

## WALLINGTON PUBLIC SCHOOLS

### BOARD OF EDUCATION COMMITTEE PROCEDURES

The Wallington Board of Education provides for standing committees in the following areas: Administration, Facilities, Finance, Instruction, Negotiations, Non-Instructional Student Services, Personnel, Policy, Public Relations, Legislative and Student Body Activities. The Superintendent's Evaluation is a full board process. In addition board members are appointed as Federated Board Delegates.

“The functions of all such committees shall be fact finding, deliberative, and advisory, but never legislative or administrative, except in cases where so designated by board action and recorded as such in the minutes. The Superintendent shall be ex-officio a member of all such committees, except where his tenure (contract) or salary is involved.” (Wallington Board of Education Policies and Procedures) Special committees may be appointed to deal with specific issues at the call of the President. Committee members and chairs are determined by the President, and will sit for one year. The President is considered an ex-officio member of each committee and invited to attend all meetings.

Committee meetings are called by the chairperson. Notes regarding the date of the meeting, who is in attendance and the issues discussed will be kept by the Superintendent of Schools, School Board Secretary, or in the absence of both a designated committee member.

Board of Education meeting agendas contain a section for each committee. This includes committee membership, related resolutions and a committee report. The report will be given by the committee chair or his/her designee. It should include, but not be limited to:

- The date of the committee meeting.
- A general discussion of the items discussed. (Note that Personnel matters can not be discussed in public session unless the staff member has received a Rice Notice and requests that the information be presented in open session.)
- Any recommendations for board action.

Committees do not have to have a formal vote on matters discussed during their meetings. The chairperson may poll his/her committee members. The exception to this is the Negotiations Committee which should vote on proposals prior to submitting them to the full board for approval. In this case a committee member is expected to vote in the same manner (affirmative or opposed) at the public board meeting as he/she did in the committee meeting.

Approved: Feb. 12, 2007