

COMMITTEES AND BOARD MEMBER ASSIGNMENTS/LIAISONS

A. Purpose of Committees and Assignments

The School Board will utilize a variety of committees and assignments to divide the labor of governing into manageable categories. Committees allow board members to delve into governing matters in greater detail than is possible at the full Board level. Assignments allow board members to bring information back to the Board as well as to advocate for the Board on issues relevant to the school district. Active committees and relevant assignments can improve the quality of School Board decision making.

B. Types of Committees

The School Board has three types of committees:

1. **Standing Committees**: Standing Committees are permanent committees that bring forward recommendations to the full Board for consideration and final decisions. The School Board will have the following standing committees:

- a. Budget & Revenue
- b. Buildings, Grounds & Transportation
- c. Educational Programs & Community Outreach
- d. Joint Commission of the City Council & School Board
- e. Negotiations & Personnel
- f. Legislative Advocacy
- g. Policy

See Section K of this policy for more information on each standing committee's areas of focus.

2. **Ad Hoc Committees**: Ad Hoc Committees are temporary committees created to complete a specific project, study a particular issue or other specific purpose as identified by the School Board Chair in consultant with the Superintendent and/or City Government.

3. **Advisory Committees**: Advisory Committees are committees that are long term in nature that provide guidance to particular programs or initiatives in the school district or advise on school board policy. All advisory committees will report to one of the standing committees.

C. Assignments/Liaisons

Board members may be assigned as a liaison from the School Board to various committees for the school district, the City of Somersworth, or at the state level.

D. Committee Membership and Assignment Appointments

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Standing committee membership will be appointed by the Chair of the School Board.

Ad Hoc committee membership will be appointed by the Chair of the School Board or by City officials, as outlined in the City Charter.

Advisory committee membership will be comprised of individuals as required by the governing structure (i.e., school board policy, federal grant requirements) of the program. The Chair of the School Board, in consultation with the Superintendent, will review the list of individual members of each advisory committee.

All assignments and liaisons will be appointed by the Chair of the School Board.

The Superintendent or designee will be assigned to each standing, ad hoc and advisory committee meeting and will attend those meetings to provide assistance and information to support the committee's work.

E. Quorum

A quorum of the committee membership is required for the transaction of business as established in Policy BEDC.

Board members not assigned to a committee should not attend meetings of the committee if a quorum of the School Board will be present at the committee meeting unless the committee meeting is also noticed as a meeting of the School Board.

If a quorum of the committee membership is not available, the Chair of the School Board may attend in place of the absent committee member.

F. Meeting Minutes

School Board committees, whether standing, ad hoc, or advisory, are required to keep minutes for every meeting as defined by RSA 91-A:2, I, established under Policy BEDG.

G. Public Access to Meeting Minutes

Meeting minutes of all board standing, ad hoc or advisory committees are considered "district records" as established in Policy EH-R. The public has the right to ask for access to or copies of these meeting minutes unless they are exempt from disclosure by RSA 91-A:5.

Meeting minutes of all committees will be submitted to the SAU office for further dissemination.

H. Meeting Frequency

It is expected that all standing committees will meet at least monthly throughout the school year and as needed during July and August. The chair of each standing committee will provide the full board with an update of the committee's current and future work at each board meeting. Refer to Policy BDE-R as a template for members to use for their report.

Ad hoc and advisory committee meetings should establish a meeting schedule that allows each to

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accomplish the committee's goals and objectives. Board members assigned to these committees will give updates at each board meeting as necessary.

I. Public Notification of Meetings

School Board committees, whether standing, ad hoc or advisory are open to the public. Public notification of each meeting must occur at least 24 hours in advance of the meeting date and start time established in Policy BEDA. Committee chairs must communicate with the SAU office to ensure that meetings are posted.

J. Meeting Locations

It is expected that all standing, ad hoc and advisory meetings will meet to conduct their business in one of the school buildings, the SAU office, or at City Hall.

K. Areas of Focus for Standing Committees

Each standing committee will oversee aspects of the school district's operations. Below is a general overview of each standing committee's areas of focus.

a. Budget and Revenue Committee:

- Consult with SAU administration regarding financial matters of the school district.
- Work with SAU administration to prepare the school district's upcoming operating budget.
- Review independent audit reports.
- Identify financial matters that should be brought to the City.
- Work with SAU administration to monitor the current year's operating budget.
- Review the status of all contracts in order to understand their impact on current and future budgets.
- Understand the federal grant funding sources and how those funds support district programs.

b. Building, Grounds and Transportation Committee

- Work with SAU administration and Facilities Director to create, monitor and implement completion of the Capital Improvement Plan of long-range capital projects and purchases.
- Work with SAU administration and Facilities Director to support the maintenance of the school's facilities.
- Oversee Request for Proposal (RFP) process to secure bids for projects and services.
- Advocate for collaboration with the City of Somersworth regarding facilities use, sharing of resources, etc.
- When appropriate, serve as members of the Joint Building Committee on construction projects.

c. Educational Programs and Community Outreach Committee

- Work with SAU administration to understand the educational programs in the district and how these programs strive to meet the School Board's goals.
- Work with SAU administration to understand the challenges facing the district's schools that might be impeding student academic and social/emotional progress.
- Work with SAU administration to recommend initiatives that will strengthen the academic program in the school district.

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- Support outreach efforts to the general community regarding school district matters.
- Recommend strategies to strengthen communication between the school district and the community.

d. Joint Commission of the City Council and School Board

- Work with identified members of the City Council and City Government as well as SAU administration to identify and discuss topics of common interest that both bodies are facing.
- Work with identified members of the City Council and City Government to engage in a problem-solving process that will bring issues of common interest to a collaborative resolution.

e. Legislative Advisory Committee

- Develop and implement a plan to stay informed of and report on local, state, and federal legislation that may affect school district policies.

f. Negotiations and Personnel Committee

- Work with the SAU administration to negotiate in good faith with the school district’s established collective bargain units to create agreements that protect the interests of both parties.

g. Policy Committee

- Establish policies that are in accordance with federal and state mandates and recommend policies for full School Board adoption.
- Oversee the review of policies as recommended by the NH School Boards Association as well as policies that may need to be created or amended to reflect school district needs and School Board priorities and goals.
- Identify strategies to become informed of law changes that will affect school district operations and functioning.

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