

# NORTH COUNTRY UNION HIGH SCHOOL DISTRICT

## ADMINISTRATIVE PROCEDURE

### **Procedure B.1 BOARD MEMBER ORIENTATION & EDUCATION**

#### **BOARD COMMITTEE STRUCTURE**

##### **A.) Appointment & Structure of NCUHS Board Committees**

The NCUHS School Directors operate using a committee structure. The standing committees are Planning, Negotiations, Personnel, Operations & Finance, Community Relations and School Committees. Ad Hoc Committees are appointed by the board chair as needed.

Appointment: Committee members and committee chairs are appointed by the board chair annually in April. Board members are assigned to specific committees. If a board member wishes to attend additional committee meetings, they are welcome. They are entitled to actively participate and vote if they so desire. They are not entitled to compensation unless they have been appointed to the committee.

The principal or his/her designee will attend all committee meetings.

#### **General Expectations for Committee Chairs**

*Review policies that pertain to specific committee functions.*

Schedule and call meetings as necessary being sure they are warned.

Arrange for scheduling a place to meet.

Maintain minutes for all committee meetings, making sure that copies are given to all board members either through the agenda mailing or handed out at a meeting.

Send a copy of minutes to Superintendent's Office.

Attend Planning Committee meetings or assure that committee information gets to the Planning Committee Meeting.

Report activities to the board at the first School Board meeting after a committee meeting.

Present recommendations to the Board for any items requiring approval, making sure written materials are part of the Central Office agenda.

Other responsibilities designated by the School Board Chair.

## **Committee Composition & Responsibilities:**

Each committee is composed of a minimum of three board members appointed by the NCUHS School Board chairperson. A chairperson for each committee is appointed by the Board Chairperson.

1. **Planning Committee:** Composed of the chairperson of each committee and chaired by the NCUHS Chairperson, this committee plans the agendas for NCUHS School Board meetings.
2. **Finance/Operations Committee:** Provides oversight of the financial operations including budget development, signing orders and monitoring revenue and expenditures. Provides oversight of maintenance, custodial and transportation functions for NCUHS.
3. **Negotiations Committee:** Carries out the negotiations process with NCUEA & NCSSA for NCUHS and NCUJHS.
4. **Personnel Committee:** Provides oversight for any functions relating to personnel, including hiring, dismissal and evaluation monitoring.
5. **Community Relations Committee:** To provide opportunities for community involvement by promoting a variety of forums that will encourage an understanding of the objectives, accomplishments, and needs of the NCUHS/NCCC.
6. **School Committee:** Provides oversight of NCUHS policies and procedures.

## PLANNING COMMITTEE

**Description:** The Planning Committee is composed of the chairperson of each committee and under the leadership of the NCUHS Chairperson. This committee plans the agendas for full board meetings.

### **Chairperson Specific Committee Duties:**

1. See expectations listed in “Committee Structure”.
2. Work with Superintendent and secretary to see that all board meetings are warned and that agendas reflect the information needed.
3. Make sure that all committee chairpersons are reporting to Planning Committee.
4. Report to the full Board, the activities of the Planning Committee.
5. Maintain log of board member attendance at full board meetings.

### **Committee Duties:**

1. Meet with the Superintendent, Principal and Career Center Director the week before each full Board meeting to determine the Board agenda.
2. Carry out any special assignment board may delegate.

## FINANCE / OPERATIONS COMMITTEE

**Description:** *Finance:* Provides oversight of the financial operations including budget development, signing orders and monitoring revenue and expenditures. *Operations:* Provides oversight of maintenance, custodial and transportation functions for North Country Union High School.

### **Chairperson Specific Committee Duties:**

1. See expectations listed in Administrative Procedure Handbook 8 (a), Appointment & Structure of NCUHS Board Committees

### **Committee Duties:**

1. *Use & review appropriate policy when making decisions. If a policy change is determined necessary by the committee and administration, it should be discussed at the Operations/Finance Committee level with suggested changes/concerns documented in writing. Necessary changes should be brought to the School Committee for discussion, review and dissemination.*
2. Annually review, for the school board, procedure for signing vouchers. Ask motion to authorize one member of the Finance Committee plus one other NCUHS Board member.
3. Review monthly detail report of expenditures/revenues.

4. Review summary report five times per year. Produce a financial summary of the school budgets for each School Board and the Superintendent. This summary should be simple (one page, if possible) and include forecasts for any category that is materially different from the budget amount.
5. Prepare annual budget with Business Manager.
6. Oversee student fund-raising activities.
7. Oversight of maintenance, custodial and transportation issues.
8. Offer input to Business Manager on facility issues.
9. Carry out any special assignment board may delegate.

### **NEGOTIATION'S COMMITTEE**

**Description:** Carries out the negotiations process with NCUEA & NCSSA

**Chairperson Specific Committee Duties:**

1. *Use & review appropriate policy when making decisions. If a policy change is determined necessary by the committee and administration, it should be discussed at the Negotiation Committee level with suggested changes/concerns documented in writing. Necessary changes should be brought to the School Committee for discussion, review and dissemination.*
2. See expectations listed in “Committee Structure”.
3. Schedule meetings with Association Representative (NCUEA/NCSSA).
4. Work with Superintendent to access legal advice.

**Committee Duties:**

1. Advise Superintendent on contract interpretation.
2. Attend all negotiation sessions.
3. Provide on-going information to the School Board.
4. Make sure all state and federal laws are adhered to or put into contract for negotiations.
5. Work with Administration at NCUHS and NCUJHS to find out their suggestions on contract.
6. Poll Board for their suggestions on contract issue.
7. Work with Board for budgetary line items.
8. Carry out any special assignment board may delegate.

### **PERSONNEL COMMITTEE**

Description: Provides oversight for any functions relating to personnel, including hiring, dismissal and evaluation monitoring.

**Chairperson Specific Committee Duties:**

1. See expectations listed in “Committee Structure”.

**Committee Duties:**

1. *Use & review appropriate policy when making decisions. If a policy change is determined necessary by the committee and administration, it should be discussed at the Personnel Committee level with suggested changes/concerns documented in writing. Necessary changes should be brought to the School Committee for discussion, review and dissemination.*
2. Employ or make employment recommendations to the Board, following Vermont Statutes, Board Policies and Administrative Procedures. This includes all professional staff all head coaches and any other positions directed by the School Board.
3. A goal should be to meet twice annually (October/November and February/March) with each Administrator to discuss any/all issues involving the particular position as it affects the NCUHS community.
4. Meet annually with the Administration to review generally, and specifically if appropriate, staff evaluations.
5. Evaluate, at the Committee's discretion or Board direction, any/all Administrators with the Superintendent of Schools.
6. Review staffing positions relative to state/federal guidelines/requirements, cost effectiveness, and quality program delivery. This requires an on-going dialogue with the Administration and recommendations to the Finance Committee.
7. Requests for additional staff or changes in job titles/descriptions will be brought to the Personnel Committee for consideration and recommendation o the full board.
8. Review Administrative Procedures.
9. Meet with the Associate Principal and the Athletic Director seasonally to review generally and specifically if appropriate, Head Coach evaluations.
10. Receive notification of teachers placed on a Plan of Assistance. This notification should include timeline with final resolution.
11. Receive information regarding anticipated and current vacancies, advertisements and interview deadlines.
12. Carry out any special assignment board may delegate.

### **SCHOOL COMMITTEE**

**Description:** Provides oversight of NCUHS & NCUJHS policies and procedures.

**Chairperson Specific Committee Duties:**

1. See expectations listed in "Committee Structure".
2. Work with secretary on any proposed changes to policies for approval by full board through two readings at that level.
3. Keep track of policies in draft progress as well as where each policy is in reading at the full board level.
4. Contact all individuals who need to be involved in any policy revision or review.
5. Maintain timelines for policy adoption and/or revision.
6. Assure that policies are reviewed by an attorney before adoption.
7. Make certain that the Junior High is included in discussion of policy.
8. Assure that policies and committee reports appear in agenda for full board meetings as necessary.

9. Any North Country Schools/OENSU Common Board Policy: If any change should be necessary to Common Board Policies, the change should be noted in writing and submitted to the NCS/OENSU Policy Committee to be placed on the agenda for district-wide discussion.

**Committee Duties:**

1. Between July 1 and January each school year, review all policies in book. Include in discussion appropriate members of the NCUHS & NCUJHS administrative team. Committee, NCUHS Principal, NCUJHS Principal, Career Center Director, should read and discuss every policy to determine if changes need to be made. Review of discipline/student policies should also include the NCUHS Associate Principal and NCUHS Dean of Students.
2. Create Ad Hoc Committee as needed for policies, which need to be developed or revised.
3. Be sure that Administration annually reviews Student Handbook, Athletic Code of Conduct, Faculty Handbook and Coaches Handbook.
4. Carry out any special assignment board may delegate.

**COMMUNITY RELATIONS COMMITTEE**

Description: To provide opportunities for community involvement by promoting a variety of forums that will encourage an understanding of the objectives, accomplishments, and needs of the NCUHS/NCCC.

Chairperson Specific Committee Duties:

1. See expectations listed in “Committee Structure”.
2. The Chairperson should preside with impartiality
3. The presiding Chairperson-must leave any personal or political agendas to those members who support that same program.
4. Follow Robert’s Rules of Order for Committees

Committee Duties:

1. Provide opportunities for community involvement in NCUHS/NCCC through volunteering, business/organizational partnerships, sponsorships, internships and other joint projects.
2. Provide and encourage an understanding of the objectives, accomplishments, and needs of the NCUHS/NCCC Board within the community.
3. Effectively use all forms of media to accomplish the goals of the School Board.
  - Act as designated spokesperson for the NCUHS/NCCC Board.
  - Know the media persons assigned to report on the NCUHS/NCCC Board.
  - Request the press to attend noteworthy events and meetings.
  - Periodically submit press releases and information to newspapers and radio.

- Utilize public access television to air meetings and important events.
  - Submit op-ed letters to the newspaper about important issues.
  - Respond to media criticism in a constructive rather than a defensive manner.
  - Openly discuss issues.
4. Create an open, systematic and planned two-way communication process between the School Board and the community.
  5. Identify opportunities and channels needed for resolving concerns and misunderstandings.
  6. Inform concerned persons as to their rights, privileges and responsibilities.
  7. Build community support through school events (graduation, drama and dance productions, chorus/band concerts, sports events, and other advocacy strategies).
  8. Encourage the constructive involvement of the community in the activities and the administration of NCUHS/NCCC.

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