

## **Responsibilities of Board Committees and Appointments**

### Personnel Committee

The Committee shall consist of three members of the Board of Education as appointed by the Board President: the first named will serve as chairperson. The attorney for the Board of Education will be an advisory member of the committee. The Personnel Committee shall be involved in district personnel matters and negotiations.

- A. Committee Responsibilities Regarding Personnel Shall Be:
1. To review staffing ratios, the hiring process and the evaluation process for all personnel.
  2. To review proposed changes for job descriptions and/or qualifications.
  3. To recommend salaries, benefits and working conditions for all personnel to the Board of Education.
  4. To review and evaluate proposals for new positions to be considered by the Board of Education.
  5. To review proposed changes in the organizational structure of the District.
  6. To be informed of all grievances which are elevated to the independent hearing officer process.
  7. To become knowledgeable in the following areas:
    - a. Salaries, benefits and working conditions provided to employees of surrounding districts.
    - b. The total process of negotiations (if a certified bargaining unit is in place.)
    - c. All Wisconsin and Federal statutes which pertain to employment.
  8. To continuously collect and evaluate information related to personnel in the areas of:
    - a. Statistical data relevant to District staff, budget and state controls.

- b. Federal and state legislation.
  - c. Economic trends.
- B. Perform Other Such Duties as Directed by the Board of Education
- C. The Chairperson of the Personnel Committee Shall:
  - 1. Report regularly to the Board of Education and public regarding recommendations of the Personnel Committee.
  - 2. Request special and closed meetings of the total Board of Education, when necessary, to discuss personnel and/or negotiations matters.

#### Sites and Facilities Committee

The Committee shall consist of three members of the Board of Education as appointed by the Board President: the first named will serve as chairperson. The Sites and Facilities Committee shall review and present to the Board evaluations and recommendations concerning all matters pertaining to the physical plant and real property owned or occupied by the District.

The duties of the Sites and Facilities Committee shall be:

1. Considering and evaluating requests from the Administration for approval of proposed actions and/or expenditures for:
  - a) maintenance of existing facilities
  - b) alterations to or expansion of existing facilities
  - c) construction of new facilities
  - d) purchase, lease or sale of real property
2. Presenting to the Board all proposals which require Board action. Presentation is to include a report of the investigation, on-site inspection, evaluation and recommendation of the Committee.
3. Reviewing the procedures and actions of the Administration in all matters pertaining to the physical plant or real property owned or occupied by the District.
4. Making investigations and evaluations, including recommendations when requested, for conditions or projects as directed by the Board.

5. Reporting to the Board of Education at scheduled monthly Board meetings the activities of the Committee, current status of major maintenance or new construction projects, and activities scheduled for the next month.
6. Approving the Administration's proposed action and/or expenditure in emergencies when there is reason to believe that serious damage or loss will probably occur if action is delayed pending a meeting of the Board. When such approval is given, the Committee will present to the Board at the next regular meeting a complete report of the emergency and rationale for the action and/or expenditure.

### Curriculum Committee

The Committee shall consist of three members of the Board of Education as appointed by the Board President: the first named will serve as chairperson. The Curriculum Committee shall review and present to the Board evaluations and recommendations concerning all matters pertaining to curriculum proposed and adopted by the District including curriculum offerings, graduation requirements and graduate follow-up information.

The duties of the Curriculum Committee shall be:

1. To become more familiar and knowledgeable about the curriculum and the total instructional program of the District in order to be able to provide information, evaluations, and recommendations to the Board of Education.
2. To discuss, react, and recommend proposed changes, additions, or deletions in curriculum and instructional programs through discussions with administration, staff, and public.
3. To evaluate the goals of the present curriculum and to determine how these goals are being met.
4. To review graduation requirements.
5. To review specific proposed curriculum revisions prior to presentation to the Board and to provide a summary for Board discussion.
6. To provide for and encourage public input in the development, review, and revision of curriculum as appropriate.
7. To evaluate and utilize the graduate follow-up information for the improvement of District curriculum.
8. To review, evaluate and recommend Board policy and budget regarding curriculum.

### Policy Committee

The Policy Committee shall consist of three members of the Board of Education as appointed by the Board President: the first named will serve as chairperson. The Policy Committee shall provide leadership in policy development

The Policy Committee shall:

1. Review and update existing policies for the Board of Education every three years or as directed by the Board of Education.
2. At the direction of the Board of Education, review and write any new policy requested by the Board, the Administration or the public.
3. At the direction of the Board of Education, review and present recommendations to the Board for any policy about which there is a question of interpretation.
4. Review administrative rule/procedural statements which accompany policies to ascertain conformity with existing Board of Education policies.

### Finance Committee

The Finance Committee shall consist of three member of the Board of Education as appointed by the Board President: the first named will serve as chairperson. The district business manager shall serve in a leadership position to the committee. The Finance Committee shall assist in overseeing the financial matters of the district.

The committee shall:

1. Review monthly financial statements as prepared by the business manager.
2. Review annually the investment portfolio.
3. Review the final budget proposed by district administrator and business manager prior to submission to the Board for approval.
4. Review all short- and long-term borrowing proposed by the business manager prior to submission to the Board for approval.
5. Recommend Board policies for adoption and/or revision for matters of budget or finance.
6. Engage in short- and long-range financial planning.

7. Discuss and review proposals, and recommend ways to bring about greater effectiveness and efficiency in the financial operation of the district while keeping in mind the major goals for education in the district.
8. Review employment of an auditor to make an audit of the district's financial records at least once a year, require that the auditor submit a report to the Board for approval and then review the annual audit report and make recommendations to the Board as appropriate.
9. Assist in setting the cash fund equity goals and ensure that the financial stability of the district is maintained and that there is financial accountability in the utilization of all local taxpayer, federal and state funds received by the district.
10. Watch for and report on state budget indicators.
11. Assist in development of school improvement/referendum projects from a financial perspective.
12. Review proposed transportation contracts.

#### Communications Committee

The Communications Committee shall consist of three members of the Board of Education as appointed by the Board President: the first named will serve as chairperson.

The duties of the Communications Committee shall be:

1. Work with Administrators to develop annual communications goals.
2. To review communication options (social media, print, website, etc.).
3. To evaluate the Communications goals and to determine how these goals are being met.

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