

## **School Board**

### **Committees**

The School Board may establish committees to assist with the Board's governance function and, in some situations, to comply with State law requirements. These committees are known as Board committees and report directly to the Board. Committee members may include both Board members and non-Board members depending on the committee's purpose. The Board President makes all Board committee appointments unless specifically stated otherwise. Board committee meetings shall comply with the Open Meetings Act. A Board committee may not take final action on behalf of the Board – it may only make recommendations to the Board.

#### **Standing Board Committees**

A standing committee is created for an indefinite term although its members will fluctuate. Standing committees are:

1. **Board Policy Committee**

**Purpose:** The purpose of the Policy Committee is to provide district leadership in the development, review, and establishment of district policies and administrative procedures in order to promote the orderly operation of the district and increase student achievement. This committee researches policy issues, and provides information and recommendations to the Board.

**Membership:** Two Board Members; Superintendent; one Principal; NBESS and NBEA representatives; Executive Secretary to the Superintendent; and others as appointed by the President of the Board of Education.

**Responsibilities:**

- Review and update district policy manual and administrative procedure manual with input from the Curriculum, Human Resources, and Business Services Board Committees
- Review policies received from PRESS
- Research policies that may affect the district
- Provide communication to the administrative team regarding changes in district policy and procedures
- Be a member of the Discipline Code Committee

2. **Parent-Teacher Advisory Committee**

This committee assists in the development of student discipline policy and procedure. Its members are parents/guardians and teachers, and may include persons whose expertise or experience is needed. The committee reviews such issues as administering medication in the schools, reciprocal reporting between the School District and local law enforcement agencies regarding criminal offenses committed by students, student discipline, disruptive classroom behavior, school bus safety procedures, and the dissemination of student conduct information.

3. **Behavioral Interventions Committee**

This committee develops, and monitors procedures for using behavioral interventions in accordance with Board Policy 7:230, *Misconduct by Students with Disabilities*. At the Board President's discretion, the Parent-Teacher Advisory Committee shall perform the duties assigned to the Behavioral Interventions Committee.

4. Business Services Committee

Purpose: The purpose of the Business Services Committee is to provide district leadership in the fiscal management and responsibility of the district in order to increase student achievement.

Membership: Two Board Members; Superintendent (ad hoc); Presidents (or representative) of NBESS and NBEA; one principal; Business Manager (Board Liaison); Executive Secretary to the Superintendent; Treasurer; and others as appointed by the President of the Board of Education.

Responsibilities:

- Review and update district policy and procedures as related to District operations and fiscal management.
- Review Annual Audit
- Oversee District financial plans (short- and long-term)
- Review risk management and insurance
- Review general operations (property, construction, transportation, food service)
- Manage the District budget development process.

5. Curriculum, Instruction, Assessment (C.I.A.) Committee:

Purpose: The purpose of the C.I.A. Committee is to provide district leadership in the development, implementation, and evaluation of all district curricular areas in order to increase student achievement.

Membership: Two Board Members; Superintendent; Primary Teacher; Upper Elementary Teacher; Middle School Teacher; High School Teacher; one Elementary/Middle School Principal; High School Principal; and three parents representing one from K-4, one from 5-8 and one from 9-12, and others as appointed by the President of the Board of Education.

Responsibilities:

- Development, implementation and evaluation of curriculum and instruction
- Strategic Planning
- Professional Development
- Opening-of-Year Activities
- Institute Days
- District Policy and New Legislation related to curriculum and instruction
- School Improvement Plans
- Program Evaluation
- Policies and procedures related to curriculum and instruction
- Increase parental involvement in the schools
- Non-athletic extra-curricular activities

Technology Subcommittee:

Purpose: The purpose of the Technology Subcommittee is to provide district leadership in the oversight of District technology maintenance and needs. This committee will make recommendations to the C.I.A. Committee as it relates to technology in order to promote the orderly

operation of technology within the District and increase student achievement.

Membership: Two Board Members; Superintendent; IT Staff Representative; representation from all six buildings which would include Two Certified Staff, Two Support Staff, Two Administrators; and others as appointed by the President of the Board of Education.

Responsibilities:

- Oversee district technology plans (short- and long-term) and projects.
- Provide ongoing review of general technology operations, including repairs.
- Provide technology budget input to the Business Services Committee.
- Review capital technology purchases and bids.
- Work collaboratively with the C.I.A. Committee to align available and future technology assets with educational objectives.

6. Facilities and Long-Range Planning Committee

Purpose: The purpose of the Facilities and Long-Range Planning Committee is to monitor District facility needs as it relates to student population growth, and monitor facilities maintenance. This committee will monitor population growth within the District and make recommendations to the BOE as it relates to facilities Task Force recommendations in order to promote the orderly operation of the District and increase student achievement.

Membership: Two Board Members; Superintendent; the School District Architect; Representatives of NBESS and NBEA; one principal; Facilities Engineer; two community members (a representative from Capron and a representative from Poplar Grove); and others as appointed by the President of the Board of Education.

Responsibilities:

- Monitor growth within the various communities within the district and report on facility needs in accordance with the facilities Task Force Recommendations and the Districts Long Range Plan
- Review bids
- Review Life Safety reports
- Review and prioritize facility repairs and needs
- Educate the Village Officials regarding the needs of the school district as it pertains to growth
- Committee Chairperson provide reports and/or recommendations to Board of Education
- Review community development (i.e. new construction, commercial growth)
- Review general operations in property-including land/property acquisition and construction

## 7. School-Community Involvement Committee

**Purpose:** The purpose of the School-Community Involvement Committee is to pro-actively facilitate 2-way communication and develop a constructive partnership between the school district and the community. The Committee will focus on supporting the success of students, staff and the greater school community. This collaborative relationship will contribute to increased student performance and promote a cohesive and inclusive school-community.

**Membership:** Two Board Members, Superintendent, a representative from each school, 3 community members (1 from each K-4 boundary area), and others as appointed by the President of the Board of Education.

**Responsibilities:**

- Conduct and compile results of an annual student, staff and parent and community survey
- Report results of survey to the Board of Education and to the community
- Increase parental involvement in schools
- Develop partnerships between the schools and community groups
- Increase activities that become school-community traditions and rituals
- Participate in the development and periodic review of the school district's website

### Special Board Committees

Special committees may be created by the Board of Education for specific purposes or to investigate special issues. A special committee shall be automatically dissolved after presenting its final report to the Board of Education or at the Board's discretion. Citizen advisory committees may be used to interpret school needs to the community and to gather information from the community.

### Community Liaison

The Board recognizes that many governmental agencies and community organizations, while not primarily concerned with education, play a definite role in education. Therefore, the Board shall establish a positive working relationship with public and private organizations that contribute to the educational process and to the general welfare of all persons of the community. The Board President shall appoint Board members to serve as liaisons between the District and community organization and report to the Board in communication, activities, and plans of the organization that might pertain to District affairs.

### Board Committee Recommendations

A board committee will decide each issue on its agenda by consensus or by roll call vote. Each committee member will have an equal vote. Any member may request a roll call vote on recommendations to the Board. In either case committees shall not be used to prevent or stonewall issues from coming to the Board.

#### 1. Roll Call Vote

If a committee chooses to vote by roll call on issues brought before them, then once voted upon the issue will move forward to the Board with a positive or negative committee

recommendation. One member of the minority shall have an opportunity at the Board level to state the opposing position.

2. Consensus

Achieving consensus requires serious treatment of every group member's considered opinion. Once a decision is made it is important to trust in members' discretion in follow-up action. In the ideal case, those who wish to take up some action want to hear those who oppose it, because they count on the fact that the ensuing debate will improve the consensus. In theory, action without resolution of considered opposition will be rare and done with attention to minimize damage to relationships.

Should the committee choose consensus then all recommendations to the Board should be a position supported by the entire committee and no minority statement should be needed. Should consensus not be reached during the committee meeting the issue shall remain before the committee and efforts will be made to reach a recommendation supported by all the members. In the event the committee chair determines a consensus recommendation can not be reached the chair shall report this to the Board and the item will leave the committee's agenda.

Nothing in this policy limits the authority of the Superintendent or designee to create and use committees that report to him or her or to other staff members.

LEGAL REF.: 5 ILCS 120.  
105 ILCS 5/10-20.14 and 5/14-8.05.

CROSS REF.: 2:110 (Qualifications, Term, and Duties of Board Officer), 2:200 (Types of School Board Meetings), 2:240 (Board Policy Development), 7:190 (Student Discipline), 7:230 (Misconduct by Students with Disabilities)

ADOPTED: November 6, 2001

AMENDED: February 4, 2011