

COMMITTEES OF SCHOOL BOARD MEMBERS**Board of Education Intent**
Section 8120.1

The Patchogue-Medford Board of Education recognizes that the principles of sound governance of the school district are best served when the Board of Education functions as a committee of the whole. The seven (7) members of the Board of Education, constituting a committee of the whole, derive their power and responsibilities as a corporate unit from the legislature of the State of New York. The committee of the whole is principally engaged in performing a duty imposed upon it by the legislature by the New York State Constitution. The Patchogue-Medford Board of Education is a body corporate and remains a continuous corporate entity not conditioned by the official life of its members. The Board of Education, acting in its corporate capacity, is required to transact its business by resolution of motions duly adopted, passed by a majority of the members, at a legal meeting of the school board. Members of the school board have no official authority as individuals.

In order to provide for thoroughness and efficiency in its operations, the Board of Education authorizes the establishment of such standing and temporary committees as it finds appropriate. The committees, other than committees of the whole delineated by this policy, shall be comprised of at least one (1), but not more than three (3), elected members of the Board of Education and shall make recommendations to the Board of Education for matters of policy and action.

Committees shall be composed of school board members duly elected and currently sitting as members of the Board of Education. Additionally, pursuant to the provisions of this policy, membership on certain committees shall be open to non-school board members who are either residents or employees of the Patchogue-Medford School District. Additionally, Patchogue-Medford High School Students in grades 11 and 12 shall be eligible to apply for membership on those committees, as well. Non-School board members who are either residents or employees , and 11th and 12th grade students at Patchogue-Medford High School shall submit an Application for Membership, which can be found on the district website and submitted electronically. The committees established by this policy are intended to consider, to investigate, and to make recommendations to the Board of Education with more detailed attention than is possible for the Board of Education acting as a committee of the whole.

There shall be two (2) types of committees. However, residents and employees may not serve on the school board's Personnel Practices, Negotiations and Board Policies and Procedures Committees, each of which shall be limited to membership by duly appointed Board of Education members and the committee chairperson as shall be appointed by the president of the Board of Education. In the case of committees which are open to residents' and employees' membership, only a Board of Education member may serve as committee chairperson. The two types of committees of the Board of Education are:

Committees of School Board Members (Continued)
School Board Intent (Section 8120.1) (Continued)

1. The standing committee -- a committee which shall have a continuing existence for a full fiscal year.
2. The temporary committee -- a committee which shall terminate its existence as soon as it has completed a specified task.

The policy statements herein contained shall apply to the structure of standing committees; however, the temporary committee shall be governed by the policies applicable to a standing committee. The significant difference shall be the length of the term. When the need for a temporary committee arises, it shall be appointed by the affirmative vote of a majority of the members of the Board of Education to report by a particular date on a specified matter. When its report is accepted by the Board of Education, it shall be thereby discharged routinely.

The Patchogue-Medford Board of Education adopts the committee system with the expectation that such will achieve maximum benefit consistent with its policies, its by-laws, and its corporate responsibility as provided by New York State laws. The Board of Education recognizes several important reasons why committees are advantageous. Some of the more significant benefits which accrue to the school board through the committee system are that it:

1. draws upon qualified persons to add dimension to professional reports the Board of Education receives;
2. leads to greater participation and understanding by individual members of the Board of Education;
3. stimulates initiative;
4. improves the effectiveness of public information;
5. influences change;
6. allows school board members an opportunity to serve to their best ability, and
7. speeds the adoption of new practices and policies.

The Board of Education recognizes that referral of matters to a committee postpones action by the school board until a report is received. During the interim period between the time of referral to committee and receipt of recommendations by the Board of Education, committee members should confine their deliberations and discussions on the question to committee meetings.

Committees of School Board Members (Continued)**Function and Formation of Committees****Section 8120.2**

The function of school board committees is strictly investigative and advisory, never policy making. Within an area of assigned responsibility, the committee has no authority to act independently for the Board of Education.

Committee Purpose/Function**Subsection 8120.2a**

Except as otherwise provided in this policy, school board members of standing and temporary committees, exclusive of those appointed by the president of the Board of Education to serve as committee chairpersons, shall be considered for appointment by the Board of Education upon the filing of an application for membership (see Appendix A) with the district clerk. Such committees shall have authority to study, to investigate, and to make recommendations to the Board of Education. Committees established under this policy shall not be empowered to act beyond reporting to the Board of Education. The Board of Education has established procedures for the membership of district residents on school board committees. Residents interested in serving on a Board of Education committee, not specifically excepted by this policy, shall complete an application form provided by the school district and attached to this policy as "Appendix A". Each resident's application for membership will be voted upon, with the resident's membership approved only upon the majority vote of the Board of Education. The Board of Education retains the right to limit the number of residents who may serve on a school board committee.

Appointment by the Board of Education**Subsection 8120.2b**

When a committee is appointed "with power", it shall have authority to take all steps necessary to carry out its charge. Only committees comprised exclusively of school board members may be designated by the Board of Education as being "with power". Although a committee shall be rarely so empowered, it shall only be by resolution duly passed at a legal meeting by a majority vote of the Board of Education. The conditions which exist for appointment of committees "with power" are the following:

1. If the committee is to have standing authority to act for the Board of Education on matters of a certain class with or without specific instructions from the Board of Education.
2. If all business of a certain class is to be automatically referred to the committee.

Committees of School Board Members (Continued)
Function and Formation of Committees (Section 8120.2) (Continued)
Appointment by the Board of Education (Subsection 8120.2b)(Continued)

3. If a rule of parliamentary procedure is affected by the committee's assigned function.
4. If the committee is to:
 - a. expend funds for its work;
 - b. conduct public meetings;
 - c. issue press or media statements;
 - d. conduct public surveys, or
 - e. maintain a relationship with an out-of-district agency.

Subgroups
Subsection 8120.2c

The Committee Chairperson of each authorized standing and ad hoc committee, as provided for in Section 8120.3 of this Policy, is authorized to create one (1) subcommittee of their respective committee, provided that each subcommittee shall only be advisory in nature. Each Chairperson shall appoint members of their committee to their respective subcommittee, including residents and District employees who were duly appointed to the committee by the Board of Education pursuant to this Policy, provided that each subcommittee is comprised of at least one (1) Board of Education member. Nothing contained herein shall be construed to authorize such subcommittees to be designated as being “with power”, as defined herein.

Clarification of Mission
Subsection 8120.2d

Should a committee require clarification of its mission, it shall petition the Board of Education. If the clarification is not of an emergency nature, the committee chairperson shall place the question on the agenda of the next monthly business meeting of the Board of Education. Should the committee require clarification for an important, urgent matter, its chairperson shall petition the Board of Education president to call a special meeting.

Authorized Standing and Ad Hoc Committees
Section 8120.3

The standing and ad hoc committees of the Board of Education and their functions are as follows:

Committees of School Board Members (Continued)**Authorized Standing and Ad Hoc Committees (Section 8120.3) (Continued)****Instructional Program and Student Support Services Committee**
Subsection 8120.3a

This committee has jurisdiction in matters relating to the offices of the superintendent of schools and the assistant superintendent for instruction including the regular school, summer school, and extracurricular programs. Specifically exempted from consideration by this committee shall be the operation of the office of pupil services and special education programs for children with disabilities.

Finance Committee
Subsection 8120.3b

This committee has jurisdiction in matters relating to the offices of the superintendent of schools, the assistant superintendent for business, the assistant business manager, transportation and food services.

Legislative Committee
Subsection 8120.3c

This committee has jurisdiction in matters relating to local, state and federal legislation affecting the operation of the school district. Generally, this encompasses the duties and responsibilities of the office of the superintendent of schools.

Building Operations, Security and Construction
Subsection 8120.3d

This committee has jurisdiction in matters relating to the administration of construction programs and building operations. Generally, this encompasses the duties and responsibilities of the offices of the superintendent of schools, the clerk of the works, buildings and grounds, maintenance, safety and security.

Board Policies and Procedures
Subsection 8120.3e

This committee has jurisdiction in matters relating to school board procedures as well as the development of new policies and proposals to revise existing school board policies. Generally, this encompasses the duties and responsibilities of the office of the superintendent of schools. This committee is comprised of the president, the vice president, the superintendent and the district clerk.

Committees of School Board Members (Continued)
Authorized Standing and Ad Hoc Committees (Section 8120.3) (Continued)

District-wide Technology
Subsection 8120.3f

This committee has jurisdiction in matters relating to the implementation of various computer technology applications throughout the district, both instructional and administrative. Generally, this encompasses the duties and responsibilities of the office of the assistant superintendent for instruction, the assistant superintendent for business, the administrator of technology and the instructional technology specialist.

Extracurricular Program
Subsection 8120.3g

This committee has jurisdiction in matters relating to the extracurricular program for students. Generally, this encompasses the duties and responsibilities of the offices of the superintendent of schools, the assistant superintendent for instruction and the academic directors.

Membership
Section 8120.4

The appointment of school board committee chairpersons is the responsibility of the president of the Board of Education. The appointment of members of the Board of Education to serve on school board committees shall be in accord with relevant provisions of this policy. Non-School board members who are either residents, 11th or 12th grade students at Patchogue-Medford High School, or employees shall submit an Application for Membership, annexed to this policy.

Resignations
Subsection 8120.4a

The chairperson and members of a committee may resign upon written notice to the president of the Board of Education. The resignation shall be effective on the date set forth in such written notice or in a motion duly passed at a legal meeting by a majority of the Board of Education, whichever be sooner.

Vacancies
Subsection 8120.4b

School board committee chairperson vacancies on a committee shall be filled by the president of the Board of Education and announced at a legal meeting of the Board of Education.

Committees of School Board Members (Continued)
Membership (Section 8120.4) (Continued)

Terms
Subsection 8120.4c

Members of committees shall serve from the date of appointment to the end of the school fiscal year or, in the case of school board members, at the expiration of a member's term of office, whichever shall first occur. Applications for membership on Board of Education Committees should be received by the Office of the District Clerk no later than September 30 of each year or be post marked no later than September 30. Appointment shall take place at the October Business Meeting of the Board of Education.

Number of Members
Subsection 8120.4d

Committees of the Board of Education shall be composed of a number of school board members which does not comprise a majority of the Board of Education.

Chairpersons
Subsection 8120.4e

The president of the Board of Education shall appoint the chairperson of each committee. No member of the Board of Education shall serve as chairperson for more than three (3) committees authorized in Section 8120.3 of this policy, except this requirement may be waived if authorized by a motion duly passed at a legal meeting by a majority of members of the Board of Education.

Ex Officio Status
Subsection 8120.4f

No member of the Board of Education nor any other person shall serve in an ex officio status for the standing committees authorized by this policy.

Meetings
Section 8120.5

The committee chairperson shall schedule meetings in accordance with this policy.

Notice
Subsection 8120.5a

The chairperson of the committee shall issue notice to committee members containing the time, the place and the date of the meetings. Meetings shall be scheduled at least one (1) week in advance. Urgent meetings of the committee may be called by the chairperson upon 24 hours' oral notice.

Committees of School Board Members (Continued)
Meetings (Section 8120.5) (Continued)

All notices of regular committee meetings shall be circulated among all members of the Board of Education and the superintendent of schools. A committee shall, when requested, give members of the Board of Education and the superintendent of schools or the school superintendent's designee opportunities to appear before it to present information.

Frequency
Subsection 8120.5b

A committee shall meet as frequently as necessary to fulfill its functions and responsibilities. Meetings shall be called at the convenience of members, and sufficient time shall be set aside for deliberation. Telephone conferences and chance meetings shall not constitute official committee meetings.

Unless it is unanimously agreed upon by vote of all committee members, no committee shall meet more than once per week.

Open Sessions
Subsection 8120.5c

All committees of the Board of Education shall fully comply with the intent and the spirit of Chapter 511 of the Laws of New York of 1976, and any amendments thereto (Freedom of Information Law).

Quorum
Subsection 8120.5d

All meetings to be considered official must have in attendance a majority of members of the committee, and such a majority shall constitute a quorum. No business may be transacted without a quorum.

Minutes
Subsection 8120.5e

Minutes shall be kept for all meetings of committees. The minutes shall be signed by the committee chairperson or, with the committee chairperson's permission, the administrative liaison. Should the chairperson be absent from the committee meeting, the minutes shall be signed by the administrative liaison. The minutes of committee meetings shall be distributed to members of the Board of Education within thirty (30) days at regular monthly business meetings of the Board of Education.

Committees of School Board Members (Continued)
Meetings (Section 8120.5) (Continued)

The style to be used to record minutes of committee meetings shall be that which prevails for the recording of minutes for meetings of the Board of Education. Accordingly, minutes shall be dated, the place of the meeting identified, and contain the name of the presiding officer, members present and voting, members absent, school officials present and reporting, visitors present, opening and adjournment times, topic identification, and preliminary information for resolutions.

Voting Recorded
Subsection 8120.5f

The minutes of committee meetings shall contain the names of persons in attendance and voting. The method of recording the vote shall be identical to that used by the Board of Education to record votes at legal meetings of the Board of Education. Committee members who abstain or who vote "nay" shall be listed in the same manner as recorded in the official minutes of Board of Education meetings.

Visitors
Subsection 8120.5g

A member of the Board of Education who is not a member of the committee may present information to the committee, in which case the school board member shall give notice, whenever possible, to the committee chairperson in advance of the meeting of the non-committee member's desire to attend for that purpose.

Only duly appointed committee members and the committee chairperson shall vote on an issue before the committee. Non-committee members shall not take part in deliberations or other matters unless authorized by the committee chairperson; provided, however, this shall not entitle non-committee members to vote.

Reports
Section 8120.6

A report of a committee is an official document formally adopted within the reporting committee and submitted in the name of the entire committee. The report shall inform the Board of Education of information obtained and of action recommended.

Reporting Style
Subsection 8120.6a

Reports shall be submitted in writing, except for very brief reports which are issued periodically on very specific topics. In the case of exceptions, a report may be given orally at a legal meeting of the Board of Education.

Committees of School Board Members (Continued)
Reports (Section 8120.6) (Continued)

A guide for exceptions is that if the clerk of the Board of Education is able to capture the essence of the report simply within the minutes of the school board meeting, it may then be given orally. However, written reports may be orally supplemented by the committee chairperson or the chairperson's designee.

Official reports of committees shall be addressed to the Board of Education, and shall be dated the day of the Board of Education meeting at which they are to be rendered and accepted.

The reports shall be worded in the third person, for example, "The recommendations of the Finance Committee are...."

Reports of committees shall include the following information:

1. A description of the way in which the committee undertook its charge.
2. The facts uncovered or the information obtained.
3. The findings or conclusions derived from the facts or from the information.
4. A recommendation for action, if any, by the Board of Education.

Submission of Reports
Subsection 8120.6b

Committee reports shall be presented to the Board of Education at a legal meeting of the school board. Reports shall be delivered by the committee chairperson. The chairperson shall assign a designee only if the committee chairperson does not agree with the report or if the committee chairperson has some special reason for not wishing to submit it personally.

Receipt of Reports
Subsection 8120.6c

Upon rendering a report, the Board of Education shall pass a resolution acknowledging receipt of it. A report shall be considered accepted only after the Board of Education has received it at a legal meeting by a resolution duly passed by a majority of its members. The committee shall remain "charged" until the report has been officially accepted by resolution of the Board of Education.

Committees of School Board Members (Continued)
Reports (Section 8120.6) (Continued)

Filing of Accepted Reports
Subsection 8120.6d

Reports which have been officially accepted by resolution duly passed at a legal meeting by a majority of members of the Board of Education shall be kept on file for permanent reference in the office of the superintendent of schools. The filing of reports of committees shall be recorded in the minutes of the legal meetings of the Board of Education.

Minority Reports
Subsection 8120.6e

Minority reports from committees are to be avoided except in unusual circumstances. When the minority of a committee wishes to make a presentation of views to the Board of Education, it must do so immediately following submission of the report of the committee, but before the Board of Education resolves, by resolution, to accept the report of the committee. Unless the Board of Education refers the entire matter back to the committee for additional study, the Board of Education will accept, by resolution, first the committee report and, secondly, the minority report.

The resolution of the Board of Education accepting the minority report at its first presentation shall be for information only and not for action. The Board of Education shall refer the matter back to committee if it finds itself in agreement with the minority report at its first presentation, but shall avoid, in the first instance, passing a resolution authorizing action based on the minority report.

Members of committees are encouraged to support the recommendations of the committees upon which they serve, but are not legally required to vote in support of committee recommendations while acting as members of the Board of Education.

Required Reports
Subsection 8120.6f

The standing and ad hoc committees established in Section 8120.3 of this policy shall submit the following required reports each year:

1. Preliminary Report -- This report is to be submitted to the Board of Education at the school board's September business meeting. The report shall contain the proposed scope of the committee's work for the year and shall list the major objectives to be achieved. The school board may accept a preliminary report as rendered or modify it by changing the scope or adding or deleting major objectives. After acceptance, with or without changes, the report shall form the basis of the committee's assigned duties for the year.

Committees of School Board Members (Continued)
Reports (Section 8120.6) (Continued)

2. Annual Report -- At the September business meeting of the Board of Education, each committee shall submit a summary report of the committee's work during the preceding year. This report shall list the major achievements in conformance with the scope and objectives of the committee submitted in the preliminary report filed the year before. In addition, the report shall include findings and informational data to support recommendations, and shall contain an evaluation of the committee's work during the preceding year in compliance with Section 8120.8 of this policy.

Board Action for Report Recommendations
Subsection 8120.6g

The Board of Education may allow time for study of committee recommendations before taking action on them. The president of the Board of Education, at the time committee reports are received and accepted, shall, if additional time be required, announce the date of the meeting when the committee recommendations shall be placed on the agenda for action by the Board of Education.

In instances where action on recommendations of a committee shall be taken at the same meeting as receipt of the committee's report, it shall be taken only by resolution of the Board of Education passed by a majority of the members present and voting.

The Board of Education shall be obligated to take action by official resolution for committee recommendations. Such action shall be obligated within thirty (30) days after the report of the committee has been accepted. An exception is noted under "Minority Reports" in Subsection 8120.6e of this policy.

When a committee recommendation obligates the Board of Education to policy-making considerations, the actions of the Board of Education shall conform to Board of Education Policy #9310, "Adoption of Policies."

Signature on Committee Reports
Subsection 8120.6h

Reports of committees are to contain the signature of the committee chairperson or, with the committee chairperson's permission, the administrative liaison. The Board of Education shall not accept a committee report unless it is properly signed.

Committees of School Board Members (Continued)**Committee-Staff Relationships**
Section 8120.7

The administration of the policies of the Board of Education and the management of the school district are the responsibilities of the superintendent of schools. Committees of the Board of Education have functions which are separate and apart from those of the superintendent of schools.

This policy conceives the functions of standing and temporary committees to be investigative and deliberative preliminary to actions of the Board of Education. Standing committees shall be confined to activities directly related to the scope and objectives approved by the Board of Education, as established in the preliminary reports due each September, pursuant to Section 8120.6f of this policy.

Requesting Staff Assistance
Subsection 8120.7a

Upon the request of committee chairpersons, the superintendent of schools shall assign staff members to assist the committees' work. The chairpersons of standing committees shall make requests for staff assistance to the superintendent of schools prior to August 1.

Generally, one or two members of the school staff will be assigned by the superintendent of schools for administrative liaison and clerical assistance.

Administrative Liaison
Subsection 8120.7b

An administrator of the school district, usually a district office administrator, may be assigned by the superintendent of schools to work with a committee for the duration of its term. The role of an assigned administrator shall be to assist the committee chairperson in the preparation of meetings, reports and investigatory work. The assigned administrator shall not have the right to vote on any committee matters.

The assigned administrator does not represent the superintendent of schools. Accordingly, actions and activities, including information gathering, by the assigned administrator require the prior approval of the superintendent of schools.

Clerical Assistance
Subsection 8120.7c

The superintendent of schools may assign clerical assistance to committees upon the requests of chairpersons. When clerical assistance is provided by the superintendent of schools, it will be for such purposes as keeping meeting minutes, preparing reports, mailing notices of meetings and maintaining correspondence with persons or groups having contact with the committee.

Committees of School Board Members (Continued)**Annual Evaluation**
Section 8120.8

Each committee authorized by Section 8120.3 of this policy shall make an evaluation of its work at the conclusion of its term. The evaluation shall be submitted to the Board of Education as part of its final report, as required by Subsection 8120.6f of this policy.

The annual evaluation of committee work shall contain information which will assist the president of the Board of Education in the structuring of standing committees for the succeeding year. The evaluation shall contain a status study of school district operations before and after the committee's effort.

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