjunction with the Finance Committee
3. Members and Role
 - a. No more than 4 board members as assigned by the board president
 - i. Chairperson: One board member on this committee is selected by the board president as the chairperson.

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- b. Superintendent: The superintendent presents recommendations to the committee and provides guidance/information regarding the impact of curriculum/instruction and technology related decisions
 - i. Alternate/Additional Administrators: Other administrators may attend the committee meeting either as the designee of the superintendent in his/her absence or at the request of the Superintendent. Alternate administrators are there to provide information and should not be directed by board members (i.e., normal code of ethics rules apply regarding prohibition against administering to the district.)

Personnel/Policy (Includes: STAA Negotiations)

- 1. Purpose
 - a. To discuss and consider issues related to the personnel and employment of all certified and non-certified employees, whether affiliated or non-affiliated and to present appropriate action items to the full board of education
 - b. To discuss and consider issues related to policy and governance issues and to present appropriate action items to the full board of education
- 2. Items/Topics to be Discussed (not an all-inclusive list)
 - a. Grievance of either the STEA or the STAA
 - b. Consideration of the superintendent's personnel and employment related recommendations, specifically including but not limited to new hires, non-tenured employees being recommended for renewal/tenure, renewal contracts for all employees, assignments, approval of leaves of absence, stipends/additional instruction and activities
 - c. Initial consideration of employees requesting a Donaldson Hearing upon non-renewal prior to a full board hearing
 - d. Employee discipline matters as recommended/presented by the superintendent, including but not limited to initial consideration of tenure charges prior to full board consideration
 - e. Discussion and consideration of policies/procedures/job descriptions relating to employment
 - f. Consideration and discussion of all Strauss Esmay policy alerts

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- g. Consideration and discussion of recommendations regarding the adoption of new bylaws/policies/regulations and the revision of existing bylaws/policies/regulations to comply with legal requirements based upon the recommendation of the board attorney/in-house counsel and the superintendent
 - h. Consideration and discussion of recommendations regarding the adoption of new bylaws/policies/regulations and the revision of existing bylaws/policies/regulations to conform to district practice based upon the recommendation of the board attorney/in-house counsel and the superintendent
 - i. Discussion and consideration of job descriptions and upon the recommendation of the superintendent
3. Members and Role
- a. No more than 4 board members as assigned by the board president
 - i. Chairperson: One board member on this committee is selected by the board president as the chairperson.
 - b. Superintendent: The superintendent presents recommendations to the committee and provides guidance/information regarding the impact of employment related decisions
 - i. Alternate/Additional Administrators: Other administrators may attend the committee meeting either as the designee of the superintendent in his/her absence or at the request of the Superintendent. Alternate administrators are there to provide information and should not be directed by board members (i.e., normal code of ethics rules apply regarding prohibition against administering to the district.)
 - c. Board Attorney: The board attorney provides legal advice/information and recommendations regarding the impact of policy and governance related decisions. The superintendent provides guidance/information regarding the impact of policy and governance related decisions

Adopted: 22 July 2004
Revised: 19 November 2009
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