

**CRANFORD PUBLIC SCHOOLS
CRANFORD, NEW JERSEY**

POLICY: COMMITTEES

It is the policy of the Board to operate as a Committee of the Whole. In order to use the time, effort and expertise of the Members of the Board effectively, the Board may authorize the establishment of standing committees. This practice enables the whole Board to benefit through the work and experiences of each of its members who can better go into detail on committee problems and report information and recommendations to the Board Committee of the Whole.

Formal action may only be taken by the Board as Committee of the Whole.

Standing Committees

The Board may authorize the establishment of such standing committees from among its membership as it finds necessary to study operations in specific areas and to make recommendations for Board action. The following rules will govern the appointment and function of such committees:

- A. The committee shall be established through action of the Board.
- B. The committee chairperson and members shall be appointed by the Board President after consulting with each member relative to their interests.
- C. The committee shall be provided with a list of its functions and duties.
- D. Each committee shall attempt to gather all pertinent facts relating to any subject within its assigned jurisdiction and submit a recommendation; if not unanimous, the minority view also shall be presented.
- E. The committee may make recommendations for Board action, but it may not act for the Board.
- F. The Board President and Chief School Administrator shall be ex officio members of all standing committees.
- G. All standing committees shall be dissolved at the end of the Board's year--at the annual organizational meeting. They may be dissolved at any time by a motion of the Board.

The following standing committees are recommended:

1. Finance

Review district financial reports, current expense budget expenditures, investments, insurance and assist in planning subsequent school district budget for the full Boards consideration and formal action.

2. Buildings and Grounds

Assist in the monitoring of an on going maintenance program relative to school facilities. Committee recommendations are presented for the full Boards consideration and formal action.

3. Curriculum, Guidance and Student Affairs

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Review all Pre-K - 12 proposed curricula guides and/or curricula revisions or modifications and review other program proposals for the full Boards consideration and formal action.

4. Policy

Assist in the annual Board self-evaluation process. As part of an on-going process, develop, review and revise as appropriate policy for the full Boards consideration and formal action.

5. Personnel

Review staffing needs as per the recommendations of the Superintendent of Schools. Assist in the development of annual written evaluations of the Superintendent of Schools and the School Board Attorney. Committee recommendations are presented for the full Boards consideration and formal action.

6. Public Relations

Communicate positive Board related achievements, activities and events to the parents, staff and the community via newspapers, local TV-35, PTA/PTC newsletters and special Board of Education bulletins.

Special Committees

Special committees may be created for special assignments. The same rules shall apply to special committees as apply to standing committees, except that they shall be dissolved upon completion of their assignment.

Ad Hoc Committee

Ad hoc committees may be appointed and dismissed by the President with the approval of the Board. Members may be from the Board, the staff, and/or the general public.

<u>Legal References:</u>	<u>N.J.S.A.</u>	10:4-6 <u>et seq.</u>	Open Public Meetings Act
	<u>N.J.S.A.</u>	18A:10-6	Board meetings public; frequency; hours of commencement; adjournment, etc., for lack of quorum
	<u>N.J.S.A.</u>	18A:11-1	General mandatory powers and duties
	<u>N.J.S.A.</u>	18A:12-21 <u>et seq.</u>	School Ethics Act
	<u>N.J.S.A.</u>	18A:54-20	Powers of board (county vocational schools)
	<u>N.J.A.C.</u>	6:3-9.1 <u>et seq.</u>	School Ethics Commission

<u>Possible Cross References:</u>	9121	Election and duties of president
	9130.1	Special committee

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POLICY: COMMITTEES (CONTINUED)

9130 -3-

9130.2	Ad Hoc committee
9320	Meetings

Adopted: April 10, 1995