

AVON GROVE SCHOOL DISTRICT

SECTION: LOCAL BOARD PROCEDURES

TITLE: OPERATING GUIDELINES
FOR COMMITTEE ACTIVITIES

ADOPTED: JUNE 12, 2014

REVISED: MARCH 23, 2017

005.1. GENERAL OPERATING GUIDELINES FOR BOARD COMMITTEES

Section 1. Board Committees

General operating guidelines for school board committees are necessary for participants to fully understand the function of the committee within the operation of the greater Board. Committees at Avon Grove are formed to provide more in-depth review and analysis of specific actions under the following broader areas:

- a. Finance
- b. Facilities
- c. Personnel
- d. Policy
- e. Curriculum
- f. Co-curricular
- g. Communications/Community Engagement

The function of the chairperson and/or committee member is not to supervise or micro-manage district employees in that specific area but to provide assistance to the administration through supportive collaboration and expert analysis.

Recommendations for action from the committee can be made through the Board President and full Board by reports given at the next scheduled meeting.

Section 2. General Function

The Board shall develop operation guidelines that describe the duties and establish procedures for the operation of standing committees. Committees are established to

	<p>perform a continuing function and to facilitate the Board’s decision-making. Standing Committees operate at the will and direction of the full Board.</p> <p>The Board President may appoint or remove any Committee Chairperson at the Board’s annual organization meeting. The Board may appoint or remove members of a Standing Committee, as recommended by the Committee Chair, at any Board meeting based on a majority vote of the Board.</p> <p>Each Committee, during the first quarter of the New Year, will review the guidelines for the purpose of verifying the responsibilities for which it is to perform. Any suggested change to the Committee function statement will be suggested at the next Board meeting. Standing Committees may seek input and participation from administration and district staff as well as from professional organizations such as PSBA.</p> <p>Section 3. <u>Operating Procedures</u></p> <p>Each Standing Committee will meet at the call of the Chairperson and at the designated time and place. Additional meetings may be scheduled as needed. Public notice of the date, time and place of a Standing Committee meeting will be provided at least three (3) days in advance, and advertised on district-wide electronic media.</p> <p>The Chairperson with input, as needed, from other Committee members, the Superintendent, and Board, will establish the agenda for each meeting. Chairpersons should strive to provide the meeting agenda to the Committee 48 hours in advance of the scheduled committee meeting. Meeting minutes will be distributed to the entire Board by the next scheduled Board meeting. The Board President and the Superintendent should be copied on all communications from the Committee Chairperson to the Committee members.</p> <p>The Superintendent may recommend administrators or district staff to serve in a liaison or advisory capacity and/or to provide information and resources.</p> <p>If the Chairperson of a Standing Committee is unavailable for a scheduled committee meeting, the members of the committee may elect one (1) of the committee members in attendance to serve as Chairperson for that meeting. Any other Board member may attend a meeting of the Standing Committee. Board members present at the committee meeting but not on the committee may comment on matters being discussed following the committee discussion and at the direction of the chairperson followed by any member of the public present.</p>
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Committee members may attend committee meetings remotely by telephone or other electronic device, but such attendance shall be not be encouraged and only permitted where such attendance complies with the Sunshine Act. Members attending remotely shall only participate if they are able to interact contemporaneously as if they were present at the meeting and participating in person. In particular, the member attending remotely must be able to hear the comments of and speak to all of those present at the meeting, including the public, and all present at the meeting, including the public, must be able to hear the comments of the member attending remotely and be able to speak to the member attending remotely. A member attending remotely shall not participate in any vote involving a document that is not in the possession of the member attending remotely (i.e. on a document that was only distributed at the meeting). This paragraph permitting such limited remote participation shall apply to committee meetings only.

Section 4. Full Board Action

For any issue on its agenda, a Standing Committee may agree to make recommendations to the full Board, by a majority vote or consensus of its committee members present. Recommendations of the Standing Committee may be presented to the Board as a proposed motion or report, or referred to the full Board for discussion with no recommendation. Committee Chairs shall advise the Board President and the Superintendent, in advance, of any Committee recommendations for consideration by the full Board. Reports from the Chairpersons of Standing Committees will be included as an agenda item for all regular Board meetings.

Any issue referred by the Board to a Standing Committee will be reported on at the next regular Board meeting, indicating work completed; progress to date; or recommendation for continued study by the committee.

Minutes of Standing Committee meetings are public information, subject to law and Board policy. The minutes are the responsibility of the Committee Chair and should contain the following:

- a. The date, place and time of the committee meeting.
- b. The names of committee and staff members present, and other individuals who attend the meeting.
- c. A list of topics discussed.
- d. Committee recommendations or actions taken on those topics.

- e. Recorded votes and a record by individual members if a roll call vote is taken.
- f. The names of any other participants who appeared officially and the purpose of their attendance.
- g. Minutes to be posted on the district website no later than the next committee meeting.

Section 5. Membership

Committee membership shall consist of no more than four (4) Board members, including the Chairperson, appointed by the Board President.