

BOARD STANDING COMMITTEES

- 1.0 The Board will authorize the establishment of only such standing committees from among its membership as it finds strictly necessary to study operations in specific areas and to make recommendations for Board action.
- 2.0 The following rules will govern the appointment and function of such standing committees:
  - 2.1. The committee will be established through action of the Board.
  - 2.2. The Board Chair will appoint the committee chair and members.
  - 2.3. The committee will be provided with a list of its specific functions and duties.
  - 2.4. The committee may make recommendations for Board action, but it may not act for the Board.
  - 2.5. The Board Chair and Superintendent will be ex officio members of all standing committees.
- 3.0 All standing committees will be dissolved at the end of the Board's year. They may be dissolved at any time by a vote of the Board.
- 4.0 All standing committee meetings will be open to the public, except as provided for in the Freedom of Access law.
- 5.0 All standing committees will be formed, annually, no later than the 2<sup>nd</sup> meeting in December.
- 6.0 Standing committees will be composed of less than a majority of the membership of the Board of Education.
- 7.0 The Board's Standing Committees and functions will be as follows:
  - 7.1. Finance Committee: to oversee fiscal management, including the operating budget; to audit invoices submitted for payment; and review and recommend action on outside auditor's *Letter of Recommendations to Management*.
  - 7.2. Negotiations Committee: to oversee collective bargaining between the Board and employee groups for the purpose of negotiations and other employment contracts; conduct negotiations and present progress reports to the Board as a whole.
  - 7.3. Capital Improvements: to oversee action pertaining to planning that will ensure the long-term use-and improvement of school facilities and equipment and to present progress reports to the Board as a whole.
  - 7.4. Policy Review: to systematically review, develop and recommend changes to existing policies on an ongoing basis, to identify new policy areas to be addressed by the Board and outdated policies to be deleted.
  - 7.5. Personnel Committee: to assist the Superintendent in reviewing and recommending to the Board of Education adoption of job descriptions, and to participate in the hiring process including but not limited to review of applications for all administrative, varsity coaching positions, and other positions as requested by the Superintendent.

- 7.6. Curriculum Committee: to assist the Director of Curriculum in reviewing and revising curriculum, including textbooks and instructional materials, for recommendation to the Board as a whole.
- 7.7. Vocational Liaison(s): to oversee the needs of vocational education, recommend funding and monitor effectiveness. To serve on the regional vocational boards - WRVC and PATHS.

Legal Reference: 1 MRSA § 401 et seq.

Cross Reference: BDE-E – Board Standing Committees

Adopted: October 3, 1985

Revised: October 3, 2002  
May 3, 2007