

ARLINGTON PUBLIC SCHOOLS' BOARD OF EDUCATION
 COMMITTEE PURPOSE, ASSIGNMENTS, AND OPERATING PROCEDURES
 2016

There are various benefits the board/district will realize as a result of committee work. Committee work enables board members, administrators, and other appropriate personnel to focus on a specific goal, objective, or education issue, and the ability to provide recommendations to the board through informational reports. The investment of time by board members in committee work is purposeful, requires less personal time toward board service, and allows the board member to serve in specific areas of interest and/or expertise.

Committee work is driven by the charge, information, and data supplied by the administration and the staff. The roles of administration and the roles of the board are sustained within committee work. Committees do not have the authority to take formal action. Committees instead, support informed decision-making of the board as a whole.

STANDING COMMITTEE ASSIGNMENTS 2016

<u>Americanism/Education Eval</u>	<u>Buildings and Grounds</u>	<u>Finance</u>	<u>Negotiations</u>
Board Members:	Board Members:	Board Members:	Board Members:
Luanne Sundberg - Chair	Bruce Scheer -Chair	Matt O’Daniel- Chair	Greg Sampson-Chair
Bruce Scheer	Mike Dwyer	Mike Dwyer	Matt O’Daniel
Greg Sampson	Luanne Sundberg	Teri O’Flaherty	Teri O’Flaherty
Staff Members:			
Lynn Johnson	Lynn Johnson	Lynn Johnson	Lynn Johnson
Aaron Pfingsten	Lawrence Reed		
Jacque Morgan			

APPOINTED REPRESENTATIVES 2016

<u>St. Paul’s Lutheran Liaison</u>	<u>NASB Legislative/Government Relations Network</u>
Bruce Scheer	Mike Dwyer
Luanne Sundberg	
Lynn Johnson	

COMMITTEE PURPOSE:

- A. The duties of the Americanism Committee and Education Evaluation shall be those prescribed by law. The committee will assure the Board that, as required by law, American citizenship remains an important part of the District curriculum. The committee shall review any concerns to controversial education materials as stated in Policy #6405 (Controversial Issues) that would be appealed beyond the Superintendent's level. In addition they shall review curriculum proposals and proposed programming changes or additions brought forward by administration.
- B. The Building, Grounds and Transportation Committee shall be responsible for the long-range planning of school facilities, grounds, and transportation. The committee will provide input to the superintendent on maintenance and repairs of facilities, grounds, and transportation and provide board input regarding building projects and major repair projects. The committee will have the additional responsibility of making recommendations for boundary changes as they relate to school attendance areas and any potential changes to the District boundaries. Any recommendations related to transportation policies and procedures will be

considered by committee before approval by the Board. The committee shall keep the Board informed of its activities and seek board approval of its recommendations.

- C. The Finance Committee shall be responsible for the review of all district claims and monthly/annual financial statements and shall have the responsibility of overseeing the long-range budget planning of the District. It will review the administration's proposed budget and recommend a budget for adoption to the Board.
- D. The Negotiation Committee shall undertake an annual review of the staffing of the schools. It shall make recommendations on salary schedule and benefits under consideration to the entire Board prior to the development of the annual district budget. As provided by various board policies and contracts, the committee shall review and make recommendations on negotiations with employees and other personnel grievance and contract matters.

OPERATING PROCEDURES:

- A. Committees will stay focused on the specific purpose of the committee and will follow the line of authority, both of which are outlined in the committee description.
- B. eMeetings will be used for sharing of agendas and documentation for committee meetings.
- C. Agendas for the committee members will be developed by the superintendent with input by the chairperson.
- D. Minutes for all committee meetings will be prepared by the Superintendent then submitted to the committee members for their review via email. All committee members should execute an email "respond to all" to indicate that they reviewed the minutes and to include any suggested corrections. Minutes will include a specific section that captures committee Recommendation for Action.
- E. Chairperson of each committee will provide general review of committee meetings at the monthly board meeting and superintendent will attach minutes to monthly board meeting agenda.