

## **RSU #63**

- a. NEPN/NSBA Code:** BDE
- b. Title:** Committee Structure, Assignment, and Reporting
- c. Author:**
- d. Replaces Policy:**
- e. Date Approved:** 09/26/2022 RSU #63
- f. Date Previously Approved:** 03/22/2021
- g. Policy Expiration:** Review as Needed
- h. Responsible for Review:** Policy Committee
- i. Date Reviewed:** 09/12/2022 Policy Committee
- j. References:** 1 M.R.S.A. § 401 et seq.
- k. Narrative:**

**The RSU #63 Board of Directors (the Board) believes that standing committees can be useful to its decision-making process and in the transaction of Board business. The Board may establish such standing committees as it deems necessary to facilitate school unit governance and address ongoing school unit needs. A standing committee has only such authority as specified by the Board.**

**All standing committees will be comprised of less than a majority of the Board.**

**All standing committee meetings are open to the public except as provided by the Freedom of Access Law and the Municipal Public Employees Labor Relations Law.**

### **I. STANDING COMMITTEES:**

- A. Standing RSU #63 Board Committees include, but are not limited to, Budget & Finance and Policy.**
  - 1. Policy committee members will be appointed by the Board Chair following a request for volunteers. Representation of the three communities on each committee will be encouraged, but not required. Members will serve a minimum of one year or until their successors are appointed. No committee will consist of more than three (3) members; however, committees can designate alternates.**
  - 2. Members of the Board may be assigned as Liaison's between the Board and the various high schools district students attend.**
  - 3. A majority of the Board will elect the Budget & Finance Committee annually. There should be a member from each of the three (3) communities in the district unless it is in the best interest of the district to have more than one member from a single community. Members will serve a minimum of one year or until their successors are elected.**
    - a. Warrant signature authority will be granted to two (2) members of the Budget & Finance Committee, with the Board Chair serving as an alternate. The remaining committee members will not have signature authority.**

- II. All Standing Committees will elect a Committee Chair who is authorized to call such meetings as necessary to discharge committee functions. The Board Chair may assign a Committee Chair to each Standing Committee to serve until the first meeting when that committee will elect a permanent Chair. The Committee Chair must call a committee meeting following the request of two (2) or more committee members. Other members of the Board may attend committee meetings; however, they have no authority or responsibility. Committee members have no obligation to recognize Board members differently than other citizens attending.
- III. The Board Chair is an ex-officio member of all committees but is a non-voting member of any committee. The Superintendent is an ex-officio member of all committees. He/she may attend and participate but is a non-voting member of any committee.
- IV. The general function of a Standing Committee is to study, report, and make recommendations, when appropriate, to the full Board. The full Board will define the overall mission for each committee. Either the full Board or a committee may identify issues that require investigation. The scope of action and the authority to make decisions are allocated to the full Board.
- V. Each committee meeting agenda must be announced in advance, be open to the public, and the schedule provided to the Central Office. Whenever possible, committee agendas should be posted on the district website under the appropriate section heading. Each Committee Chair will ensure that meetings have minutes recorded that include a record of all votes taken. A copy of the minutes will be given to all members of the Board and the Superintendent. Committee reports can substitute for committee minutes as long as they include the results of any votes taken.
- VI. **Committee Responsibilities:**
  - A. The Budget & Finance Committee will supervise all district accounting and approve expenditures in accordance with legal requirements. The Committee Chair will coordinate with other Standing Committees on matters involving finance and perform such duties as the Board may assign. The Committees will work with the Superintendent, Business Manager, Transportation and Facilities Director, and other staff throughout the course of a fiscal year in agreed upon matters, and in the various stages of budget preparation each year by reviewing balances, estimated revenues, and requests for appropriations in each line item of the expenditure budget.
  - B. The Committee will perform on-going inspection and updating of district policies, utilizing the appropriate Committee or Department for assistance. Additionally, the Committee Chair will develop and share with the Superintendent and Department heads a fiscal year schedule for those policies identified for Annual Review.

All policies being submitted to the Board for review and approval will be posted on the district's website, at a minimum of forty-eight (48) hours prior to the scheduled Board meeting. Policies will be provided to the Teachers Association or Committee via the Superintendent. Requested changes/corrections will be returned to the Policy Committee Chair for review and subsequent inclusion, if needed.

- C. High School Liaison's for the Board will endeavor to represent RSU #63 at Board of Director meetings of major receiving high schools whenever possible. Minutes of meetings of major district receivers will be included in RSU #63 Board Packets and archived.
  - D. Technology and Curriculum Committees are delegated to appropriate administrators via the Superintendent. These committee meetings, and their agendas, will be scheduled and published in advance via notification to Board members and others, who will be welcome to attend and participate as they may desire.
    - 1. The Curriculum Committee will review all educational policies; work with staff on curriculum development and revision; student assessment testing results; review feedback from high school administrators and freshmen surveys regarding eighth-grade preparedness for high school; and assume various educational duties, which may be assigned by the Board.
    - 2. The Technology Committee is responsible for annually reviewing and proposing revisions to the various District technology policies along with evaluating and updating the District's Technology Plan. The committee also reviews proposals for new technology initiatives and develops strategies to improve the use of technology in RSU #63.
- VII. Any member of a committee who is unable to attend a committee meeting will attempt to contact the Chair of that committee.