

0155.1 - Board Committee Guidelines

Board of Education committees are responsible for supporting the district's goals by developing specific objectives and tasks in their respective areas. This policy establishes guidelines for Board Committee work, and outlines the specific work of each of the standing committees.

No committee, or any individual committee member, has the authority to speak in the name of the Board or for the Board of Education, or to indicate in any manner that any committee recommendation may in any way bind the Board. The committees' responsibilities are only to investigate, report and recommend.

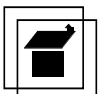
Membership, Meetings and Reports

Each standing committee shall be comprised of four members of the Board and one or more members of the central administration. The committee may invite staff members or other individuals to meetings when needed.

Meetings shall be called by the chair, who shall preside. In the absence of the chair, the other members may conduct a meeting and submit a report of the proceedings to the chair. No meeting of a committee may exceed four Board members except when called as a public meeting.

Since the proceedings of the committee are consultative and deliberative, it is the intent of the Board to have the proceedings remain confidential until committee reports are made available to the public. Where the subject matter of the committee involves subjects that would constitute exceptions to the Open Public Meetings Act, if the committee meeting was subject to the Open Public Meetings Act, the committee shall not disclose information on the proceedings of the committee to the public, except to the extent that it may be necessary for public action by the Board of Education. (e.g. Negotiations Committee)

Reports of each committee meeting shall be made to the full Board and the public in a timely manner. Written reports shall be included in the next Board packet. Additional confidential reports will be supplied to the Board when necessary. Committee reports shall be made available to the public at the next Board meeting.



The committees shall perform their assigned responsibilities and any other duties as may be assigned by the President.

Standing Committees

A. Governance and Personnel Committee

The Governance Committee is responsible to the Board for the implementation of District and Board Goals, Board of Education-approved policies, approving the hiring and renewal of all district employees annually, including the evaluation of the CSA, and the Board's self-assessment. The Committee will oversee implementation strategies for communication with district stakeholders.

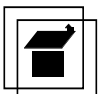
The Committee shall:

Governance

- a. Monitor Board member completion of CSA's evaluation and Board self-evaluation
- b. Ensure alignment of committee work and district initiatives with District and Board goals and long-term planning
- c. Ensure transparency and ethical conduct of the Board of Education.
- d. Approve annual school district calendars and calendar revisions.
Consider other topics addressed by the Governance Committee may include HIB hearings, residency issues and school security.

Personnel

- a. Review anticipated Personnel Report for upcoming Board of Education Meetings
- b. Review new and revised job descriptions
- c. Review and approve all new, renewed, amended, altered or extended contracts for CSA's, school district administrators and other personnel concerns.
- d. Review the list of non-tenured staff from the Superintendent who will inform the board of upcoming tenure decisions for the next academic year.



Policy

- a. Develop and update the BOE policy/governance manual and make recommendations to the BOE for the adoption of new or revised bylaws, policies and regulations or the abolishment of discontinued policies.
- b. Ensure new and updated policies are in accordance with existing policies and the intentions of the BOE.
- c. Ensure that all policies have been reviewed for compliance with NJ DOE, state and federal laws.
- d. Refer policies to other Board committees for review, whenever appropriate. Final drafts of all policies should be reviewed by the Committee for consistency of format and compatibility with other policies.

Communications and Community Relations

- a. Increase community knowledge/awareness of the district's educational mission, academic programs, and school activities.
- b. Provide up-to-date communications to all stakeholders through the district and school websites, newsletters, social media and other outlets.
- c. Collect and evaluate feedback and suggestions from staff, students, parents/guardians through surveys, advisory committees, and other district communications. Make recommendations based on that feedback, and communicate those decisions in a timely manner.

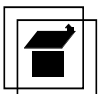
The committee shall work with and through the Superintendent, and his/her designees.

B. Finance, Facilities and Sustainability Committee

The Finance and Facilities Committee is responsible to the Board for the business affairs and finance of the school district, and the property owned by the Board of Education. The Committee shall:

Finance

- a. Assure that the budget is prepared properly and in a timely manner.

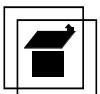


- b. Ensure that business affairs are conducted in accordance with Board policies and that proper records are maintained in accordance with appropriate laws and regulations.
- c. Review the reports of the auditor, evaluate comments or suggests contained therein and propose recommendations in advance of a public presentation.
- d. Be familiar with periodic financial statements, the transfer of funds between accounts and address any accounts being over-expended.
- e. Be responsible for the periodic review of the liability and casualty insurance program as well as the cost and adequacy of such coverage.

Facilities:

- f. Annually review the district's facilities and maintenance plans and safety audit.
- g. Review the projections of student enrollment and classroom spaces to determine long range and facility needs.
- h. Be responsible for the adequacy and efficiency of existing maintenance programs, and for recommendations for improvements.
- i. Be responsible for evaluating the condition of existing property and equipment, and recommend to the Board items to be considered for budgetary implementation.
- j. Periodic on-site inspections of Board property shall be made with the administrative staff and others.
- k. Be responsible for reviewing and coordinating with the Director of Technology any technology recommendations that affect the infrastructure. Where additional technology expenditures are necessary to meet educational or administrative goals, the committee will make appropriate recommendations to the Board.
- l. Be responsible for maintaining policies for the use of school facilities by other organizations.
- m. Transportation matters will be included in the committee's work as needed.

Sustainability



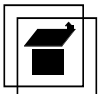
The committee shall work with and through the Superintendent, the Business Administrator, and the Director of Buildings and Grounds. The Supervisor of Transportation may be included on an as-needed basis.

C. Program Committee

The Program Committee shall be responsible to the Board for all matters relating to curriculum and instruction. The Committee shall:

- a. Review administration recommendations on educational matters having budgetary implications to enable the Board to make meaningful choices in the preparation of the budget.
- b. Oversee the review process for each curricular area according to a timetable developed collaboratively. Each curricular area, as a whole, is subject to review no less often than every five years.
- c. Review all recommendations for textbooks and materials requested to implement the educational program.
- d. Work with District Administrators to review technology required for the delivery of the educational program.
- e. Review as needed the educational organization of the district as recommended by the Superintendent.
- f. Review staff development plans and staff evaluation processes and in consultation with district administrators, make appropriate recommendations to the full Board.
- g. Review extracurricular and summer programs, as well as the health, physical education and athletics program.
- h. Special Services matters will be included in the committee's work as needed.

The committee shall work with and through the Assistant Superintendent for Curriculum and Instruction and the Superintendent.



D. Negotiations Committee

The Negotiations Committee shall be responsible to the Board for recommending policy and practices concerning salary, benefits, and terms of employment of all employees, both professional and non-professional. The Committee shall:

- a. Be responsible for negotiating and recommending salaries and other terms of employment with the M.E.A., the C.W.A., M.A.A., and any other group duly recognized by the Millburn Board of Education.
- b. Be responsible for presenting recommendations to the Board regarding salary and other terms of employment for employees not represented in formal bargaining processes.
- c. Develop general objectives and approaches for negotiating with various bargaining groups. Such plans shall be presented to the Board for approval prior to their implementation.
- d. Annually review and make revisions to salary ranges of all non-union personnel

The committee shall work with and through the Superintendent and/or such other personnel as he/she may designate.

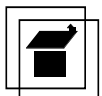
E. Student Liaison Committee

The Board seeks to have an avenue for students to communicate their ideas and concerns directly to the Board of Education and to their administrators.

At the High School, the student-elected Student Representative to the Board of Education will fulfill these functions by reporting on High School student issues at Board of Education meetings.

A Middle School Liaison committee will give the Board an opportunity to hear from the students at the Middle School. The Middle School Liaison Committee shall:

- a. Be composed of four Board members, one of whom shall be the chair, Middle School administrators, and a student representative from each Team in the school, who shall represent a cross-section of the student population.



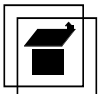
- b. The student members shall change bi-annually.
- c. The committee shall meet three times during the school year, once each trimester.
- d. Issues raised by the students shall be reviewed by Middle School administrators, and any updates will be shared out at the next committee meeting.
- e. Staff issues relative to a specific staff member will not be discussed.

F. Staff Liaison Committee

The Staff Liaison Committee will promote effective communication among all professional members of the educational community in addressing areas of common concern.

- a. Shall be composed of four members of the Board, the School Superintendent, other Administrative designees, the President of M.A.A. and at least three other members of M.A.A. none of whom shall be officers of M.A.A; the President of the MEA and at least three other staff members, none of whom shall be officers of the MEA, and representing the various school levels. Participation by staff members will be at the invitation of the Superintendent, based on the topics under discussion.
- b. The committee shall meet at least twice during the school year.
- c. Topics for the Staff Liaison Committee meetings will be developed together with the Committee Chair, Superintendent, the President of MAA and the President of the MEA, which can include suggestions that come from the Superintendent's Advisory Council meetings.
- d. The Committee will be made up of a representative sample from the appropriate grade or student level according to the agreed-upon topics to be discussed.
- e. Contractual issues, grievances or personnel issues will not be discussed.

The committee shall work with and through the Superintendent, and his/her designees.



G. Special Committees/Ad Hoc Committees

Additional special committees may be created for specific 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.

Revised & Adopted: 12 November 2012

Revised & Readopted: 19 September 2022

Revised & Readopted: 26 March 2024

Revised & Readopted: 10 February 2025

