

Bylaws of the Board

Committees

Standing Committees

Standing committees are constituted as set forth herein. Members of the standing committees shall be appointed by the Chairperson of the Board. Interim vacancies may be filled by such appointment at any time. The Chairperson of the Board and the Superintendent of Schools shall be ex officio members of all standing committees, and each standing committee shall include at least two additional members of the Board. The Chairperson of each committee shall be a Member of the Board. All standing committees, except the Executive Committee, may have members not only from the Board of Education, but also from other groups as authorized by the Board, such as the faculty, the student body, administrative officers of the District and other interested persons as either voting or ex officio members. The Standing Committee Chairperson or designee shall report to the full Board items requiring official actions.

The Chairperson of each committee can call a meeting. The Chairperson shall work with the Superintendent (or designee) to schedule, revise or cancel meetings; as well as the setting of a meeting agenda.

The Chair of the Board of Education may at any time discontinue any of its committees or specific duty assigned to a committee for such time as may be determined.

Section 1: Executive, Personnel and Administrative Committee

The Executive Committee shall be composed of the Board of Education Committee Chairperson, Vice-Chairperson, a minority party member. The Chairperson of the Board shall be Chairperson of the Executive Committee and shall appoint a secretary. In the interim between Board meetings, the Executive Committee is empowered to transact any business of which the Board is capable, except for those matters that would be in contravention of the laws of the United States. The minutes of the meetings of the Executive Committee shall be distributed promptly after each meeting to every member of the Board. At each meeting of the Board, the proceedings and action taken by the Executive Committee since the last meeting of the Board shall be reported to the Board.

This committee shall advise the school administration on personnel policy development, shall review job descriptions and shall assist the administration when appropriate in interviewing applicants for administrative vacancies.

The specific functions may include:

- Recommends an evaluation system for various categories of personnel;
- Implements the Superintendent's evaluation program;
- Provides the Chairpersons of the negotiating teams;
- Recommends salary annually for the supervisory and confidential personnel;

- Reviews staffing requirements periodically;
- Reviews position descriptions and functional requirements periodically;
- Provides the initial Board contact on all personnel and grievance matters;
- Represents the Board in liaison sessions with the faculty and service units;
- Recommends action to the entire Board that the committee deems appropriate for the Board to consider.

Section 2: Curriculum Committee

The Chairperson of the Curriculum Standing Committee shall appoint a Secretary for the committee. The Curriculum Supervisors shall be ex officio members of this committee. This committee shall consider and make recommendations concerning the District's broad policies of education and research. This committee reviews major areas of curriculum development, regular/special education services, pupil assessment, long-term program review and program revisions. Committee members consider the Board's priorities in curriculum areas. The Committee reports its findings to the Board and suggests programs and policy modifications that may be appropriate in curriculum and program areas. New program activities undertaken by the district, the implementation of new curricula, or the piloting of new programs would be topics of particular interest. The Committee shall review research on the curriculum and program changes and report its recommendations to the Board. The committee shall review proposals concerning student courses, ensure the Board's familiarity with district educational programs, monitor achievements and cause the evaluation of education programs.

Specific responsibilities may include:

- Conduct or coordinates curriculum studies undertaken by the Board;
- Periodically reports to the Board on the status of the curriculum and suggests area in need of study;
- Periodically studies and reports on student progress and on standardized test results;
- Studies and recommends textbook usage;
- Evaluates curriculum in view of school population trends;
- Recommends budget changes in view of curriculum developments;
- Assumes like responsibilities for extra-curricular and co-curricular activities.

Section 3: Policy Committee

The Chairperson of the Policy Committee shall appoint a Secretary for the committee. The Assistant Superintendent of Schools shall be ex officio member of this committee. Other administrators may be invited to committee meetings to share their expertise and speak on behalf of specific policy matters.

This committee shall meet regularly to review legislative and policy update matters affecting the educational programs for the District, normally those not relating to the academic program, consider proposals on such matters, report and provide recommendations thereon to the Board as may be required.

Specific responsibilities may include:

- Reviewing policies and maintaining a district policy manual;
- Hearing appeals concerning Board policy and making recommendations to the entire Board for their official action;
- Recommending action to the entire Board that the committee deems appropriate for the Board to consider.

Section 4: Finance and Budget Committee

The Chairperson of the Finance and Budget Committee shall appoint a Secretary for the committee. The Business Manager of the District shall be an ex officio member of this committee. This committee shall be concerned with the preparation of the budget and periodic reviews of the actual expenditures as compared to the budget. The Committee works with the Superintendent of Schools in developing a recommended budget for the Board. As such the Committee reviews the budget development process, analyzes the budget document and makes public presentations as necessary. The Committee shall offer recommendations regarding accounting procedures and alternative expense saving suggestions. The Committee will insure an audit annually and report to the Board of Education when it is completed. The committee shall monitor the fiscal activities of the school district, including reviewing the monthly financial statement and annual end of year transfer report, and shall review and make recommendations concerning the annual audit and recommend annual budget guidelines and priorities.

Specific functions may include:

- Recommends special internal audit needs;
- Reviews and reports on accounting and purchasing procedures;
- Recommends the annual budget schedule and parameters;
- Represents the Board during various budget preparation stages;
- Recommends the design and content of the budget document;
- Conducts budget analysis and cost studies;
- Monitors the cafeteria program.

Section 5: Facilities Committee

The Chairperson of the Facilities Committee shall appoint a Secretary for the committee. The Supervisor of Custodial & Maintenance Operations shall be an ex officio member of this committee. This committee shall be concerned with the maintenance and operation of all land, buildings, facilities and equipment owned by the District. This committee shall tour the plants annually and report its findings to the Board. The committee shall review issues relating to the condition of the districts physical plant and operations related thereto. This committee shall submit its budget priorities to the Finance and Budget Committee before the budget preparation begins. A complete list of proposed alterations and repairs for the coming school year as well as a five-year capital improvement budget shall be presented to the Board. This committee reviews all physical plant needs including those funded by the Board's operating budget and those funded through the capital improvement budget. The committee advises the Board on building

related issues, ongoing maintenance and planning for long-term improvements. This committee may be asked to consider Board policies related to building issues.

Specific responsibilities may include:

- Develops and recommends a maintenance and replacement schedule for buildings and grounds;
- Conducts periodic inspection of school facilities and reports to the Board at least annually;
- Planning for new construction, major renovations, or major improvements of school buildings and grounds;
- Serving as the liaison to the Town building committee as required;
- Recommends additions, deletions or changes to facilities needed to support school programs;
- Conducts studies and provides Board liaison to administration on matters pertaining to security, space and community use of facilities.

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NEWINGTON PUBLIC SCHOOLS
Newington, Connecticut