

Bylaws of the Board Committees

A. Standing Committees, Purposes, Duties and Functions

The Board shall establish and maintain from amongst its members the following Standing Committees: Finance; Policy; Residency/Transportation; and Community Use of Schools. The members of the standing Committees shall be appointed and/or removed by the Board, upon the recommendation of the Chairperson, subject to board approval. Members of Standing Committees shall serve from the date of their appointment until new members are appointed. Appointment or reappointment of members of Standing Committees shall take place on the date of the first regular meeting of the Board in January of each year. In the event that any term of any member of a Standing Committee as a member of the Board expires, then, and in that event, that member's term as a member of a Standing Committee shall also expire. A quorum for a standing committee shall constitute fifty percent of the committee.

The purposes, functions and duties of the Finance Committee shall be as follows:

The Committee shall meet with the Superintendent (and his/her designees) for the purpose of reviewing budget recommendations, monitoring the district's budget expenditures, and formulating annual budget goals. The Committee shall also review with the Superintendent any proposed budget line item transfers for which Policy 3101 requires Board approval. The Committee shall make recommendations to the Board regarding the above. The Committee shall designate one of its members to report to the Board its doings and recommendations at regular Board meetings.

The purposes, functions and duties of the Policy Committee shall be as follows:

The Committee shall, with the assistance of the Superintendent (or the Superintendent's designee), make policy recommendations to the full Board on: a) matters referred to it by the Board for consideration; b) areas where State or Federal law require specific policies and/or policy changes; or c) matters that it believes are appropriate for new or different policy enactments by the Board. The Committee shall designate one of its members to report to the Board its doings and recommendations at regular board meetings. In the alternative, the Committee may authorize the Superintendent or Assistant Superintendent to report to the Board its doings and recommendations at regular Board meetings.

The purposes, functions and duties of the Committee on Residency/Transportation shall be as follows:

The Committee shall hear and issue decisions concerning any residency status appeals, and/or any appeals relating to transportation decisions made by the school district. The Committee may also, from time to time, make recommendations to the Board (or the Policy Committee) concerning residency and/or transportation matters. The Committee shall designate one of its members to report to the Board its doings and/or recommendations at regular Board meetings.

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The purposes, functions and duties of the Committee on Community Use of Schools shall be as follows:

The Committee may, after meeting with other Town officials (from Recreation and Parks, Board of Finance, RTM, and/or the Selectman's office), make recommendations to the Board concerning community usage of the district's schools. The Committee shall also monitor the current agreement between the Board and the Town concerning community use of school facilities, and make report of its findings to the Board on at least an annual basis. The Committee shall designate one of its members to report to the Board its doings and recommendations at regular Board meetings.

The Board Chairperson shall be an ex-officio voting member of all Standing Committees and the Superintendent shall be an ex-officio non-voting member of all Standing Committees.

The Superintendent or his/her designee will notify all Board members of Standing Committee meetings.

B. Ad Hoc Committees:

The Board may also from time to time authorize the establishment of such other committees from among its membership as it finds necessary to study operations in specific areas and/or to make recommendations for Board action. The following rules will govern the appointment and function of such committees:

1. A committee shall be established through action of the Board of Education.
2. Committee Chairpersons and members shall be appointed and/or removed by the Board, upon the recommendation of the Chairperson, subject to board approval.
3. A committee shall be informed in writing at the time of formation of its purpose, functions, and duties.
4. A committee may make recommendations for Board action, but it may not act for the Board except in those instances where authority to act has been specifically delegated to the committee by the Board.
5. The Board Chairperson shall be an ex-officio voting member of all committees and the Superintendent shall be an ex-officio non-voting member of all committees.
6. The Superintendent or his/her designee will notify all Board members of committee meetings.
7. All non-standing committees shall be dissolved at the end of the Board's year at the annual organizational meeting. They may also be dissolved at any time by a vote of the Board.

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C. Record Keeping:

All committees of the Board shall follow the provisions of the Freedom of Information Act as required by statute. A record shall be maintained by the chairperson of each committee of each meeting listing topics discussed and committee recommendations. All committees shall keep minutes of business conducted at meetings, which shall be kept on file in the Superintendent's Office.

(cf. 9133 – Special committees/Advisory Committees)

Legal Reference: Connecticut General Statutes

1-200 Definitions.

1-225 Meetings of government agencies to be public. Recording of votes. Schedule and agenda of meetings to be filed. Notice of special meetings. Executive sessions.

1-200 through 1-241 of the Freedom of Information Act.

Bylaw adopted by the Board:	January 2, 2003
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WATERFORD PUBLIC SCHOOLS
Waterford, Connecticut