

# MONONA GROVE SCHOOL DISTRICT

## Board Rule 185

### STANDING BOARD COMMITTEE GUIDELINES

#### A. Committee Membership

1. The Board President shall select Board member representatives to standing Board committees from among the Board's membership.
2. The Board President shall annually nominate, for appointment by the Board, citizen members of standing committees. Up to two citizens shall be selected for each of the standing committees with the exception of the Negotiations Committee.

The following procedures shall be used in selecting citizen representatives to standing committees:

- a. Any adult resident of the district or high school student in the Monona Grove School District is eligible to apply for appointment as a citizen member of any standing Board committee with citizen members. District staff and Board members may encourage any eligible person they deem qualified to apply for appointment as a citizen member of a standing committee.
- b. Applicants shall mail or deliver to the District Office a letter containing the applicant's name, address, telephone number and a completed citizen questionnaire for appointment to a specified committee by June 1. A person may apply by separate letters for appointment to more than one committee but shall not simultaneously serve as a citizen member on more than one committee.
- c. Letters of application shall be open to public inspection and shall be reviewed by the Board President/designee. The Board President may interview each candidate prior to nominating a candidate to the Board for appointment to any standing committee with citizen members. Citizen members must be approved by the Board of Education.
- d. No citizen member shall be eligible to serve more than two consecutive terms on the same standing committee. Any citizen member of a standing committee who desires re-appointment for a second consecutive term shall apply by June 1. The Board President shall not need to interview him/her and is authorized to re-appoint him/her to the committee.

- e. Board President shall communicate to all citizen applicants committee assignments by August 1.
- f. If a citizen member resigns, establishes residence outside the district, becomes a member of the Board or is removed by the Board, his/her office as a citizen member shall be deemed vacant and another citizen shall be appointed to fill the unexpired term as follows:
  - (1) Citizens who interviewed and were not nominated for an appointment during the last recruiting period shall be given the opportunity to be appointed by the Board and serve until July 31.
  - (2) Citizen members appointed to fill a vacancy who desire re-appointment shall re-apply by June 1 and go through the interview process.
  - (3) If no citizens are available to fill a vacancy as defined in #1, the committee shall select a citizen and make a recommendation to the Board.
- 3. A citizen member may be removed by the Board after they have been absent without notification for three consecutive meetings. The Board shall request that the appropriate committee appoint a replacement to fill the vacancy.
- 4. Terms of citizen members shall commence August 1 and end July 31.
- 5. Citizen members shall have voting privileges in all open committee meetings during the term of their appointment. Citizen members of the standing committee may not be present in closed sessions.

**B. General Standing Committee Functions**

- 1. Committees shall be fact-finding, deliberative, consultative and advisory in nature.
- 2. Each committee shall meet periodically, monthly when possible, to consider such matters as are referred to it by either the Superintendent, a Board member or the Board as a whole.
- 3. Each committee shall gather all of the pertinent facts and report its findings and recommendations to the full Board for action. Reports shall be made at regular monthly Board meetings, as appropriate.

## C. Specific Standing Committee Duties

### Curriculum Committee

(Throughout this section, the term “instructional programs” includes courses and materials.)

The Curriculum Committee shall:

1. Make recommendations to the Board for curricular change.
2. Assess the results of present instructional programs and services offered to students.
3. Consider action on all new courses of study and other matters relating to general educational programs and policies of the school system.
4. Consider all long-range educational planning.
5. See that a periodic review of all instructional materials is conducted and report such findings to the Board.
6. Review concerns dealing with instructional programs.
7. Review curriculum-related policies referred to the committee.
8. (May) Appoint ad hoc advisory committees to study specific curriculum issues and make recommendations to the Curriculum Committee in accordance with Board policy and procedures.
9. Perform such other duties as directed by the Board.

### Personnel and Policy Committee

The Personnel and Policy Committee shall:

1. Consider standards of qualifications for professional and support staff members and the evaluation processes of all employees.
2. Consider and make recommendations to the Board on any other personnel matter, excluding bargaining unit negotiations.
3. Review and recommend Board policies for adoption and/or revision.
4. Refer policies as appropriate to other committees for review.
5. Monitor the legislative process regarding public education issues that may affect Board policies.
6. Review any other educational program or policy development matter referred to the committee.
7. Promote the continuous updating of the Board policy manual.
8. Review any other personnel matters referred to the committee.
9. (May) Appoint ad hoc advisory committees to study specific personnel or policy issues and make recommendations to the Personnel and Policy Committee in accordance with Board policy and procedures.
10. Perform such other duties as directed by the Board.

### Business Services Committee

The Business Services Committee shall:

1. Review administrative recommendations for repairs or additions to buildings and improvements to grounds.
2. See that necessary safety procedures and safety measures are in force in the district.
3. Be apprised of the need for any remodeling or construction projects in the district and make recommendations on the same to the Board.
4. Work cooperatively with the administrative staff in developing short- and long-range prioritized maintenance schedules.
5. Periodically tour and review all the district's buildings and grounds.
6. Ensure that the district has the most efficient and safest transportation system that is possible.
7. Hear all appeals to complaints filed with the administration regarding the transportation system.
8. Review policies or any other buildings and grounds or transportation matters referred to the committee.
9. Review the monthly financial statements as prepared by the Director of Business Services prior to submission to the Board.
10. Review on a quarterly basis the investment portfolio of the district.
11. Work with the Superintendent, or designee, in developing an annual timetable for budget preparation and presentation to the Board.
12. Review the final budget proposed by the Superintendent prior to submission to the Board for approval.
13. Review bids obtained by the district and make recommendations concerning the bids to the Board.
14. Review all short-term borrowing proposed by the Superintendent prior to submission to the Board for approval.
15. Recommend to the Board the purchase of supplies, materials, equipment and capital improvements not included in the approved budget.
16. Review and recommend student fees to the Board.
17. Review policies or any other finance or budget matters referred to the committee.
18. Engage in long-range financial planning.
19. Review and recommend food service operations.
20. (May) Appoint ad hoc advisory committees to study specific buildings and grounds, transportation, finance or food service issues and make recommendations to the Business Services Committee in accordance with Board policy and procedures.
21. Perform such other duties as directed by the Board.

## Negotiations Committee

The Negotiations Committee shall:

1. Establish dates for meetings with the bargaining agents of employee groups.
2. Study and evaluate current agreements with each of the district's bargaining units and develop initial Board proposals for upcoming negotiations. The committee shall consider calendar, monetary guidelines and language changes in agreements and develop and evaluate new proposals to be presented in the Board's initial offer.
3. Initiate meetings with the full Board for the purpose of:
  - a. Obtaining consent regarding initial proposals to employees;
  - b. Discussing guidelines and strategy to be followed;
  - c. Obtaining approval for all proposed settlements with district bargaining units;
  - d. Informing Board members of progress or changes in the bargaining process; and
  - e. Making recommendations regarding approval of a negotiated agreement.
4. Negotiate with district bargaining units as directed by the Board.
5. Continuously collect and evaluate information related to negotiations in the areas of:
  - a. Negotiated settlements in surrounding districts and throughout the state;
  - b. Statistical data relevant to district staff, budget and state cost controls;
  - c. Federal and state legislation; and
  - d. Economic trends.
6. Prepare and hold hearings and public meetings pursuant to state statutes governing collective bargaining.
7. Prepare reports to the public on a regular basis regarding the progress of negotiations.
8. Perform such other duties as directed by the Board.

### D. Committee Chair Responsibilities

Each committee chair shall:

1. Call meetings of the committee and serve as presiding officer. The committee chair shall determine if the nature of the meeting is such that it should be open or closed. In making the determination, the committee chair should review current state law provisions.
2. Accept responsibility for informing the Board Secretary, Superintendent or designee, of the date, time, place and agenda of each committee meeting so that the meeting can be properly noticed in accordance with established procedures and state law.
3. Act as the committee spokesperson or delegate to another committee member or

appropriate administrator the responsibility for communicating with the public and the press on committee matters only.

4. Be responsible for making sure the minutes are recorded for each committee meeting and for submitting a copy of the minutes to the Superintendent and to each Board member.

BOARD APPROVAL:           September 12, 2007