

Encl. 8.1
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2250

BOARD COMMITTEES

The President of the Board of Education shall appoint special committees/liaisons as are deemed necessary and appoint chairpersons to each committee. The Superintendent of Schools shall be an ex-officio member of all committees, except the Audit Committee. The functions of the committees shall be fact-finding, deliberative, and advisory. Their reports shall be made to the Board for discussion and action.

In addition to temporary committees that may be appointed from time to time, there shall be seven standing committees and one liaison position. Each standing committee shall function within legislative boundaries for developing policy proposals and recommendations for official Board action after having conducted an appropriate study with the Superintendent and Central Office staff. The objective of each standing committee is to be informed about their specific area of assignment so that the committee's proposals and recommendations will support efforts to establish and to achieve the goals of the district and the Board. These objectives will enable the Board to discharge its duties in a more responsible manner. The appointed liaison will provide information to and from the Board and the respective group to which he/she is assigned.

Each standing committee shall consist of a minimum of two and a maximum of four Board members. In addition to the general responsibilities stated above, specific responsibilities of each committee are:

Outcomes and Assessment Committee

- * to review the Superintendent's proposals concerning all courses of study, textbooks, educational programs, and the resources to carry out these programs;
- * to ensure committee members' familiarity with district educational programs;
- * to review educational achievements and the results of program evaluations and assessments in conjunction with the Assistant Superintendent; and
- * to communicate to all Board members any appropriate curricular matters.

Finance Committee

- * to monitor and review all aspects of the fiscal activity of the district;
- * to review, with the Superintendent, his/her budgetary proposal in relation to its effectiveness in promoting the goals of the district and its harmony with the local economy; and
- * to review all recommendations coming before the Board concerning district financial matters.

Audit Committee: This Committee shall consist of no less than three members. The committee may include non-Board members with the approval of the entire Board when additional knowledge and expertise of accounting, auditing, financial reporting, and school district financing is deemed necessary. The committee will regularly advise the Board by:

- * providing recommendations regarding the appointment of an external auditor for the district;
- * meeting with the external auditor prior to the commencement of the audit;

- * reviewing and discussing with the external auditor any risk assessment of the district's fiscal operations developed as part of the auditor's responsibilities under governmental auditing standards for a financial statement audit and federal single standards if applicable;
- * receiving and reviewing the draft annual audit report and accompanying draft management letter, and working directly with the external auditor to assist the Board in interpreting such documents;
- * making a recommendation to the Board on accepting the annual audit report;
- * reviewing every corrective action plan to be developed by the district under Educational Law Section 2116-a and assist the Board in implementation of such plan;
- * assisting in oversight of the internal audit function required by Education Law Section 2116-b, including, but not limited to, providing recommendations regarding the appointment of the internal auditor for the district, reviewing significant findings and recommendations of the internal auditor, monitoring of the district's implementations of such recommendations, and evaluating the performance of the internal audit function.

Visitation Committee

- * to schedule and conduct school and district building visitations at least once annually;
- * to study, with the Superintendent, his/her recommendations concerning district physical plants and their ability to provide safe, economical, and practical environments for conducting efficient and effective school programs; and
- * to review, with the Superintendent, all matters concerning school facilities and property that may come before the Board.

Human Resources Committee

- * to review the Superintendent's recommendations concerning the instructional and non-instructional staff of the district;
- * to contribute to the flow of information to assist in maintaining high standards of employee moral and ethical conduct; and
- * to review staff evaluations and the effectiveness of all staff members as needed in meeting their responsibilities, the goals of the district, the policies of the Board, and contributions to good public relations.

Policy Referral /Review Committee

- * to help toward maintaining the annual policy review requirement;
- * to work with the Superintendent and the Administrative Council when reviewing new policies and making changes in existing policies; and
- * to make the policy manual a clear, concise, and useful tool, easily used by any staff or Board member.

Athletic and Extra-Curricular Activities Committee

- * to work with the Superintendent and administration regarding interscholastic athletic issues or initiatives;
- * to work with the Superintendent and administration regarding extra-curricular activities and initiatives;
- * to keep the Board informed regarding all athletic and extra-curricular matters.

Planning and Development Committee

- * to work with the senior Central Administrative staff on long-term planning and development;
- * to provide oversight and monitoring of the district's strategic planning process;
- * to embrace strategic planning and thinking throughout the district;
- * to plan BOE retreats, mini-retreats, and board development activities;
- * to play a key role in shaping key strategic products such as vision and mission statements, etc.;
- * to identify critical issues facing the district and brainstorm possible "change initiatives" to deal with the issues; and
- * to work collaboratively with the superintendent on the development of his/her annual goals and objectives.

Legislative Liaison

- * to work with local, state, and federal representatives fostering educational legislation and discouraging those detrimental to the district; and
- * to keep the Board informed on legislative issues.

Standing committees of the Board shall work closely with Central Office staff who are assigned to committee work by the Superintendent. This close working relationship places a special precautionary responsibility upon committee members and Central Office staff. Each person must remain aware of the line of authority from the Board to the Superintendent to Central Office staff. There shall be respect for this line of authority so as not to circumvent the authority of the Superintendent. All Central Office staff reports shall be released through the office of the Superintendent.

Ref. www.emsc.nysed.gov/mgtserv/accountability-regs06.htm

Approved: July 01, 2001

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**HORSEHEADS CENTRAL SCHOOL DISTRICT
BOARD OF EDUCATION
SUB-COMMITTEES/LIAISON
2011-12**

LEGISLATIVE LIAISON

VISITATION COMMITTEE

**OUTCOMES AND ASSESSMENT
COMMITTEE**

FINANCE COMMITTEE

**POLICY REFERRAL/REVIEW
COMMITTEE**

HUMAN RESOURCES COMMITTEE

AUDIT COMMITTEE

ATHLETIC & EXTRA-CURRIC. COMMITTEE

PLANNING AND DEV. COMMITTEE

NOTE: The Superintendent of Schools shall be an ex-officio member of these committees.