

	<p>COMMITTEES</p>	<p>Policy No. 1240</p> <p>May 3, 2017</p> <p>Page 1 of 5</p>
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Board Committee Principles

Board committees support the policy and oversight work of the Board and shall promote unity of action by the Board as a whole by preparing policy alternatives, implications or recommendations for Board consideration. Committees shall provide oversight, review and recommendation on items identified in Policy No. 1010, Board Oversight of Management, and other policy and oversight issues defined within their charters below.

The committees may not interfere with the delegation of authority from the Board to the Superintendent. Committees may not exercise authority over the Superintendent or staff. Any direction to the Superintendent related to a committee recommendation will come from the full Board.

There are four standing committees of the Board: Executive Committee, Audit & Finance Committee, Operations Committee and Curriculum & Instruction Policy Committee. Each committee shall consist of three Board Members.

After the election of officers and prior to the first meeting in January, the Board President, in consultation with the rest of the Board, shall determine the membership and chair of each Board committee; provided that Executive Committee membership shall be confirmed by the full Board in December.

The Superintendent shall designate a lead staff person to support each committee. The Committee Chair for each committee shall work closely with the designated lead staff person for his/her committee to develop committee agendas and ensure committee agendas and materials are circulated to Board Members, the Superintendent and relevant staff in advance of the meeting

All regularly scheduled, monthly Board committee meetings are generally open to the public, though an executive session may be called as part of a committee meeting. The regularly scheduled, monthly committee meetings are generally conducted as Board Special Meetings guided by the Open Public Meetings Act (OPMA) and Board Policy No. 1400, Meeting Conduct, Order of Business, and Quorums.

Committees will generally not take public testimony or comments, but testimony or comments may be allowed at the discretion of the Chair.

Minutes of each committee meeting shall be kept that identifies all of the recommendations of a majority of the committee members and all requests of a majority of the committee for follow-up work by the Superintendent or staff. (*See also* Policy No.1620.) Minutes shall be timely forwarded to all Board members, the Superintendent and relevant staff.

Audio recordings of committee meetings are not generally made, but are permitted by Directors, staff, or the public under state law. As a courtesy, the Chair should make an announcement to all present whenever the Chair is aware that a recording is being made. If a member of the public is recording the meeting, the Chair has the discretion to direct that the staff also record the meeting for district archives, to assure the accuracy of recordings.

Action Items recommended by a majority of the committee shall be forwarded through written communication in the form of committee minutes or other means to the full Board for its consideration and action.

The Board President may establish an ad hoc committee and committees of the whole from time to time.

Only committee members may vote on items before the committee. However, if a committee member is unable to attend a meeting, a substitute Board member may be recruited to participate and vote in that meeting. If a committee member is absent and a substitute member has not been arranged for or is not present, then visiting Board members shall be designated to vote on issues on the agenda, in the order of the visiting Board members' arrival, in the order such issues appear on the agenda, until three Board members are present. Proxy votes are not permitted. All visiting Board members, whether or not permitted to vote, may participate in discussion.

Standing Committees, Charter of Responsibility

The charter for each standing committee shall be as follows:

Executive Committee

The Executive Committee shall consist of the president, vice president, and member-at-large. The charter of the Executive Committee is to:

- Provide leadership for Board activities
- Develop the Board annual work plan and operation
- Be a sounding board for the Superintendent

- Draft Superintendent evaluation materials for the Board and manage the Superintendent evaluation process
- Work with staff to develop a strategy and plan to address emerging priorities/issues, including identifying and referring to the appropriate committee
- Develop and approve meeting and retreat agendas; however, Committee approval is not required to modify Board meeting or retreat agendas to either postpone an item to a future meeting or to add an urgent item if such change to the agenda is approved by the Board President and Superintendent
- Schedule work sessions and all other Board meetings
- Work with the Superintendent to guide the preparation of Strategic Plan work sessions
- Work with the Superintendent to identify the departments and major program areas to give Oversight Work Session presentations each year
- Coordinate government relations for federal, state and local jurisdictions
- Draft a legislative agenda for consideration and approval by the Board
- Draft positions on State and City of Seattle resolutions, ballot measures and initiatives for consideration and approval by the Board
- Interface with Washington State School Directors Association (WSSDA) and other school districts
- Coordinate with government entities, other education advocacy groups and individuals
- Coordinate the annual review of Board policies
- Develop, review and recommend Series 1000 and applicable Series 0000 and 4000 policies for consideration by the Board
- Ensure the leveraged use of Policy No. 0030, Ensuring Educational and Racial Equity
- Make recommendations regarding action by the Board with respect to collective bargaining agreements and the academic calendar
- Review and approve the list of annual program reporting requirements
- Coordinate legal issues
- Refer issues to the appropriate Board committee
- In coordination with the Superintendent and lead committee staff, develop an annual committee work plan

Audit & Finance Committee

Three Board members shall serve on the committee as determined and selected by the Board president. The charter of the committee is to:

- Make recommendations with respect to Financial Systems issues identified in Policy No. 1010, Board Oversight of Management
- Make recommendations with respect to Human Resources issues identified in Policy No. 1010, Board Oversight of Management
- Monitor all financial statements of the district
- Recommend budget guiding principles for consideration and approval by the Board
- Provide oversight of the budget development process, including recommending the budget timeline
- Conduct budget-based program reviews in consultation with the Curriculum & Instruction Policy and Operations Committees
- Develop, review and recommend applicable Series 5000 and 6000 policies for consideration by the Board
- Ensure the leveraged use of Policy No. 0030, Ensuring Educational and Racial Equity
- Provide supervision to the Office of Internal Audit, which reports to the Audit & Finance Committee, as outlined in Policy No. 6550
- Approve and manage changes to the annual internal audit work plan
- Monitor corrective action plans implemented in response to external audits and reviews conducted by the Washington State Auditors' Office, the Office of Superintendent of Public Instruction, and other outside agencies
- Monitor Risk Management issues of the district
- In coordination with the Superintendent and lead committee staff, develop an annual committee work plan

At the discretion of the Chair of the Audit & Finance Committee, one or more “public advisors” may be added as non-voting advisors to the Committee. The position of public advisor shall be publicly advertised. The advertisement shall include the responsibilities and the term of service for the public advisor position, as determined by the Audit & Finance Committee.

Operations Committee

Three Board members shall serve on the committee as determined and selected by the Board president. The charter of the committee is to:

- Make recommendations with respect to Support Services, Facilities, Capital, and Technology issues identified in Policy No. 1010, Board Oversight of Management

- Review and make recommendations to the Board for entering into capital and operations contracts
- Review capital programs' budgets on a monthly basis
- Review and make recommendations to the Board regarding the annual capital budget
- Oversee levy planning and prioritization process and recommend levy guiding principles for consideration by the full Board
- Provide overarching guidance on space utilization
- Review monthly reports on facility joint use agreements and maintenance backlog
- In consultation with the Executive Committee, review and recommend action on facility joint use agreements
- Develop, review and recommend applicable Series 3000, 4000 and 6000 policies for consideration by the Board, including capital programs and contracts, facilities, and central support services
- Ensure the leveraged use of Policy No. 0030, Ensuring Educational and Racial Equity
- In coordination with the Superintendent and lead committee staff, develop an annual committee work plan

Curriculum & Instruction Policy Committee

Three Board members shall serve on the committee as determined and selected by the Board president. The charter of the committee is to:

- Make recommendations with respect to Curriculum, Assessment, and Instruction issues identified in Policy No. 1010, Board Oversight of Management
- Develop, review and recommend Series 2000 and applicable Series 3000 policies
- Ensure the leveraged use of Policy No. 0030, Ensuring Educational and Racial Equity
- Review academic program performance, per Policy No. 2090
- Provide oversight of the instructional materials adoption process
- In coordination with the Superintendent and lead committee staff, develop an annual committee work plan

Other Assignments

The president may appoint Board members to external Board committees as appropriate.

Adopted: June 2011

Revised: September 2015; February 2013; May 2017

Cross Reference: Policy Nos. 1010; 1400; 1420; 4110; Communications Protocol

Related Superintendent Procedure: N/A

Previous Policies: B11.00

Legal References: RCW 28A.320.040 Directors — Bylaws

Management Resources: