

0155 BOARD COMMITTEES

In order to use the time, effort and expertise of the members of the Board effectively, the Board shall operate under a committee system.

Standing Committees

The Board may authorize the establishment of such standing committees from among its membership as it finds necessary to study operations in specific areas and to make recommendations for Board action. The following rules will govern the appointment and function of such committees:

- A. The committee shall be established through action of the Board.
- B. The committee chairperson and members shall be appointed by the Board President.
- C. The committee shall be provided with a list of its functions and duties.
- D. The committee may make recommendations for Board action, but it may not act for the Board.
- E. The Board President and Superintendent shall be ex officio members of all standing committees.
- F. All standing committees shall be dissolved at the end of the Board's year--at the annual organizational meeting. They may be dissolved and re-established at any time by a motion of the Board.

The standing committees of the Mendham Township Board of Education shall be:

1. Personnel and Human Resources Committee
2. Curriculum and Instruction Committee
3. Planning and Policy Committee
4. Operations and Finance Committee
5. Diversity, Equity, Inclusion, and Belonging "DEIB"

Special Committees

Special committees may be created for special assignments. The same rules shall apply to special committees as apply to standing committees, except that they shall be dissolved upon completion of their assignment.



Committee of the Whole

The Board reserves the right to meet and work as a committee of the whole in informational, discussion, and exploratory sessions. No official action shall be taken at these meetings, unless so advertised.

Standing Committee Functions

Personnel

1. Serve as a liaison, with the Superintendent, between the Board and members of the staff on items relating to personnel.
2. Work with the administration in the development of policies and procedures dealing with personnel and submit recommendations to the policy committee.
3. Present, upon recommendation of the Superintendent, all staff for appointment to respective positions in the district and all other personnel matters requiring Board action.

Curriculum

1. Present reports prepared by the staff on varied aspects of the educational program.
2. Work with the administration and staff in the development of policies and procedures relating to curriculum matters and submit recommendations to the policy committee.
3. Review curriculum recommendations from the administration and staff for presentation to the Board.
4. Prepare, in cooperation with the administration, staff and pupils, an annual schedule of educational presentations.
5. Establish a program of in-service for the Board of Education.

Operations

1. Review all financial expenditures of the district and recommend monthly expenditures for payment.
2. Serve as Board liaison, with the Superintendent, in the development of an annual plan for district maintenance and recommend to the Board specific maintenance projects for inclusion in the development of the annual budget (Current Expense and Capital Outlay).



3. Consider specific bonding referenda and all other financial matters affecting the operation of the district and make recommendations to the Board.
4. Provide the Board with a monthly progress report of on-going maintenance and special projects.
5. Review long range maintenance projects with the Superintendent, and report to the Board on a semi-annual basis.

Policy and Planning

1. Review existing policy and, in conjunction with the Superintendent, recommend new and/or revised policies to the Board.
2. Develop long range plans for the school district which may include the development of calendar, curriculum and organization and submit recommendations to appropriate committees for action.
3. Provide public information regarding the overall district operation and program in conjunction with the Superintendent through the news media, newsletter and brochures.
4. Review all policy recommendations from other committees and develop policy statements for presentation to the entire Board.

Adopted: 17 December 2013

Revised: January 2023

