

## ***Policy Type: Governance Process***

### **Committee Structure**

A committee is a Board committee only if its existence and charge come from the Board and its work is intended to support the Board's work, whether or not Board members serve on the committee. The only Board committees are those listed in this policy. Unless otherwise indicated a committee ceases to exist, other than those required by statute, as soon as its task is complete.

#### **Board committees:**

#### **1. Name: District Personnel Performance Evaluation Council (DPPEC)**

##### **a. Purpose/Charge:**

- 1) To consult with the Board about the fairness effectiveness, credibility and professional quality of the licensed personnel performance evaluation system and its processes and procedures.
- 2) To conduct a continuous evaluation of the personnel performance evaluation system and its processes and procedures.

##### **b. Membership (Appointed by the Board):**

- 1) One teacher, one administrator, one principal, one parent and one person who does not have a child in school.
- 2) The Council may be composed of any other school district committee having membership as defined above.

##### **c. Reporting Schedule: Annually**

##### **d. Term: Annual Appointment of Members**

##### **e. Authority: Advisory to the Board through the Superintendent**

#### **2. Name: Preschool Council**

##### **a. Purpose/Charge:**

- 1) To study and make recommendations to the Board about preschool programs.
- 2) To assist the district in implementing the preschool program.
- 3) To develop and recommend plans for coordinating the preschool program with:
  - a. extended day services for children participating in the program and their families in order to achieve increased efficiency in the services provided;
  - b. family support services for children participating in the program and their families;
  - c. a program to train parents to provide teaching activities in the home prior to the entrance of their children in the preschool program.
- 4) To define any additional student eligibility criteria.
- 5) To develop a preschool program evaluation.

- 6) To develop a training program for preschool program staff using all available community resources.
  - 7) To recommend to the school district a plan for the annual evaluation of the preschool program.
  - 8) To provide any other appropriate assistance to the school district in the implementation of the preschool program.
  - 9) To, at least once every five years, assess whether alternative community providers are available to ensure the highest quality service at lowest cost.
- b. **Membership (Appointed by the Superintendent):**
- 1) The superintendent
  - 2) Two parents of children in the preschool program
  - 3) Two members of the business community
  - 4) Representatives of the Department of Health; the Department of Social Services; county agency involved in job services and training; publicly-funded early childhood education agencies located in the school district; privately funded child care services located in the school district.
- c. **Reporting Schedule:** Annually as requested by the Board
- d. **Term:** Annually appointed
- e. **Authority:** Advisory to the Board through the Superintendent
3. **Name: District Accountability Committee (DAC)**
- a. **Purpose/Charge:**
- 1) Make recommendations to the Board regarding priorities for spending school district moneys;
  - 2) Submit recommendations to the Board concerning preparation of the district's Performance, Improvement, Priority Improvement or Turnaround plan (whichever is applicable);
  - 3) Review any charter school applications received by the Board and upon request of the district and at the DAC's option, review any charter school renewal application prior to consideration by the Board;
  - 4) At least annually, cooperatively determine with the Board the areas and issues, in addition to budget issues, that the DAC shall study and make recommendations upon;
  - 5) At its option, meet at least quarterly to discuss whether district leadership, personnel, and infrastructure are advancing or impeding implementation of the district's Performance, Improvement, Priority Improvement, or Turnaround plan (whichever is applicable);
  - 6) Provide input and recommendations to principals, on an advisory basis, concerning the development and use of assessment tools to measure and evaluate student academic growth as it relates to teacher evaluations; and
  - 7) For districts receiving ESEA funds, consult with all required stakeholders with regard to federally funded activities.

Whenever the DAC recommends spending priorities, it must make reasonable efforts to consult in a substantive manner with the School Accountability Committees (SACs) in the district. Likewise, in preparing recommendations for and advising on the district plan, the DAC must make reasonable efforts to consult in a substantive manner with the SACs in the district and must submit to the Board the school Performance, Improvement, Priority Improvement and Turnaround plans submitted by the SACs.

- b. **Membership - minimum (Appointed by the Board, with attention to the district's racial/ethnic proportions):**
  - 1) At least three parents of students enrolled in the district;
  - 2) At least one teacher employed by the district;
  - 3) At least one school administrator employed by the district; and
  - 4) At least one person involved in business in the community within the district boundaries.
- c. **Reporting Schedule:** As requested by the Board
- d. **Term:** Members appointed annually by Board
- e. **Authority:** Advisory to the Board

4. **Name:** Financial Advisory Board (FAB)

- a. **Purpose/Charge:**
  - 1) To make recommendations to the Board relative to the program of financial accountability.
  - 2) To review the proposed annual budget, amended annual budget, and quarterly financial reports from the Chief Financial Officer and highlight to the Board (through Board representatives to FAB) any particular areas of concern.
  - 3) To review the Annual Independent Financial Audit and highlight any particular areas of concern, such as irregularities in accounting computations or methods.
  - 4) When a Forensic Financial Audit is due, to make recommendations to the Board as to the hiring of consultants, fees, and scope of work.
  - 5) To provide input to the Board and the Chief Financial Officer with respect to the investment of money, and the undertaking of debt, by the District.
  - 6) To make recommendations as to the timing, preparation and approval of long-term capital plans for the District.
  - 7) To alert the Board when, in the judgment of a majority of the members of the FAB, the financial health of the District is at risk.
  - 8) To provide advice with respect to the community's possible response to contemplated actions of the Board or District.
  - 9) To present to the Board any issues or matters of concern it, or its individual members, have identified.
  - 10) Such other matters as the Board may refer to the FAB.
- b. **Membership – minimum (Appointed by the Board):**
  - 1) One parent
  - 2) One teacher
  - 3) One school administrator

- 4) Chief Financial Officer of the District
  - 5) One taxpayer from the District
  - 6) Three members of the business/finance community
- c. **Reporting Schedule:** As requested by the Board
  - d. **Term:** Members appointed annually by the Board
  - e. **Authority:** Advisory to the DAC and Board through the Superintendent

**5. Name: Employee Housing Loan Committee**

- a. **Purpose/Charge:**  
To review applications for the Employee Housing Loan Program and approve, deny, request additional information or changes, or refer to the entire Board of Education for action.
- b. **Membership – minimum (Appointed by the Board):**
  - 1) Two board members
  - 2) Superintendent
- c. **Reporting Schedule:** As necessary, but annually at a minimum, to keep the Board informed.
- d. **Term:** Members appointed annually by the Board
- e. **Authority:** To make final determination on applications, or refer to the entire Board of Education when deemed advisable.

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