

BOARD COMMITTEE GUIDELINES

A. Standing Committee Meetings

1. All standing committees of the Board will hold periodic meetings, which will be noticed in accordance with state law and established procedures and will be open to the public. Said committees may convene in executive session as provided by law.
2. All members of the Board shall be members of all Board standing committees.
3. These standing committees will be consultative in nature, unless given specific authority by a majority of the Board membership, and will consider such matters as may be referred to them by the Superintendent or the Board.
4. The identified standing committees are the Business Services Committee, Learning and Technology Services Committee, Student Services Committee, Human Relations Committee, Communication/Public Relations Committee, and Recreation/Community Services Committee.
5. A quorum of a standing committee of the Board shall be a majority of the Board members.
6. The standing committee chairperson shall report his/her findings to the Board.
7. Meetings of temporary or ad hoc committees shall be scheduled as needed and be held at a public place and time convenient to the members. Unless the subject matter of such meetings is within the scope of state law governing executive sessions, the meetings will be open to the public and notification shall be provided in accordance with state law and established procedures. All temporary or ad hoc committees shall report their findings to the Board of Education.

B. Committee Duties

1. Business Services Committee – This committee shall:
 - a. Exercise general supervision over all school building maintenance decisions through the Superintendent.
 - b. Order repairs recommended by the Superintendent and may order such further recommended repairs as immediate necessity may require in order to avoid serious damage or loss. This may be done in cases where it appears that such damage or loss will probably occur if action is delayed pending a meeting of the Board.
 - c. Develop recommendations related to the disposal of surplus property, equipment and supplies as recommended by the Superintendent.
 - d. Require the Superintendent to make periodic reports on the safety conditions existing in District schools.
 - e. Make recommendations to the Board on all matters pertaining to the District's buildings and grounds, food service, insurance coverage on school property and student transportation.

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- f. Examine all bills and claims against the Board and recommend to the Board those bills and claims to be paid.
 - g. Review the monthly financial report and make recommendations to the Board.
 - h. Review the annual District Audit Report.
 - i. Study the projected needs of the school system for construction of new buildings and additions to existing buildings, and recommend a long-range program including costs.
 - j. Annually study the general fund budget, the Recreation Department budget, state and federal program budgets and anticipated revenues for the next fiscal year as presented by the Superintendent.
 - k. Make recommendations to the Board regarding the development and adoption of the District's annual budget in accordance with state law.
 - l. Make recommendations to the Board on new policies or policy modifications for Policy Series 600 – Fiscal Management and Policy Series 700 – Support Services (and other policies as needed).
 - m. All recommendations from this committee must align with the District’s vision, mission, and beliefs.
2. Learning & Technology Services Committee – This committee shall:
- a. Focus on achievement, instruction, curriculum, technology, and staff professional development.
 - b. Recommend action regarding textbook changes upon recommendation of the Superintendent. No textbook shall, after adoption thereof, change before the expiration of four years.
 - c. Review the selection of reference books, library books and instructional materials related to the basic curriculum.
 - d. Exercise general supervision over all instructional programs and courses of study and make recommendations to the Board upon all suggested changes therein.
 - e. Make recommendations to the Board on new policies or policy modifications for Policy Series 300 – Instruction (and other policies as needed).
 - f. All recommendations from this committee must align with the District’s vision, mission, and beliefs.
3. Student Services Committee – This committee shall:
- a. Receive, review and react to matters pertaining to student services, special education, and related areas.
 - b. Exercise general supervision over all pupil services and related areas and make recommendations to the Board upon all suggested changes therein.
 - c. Make recommendations to the Board on all matters of guidelines concerning the department.
 - d. Make recommendations to the Board on new policies or policy modifications for Policy Series 400 – Students (and other policies as needed).
 - e. All recommendations from this committee must align with the District’s vision, mission, and beliefs.

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4. Human Relations Committee – This committee shall:
 - a. Review evaluation procedures for all staff and student personnel matters.
 - b. Recommend to the Board appropriate action regarding candidates to fill District employment openings, upon recommendation of the Superintendent (Employment Summary)
 - c. Monitor all complaints against staff that may be referred to the Human Resources Office.
 - d. Consider the recommendations of the Superintendent/Human Resources Director in matters concerning the appointment, salaries, promotion, and dismissal of all personnel.
 - e. Ensure Board/District procedures follow Act 10 protocols and other State laws pertaining to personnel.
 - f. Make recommendations to the Board on all matters or guidelines concerning personnel.
 - g. Make recommendations to the Board on new policies or policy modifications for Policy Series 200 – Administration and Policy Series 500 – Personnel.
 - h. All recommendations from this committee must align with the District’s vision, mission, and beliefs.

5. Recreation/Community Services Committee – This committee shall:
 - a. Receive, review and react to District Recreation/Community services issues as presented by the Superintendent/designee, along with recommendations.
 - b. Review, monitor, prepare, and submit to the Board ways of improving recreation/ community services between the Board, the school system and the School District community.
 - c. Review suggested Recreation, School, and Community Services Department curricular program and other program adjustments and make recommendations regarding such changes to the Board.
 - d. Review rules and regulations governing the use of school buildings for recreation purposes.
 - e. Report to the Board on upcoming events and services of the Recreation Department.
 - f. Meet with the Superintendent and report to the Board on topics that promote community services and coordinate Board representation on community groups such as CAAD, ATODA, City-School District meetings, etc.
 - g. Make recommendations to the Board on new policies or policy modifications for Policy Series 800 – School-Community Relations (and other policies as needed).
 - h. All recommendations from this committee must align with the District’s vision, mission, and beliefs.

6. Communication/Public Relations Committee – This committee shall:
 - a. Receive, review and react to District communication and marketing opportunities as presented by the Superintendent/designee, along with recommendations
 - b. Review, monitor, prepare, and submit to the Board ways of improving communication and marketing services between the Board, the school system and the School District community.

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- c. Create greater understanding of all facets of the Board operations, school district programs, and services within the School District of West Allis-West Milwaukee, et. al. This shall be accomplished by working through the Superintendent/designee, using identified media and designated programs resulting in improved communication/marketing.
- d. Report to the Board on upcoming events in the community that focus on education.
- e. Attend WSPRA events and inform the Board on their communication strategies.
- f. All recommendations from this committee must align with the District’s vision, mission, and beliefs.

The following standing report may, as needed, occur under the Vice President’s Report at the regular Board of Education meetings. This report shall:

- a. Be given by the Vice President.
- b. Make recommendations to the Board on matters concerning the process of evaluation, contract, salary, and performance recognition of the Superintendent of Schools (assisted by Human Relations Committee Chairperson).
- c. Review legislative initiatives with the Superintendent.
- d. Make recommendations to the Board on new policies or policy modifications for Policy Series 100 – Board of Education (and other policies as needed).
- e. Monitor and facilitate the development of policy.

APPROVED: June 1, 1981

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