

### **Board Committees**

The RSU 40 Board of Directors (“Board”) may 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 will govern the appointment to, authority of, and function of committees.

- A. Each committee will be established by Board action.
- B. The authority of all committees is advisory only and may not commit RSU 40 to any action.
- C. There are two types of district committees on which Board members may serve: Board standing committees, composed only of Board and select ex-officio members, and Board ad hoc committees, which may include non-board, voting members. Board members may not serve on any administrative committee except as specifically permitted by action of the Board.
- D. At the yearly reorganization meeting of the Board, members may indicate the committee service they prefer. However, the Board chair will make the actual committee appointments. Members of the Personnel/Negotiations Committee will be nominated and elected by the full Board.
- E. Each member of the Board is encouraged to become a member of at least two committees in addition to the Budget Committee, which is a “committee of the whole.”
- F. Board committees, with the exception of the Budget Committee, may be composed of no more than seven Board members.
- G. Board members elected in March and/or Board members who have been appointed by their town select persons will fill committee position(s) left vacant by their predecessor until the next Board reorganization meeting. Such members will also be given the opportunity to fill any other unfilled committee positions.
- H. The Board will provide each committee with a list of its specific functions and duties, any member restrictions, and in the case of ad-hoc committees, a time line for carrying out the committee’s specific functions and duties.

- I. The Board Chair may serve ex-officio on all committees. If in attendance at a committee meeting, the Board Chair will have a vote and count as a member for quorum. If not in attendance, the Board Chair will not be counted as a member for quorum purposes.
- J. The Director of Instruction will serve ex-officio without vote on the Curriculum and Educational Planning Committee. In addition, any professional staff in attendance at a Curriculum and Educational Planning Committee meeting may be considered members ex-officio without vote.
- K. The Business Manager will serve ex-officio without vote on the Finance and Facilities/Transportation Committees.
- L. All committees will be dissolved at the annual organizational meeting, unless they are specifically re-appointed. Any committee may be dissolved at any time by a majority vote of the Board.
- M. All committee meetings are open to the public except as provided in the Freedom of Access Law.
- N. Committee Chairs will schedule Board committee meetings at the convenience of the committee members and set schedules and agendas in coordination with the Superintendent.
- O. Except for the Budget Committee, committee chairs/designees will submit approved committee minutes and/or reports to the Superintendent not later than the Friday prior to the next regular Board meeting for inclusion in the Board's electronic and hard copy packet. In addition, the most current Region 8 Cooperative Board approved minutes will also be so included.
- P. In addition to the above, nominations for the following positions will be made at the annual reorganization meeting:
  - 1. Representatives to serve on the Region 8 Cooperative Board
  - 2. Medomak Valley High School Accreditation, as needed
  - 3. Legislative Liaison, as needed
  - 4. Drop Out Prevention Committee

**Standing Committees****Budget Committee**

The Budget Committee will be composed of all members of the Board (“a committee of the whole”). The Budget Committee is charged with:

1. The review and possible revision of the budget as presented by the Superintendent;
2. Recommending the results of their review/revisions to the Board for adoption;
3. 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; and
4. A quorum of the Budget Committee will consist of a majority in number of the committee members.

**Curriculum and Educational Planning Committee**

The Curriculum and Educational Planning Committee is charged with:

1. Reviewing and recommending policy that promotes the sharing of best practices in curriculum, assessment, and instruction across the District;
2. Regularly reviewing the academic growth of RSU 40 students;
3. Making recommendations to the Finance Committee and/or the full Board concerning how resources may best be allocated across the District to ensure equitable access to curriculum resources in accordance with the District's vision; and
4. Furnishing the Board with a copy of their minutes for each meeting in accord with item O. above.

**Facilities/Transportation Committee**

The Facilities/Transportation Committee is charged with:

1. Studying and recommending to the Board courses of action affecting physical plant, real property, and transportation;
2. Studying and making recommendations to the Board on other matters referred to it by the Board; and
3. Furnishing the Board with a copy of their minutes for each meeting in accord with item O. above.

**Finance Committee**

The Finance Committee will be composed of one member from each of the five district towns and two at-large members. The Finance Committee is charged with:

1. Reviewing the monthly revenue and expense reports for all funds;
2. Reviewing, approving and signing warrants;
3. Monitoring the financial condition of the district;

4. Ensuring an annual audit is performed and that recommendations from the audit are implemented;
5. Establishing a five-year projection of spending plan for Board approval; and
6. Furnishing the Board with a copy of their minutes for each meeting in accord with item O. above.

**Personnel/Negotiations Committee**

The Personnel/Negotiations Committee will be composed of members elected by the full Board at the annual reorganization meeting. They will meet on an as needed basis.

The Committee is charged with:

1. Assisting the Superintendent in reviewing and recommending to the Board the adoption of teacher and administrative job descriptions;
2. Up to five volunteers from the committee will negotiate with all employee bargaining units;
3. The Board will be kept regularly informed of the progress of contract negotiations via executive session.
4. Two selected members of the Committee will be invited by the Superintendent to participate in the administrative hiring process. The Superintendent may give precedence to Directors who represent the jurisdiction in which the new administrators will serve.
5. Furnishing the Board with a report and/or minutes of each meeting in accord with item O. above with the exception of contract negotiations.

**Policy Committee**

The Policy Committee is charged with:

1. Examining the policies of the district and advising the Board of any needed changes.
2. Ensuring that RSU 40 has all policies required by Federal or State law.
3. Reviewing and/or proposing any new or revised policies to the Board for adoption. Reviewing and updating the policies at least every three years.
4. Furnishing the Board with a report and/or minutes of each meeting in accord with item O. above.

**Ad Hoc Committees**

Ad hoc committees may be formed by Board action for a specific purpose and will cease to exist following the completion of that purpose or upon action of the Board.

Cross Reference: GCFB Professional Staff Hiring

Adopted: December 1993

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April 16, 2015  
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