

BOARD OF EDUCATION

2:150 Committees

The Board of Education may establish committees to assist with the Board's governance function and, in some situations, to comply with State law requirements. These committees are known as Board committees and report directly to the Board. Committee members may include both Board members and non-Board members depending on the committee's purpose. The Board President makes all Board committee appointments unless specifically stated otherwise. Board committee meetings shall comply with the Open Meetings Act. A Board committee may not take final action on behalf of the Board - it may only make recommendations to the Board.

Special Board Committees

A special committee may be created for specific purposes or to investigate special issues. A special committee is automatically dissolved after presenting its final report to the Board or at the Board's discretion.

Standing Board Committees

A standing committee is created for an indefinite term although its members will fluctuate. Standing committees are:

1. Finance Committee. This committee shall act in an advisory capacity to the Superintendent and the Board concerning the financial affairs of the School District, and:
 - a. Oversee Board member review of all bills that are to be considered for payment and present the financial statement at each regular Board meeting.
 - b. Oversee that each Board member has a list of the bills that are to be presented at each Board meeting.
 - c. Shall draft the annual budget and levy required by law for adoption.
 - d. Shall keep itself informed as to the current expenditures as provided by the budget.
 - e. Oversee annual audit of the School District's financial records.
 - f. Shall meet for an annual salary review of the staff and administration.
 - g. Shall meet to advise the Board's negotiating team of its financial parameters.
2. Buildings and Grounds Committee. This committee shall act in an advisory capacity to the Superintendent and Board on all matters pertaining to:
 - a. Custodial staff.
 - b. School buildings and grounds.
 - c. Repairs, alterations and improvements.
 - d. Maintenance and operation of all school property.
3. Public Relations Committee. This committee shall act in an advisory capacity to the Superintendent, all committees, and the Board of Education concerning matters of:
 - a. Public relations with the people of the community, faculty and staff of the District, and organizations within the District.
 - b. The committee shall assist the Superintendent in compiling a District newsletter to be distributed to the people of the District not less than four (4) times per year.
 - c. The committee shall be in charge of any social affairs sponsored by the Board.
 - d. The committee shall assist the Superintendent in preparing the parent handbook for distribution at the beginning of the school year.
4. Board Policy Committee. This committee shall act in an advisory capacity to the Superintendent and the Board of Education on all matters pertaining to:
 - a. Policies of the District.
 - b. The bi-annual review of the School District policies.
 - c. Recommendations of any additional policies as the need arises in the District.
5. Education Committee. This committee shall sit in an advisory capacity to the Superintendent and the Board of Education on items of an educational nature. The education committee is the only committee of the whole Board.
6. Long-Range Planning Committee. This committee shall act in an advisory capacity to the Superintendent, all committees, and the Board of Education concerning matters of:
 - a. Planning any building and grounds items for a period of two or more years.

- b. Planning any educational goals for a period of two or more years.
 - c. Planning any financial goals for a period of two or more years.
7. Parent-Teacher Advisory Committee. This committee assists in the development of student behavior policy and procedure, and provides information and recommendations to the Board. Its members are parents/guardians and teachers, and may include persons whose expertise or experience is needed. The committee reviews such issues as administering medication in the schools, reciprocal reporting between the School District and local law enforcement agencies regarding criminal offenses committed by students, student discipline, disruptive classroom behavior, school bus safety procedures, and the dissemination of student conduct information.
8. Behavioral Interventions Committee. This committee develops and monitors procedures for using behavioral interventions in accordance with Board policy 7:230, *Misconduct by Students with Disabilities*, and provides information and recommendations to the Board. At the Board President's discretion, the Parent-Teacher Advisory Committee shall perform the duties assigned to the Behavioral Interventions Committee.

Nothing in this policy limits the authority of the Superintendent or designee to create and use committees that report to him or her or to other staff members.

LEGAL REF.:

[5 ILCS 120.](#)

[105 ILCS 5/10-20.14](#) and [5/14-8.05.](#)

CROSS REF.: 2:110 (Qualifications, Term, and Duties of Board Officers), 2:200 (Types of Board of Education Meetings), 2:240 (Board Policy Development), 7:190 (Student Behavior), 7:230 (Misconduct by Students with Disabilities)

ADOPTED: February 9, 2016

Komarek SD 94