

**BOARD OF EDUCATION
AGENDA
September 10, 2013
Elementary School Large Group Room**

6:00 p.m. Call to Order / Executive Session (ES Library)
7:30 p.m. Regular Business Meeting (ES LGR)

I. PLEDGE OF ALLEGIANCE

II. ROLL CALL OF BOARD MEMBERS

III. RECOGNITION

IV. MINUTES

The Board approves the minutes of the following meeting:

Regular Meeting held August 13, 2013

Special Meeting held August 29, 2013

V. PUBLIC COMMENT (*limited to 15 minutes - priority given to Agenda related items*)

VI. REPORTS

A. Student Representative

B. Superintendent of Schools

- Construction Update – *Mr. Leister*

C. Board President

D. Committees

E. Other

VII. BOARD CONSENT AGENDA

As recommended by the Superintendent of Schools, the Board approves the following resolutions appearing on the September 10, 2013 consent agenda:

A. Personnel - resolutions numbered 1-12

B. Finance - resolutions numbered 1-2

C. Facilities and Operations

D. Education - resolution numbered 1-4

VIII. OLD BUSINESS

A. Board Policies – presented for a second reading and adoption:

0310 Team Self-Assessment & Board Professional Development Needs

2901 Orientation of New Board Members

2902 Preparing the Board Meeting Agenda

2903 Requesting Information about Meeting Agenda Items

2905 Participating in Discussion, Debate and Voting

2907 Communicating with Team Members between Meetings

2909 Requesting Information not relating to Agenda Items

2910 Visiting Campuses as a Board Member

- 2911 Responding to Community Concerns
- 2924 Evaluating the Superintendent
- 2926 Hiring Personnel Other than the Superintendent

IX. NEW BUSINESS

- A. Board Policy 2250, Board Committees – presented for a first reading

X. PUBLIC COMMENT

XI. ADJOURNMENT

A. Personnel

1. Appointment – Custodial Worker I

The Board approves the appointment of Gina Coryell as Custodial Worker I, on a probationary basis effective September 11, 2013, in accordance with Suffolk County Department of Civil Service and the negotiated agreement with the Port Jefferson Custodial Workers Unit, at a base salary of \$27,400 per annum.

2. Appointment – Teaching Assistant

The Board approves the appointment of Jordan Tsunis as a Teaching Assistant, on a probationary basis, effective September 3, 2013, as recommended by the Committee on Special Education, in accordance with the negotiated agreement with the United Paraprofessionals' Association of Port Jefferson.

3. Appointment - .8 FTE Elementary Teacher

The Board approves the appointment of Samantha Davidson as a .8 FTE teacher of Elementary Education, on a substitute basis on or about October 3, 2013 to on or about November 15, 2013; and, on a leave replacement basis, at Level MA Step 1, effective on or about November 18, 2013 to on or about January 6, 2014, in accordance with the negotiated agreement with the Port Jefferson Teachers Association.

4. Appointment – Part-time Guards

The Board approves the appointment of the following as part-time Guards, for the 2013-2014 school year, at the rate of \$20.00 per hour, 17.5 hours per week:

Reinaldo Delvalle
Robert Mallins
Thomas Roach

5. Appointment – Co-curricular Positions

The Board approves the following co-curricular appointments for the 2013-2014 school year:

Elementary School:

Chess/Scrabble – Françoise Schachner
Drama Club – Mary LaSita, Loraine Serabian (co-advisors)
Elementary Concerts – Mark Abbonizio, Jessica Pastor, Vanessa Salzman, Lisa Stanzione
Greenhouse Club – Brian Kendrick, Richard Lautato (co-advisors)
3rd Grade Intramurals – Benjamin Bajus, Kevin Rowett
4th & 5th Grade Intramurals – Lorraine Novellino, Françoise Schachner
Student Government – Michele Smith, Dana St. Pierre (co-advisors)
Yearbook Club – Allison Coppi

Middle School:

Art Club - Stacey Schuman
Band concert Grade Six – Christine Creighton
Band Concert Grades Seven/Eight – Ed Pisano
Chorus Concert Grade Six – Katie Bernius
Chorus Concert Grades Seven/Eight – Katie Bernius
Drama Club - Mary LaSita, Loraine Serabian (co-advisors)
Detention – Philip Giannusa, Nancy Bachety, Robert Farenga–Sub Alternate
Environmental Club – Peter Burawa
Frost Valley Trip Coordinator – Peter Burawa, Melissa Corey
6th Grade Intramurals – Peter Burawa, Melissa Corey Nancy Bachety–Sub Alternate
Mathletes – Matthew Garofola, Megan Ryan (co-advisors)
National Junior Honor Society – Michelle Landetta
Newspaper – Allison Giannusa
Science Olympiad – Adam Bouchard
Strings Concert Grade Six – Vanessa Salzman
Strings Concert Grades Seven/Eight – Christian Neubert
Student Council – Allison Giannusa
Yearbook – Allison Giannusa

6. Rescission of Extra Class Assignment

The Board rescinds the HS Writing Workshop extra class assignment for the Fall semester for Eva Grasso for the 2013-2014.

7. Rescission/Appointment – Co-curricular Position

The Board rescinds the co-curricular appointment of Celiana Patti as Freshman Class Advisor; and, appoints Celiana Patti and Allison Anziano as Freshman Class Co-Advisors for the 2013-2014 school year in accordance with the negotiated agreement with the Port Jefferson Teachers' Association.

8. Rescission/Appointment – Co-curricular Position

The Board rescinds the appointment of Michel Krivosta as the Science Olympiad Advisor; and, appoints Michel Krivosta and Laurie McMillen as Science Olympiad Co-Advisors for the 2013-2014 school year in accordance with the negotiated agreement with the Port Jefferson Teachers' Association.

9. Appointment – Teacher Mentors

The Board approves the following teacher mentoring appointments for the 2013-2014 school year in accordance with the negotiated agreement with the Port Jefferson Teachers Association:

Mentor Coordinator	Melissa Corey
Mentor	Sandra Eybs
Mentor	Melissa Martin

10. After-School Supervision

The Board approves the following Middle School / High School after-school supervision appointments for the 2013-2014 school year, at the rate of \$15.15 per hour:

Karen Harvey
Hope Post

11. Appointment – Substitute

The Board appoints the following substitutes for the 2013-2014 school year:

Teacher	Maribeth Siskind
	Allison Anziano
	Selinda Moore
Teaching Assistant	Maribeth Siskind

12. Request for Leave – Teaching Assistant

The Board approves the request of Elizabeth Cavanagh, Teaching Assistant, for a leave of absence from September 3, 2013 until on or about November 22, 2013, in accordance with Article XI.10 of the negotiated agreement with the Port Jefferson Paraprofessionals' Association.

B. Finance

1. Financial Reports

The Board approves the financial reports.

2. Approval of Services

The Board approves the services of Jackie Nealon, Ed.D., as a presenter of the ELVHS Financial Aid Workshop to be held on November 21, 2013 at a cost of \$600.00.

C. Facilities & Operations

D. Education

1. Committees on Special Education

The Board approves the recommendations of the Committees on Special Education.

2. Textbook Adoption – AP Spanish

The Board approves the adoption of the textbook, *Temas AP Spanish Language and Culture*, by Vista, for AP Spanish.

3. Textbook Adoption – AP Biology

The Board approves the adoption of the textbook, *Campbell, Biology in Focus, AP Edition*, by Pearson, for AP Biology.

4. Special Education Services Contract

The Board approves the Special Education Services Contract with Comsewogue UFSD for parentally placed out-of-district students receiving special education services for the 2013-14 school year; and further authorizes the Board President to execute said agreement.

TEAM SELF-ASSESSMENT & BOARD PROFESSIONAL DEVELOPMENT NEEDS

- 1) The term “team” means the governance team, consisting of the Board and Superintendent.
- 2) Annually the team will conduct an evaluation of its own performance in governing, overseeing district management, and conducting its business.
- 3) The team may use criteria contained in existing instruments or develop a local instrument to support the self-assessment process.
- 4) The ~~Superintendent~~ **Board Officers** will arrange for the selected instrument, with instructions, to be distributed to each team member a week in advance of a scheduled workshop. The ~~Superintendent~~ **District Clerk** will post an appropriate notice as required by the Open Meetings Law. Team members will complete the instrument in accordance with the instructions and either bring it to the workshop or send it to an identified point of contact for scoring prior to the workshop.
- 5) The purpose of the workshop is to enhance the effectiveness of the team and to plan its annual professional development needs.
- 6) During the workshop, the team will focus its discussion on those items in the instrument where individual responses indicate either a comparatively weak performance or there is disagreement about the team's current performance. The intent of the discussion is to identify areas requiring additional attention to improve team performance.
- 7) In addition at this workshop, the team will assess its current professional development needs and decide the following, in the context of budget constraints:
 - a) What kind of professional development activity or subjects would be of most benefit to the team? Additional professional development hours can be scheduled either as team activities or activities for individual members. Board members are encouraged to consider continuing education opportunities.
 - b) When should the additional professional development activities and workshops be scheduled?
 - c) What is the best source or location for the training? Who will be responsible for scheduling the professional development activities and workshops or making travel arrangements if the workshops are not local?
- 8) The Superintendent will advise the Board regarding the availability of funds for board training being considered and provide supporting information the Board needs to decide whether to schedule and/or attend, as the year progresses.
- 9) Following the team-building workshop, the Board officers will ensure:
 - a) Selected professional development workshops are entered on the activity calendar. If exact dates are unknown, they will be added to the calendar as soon as the board decides to attend an activity or workshop.

- b) A list of all team and individual professional development activities for the year is compiled and furnished to each board member and filed for future reference. This list constitutes the Board's professional development plan for the year.
- 10) The Board will schedule ~~a review of progress at least every six months~~ ***an informal review of progress mid-year***, as part of a regularly scheduled meeting or workshop. The dates for the reviews will be entered in the Board activity calendar.
- 11) The Board will ensure that resources to support board development are discussed during the budget development process and included in the annual budget.

Revisions presented for:

1st reading 8/13/13

2nd reading & adoption 9/10/13

ORIENTATION OF NEW BOARD MEMBERS

- 1) Orientation will be scheduled to take place within ~~60~~ **30** days of the date a new Board member is elected, ideally before the reorganization meeting.
- 2) The Superintendent, ~~and at least one incumbent Board member~~ **District Clerk, and other members of the administrative leadership team** will participate in the orientation. Additional administrative staff members may also be included to present specific information about the District.
- 3) The ~~President~~ **District Clerk** will notify new Board members of the opportunity to fulfill any mandated training, including fiscal oversight training within the first year of holding office. The ~~President~~ **District Clerk** will also make available information about other appropriate training opportunities. **The District Clerk will inform the Board Officers of the training status of any new Board member.**
- 4) Orientation will include but is not limited to:
 - a) General District information such as:
 - Geographic area included and number of square miles
 - Number of students, teachers, and other employees
 - Student demographics
 - Administrative structure and directory of key personnel
 - Ongoing issues of interest to residents
 - Organization chart
 - b) Overview of District programs and operations such as:
 - District vision, mission, goals, and plans including
 - (a) District planning and evaluation process and Board activity calendar
 - (b) Most recent school reports, report cards, and District annual financial report
 - District budget overview including:
 - (a) Current adopted budget summary
 - (b) Recent trends in revenue, appropriations, tax rates, property values
 - (c) Annual financial audit
 - (d) Development process and calendar
 - Overview of District curriculum objectives, standards, and instructional programs
 - Location of policy manual
 - Superintendent performance goals, current Superintendent evaluation instrument, process, and calendar
 - ~~Copy of District's strategic plan~~
 - Overview of District and Board web sites
 - c) Team operations, including:
 - Overview of roles and responsibilities of the Board and Superintendent
 - Calendar of training opportunities
 - Current team improvement goals, including a copy of the Board's most recent self-evaluation

- Calendar of District events
- Current team operating procedures
- Contact information for fellow Board members
- Use of District e-mail

d) A list of supporting organizations, including at a minimum:

- ~~NYSSBA~~ ***New York State School Boards Association***
- ~~NSBA~~ ***National School Boards Association***
- SCOPE
- ~~Committee on Government~~ ***Committee on Open Government***
- ***Syntax***

Revisions presented for:

1st reading 8/13/13

2nd reading & adoption 9/10/13

PREPARING THE BOARD MEETING AGENDA

- 1) Any Board member may request an item be placed on the agenda for Board consideration by contacting the Board President or Superintendent six business days prior to the meeting, or by raising the issue during Board discussion.
- 2) Items submitted for inclusion after the deadline or those requiring significant preparation time might, at the discretion of the Board officers in consultation with the Superintendent, be deferred to a later meeting. This decision is based on the time needed to prepare supporting information.
- 3) A draft agenda will be developed by the Superintendent and Board officers and presented to the Board five business days prior to the meeting for which the agenda is being prepared.
- ~~4) The draft agenda will be posted weekly, as it develops, including supporting information.~~
 - 4) Use of a consent agenda to present routine items for a single vote without discussion will conform to the following guidelines:
 - a) Placement of items on the consent agenda will be at the discretion of the Board officers and Superintendent.
 - b) Any individual Board member may ask questions or discuss an item on the consent agenda by asking the President to remove it from the consent agenda to "New Business".
- 5) A running list of future Board of Education agenda items will be maintained by the District clerk, and reviewed by the Superintendent and Board President when creating the agenda for a meeting. The Board will review the list each summer as it established objectives for the year, and periodically thereafter throughout the year.
- 6) Administration will ensure that appropriate supporting information required for informed decision-making is supplied to each member in the Board Meeting Agenda Packet.
- 7) Draft agenda updates and agenda packets will be distributed to Board members at least three business days before scheduled Board meetings.

Revisions presented for:

1st reading 8/13/13

2nd reading & adoption 9/10/13

REQUESTING INFORMATION ABOUT MEETING AGENDA ITEMS

- 1) Members are encouraged to ask for information related to meeting agenda items prior to the scheduled meeting.
- 2) Any questions about agenda items or requests for additional information about them will be directed to the Superintendent, with a copy to the Board President.
- 3) Requests for information or questions about any agenda item should be made as early as possible, at least ~~one~~ **two** business days prior to the scheduled meeting. Acknowledgment of the request will be by e-mail sent as soon as reasonably possible, with a copy to the full Board. Answers will be sent by e-mail, copy to the full Board, unless the issue is appropriate for executive session. ***Board members are to refrain from any discussion/debate via e-mail thread relating to the topic.***

Revisions presented for:

1st reading 8/13/13

2nd reading & adoption 9/10/13

PARTICIPATING IN DISCUSSION, DEBATE AND VOTING

- 1) A member must be recognized by the President prior to speaking.
- 2) Board members shall direct comments to the Board President and confine them to the business currently under deliberation. Board member comments will be brief and to the point.
- 3) The Board President shall:
 - a) Allow each Board member who wishes to do so to speak on each issue being considered for three minutes per topic.
 - b) Allow opposing viewpoints to be heard in turn.
 - c) Ensure that before a member is allowed to speak to an issue for a second time, each member who has not spoken is provided an opportunity.
 - d) Ensure that discussion pertains to the current agenda item being addressed and shall halt discussion that does not apply to the business of the Board.
 - e) Halt discussion on issues raised that are not on the agenda. The President will ask if the issue should be placed on a future agenda for discussion, and note if a Board member and/or the Board desire the item were included in a later discussion.
 - f) Have the same right as any Board member to make motions and vote. The President will first provide an opportunity for other Board members to make a motion before offering his or her own motion.
 - g) Board members indicate a desire to speak by raising a hand. If multiple Board members indicate simultaneously a desire to speak, the President will acknowledge the request and indicate the order in which members will speak.
- 4) Voting will be by show of hands.
- 5) Each Board member will exercise his or her right and obligation as an elected official to participate in deliberations and vote on each item before the Board unless a conflict of interest exists.
- 6) ~~Board members will bear in mind that it is not helpful to repeat points that have already been made.~~ Reasonable effort will be made to balance the need to express opinions with the goal of conducting an efficient and effective public meeting.

Revisions presented for:

1st reading 8/13/13

2nd reading & adoption 9/10/13

COMMUNICATING WITH TEAM MEMBERS BETWEEN MEETINGS

- 1) The Superintendent will communicate with ~~each~~ **the** Board ~~member~~ by weekly **updates** ~~Board information packets~~ that may include information such as:
 - a) District events
 - b) Progress reports on Board goals, policy initiatives and strategic directives
 - c) Follow-up reports in answer to Board member questions
 - d) Updates on significant administrative matters
- 2) The Superintendent will meet with the Board officers as needed, or communicate by telephone, ~~fax~~, and/or e-mail to inform them of District issues that may need to come before the Board for information or action.
- 3) The Board President may direct the Superintendent to distribute copies of documents to each member of the Board for information. The weekly Board information packet is the preferred method of distribution unless unusual circumstances dictate a faster delivery.
- 4) The Superintendent will communicate requested information to all Board members in as timely a manner as possible.
- 5) Board members may communicate with other individual members for purposes of asking questions, clarifying information, or socializing under circumstances that do not conflict with or circumvent the Open Meetings Law. ***Board members are encouraged to first address questions or concerns to the Board President.***
- 6) Board members may not communicate with other individual members for purposes of securing votes in support of or opposition to items of business that may come before the Board ***via meeting, phone, e-mail, third-party intermediaries or any other communication method.***
- 7) Board members who wish to share information relevant to District business may relay the information to the Board President or to the Superintendent. Board members are not precluded from sending relevant information directly to other Board members, including the Superintendent. Board members may communicate with other members for purposes of asking questions, clarifying information, or socializing under circumstances that do not conflict with or circumvent the Open Meetings Law.

Revisions presented for:

1st reading 8/13/13

2nd reading & adoption 9/10/13

REQUESTING INFORMATION NOT RELATING TO AGENDA ITEMS

- 1) Members should request information not related to a meeting agenda item directly from the Superintendent. Acknowledgment of the request will be by e-mail sent as soon as reasonably possible, with a copy to the full Board. Answers will be sent by e-mail, copy to the full Board, unless the issue is appropriate for executive session.
- 2) The Superintendent will determine if the information requested is:
 - a) available from existing sources or records and not restricted by policy or law or policy or,
 - b) if it requires that a special, one-time-only report be developed.
- 3) If the requested information can be provided from readily available data with no diversion of staff time, and access is not restricted by law or policy, it will be provided as soon as reasonable.
- 4) If access is restricted by policy or law, the Superintendent or Board President will advise the requesting member of the restrictions and possible courses of action to obtain access.
- 5) If the request requires a special report that will divert staff time from established priorities, the Superintendent will notify the requestor and the Board of this fact.
- 6) The Board President will offer to place the request for information on the next meeting agenda to determine if a majority of the Board agrees the requested information is important for its future decision-making.
- 7) If the Board does agree that the information is important for future decision-making, the Superintendent will direct that a report be developed and provided as requested by the Board.
- 8) All team members will receive a copy of any report generated in response to a Board member's request in accordance with this procedure.
- 9) ***If the requested information is not appropriate to share with a board member, the Superintendent will indicate such to both the requesting member and the Board officers.***

Revisions presented for:

1st reading 8/13/13

2nd reading & adoption 9/10/13

VISITING CAMPUSES AS A BOARD MEMBER

- 1) Board members are encouraged to attend as many school events as their time permits. When attending scheduled events within a building, Board members should announce their presence to the Principal. The Principal may take the opportunity to introduce the Board member to those in attendance, if appropriate.
- ~~2) When Board members plan to visit any school building, other than to attend a school event, they are encouraged call the Principal prior to arrival.~~
- 2) Board members are required to follow the building procedures for visitors.
- ~~4) Board members may interact with any staff member or student as long as they do not disrupt the learning process.~~
- 3) Board members desiring to ~~tour the school~~ **visit the school, in their role as a Board member**, will make arrangements through the Superintendent to be accompanied by the Building Principal. Board members do not evaluate teachers **or any other member of the district faculty/staff**.
- 4) Board members may not give any directive to any faculty, staff or students.
- 5) When visiting with teachers of their own children, Board members will make it clear that they are acting as parents rather than as Board members.
- 6) Board members will not request or accept special treatment or favors from any District employee.

Revisions presented for:

1st reading 8/13/13

2nd reading & adoption 9/10/13

RESPONDING TO COMMUNITY COMPLAINTS CONCERNS

- 1) Listen respectfully. Remind the ~~complainant~~ **community member** of the Board's responsibility to remain impartial and noncommittal because **concerns** ~~complaints~~ may ultimately be brought to the Board on appeal. Citizens should also be reminded that Board action must be taken by the Board as whole.
- 2) Determine if the ~~complainant~~ **community member** desires a specific action be taken to resolve the issue.
- 3) ~~Complainants~~ **Community members** who desire a particular action be taken should be directed or referred to the appropriate Board policy and informed of the steps listed in policy necessary to protect everyone's rights while following an orderly process.
- 4) Ask if the ~~complainant~~ **community member** has followed the "Chain of Command", outlined in District policy 1400 and the accompanying regulation, 1400R.
- 5) If the ~~complainant~~ **community member** does not know the District's "Chain of Command," provide the following information:
 - a) The ~~complainant~~ **community member** should first discuss the problem with the person in authority closest to the problem.
 - b) If not satisfied with the resolution of the problem, the ~~complainant~~ **community member** should go to the administrative supervisor of the person noted in "a."
 - c) The administrative supervisor will help the ~~complainant~~ **community member** initiate any correspondence or forms required in policy and attempt to resolve the complaint.
 - d) If still not satisfied, the ~~complainant~~ **community member** may appeal to the Superintendent or designee for resolution.
 - e) If the Superintendent is unable to resolve the issue or the ~~complainant~~ **community member** is still not satisfied, the formal ~~complaint~~ **concern** may be brought to the Board following local policy.
- ~~6) Board members should remind the complainant that they can get back in touch if they have further questions about the process.~~
- 6) Board members ~~will~~ **may** inform the Superintendent of all ~~complaints~~ **concerns** from the community, but will not direct the Superintendent to take specific actions. Board members may ask the Superintendent for clarification of existing policies relevant to the ~~complaint~~ **concern** to determine if the policies are adequate and appropriate.
- 7) The Superintendent shall inform the Board of the resolution of ~~complaints~~ **concerns** referred by Board members if the ~~complaint~~ **community member** requires Superintendent intervention.

EVALUATING THE SUPERINTENDENT

In accord with Board Policy 0320, the Board will negotiate an evaluation form and process with the Superintendent for inclusion in the Superintendent's contract.

- 1) Each year, prior to the start of the school year, the Board will meet with the Superintendent to establish Board and Superintendent ~~objectives~~ **goals**. ~~Objectives~~ **Goals** may extend beyond a single year. If so, these multi-year ~~objectives~~ **goals** will be reviewed annually before the start of School and revised as appropriate. Board/Superintendent ~~objectives~~ **goals** will be posted prominently in the schools and be displayed a public Board meetings.
- 2) The Superintendent will report progress on these ~~objectives~~ **goals** to the Board periodically through the school year.
- 3) At about the mid-point in the school year, the Board President will schedule an executive session for an informal meeting of the Board and Superintendent to review progress on the ~~objectives~~ **goals** and other issues related to the Superintendent's and Board's performance.
- 4) The Board will complete its formal evaluation of the Superintendent prior to the annual reorganization of the Board. The Superintendent's evaluation will be accompanied by the Board's self-assessment on performance relative to the ~~objectives~~ **goals** and other matters as determined by the Board.
- 5) In accord with State law, the Superintendent's evaluation will be available for viewing by members of the public no later than September 10 of the following school year.
- 6) ***In cases of replacement Board members being appointed after the start of the school year, the new Board member should have served a minimum of six months in order to evaluate the Superintendent. Only Board members whose terms are active during the time period the board is conducting the evaluation may participate in it.***

Revisions presented for:

1st reading 8/13/13

2nd reading & adoption 9/10/13

HIRING PERSONNEL OTHER THAN THE SUPERINTENDENT

- 1) The Superintendent and Board will observe the requirements of Policy 9240 in the recruiting and hiring process.
- 2) Board members will not interview candidates for any position (other than Superintendent), or select a finalist from a list. The Board's role is to set forth hiring criteria and hold the superintendent accountable for the performance of the staff. ***Bringing forth candidates to meet with the Board will be at the discretion of the Superintendent.***
- 3) Prior to commencing a search for an administrative candidate:
 - a) the Superintendent will notify the Board of the selection process to be followed, and
 - b) review with the Board the job description for the position and recommend modifications, as appropriate, and
 - c) review with the Board the anticipated salary range based on market research and subject to later negotiations with the successful candidate.
- 4) Prior to recommending an administrative candidate for a position, the Superintendent will provide the Board with the following background information:
 - a) candidate's resume and short description of qualifications, and
 - b) brief statement of why the Superintendent feels the candidate is well-suited for the position, and
 - c) a copy of the candidate's certificate or statement of expected date of issuance, and
 - d) proposed salary and rationale, e.g. union contract, market research, prior salary history of recommended candidate, etc.
- 5) The Superintendent will arrange a suitable informal reception for the Board and community to meet newly-appointed administrative staff members within a reasonable period of time after appointment.

Revisions presented for:

1st reading 8/13/13

2nd reading & adoption 9/10/13

2250

BOARD COMMITTEES

1) Committees may be established at the annual reorganization meeting of the Board by the Board any time an issue arises that requires more time and attention than the board feels can be provided during the course of a board meeting or as required by law. Committees may be established by approval of committees during the annual reorganization meeting or in response to a successful motion to refer an issue to committee. The District Clerk shall maintain a list of all standing and ad hoc committees and their respective membership.

Standing Committee membership will be assigned, in accord with Policy 2210, at each annual reorganization meeting. The standing committees will consist of the following:

- Audit (as required by law).
- Facilities (provides oversight of facility planning, transportation, bond referenda, and technology infrastructure and will also serve as the School Visitation Committee).
- Curriculum (oversight of five-year curriculum review, educational initiatives and curriculum-related policy).
- Finance (oversight of budget calendar and development of the annual budget, expenditures and financial reports and long-range financial planning).
- *Policy (works with administration in conducting a structured and cyclical review of all policies contained within the district's policy manual).*

2) When appointing a committee, the Board President provides the following guidance to the committee and ensures it is recorded in the meeting minutes.

- a) Designate the committee as either a standing or special (ad hoc) committee. Standing committees are ongoing and special committees dissolve upon completion of their appointed task.
- b) Designate a committee chairperson or co-chairs and specify the committee membership.
- c) Define the committee's fact-finding, deliberative, or advisory role and outline the desired outcome(s) of the committee's work.
- d) Provide a general time line for the committee's work and for reporting to the board.
- e) The President of the Board shall serve as an *ex officio* member of all committees.

3) The Board votes to approve the charge and composition of the committee. The membership of the committee may be comprised of Board members only, Board

members and others (staff and/or community members), or only others (without Board representation).

4) The Superintendent will provide appropriate staff and/or data support to permit the effective functioning of the committee.

5) The committee chair will extend an invitation by letter or phone to those members of the community whose service is desired.

6) Committee meetings will be conducted in the following manner:

a) The committee chair, with the assistance of assigned district staff, is responsible for setting a meeting time, preparing the agenda, arranging for a meeting site with necessary equipment, and notifying all members of the time and place for the meeting.

b) Committee meetings will be conducted in compliance with the Open Meetings Law and open to the public unless items under discussion qualify as appropriate for executive session.

c) Meetings will generally be conducted in accordance with Robert's Rules of Order Newly Revised (§49, Procedures for Small Boards), using it as a guideline for the meeting.

d) The committee chair will coordinate with the Superintendent to obtain district information required to complete the committee's task. The chair may designate committee members to obtain information that the committee needs to complete its job.

e) The chair will notify the Board President and Superintendent when committee recommendations or reports are ready and arrange to deliver a final report in the form and time specified by the original charge or Board President.

f) The Board will enter a motion into the record to receive the report and may ask clarifying questions, but no motion to accept or approve the report is required.

g) If the report contains committee recommendations, the board will discuss and take action on recommendations as deemed appropriate by the Board.

Standing committees should establish an annual calendar of meetings each July. Each committee will provide a year-end report to the Board in June.

Revision presented for:

1st reading: 5/11/10

2nd reading & adoption: 6/8/10

1st reading: 9/10/13