

BOARD COMMITTEES

The MSAD #40 Board of Directors (“Board”) shall authorize the establishment of only such committees from among its membership as it finds strictly necessary to study operations in specific areas and to make recommendations for Board or Superintendent action. The following rules will govern the appointment and function of such committees:

- A. There are two types of Board committees on which Board members may serve: Board Standing Committees composed only of Board members and Board Ad Hoc Committees, which may include non-board members.
- B. Each committee shall be established through action of the Board.
- C. At the yearly reorganization meeting of the Board in July, members will sign up for committees. Board members elected in March or Board members who have been appointed by their town select people will fill committee position(s) left vacant by their predecessor, until the reorganization meeting in July. Such members will also be given the opportunity to fill any other unfilled committee positions.
- D. In addition to committees, the chair will make the following appointments at the annual reorganization meeting: Region 8 Representatives from the Board and the community; Medomak Valley High School Accreditation if needed; and Legislative Liaison.
- E. Each member of the Board is encouraged to become a member of at least two committees (including Administrative Committees--see Policy BDF) in addition to the Budget Committee. In the event a committee is oversubscribed, the method in Robert’s Rules of Order known as “nomination by the chair” shall be used.
- F. Each committee shall elect its own Chair and Vice-Chair.
- G. The Board shall provide each Committee with a list of its specific functions and duties, a time line for carrying them out, and any membership restrictions.
- H. Committees may make recommendations for Board or Superintendent action, but it may not act for the Board.
- I. The Board Chair and Superintendent shall be ex-officio members of all committees.
- J. All committees shall be dissolved at the end of the Board's year, at the annual organizational meeting, unless they are specifically re-appointed. They may be dissolved at any time by a vote of the Board.
- K. All committee meetings are open to the public except as provided in the Freedom of Access Law.
- L. Committees, with the exception of the Budget Committee, shall be composed of no more than seven Board members. A quorum will be the majority of the committee.

BDE: BOARD COMMITTEES**School Board Governance & Operations****Date of Adoption: December 1993****Revised: October 6, 1997
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- M. Committee Chairs will schedule Board Committee meetings at the convenience of the committee members. Schedules and agendas will be coordinated through the Superintendent.
- N. Reports should be submitted to the Board Chair or Superintendent by the Friday prior to each Board Meeting.

Board Standing Committees**A. Policy Committee**

The Policy Committee shall examine the policies of the district and advise the Board of any needed changes. The Committee shall insure that MSAD #40 has all policies required by Federal or State law. The Committee shall review and/or propose any new or revised policies to the Board for adoption. Policies should be reviewed and updated at least every three years.

B. Negotiations Committee

The Negotiations Committee shall be composed of up to five members elected by the full Board. The Committee shall conduct negotiations with all employee bargaining units--administrators, professional staff and support staff. The committee will consult with the Board before and during the negotiating process.

C. Finance Committee

The Finance Committee is composed of one member from each of the five district towns and two at-large members appointed by the Chair. The function of the committee is to monitor the financial condition of the district. Specific duties include:

1. To approve and sign bill warrants.
2. To review monthly revenue and expense reports for all funds
3. To assure an annual audit is performed and that recommendations from the audit are implemented.
4. To establish a five-year projection of spending plan.

D. Curriculum Committee

The Curriculum Committee shall examine the Curriculum of the district. The Committee shall report to the Board on the status of ongoing initiatives and shall make recommendations for changes. The committee will oversee the establishment of a five-year curriculum development plan. The Committee shall coordinate with the Director of Instruction.

E. Facilities/Transportation Committee

1. The committee shall examine and monitor the District facilities and transportation services and advise the Superintendent and School Board of their status and any needed changes, including regularly scheduled reports in November and May.
2. The committee shall establish a five-year plan for transportation services and a ten-year plan for facilities.
3. The committee shall coordinate with the Business Manager and/or Director of Facilities.

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F. Communications Committee

The Communications Committee shall recommend improvements in communications within the District and improvements in providing information to parents and the public in a timely and professional manner.

1. To advise the Superintendent in promoting dissemination of information to keep parents informed and the District public knowledgeable.
2. To advise the Superintendent in identifying needs to improve information flow among District employee groups.
3. To solicit and coordinate feedback from other Board members in order to identify needs to improve information flow.
4. To advise the Superintendent in compiling a list of helpful materials to distribute to new Board members.
5. To advise the Superintendent in exploring avenues to access various segments of the public.
6. To advise the Superintendent in promoting informative press releases to educate the public about educational programs, needs, and issues.

G. Budget Committee

The Budget Committee shall be composed of all members of the Board. The function of the committee is to review and revise the budget as presented by the Superintendent. The budget review process should begin by the last week in January in order to ensure that the budget is approved by the Board in a timely manner, providing adequate time for printing and public presentation prior to the June referendum.

H. Board Ad Hoc Committees

Ad hoc Committees shall be formed for a specific purpose and shall cease to exist following accomplishment of their stated purpose. The nature of an ad hoc committee shall be advisory only and shall not commit the Board to any action. Ad hoc committee members shall abide by conflict of interest statutes and shall avoid the appearance of conflict of interest.

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