**Billings School District 2**

**THE BOARD OF TRUSTEES**

## Committees

Generally, the Board of Trustees functions as a single body. However, the Board may create committees as deemed necessary or useful to the efficient and effective operation of the Board.

All Committees shall comply with Montana's open meeting laws including but not limited to public notice and providing for public comment. Committee meetings shall be noticed as provided for in Policy 1400. Unless otherwise specified on the posted agenda, all committees will take place in the Lincoln Center.

Committees shall keep minutes that comply with Montana law and Board policies. Draft minutes will be provided for review following committee meetings and will be presented for official review and approval at the next regular monthly meeting of the Board after their approval by the committees. Committee chairs may provide written or oral reports to the Board at a regular Board meeting following the committee meeting.

Except as otherwise provided, the administrative liaison, in consultation with the Superintendent and the committee chairs, will prepare an agenda for each committee meeting.

For all committees, a majority of the number of members of the committee shall constitute a quorum.

## Standing Committees

Standing committees of the Board may be created and their purposes defined by a majority of the Board and as recorded in this Policy. The Chair shall appoint trustees to serve on such committees, and each Board member shall be assigned to a least one standing committee. To qualify as a committee chair, a Board member should have previously served at least a year as an active member of the Board. The Chair may appoint high school trustees to serve as a voting member and/or chair of any committee of the Board.

The Board has four standing committees: Board Operations Committee, Planning and Development Committee, Performance Monitoring Committee, and Stakeholder Relations Committee. These committees provide critical assistance to the Board in carrying out its governing mission in a full and timely fashion. The standing committees may be assigned specific issues to be addressed by the Board of Trustees at a meeting of the Board or by the Chair of the Board at any other time. Any assignment by the Board Chair shall be presented for consideration and approved at the next meeting of the Board of Trustees.

With the consent of the Board chair, standing committees may create any needed advisory task

forces or subcommittees consisting of appropriately skilled/knowledgeable persons to help carry out specific responsibilities of the committee.

Action items suggested by a standing committee shall be submitted to the Board Operations Committee for consideration of placement on a Board agenda.

To the extent possible, committees should meet far enough in advance of regular or special board meetings to allow committee recommendations to be prepared in a full and timely fashion for transmittal to the full Board. Committee meetings should never be held in conjunction with whole-board meetings.

When a standing committee believes that the full Board should be involved in-depth in dealing with an issue, the committee shall recommend to the Board Operations Committee that a special Board work session be held as part of a regular board meeting to address the issue.

To ensure a rich and diverse experience for Trustees, committee chairs and members should, when feasible, be rotated annually.

The committees should receive strong staff support for their work, including help preparing committee meeting agendas and reports to the Board. The Superintendent and/or the Superintendent's designee shall work closely with committee chairs to provide support for the committees.

While the Board Operations Committee develops the Board agenda, it should not pre-review or revise the content of committee reports and recommendations to the full Board. All Board committees report directly to the full Board.

Notwithstanding anything to the contrary, the days and times of Committee meetings set forth herein, if any, are suggested days and times which are subject to change by the committee chair based upon circumstances that may arise from time to time.

## 1. Board Operations Committee

**Meeting time**: First Tuesday of each month.

**Membership**: The Board chair (the presiding officer) and the chairs of the Planning and Development Committee, Performance Monitoring Committee, and Stakeholder Relations Committee. The Superintendent or the Superintendent's designee shall advise the Committee and provide support as requested by the Committee Chair.

**Purpose**: The Board Operations Committee is responsible for the effective functioning of the Board of Trustees, including developing the Board's human resources and maintaining and developing the Board-Superintendent working relationship, specifically, the Committee shall:

- Coordinate the functioning of the Board of Trustees and the Board's Committees, recommend to the full Board updates to the Board Mission, recommend Board member performance and conduct standards, and recommend instruments to monitor and evaluate the performance of the Board as a whole and of individual Board members.

- Recommend revisions to Board policies in the interest of stronger governance and management of the District's affairs.

- Review operational policies meriting the Board's attention (such as policies to govern the District's financial management and contracting), identify the need for revisions, and recommend policy revisions to the full Board.

- Develop and oversee the execution of a formal Board member capacity building program, including such elements as the orientation of new members and trustee continuing education and training.

- Recommend to the full board updates to the Superintendent employment contract and position description as necessary to reflect changing District needs, priorities, and circumstances.

- Carry out specific responsibilities under Board policies, including without limitation, Policy 1310, District Policy, and Policy 1700, Uniform Complaint Procedure.

- Annually negotiate with the Superintendent objective, measurable Superintendent performance targets and recommend full Board approval of such targets; design and recommend to the full Board the process for annual or semi-annual Board evaluation of Superintendent progress in achieving the negotiated targets; and recommend the Superintendent's compensation to the Board. The negotiated Superintendent performance targets should address not only educational goals but also goals for Superintendent engagement with the schools, staff and larger community. (NOTE: The later goals for engagement must be consistent with strategies for stakeholder relations developed by the Stakeholder Relations Committee.)

## 2. Planning and Development Committee

**Meeting time**: First Tuesday of each month.

**Membership**: Four Board members are appointed by the Board chair annually. The Board Chair shall designate a committee chair. The Superintendent or the Superintendent' designee shall advise the Committee and provide support as requested by the committee chair.
**Purpose**: The Planning and Development Committee is responsible for designing and coordinating the Board's participation in the District's strategic and operational planning, including annual budget preparation. In this capacity, the committee shall:

- Reach agreement with the Superintendent on the detailed design of the District's operational planning and budget development cycle, paying special attention to defining the Board's role in planning, developing the annual planning and development calendar, and ensuring full and proactive Board participation in the planning and development process. In addition to laying out a planning schedule, the calendar shall identify and describe any desired forums for public or staff information/communication about budget development.

- Prepare for and host any Board of Trustees-Superintendent-Executive Team Strategic work sessions scheduled as part of the annual planning cycle.

- Define and recommend to the Board of Trustees strategic issues (issues the District cannot afford NOT to address) that District's should focus on for the coming year, and review and recommend to the Board critical planning products such as updated values, vision and mission statements, operational planning priorities, and other strategic and policy-level products that merit Board attention.

- Recommend to the full Board the annual budget, which is a major operational planning product.

- Coordinate with organizations such as the Billing Education Foundation, to the extent allowed by law, to achieve adequate financial resources to carry out the District's mission.

- Establish financial and programmatic performance targets that the committee and full Board can use to monitor the educational and financial performance of all District programs and operating units.

- Infrastructure upgrades and Capital Improvements

**3. <u>Performance Monitoring Committee</u>**

**Meeting time:** First Monday of each month; called by the committee chair as needed.

**Membership:** Three Board members are appointed by the Board Chair annually. The Board Chair shall designate a committee chair. The Superintendent or the Superintendent's designee shall advise the Committee and provide support as requested by the committee chair.

**Purpose:** The Performance Monitoring Committee shall develop tools for monitoring the District's educational performance. In these capacities, the Committee shall:

- Work with the Superintendent to establish the key elements of an educational reporting process (including the content, format, and frequency of District performance reports to the Board), and oversee the implementation of the determined process.

- Design processes (such as Board member building visits) for gathering informal/subjective District performance information; recommend guidelines on the purpose for such processes and the appropriate use of gathered information.

- Review District performance reports and report educational performance to the Board at its regular business meetings.

- Present an overall assessment of the past year's educational performance at an annual strategic planning work session involving the full Board of Trustees.

**4. <u>Stakeholder Relations Committee</u>**

**Membership**: Three Board members appointed by the Board chair annually. The Board Chair shall designate a committee chair. The Superintendent or the Superintendent's designee shall advise the Committee and provide support as requested by the Committee Chair.

**Purpose:** The Stakeholder Relations Committee shall define Board and Superintendent activities to develop and maintain a positive District public image, shall define activities for maintaining relationships with the community at large and other key stakeholders, and shall define activities and develop guidelines for Trustee engagement with staff and the schools (including school visits and handling of complaints.). In these capacities, the committee shall:

- Develop and implement strategies for 1) the District's image building, marketing, and public relations; and, 2) maintaining close positive relationships with key external stakeholders.

- Oversee development and implementation of legislative/governmental relations, policies and strategies and make recommendations to the Board regarding positions on legislative issues.

- Fashion strategies and plans for the role of Trustees in external communications, including opportunities for Board members to speak in appropriate forums on behalf of the District.

## Other Board Committees

### 1. Budget Committee

**Meeting time**: As needed called by the committee chair, but typically no more than six times per year. Committee meetings will typically be year-round to provide adequate review before the adoption of budgets in August. One of the committee meetings shall be held in conjunction with a public forum to seek feedback on the annual budget.

**Membership**: Board members are appointed by the Board Chair annually. The Board Chair shall designate a committee chair. Five community members who are residents of the School District, the District's Chief Financial Officer, and the Superintendent. The community members ideally will have a demonstrated record of managing large businesses or organizations or possess significant financial knowledge as determined by criteria set forth by the Planning and Development Committee. The community members shall be approved by the Planning and Development committee. All members of the committee will be voting members of the committee. Four members shall constitute a quorum.

**Purpose**: The Budget Committee is charged with reviewing the budget of the District. It scrutinizes the District's budget and makes recommendations to the Planning and Development Committee considering the District's strategic plan, desired educational results, major expenditures, potential economies for the District, sources of funding, personnel policy, and general fiscal management policy. The Budget Committee may also review long-term financial projections of the District.

The Planning and Development Committee is charged with recommending to the full Board the annual budget. Recommendations regarding the annual budget and financial projections shall be submitted to the Planning and Development Committee by the Budget Committee. The Planning and Development Committee may request the Budget Committee to review specific financial areas of the District.

The committee chair is responsible for planning, providing notice, and convening meetings of the committee. The committee chair will prepare an agenda for each committee meeting in consultation with the Superintendent and administrative liaison.

2. **School Health Advisory Committee (SHAC)**

**Membership:** One Board member appointed by the Board Chair annually; the Board member shall serve as the presiding officer. The Superintendent or the Superintendent's designee shall advise the Committee and provide support as requested by the Committee Chair. Other members are Union Representatives and Community Members.

**Purpose:** SHAC focuses on establishing a culture of wellness for students. SHAC is committed to promoting school environments that positively influence student health and well-being.

**3. Calendar Committee**

**Membership:** Member – 15.

- Committee Chair (Board Member) is Appointed by the Board Chair (Annually)
- Staff Liaisons – Superintendent (Ex Officio)
- Admin Members
  - Activity Director
  - Assistant Superintendent
- Union Representative
  - 4 BEA
  - 2 BCEA
  - 1 Local 7770
- Community Members
  - 4 Parents

**Meeting time**: As needed, called by the committee chair. Thursdays @ 3:45 PM – 5:30 PM as needed (Ideally no more than 3 meetings to create 2 draft calendars).

**Calendar Requirements**:

- 1080 Hrs.
- Compliant with all union stipulations
- December/January holiday break 7-10 days
- Spring Break 5 days when possible
- 7 PIR Days
- Start as close to Labor Day as possible
- End no later than the 2nd week of June

**Purpose**: The Calendar Committee is charged with developing and thoroughly vetting School District calendars (possibly for multiple years) and submitting them to the leadership team and Board Operations committee prior to going to the Board for consideration and acceptance.

**4. Insurance Committee**

**Meeting time**: As needed; called by the Human Resources Department and the committee chair.

**Membership**: The committee shall be composed of representatives selected from each of the District's employee groups based on a pro rata depending upon total membership. The total size of the committee shall not exceed nine (9) members. The Superintendent may, however, appoint two (2) additional individuals to this committee. In accordance with the collective bargaining agreements of the BEA, BCEA, and MFPE Local 7770.

**Purpose**: The Insurance Committee reviews and make recommendations on the District's insurance program.

**5. Audit Committee**

**Meeting time**: As needed; called by the committee chair.

**Membership**: The Audit Committee shall consist of three trustees and three members of the public. The Chairman of the Audit Committee shall be a member of the public. A quorum shall consist of a majority of Audit Committee members. Each member shall be free of any relationship that, in the judgment of the Board of Trustees, would interfere with the exercise of his or her independent judgment. The members of the Committee shall also, in the judgment of the Board, have appropriate background in finances and accounting procedures.

**Purpose**: The Primary responsibility of the Audit Committee of the Board of Trustees is to assist the Board in fulfilling its oversight responsibilities. This includes:

- Review of the District's financial reporting process and internal control System.
- Review of the audit processes of the District's independent auditors and internal finance department.
- Provide an avenue of communication among the District's independent auditors, financial and senior management staff, and the Board of Trustees.

**6. 403B Committee**

**Meeting Time**: As needed; called by the committee chair.

**Membership**: One Board member appointed by the Board Chair annually. The Executive Director of Human Resources shall serve as the presiding officer. The remaining members of the committee shall be comprised of: one BCEA representative, one BEA representative, one Local 7770 representative, the District's Director of Business Services, the District's Chief Financial Officer, the District's Director of Human Resources and the District's Executive Director of Human Resources.

**Purpose**: The purpose of the committee is to serve in an advisory capacity, with the guidance of a consultant, to the district in connection with the day-to-day administration of the BPS 403(b) Plan and the selection, performance, and monitoring of the investment alternatives provided to Participants under the Plan.

**7. PIR – Professional Development Advisory Committee**

**Meeting time**: As needed; called by the committee chair. At least four times per year.

**Membership**: One Board member appointed by the Board chair annually; The superintendent or the Superintendent's designee shall advise the Committee and provide support as requested by the committee chair. Other member are administrators and teachers. A majority of the committee shall be teachers.

**Purpose**: Professional Developments shall be aligned with the district graduate profile and educational goals outlined in the district-integrated strategic action plan described in the ARM 10.55.601.

**8. BEA/BCEA/Local 7770 Bargaining Committee**

**Meeting time**: As needed; called by the committee chair.

**Membership**: Three Board members appointed by the Board Chair annually or on an as needed basis, with the committee chair being appointed by the Board Chair annually or on an as needed basis; Other members are administrators appointed by the Superintendent, the Superintendent may, at his or her discretion, sit on the committee.

**Purpose**: A bargaining Committee is created and utilized during any active union bargaining between the School District and one of the three bargaining units. The Bargaining Committee is charged with all duties and responsibilities related to bargaining from the perspective of the School District. The bargaining Committee shall strive to reach a tentative collective bargaining agreement with the bargaining unit engaged in bargaining, with final approval of any collective bargaining agreement being controlled by the Board of Trustees.

In addition to service on the above-listed committees, Board members are periodically called upon to serve on community committees, councils, and other groups, including without limitation, the Downtown Billings Partnership, and the City/County/School groups. Those meetings are governed by the host organization. Such meetings are not intended to be business meetings of the Board and usually do not include a quorum of Board members.

Cross References: 1130-P1 Committees General Procedures

Policy History:

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