

**BOARD COMMITTEES**

In order to better serve the school system, the Board shall establish certain committees to serve in an advisory capacity to the Superintendent and the Board, and to fulfill its responsibilities as required by law.

It is the policy of the Board to maintain certain Standing Committees and to establish certain Special/Temporary Committees, as needed. Such committees may make studies, report findings and present recommendations to the Board for disposition.

Any member of the Board may attend committee meetings; however, unless he/she is appointed to serve on the committee, he/she is not able to participate in any discussion or vote and may not be present during any Executive Session, unless otherwise permitted under the Freedom of Information Act. **At all times, the total number of Board members participating in a committee meeting shall be one less than the number that represents a quorum of the Board.**

**Standing Committees**

Any member of the Board who is interested in serving on a standing committee shall notify the Chairperson promptly concerning his or her interest. Each Board member should serve on at least one standing committee.

The Chairperson shall appoint the following Standing Committees from Board membership at the regular meeting in July or August.

- **AGRI-SCIENCE ADVISORY**

The Board shall appoint at least two representatives to the committee who have a competent knowledge of agriculture or aquaculture, as appropriate, and who need not be members of the Board.

- **BLOSS SCHOLARSHIP**
- **BY LAWS/POLICY/ETHICS**
- **COMMUNITY RELATIONS**
- **FACILITIES / ENROLLMENT / TRANSPORTATION**
- **FINANCE**
- **SICK LEAVE BANK**
- **NEGOTIATIONS & PENSION**
- **SAFE SCHOOLS COMMITTEE**
- **CABE & EDUCATION CONNECTION ADVISORY**

## **Special/ Temporary Committees**

Special/Temporary committees, including building committees, shall be established by the Board or Board Chairperson, whenever advisable, to address specific issues and projects. These committees may include members of the staff and/or community who are able to provide expertise.

The purpose and duties of each Special/Temporary committee shall be outlined at the time the committee is appointed by the Board, or Board Chairperson, as the case may be. Such committees shall be dissolved upon completion of the assigned task or upon motion by the Board.

## **Conduct of Committee Business**

So that Board Committees shall operate in a consistent and effective manner, the following standards shall apply:

1. Committees shall plan to meet once a month. Additional meetings may be called by the Committee Chairperson whenever he/she deems necessary, or upon a request of two committee members.
2. All committees of the Board of Education shall follow the provisions of the Freedom of Information Act as required by statute.
3. Committee meetings shall have a written agenda, prepared by the Committee Chairperson and the Superintendent or his/her designee; and posted at least twenty-four hours before the meeting. The agenda shall include all assignments as may be directed by the Board.
4. The proceedings of all Committee meetings shall be recorded and distributed to Board members in a timely manner.
5. Recommendations to be considered for Board action, as determined by a vote of the committee members present, shall be placed on the agenda of a regular Board meeting as a formal motion.
6. All committee meetings shall be open to the public; however, an executive session (or non-meeting) may be called in accordance with the provisions of the Freedom of Information Act.
7. All committees shall post agendas and keep minutes of business conducted at meetings in accordance with the provisions of the Freedom of Information Act. The minutes shall be kept on file in the Superintendent's office and be made available at all times to the Board of Education members.

Legal Reference: Connecticut General Statutes

1-200 *et seq.*, Freedom of Information Act.

1-200 Definitions.

1-225 Meetings of government agencies to be public.

10-64 Establishment of regional agriculture science and technology education centers.

10-220(e) Duties of boards of education