

## **Policy Committee Charter**

**Charge:** The Board has established a Policy Committee to oversee the development, adoption, implementation, and periodic review of board-level policies.

**Leadership:** The Superintendent of Schools or their designee will prepare agendas and take minutes for each of the committee meetings. Board committee members will assume chair responsibilities on a rotating basis and give corresponding reports to the full Board in public session.

**Membership:** Each year the Board of Education shall appoint three members to serve on the Policy Committee. The term of appointment shall be one academic year (July 1 – June 30). In addition to the three appointed board members, the committee's membership shall include:

- Superintendent of Schools (or designee)

**Meeting Schedule:** The Policy Committee shall meet a minimum of four times each year—once each in September, November, January, and March. Additional meetings may be convened on an as-needed basis by the committee chair. Meetings shall generally be held in the High School Library.

**Reporting Requirements:** A meeting agenda shall be created at least three days in advance of a scheduled meeting. The agendas and any meeting notes/approved minutes of each meeting shall be posted in the same manner as other board documents to the District's website. A report by a committee member will take place at the next regularly scheduled meeting of the Board of Education.