

SALEM SCHOOL DISTRICT
Salem, Connecticut

BY LAWS OF THE BOARD

STANDING SUBCOMMITTEES

In order to use the time, effort and expertise of the Salem Board of Education effectively, the Board shall utilize subcommittees when appropriate. The main purpose of such subcommittees is to contribute to the educational program by conducting studies, identifying problems and developing recommendations. A standing subcommittee of the Board of Education will act in a fact finding and advisory capacity for the Board. The subcommittee will make recommendations to the entire Board of Education regarding action that the subcommittee deems appropriate for the Board to consider. The ultimate authority to make decisions will continue to reside in the powers of the Board as imposed by law.

Membership:

The following rules will govern the function of such committees:

- A. Membership: Membership consists of up to three (3) Board of Education members and the Board Chairperson. Each member of a standing subcommittee shall be appointed by the Chairperson. Board members should indicate their preference for subcommittee assignment to the Board Chairperson prior to the January meeting. The Chairperson will present a list of proposed subcommittee appointments at the January meeting. Subcommittee members shall serve a term of one or two years based on a rotation cycle of members across three subcommittees over the course of a 6-year term. The Board Chairperson shall be an *ex-officio/non-voting* member of all Board subcommittees. Staff liaison membership will include the Superintendent and may also include the Business Manager, Executive Assistant, Building Principals, and Director of Facilities as *ex-officio/non-voting* members.

Board members should indicate their personal interest in or preference for subcommittee Chairpersonship assignments to the Board Chairperson prior to the January meeting. The Board Chairperson shall select a subcommittee chairperson from among the members of a subcommittee, subject to Board approval. Subcommittee advisory members, community, staff, or student representatives may be appointed by the Board to serve as advisory members to a Board subcommittee for a specific length of time or purpose. Staff and student advisory members will be named by the Board only upon the Superintendent's recommendation.

The status of *ex-officio/non-voting* members and advisory members of Board subcommittees shall be as follows:

- a. These members may not be included in considering whether a quorum of the subcommittee is present.
- b. These members may not vote on recommendations to be made by the subcommittee to the Board.
- c. *Ex-officio* and/or advisory members may present in writing a minority report to the Board whenever they disagree with recommendations made by the subcommittee to the Board.

The Chairperson of each subcommittee will have the following duties:

- a. Submit the schedule of subcommittee meetings to the Board Clerk.
- b. Develop the subcommittee agenda for the meetings.

- c. Facilitate the production of the minutes of the meetings.
- d. Submit the meeting minutes to the Board Clerk.
- e. Facilitate the reporting of subcommittee work to the full Board at regularly scheduled Board meetings.

B. Scope of Work:

Work undertaken by each subcommittee shall be at the direction of the Board. When a subcommittee desires to conduct self-initiated work, the Subcommittee Chairperson will present a proposal to the full Board for their approval.

Authority:

Each subcommittee shall have the authority to set agendas, conduct fact finding and make recommendations to the full Board for action. With the approval of the Board, the Chairperson may refer appropriate issues to a subcommittee for review and discussion and preparation of recommendations, as appropriate. All reports of Board subcommittees will be made directly to the Board. Board subcommittees will not release reports to the public without prior Board approval.

Meetings:

Meetings of a subcommittee shall be public consistent with the requirement of Connecticut law. Executive Session meetings are not open to the public. Meetings shall be scheduled by the Chairperson of the subcommittee on a regular basis and as needed. The Chairperson shall inform the Clerk of the Board of Education of scheduled meetings in sufficient time to allow for public notice. Agendas will be made available via the Salem School District Website to Board members and the public at least three days prior to subcommittee meetings.

Reporting Requirement:

In order to keep the full board informed, each subcommittee Chairperson will report on their work, submit proposals for self-initiated work and such other matters as the subcommittee deems necessary. Minutes of the meeting shall be approved by the subcommittee, kept on file with the Board Clerk, distributed to the Board of Education via the monthly Board packet, and posted on the Salem School District Website.

Standing Committees of the Board:

The Salem Board of Education shall have four (4) standing committees as follows: Policy, Personnel/Contract Negotiations, Long-Range Educational Planning, and Budget/Finance.

Policy Subcommittee:

Purpose of Subcommittee:

This subcommittee meets to develop policy upon the recommendation of the Board, to review existing policy and to eliminate, revise and/or develop new policies, as necessary. The subcommittee also, for adopted policies, invites the Superintendent to apprise the subcommittee of the procedures developed by the Superintendent and the administrative team to implement the Board's policy.

Charge of Subcommittee:

- To research CAFE policy models and refer to them in the formulation of policies to be presented to the full Board of Education for discussion and potential adoption;
- To monitor the Superintendent's on-going development of administrative procedures to ensure alignment with Board policies;
- To suggest amendments/revisions to policies that already exist in keeping with legislative revisions, updates and new legislation;
- To serve as a resource on policies and procedures to Board members in their deliberations/decision making;
- To conduct on-going reviews of the Board of Education's policy manual;
- To review State-level and Federal-level legislative updates to ensure district policy compliance; and
- To review the Board of Education's bylaws on an annual basis and make recommendations for improvements or changes, as appropriate.

Personnel/Contract Negotiations Subcommittee:

Purpose of Subcommittee:

This subcommittee meets to study recommended compensation issues for administrators, professional staff and non-certified personnel. The subcommittee usually meets once a month or on an "as needed" basis during labor and/or personnel contract negotiations. The subcommittee conducts or assists with administrative position searches. The subcommittee also reviews proposed/revised job descriptions, employee grievances and other human resources topics/issues and related legal issues. Non-board members can act as advisors to this subcommittee, but are not considered a part of this subcommittee and are not allowed to participate in executive sessions unless invited by the board members.

Charge of Subcommittee:

- To negotiate employee contracts on behalf of the Board with the administration, professional staff and non-certified personnel, as appropriate, toward the goal of reaching a fair/equitable agreement;
- To study recommended compensation issues for administrators, professional staff and non-certified personnel, referring to current and local data to substantiate proposals;
- To maintain confidentiality while negotiations are on-going;
- To keep the Board apprised of the negotiations process;
- To confer with the Board's attorney regarding contract negotiations and human resources issues;
- To present a package of negotiated items for the Board's approval;
- To hear staff grievances when they are addressed to the Board;
- To review and recommend for Board approval job descriptions and review district organizational chart annually;
- To facilitate searches for the school superintendent position when a vacancy is anticipated; and
- To assist Superintendent with searches for other administrative positions.

Long-Range Educational Planning Subcommittee:

Purpose of Subcommittee:

This subcommittee shall have as its purpose the development and monitoring of the implementation of effective long-range planning for the school district's instructional programs, facilities, technology services, and educational support functions. It shall be an advocate for and play a leadership role in long-

range planning initiatives and shall promote a long-term commitment to keeping all school district stakeholders involved and informed about the Board's vision for the Salem School District.

Charge of Subcommittee:

- To evaluate economic and demographic projections that reasonably represent the anticipated enrollment capacity needed over the five, ten and twenty year planning horizons to properly serve the school community;
- To present annual enrollment projections to the Board to assist them with the school budget planning;
- To recommend to the Board, in cooperation with administrators and staff, instructional program development needs, including recommendations for staffing;
- To facilitate updates on the implementation of new programs as well as updates on existing programs when needed;
- To evaluate the current physical condition and technological value of all school district properties, as well as the certified and non-certified staffing profiles, to assess the effectiveness of current instructional and viability of future instructional programs;
- To develop, plan and budget for short- and long-term maintenance projects; and
- To monitor progress and report regularly to the Board regarding building and maintenance projects.

Budget/Finance Subcommittee:

Purpose of Subcommittee:

This subcommittee meets to assist in the development of the annual budget, including the development of the BOF budget presentations and the budget presentations for the Public Hearing/Town Meeting. This subcommittee will meet once a month during budget development or on an "as needed" basis. The Board Treasurer will be a member of this subcommittee. The Business Manager and Superintendent shall be ex-officio members of this subcommittee.

Charge of Subcommittee:

- To develop and present BOF budget presentations as well as the budget presentations for the Public Hearing/Town Meeting.
- In accordance with policy #3326, will review multi-year service provider contracts (i.e., Transportation, Food Services and HVAC) and monitor the district administration's implementation of those contracts.

(cf. 0200 – Goals)

Policy Adopted: August 15, 2005

Revised Policy 1st Reading: March 20, 2006

Revised Policy Adopted: April 3, 2006

Revised Policy Adopted: January 5, 2009

Revised Policy 1st Reading: November 7, 2011

Revised Policy Adopted: December 5, 2011

Revised Policy 1st Reading: March 5, 2012

Revised Policy Adopted: April 2, 2012

Revised Policy 1st Reading: August 20, 2012

Revised Policy Adopted: November 5, 2012

Revised Policy 1st Reading: May 6, 2019
Revised Policy Adopted: June 3, 2019

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