

## **1240 Committees**

The Seattle School Board establishes committees to advise the Board in support of the Board's oversight and policy responsibilities. Committees will promote Board unity of action by making recommendations to the full Board on areas within their committee charter.

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

### **Committee Appointments and Operations**

Each committee shall consist of one chair and two additional Directors appointed by the Board President. The Board President may also appoint non-voting Student Representatives to committees based on availability and interest. Student Representatives serve as advisors and do not make or second motions or vote during committee or other meetings of the Board. Student Representatives may provide advisory positions prior to committee votes.

Staffing for each committee is determined by the Superintendent. The committee chair and lead staff will jointly develop agendas and ensure materials are timely provided to the board office for distribution to Directors, Student Representatives, the Superintendent, relevant staff, and the public in advance of the meeting.

Board committee meetings are held as special meetings open to the public per Board Policy No. 1400, Board Meetings, and may include executive sessions. Public comments are not generally taken in committee but may be allowed at the chair's discretion.

Only Directors appointed to the committee may vote during committee meetings. However, an absent committee member may select another Director in advance to substitute as a voting member. The substitution should be communicated in advance to the Chair of the committee and designated staff. If a committee member is absent without a selected substitute present, visiting Directors will be designated in the order of the visiting Directors' arrival, to vote on issues on the agenda, in the order such issues appear on the agenda, so long as the appointed Director(s) of the committee are absent. Proxy votes are not permitted. If the Chair of the committee will be absent, the Chair shall notify the Board President and designated staff of their selected substitute.

All Directors present, whether or not permitted to vote, may participate in discussion.

## Standing Committees

The Board establishes three standing committees: Finance and Audit, Policy, and Operations. The standing committees of the Board shall be reviewed and put forward for Board action to retain, revise, or repeal every year. Standing committees will review Board action items within their charter and vote to recommend the item for approval or move the item forward with no recommendation. Committees may not prevent an item from moving forward for consideration by the full Board.

### Finance and Audit Committee

The Finance and Audit Committee is charged with making recommendations to the Board on the budget development process and conducting regular reviews of District finances and audits.

Within existing resources, the Committee will:

- Coordinate with the Superintendent and lead committee staff to develop an annual Finance and Audit Committee work plan.
- Monitor all financial statements of the District.
- Provide oversight of the budget development process, including recommending the budget timeline.
- Receive updates on changes to the Weighted Staffing Standard.
- Provide supervision to the Office of Internal Audit, which reports to the Finance and Audit Committee, as outlined in Board Policy No. 6550, Internal Audit Policy, and Board Procedure 6550BP, Internal Audit Procedure
- Review the annual internal audit work plan
- Monitor corrective action plans implemented in response to internal audits and external audits conducted by the Washington State Auditors' Office, the Office of Superintendent of Public Instruction, and other external organizations, except those that are sent to the Operations Committee for review.
- Monitor Risk Management issues of the District

One or more "public advisors" may be added as non-voting advisors to the Committee at the chair's discretion. 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 Finance and Audit Committee.

### Policy Committee

The Policy Committee is charged with making recommendations to the Board on policy adoptions, revisions, and repeals consistent with Board Policy No. 1310, Board Policies, Manuals, and Superintendent Procedures.

Within existing resources, the Committee will:

- As determined to be necessary, draft revisions to and recommend repeals of policies in the 0000 and 1000 series for full Board consideration

- As determined to be necessary, draft new policies in the 0000 and 1000 series for full Board consideration
- Review staff recommendations for policy revisions to and adoptions of policies in the 2000-6000 series

### Operations Committee

The Operations Committee is charged with making recommendations to the Board on issues related to operations and capital programs.

Within existing resources, the Committee will:

- In coordination with the Superintendent and lead committee staff, develop an annual Operations Committee work plan, which will include review of corrective action plans for internal and external organization audits related to operations, facilities, and capital programs.
- Review and make recommendations to the Board regarding the annual capital budget
- Recommend capital levy guiding principles for consideration by the full Board and provide guidance for additional capital levy planning activities under Board Policy No. 6901, Capital Levy Planning
- Provide overarching guidance on space utilization in support of geographic equity
- Provide guidance on staff work to be presented to the Board related to capital projects and operations, including transportation, nutrition services, enrollment, boundaries, and safety and security.

### Ad Hoc Committees

The Board President may establish one or more time-limited ad hoc committees to support work within the Board's scope of responsibility. Each ad hoc committee will have a charter approved by the President.

### Other Board Assignments

The President may appoint Directors to advisory and oversight committees formed by the Board and external committee and liaison assignments as appropriate. Individual Directors serving in such appointments will keep the Board informed about their work and observe the requirements of Board Policy No. 1220 with respect to the duties of individual Board Directors.

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### Superintendent Procedure:

### Policy Cross References:

- 0030 – Ensuring Educational and Racial Equity

- 1005 – Responsibilities and Authority of the Board
- 1210 – Election of Officers
- 1220 – Board Officers and Duties of Board Members
- 1250 – School Board Student Representatives
- 1310 – Board Policies, Manuals, and Superintendent Procedures
- 1400 – Board Meetings
- 1450 – Absence of a Board Member
- 1620 – Board-Superintendent Relationship
- 1640 – Responsibilities and Authority of the Superintendent
- 4110 – Family and Community Advisory and Oversight Committees
- 6500 – Risk Management
- 6550 – Internal Audit Policy
- 6550BP – Internal Audit Procedure
- 6901 – Capital Levy Planning

**Previous Policies:**

- B11.00 – Board Committees

**Legal References:**

- RCW 28A.320.040 Bylaws for board and school government.
- RCW 28A.330.080 Payment of claims—Signing of warrants.
- RCW 28A.330.090 Auditing committee and expenditures.

**Management Resources:**

**Last Board Review:**

- May 13, 2026

**Revisions:**

- May 13, 2026
- February 11, 2026
- July 2, 2025
- April 2, 2025 (Administrative Update per Policy No. 1310)
- June 7, 2023
- October 26, 2022 (Partial Suspension)
- November 3, 2021
- March 10, 2021
- October 7, 2020
- May 3, 2017
- September 23, 2015
- February 6, 2013

**Adopted by the Board:**

- June 1, 2011