

MAINE SCHOOL ADMINISTRATIVE DISTRICT #33

Board Standing Committees

The Board believes that standing committees can be useful to its decision-making process and in the transaction of Board business. The Board may establish such standing committees as it deems necessary to facilitate school unit governance and address ongoing school unit needs. A standing committee has only such authority as specified by the Board.

All standing committees shall be comprised of less than a majority of the Board.

All standing committee meetings are open to the public except as provided by the Freedom of Access Law and the Municipal Public Employees Labor Relations Law.

Establishment and Functions of Standing Committees

The following provisions apply to the establishment and functions of standing committees:

- A. All standing committees shall be established by vote of the Board. A motion to establish a standing committee shall state the purpose and responsibilities of the committee (the “charge”) and set the number of members comprising the committee.
- B. The Board Chair will appoint members to a standing committee from among the membership of the Board. For existing standing committees, appointments will be made at or as soon as practicable after the School Board’s annual organizational meeting.
- C. The Board Chair may also make appointments to standing committee vacancies on standing committees that occur prior to the Board’s next organizational meeting.
- D. The term of appointment to a standing committee shall be until the next organizational meeting.
- E. Each standing committee will elect its own chair.
- F. The Board Chair and Superintendent shall be ex officio (non-voting) members of all standing committees.
- G. Any Board member may attend standing committee meetings, but only appointed members of the committee may vote.
- H. Except as authorized by law or Board action, a standing committee may research issues and make recommendations for Board action, but may not act for the Board.

- I. A standing committee may be abolished at any time by a vote of the Board.
- J. The number of members on a standing committee and/or the responsibilities of a standing committee may be modified at any time by a vote of the Board.

Authorization/Appointment of Standing Committees

The Board shall have the following standing committees:

Finance Committee

To study and recommend policies and action pertaining to fiscal management. This Committee is also responsible for signing payrolls and general account payments made by the District.

Policies and Personnel Committee

This Committee is responsible for the development of District policy. They shall review at least annually the District Policy manual. They shall review proposed policies and make recommendations to the Board for their adoption.

This Committee shall study and review procedures regarding appointment and dismissal of all personnel, personnel matters, and personnel policies. In the case of administrative appointments, this Committee reviews the qualifications of applicants in cooperation with the Superintendent, including if necessary a personal interview, in preparation for receiving the Superintendent's recommendation. The superintendent's nomination is presented to the Board with the Committee's recommendation for final action.

Negotiations Committee

To study and recommend policies and action pertaining to collective bargaining between the Board and employee groups. This Committee will also meet with representatives of employee groups for the purpose of negotiations, and present progress reports to the Board as a whole.

Facilities Committee

The function of this committee is to review future building needs and to formulate recommendations for fulfilling these educational needs through a planned building and/or renovation project.

They shall also oversee current building projects within the District. This Committee is also concerned with sites and site selection for the District.

Each year, this Committee shall inspect each building in the District and review recommended maintenance work to be completed during the vacation period. They shall also inspect the completed projects.

Long-range Planning Committee

To study long-range (greater than 1- year) non-building needs of the District.

The Board may establish other standing committees it deems necessary in accordance with this policy.

Legal Reference: 1 M.R.S.A. § 401 et seq.

History:	Adopted	Meeting #322	June 5, 1978 (as policies BBAA and KD)
	Revised	Meeting #636	May 3, 1993
	Revised	Meeting #638	July 5, 1993
	Revised	Meeting #647	December 6, 1993
	Revised	Meeting #834	January 2, 2007