

FAIRFIELD AREA SCHOOL DISTRICT

STANDING/SPECIAL COMMITTEES

1510

1510.1 General

The Board recognizes the right and duty of its members to be as fully informed as possible concerning the matters on which the Board must act. Frequently controversial, personal, and complex matters require time for consideration prior to formal Board action. The Board, therefore, has endorsed the Committee System as the procedure to be followed in reviewing and considering such matters. Committee recommendations shall be placed on the regular Board meeting agenda for formal consideration in order to constitute an approved action of the Board.

1510.2 Appointment of Committee Members

Committees shall be immediately appointed by the Board President after consultation with the Superintendent, and following his/her election at the annual Board reorganization meeting. Such committees shall remain in effect for a period of one year. In cases where members appointed to a committee are replaced by new members, such members shall continue to fill the prior member's assignments except in cases where the chairperson of the committee is involved. In such cases, the President shall appoint a Board member with the appropriate experience and knowledge.

1510.3 Board Committees

The Board may choose to function as a Committee of the Whole or assign committees to serve in various sub committees with a specific goal. Sub committees are listed below.

1. Education
2. Finance
3. Legislative
4. Negotiation
5. Personnel
6. Property
7. Transportation

1510.4 Special Committees

Any additional special committees shall be approved by formal Board action. Such committees shall not conflict in their assignments with the standing committees.

1510.5

Public Meetings

All committee meetings at which official actions or deliberations shall take place will be open to the public except as specified under Executive Sessions.

1510.6

Committee Procedures and Public Comment

Board committee meetings are intended for preliminary activities or deliberation, discussion, and recommendation which lead to formal action at regular or special meetings. While open to the public, these meetings will not allow for public comment. A committee may, at its discretion, open a committee meeting for public comment following the same rules outlined for regular meetings. Normal committee procedures will be as follows:

1. An agenda is prepared for a committee by the administration based on items referred to the committee by the Board and items submitted by administrators.
2. The committee receives the recommendation of the Superintendent on each particular item on the agenda.
3. Committee members voice their views on the recommendations.
4. When discussion is concluded, the committee will prepare a motion for referral to the full Board for action at a public meeting.
5. Agendas shall not be disseminated to the public in advance of committee meetings.

1510.7

Minutes

Minutes will be properly taken recorded, and approved for all public meetings. These minutes must include date, time, place of meeting, names of all members present, the substance of all official action, a record of all votes by individual member of the roll call vote taken, and the names of all citizens who appeared officially and the subject of their testimony.

- 1510.8      Quorum for Meetings  
A majority of committee members must be present for a quorum and committee deliberations. The board President and Superintendent shall be considered ex-officio members of all committees. If there is no quorum present at the time set for the meeting, those member present may adjourn to any date previous to the next stated meeting and immediate notice shall be given to all members of the day and hour of such adjourned meeting, and proper notification posted for the public.
- 1510.9      Public Notice  
Public notice of meetings shall be done in accordance with Act 84, 1986.
- 1510.10     Citizen Participation  
The Board and the administration recognize that citizen participation in the study of appropriate school problems can be a valuable asset. When such citizen participation is to be recognized, the Board and Superintendent shall accept a posture of support and cooperation with their efforts.
- 1510.10a    At the inception of Board-Administration and Citizen Committee projects, the Superintendent shall be responsible for providing the committee with orientation information as follows:
- Project Scope
  - Project beginning and conclusion dates
  - Committee role as a recommending body
  - Clarification of Board role in decision making or policy adoption
  - Procedure for concluding the project
- 1510.10b    Citizen Committee reports shall be made to the Superintendent and/or Board.

Revised January 28, 2002