

The Board of Education generally operates as a committee of the whole with provisions herein described for standing committees to conduct on-going work for the Board of Education, limited to those areas noted below, and for temporary committees of an ad hoc nature.

As part of the Board of Education regular meetings, generally on the first and third Monday of each month, the Board may review the work of standing and temporary committees and conduct work as the committee of the whole.

While standing and temporary committees may make recommendations to the Board of Education, it is clearly understood that all decision-making authority rests with the Board of Education. The President of the Board shall appoint, subject to approval of the Board, standing committees at the annual reorganizational meeting.

Public notice shall be given for all Board committee meetings in accordance with state law and Board policy. When appropriate, based on the anticipated attendance of Board members who are not members of the committee, such notice shall include a statement that a quorum of the Board may be present, but the Board will take no action as governmental body at the committee meeting.

It shall be the responsibility of the committee chair to schedule regular committee meetings, plan the meeting agendas with assistance from the committee's administrator advisor and other committee members, and ensure that the minutes of all committee meetings are recorded and maintained. The committee chair shall be provided time on regular Board meeting agendas to present reports and/or make recommendations to the Board as the committee requests and as requested by the Board.

In the event of a vacancy on the Board, and in the absence of any Board action to the contrary, the newly appointed Board member shall assume the committee appointments formerly held by the Board member whose absence created the vacancy. In the event that the committee assignment is not suitable for a newly appointed Board member, the Board President may present for Board approval a proposal to revise committee and committee chair appointments for the remainder of the annual period.

Any Board member may attend and participate in the discussion that occurs at any standing committee meeting; however, only official members of the committee will have the authority to make motions and vote at the committee meeting. All Board members shall receive a copy of committee meeting minutes so as to stay fully informed of committee activities.

Standing Committees:

Policy/Governance Committee: The purpose of this Committee shall be to review and evaluate new or existing policy and make recommendations to the full Board. This Committee shall include two Board members, the superintendent, and others as determined by the Board of Education.

The committee shall:

1. Review and update existing policy manuals on a continual basis.
2. At the discretion of the Board, review and write any new policy requested by the Board, the administration, or the public.
3. Stay up to date with current state or federal regulations regarding school policy.
4. At the discretion of the Board, review and present recommendations to the Board for any policy about which there is question of interpretation.
5. Refer applicable drafts of proposed policies to the Board's attorney, so that policies comply with Wisconsin and federal law prior to their consideration by the full Board.
6. Empower the committee secretary, or other individual selected by the committee, to ensure that the district policies are updated on the district website within 30 days of modification. This individual shall also make hard copies of the district policies available upon request.
7. Perform such other duties as required by law or assigned by the Board.

Demographic Trends & Facility Planning Committee: The purpose of this Committee shall be to provide at least annual recommendations to the full Board regarding demographic trends, capacity updates and other relevant data. This allows for long range predictability of attendance areas and facility needs. This Committee shall include two Board members, the superintendent, and others as determined by the Board of Education.

The committee shall:

1. Utilize reliable, current and projected demographic and housing-impact data from internal and external sources
2. Base recommendations on building enrollment of greater than 65% of capacity, and not to exceed 100%.
3. Consider cost to maintain existing buildings vs. new construction.
4. Assess and base recommendations on maximum educational and operational efficiency of facilities. Assessment also applies to the charge to create and maintain effective 21st century learning environments.

Budget Development Committee: The purpose of this Committee shall be to facilitate the orderly development of the annual school district budget by conveying board objectives to administration, reporting on the budget development progress, and raising issues to the full board when necessary. This Committee shall include two Board members, the superintendent, and others as determined by the Board of Education.

The committee shall:

1. Seek to understand school finances in order to teach the public when applicable.
2. Receive input from the public and furnish the public with information concerning district finances.
3. Study all financial issues of the district and prepare any applicable summaries and recommendations for Board action.
4. Ensure that the financial stability of the district is maintained by the Board of education and make necessary recommendations to the Board.
5. Review with the administration the preparation of the budget. This may include a review of financial recommendations or requests made by other committees.
6. Monitor implementation of the approved budget on a regular basis and recommend proposed budget revisions.
7. Recommend to the Board any applicable policies for the management of school assets
8. Review any other matters as directed by the Board.

LEG REF.: 19.83, 19.84, 19.85, 118.001, 120.12(1), 120.13(1)(a) Wisc. Statutes

ADOPTED: 11/04/02
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