

0155 BOARD COMMITTEES

The Livingston Board of Education has established two committees. The following attempts to put forth general and specific guidelines related to the newly created committee structure.

General Guidelines

1. No committee, or any individual committee member, has the authority to speak in the name of the Board or for the Board of Education, or to indicate in any manner that any committee recommendation may in any way bind the Board. The committees' responsibilities are only to study, report and recommend.
2. Committee meetings shall have specific agendas built cooperatively between the committee chairpersons and the Superintendent or his/her designee. Committee chairpersons will be responsible for ensuring agendas are available to all committee members before committee meetings.
2. Preferably, committee meetings should last no longer than one hour.
3. Minutes of the meeting will be compiled and distributed to all Board members.

School Board Standing Committees exist to facilitate the work of the school board. Each standing committee has a board member that serves as chair, a second board member as a member of the committee. Each committee will have district administration representation, as well as representation of faculty and staff members, when appropriate.

Standing committees are not decision-making bodies. They:

1. make recommendations to the full board.
2. study issues more deeply than time would allow at the board meeting.
3. allow for community or staff input on relevant issues, as needed.



Curriculum Committee

Purpose: to review and recommend textbook selection, new programs, curriculum and assessment modifications, test results, various data elements and academic progress to the full board.

Some of the functions of the Committee are to:

1. Review current instructional materials and future options for updating those materials at all levels. Textbooks and other materials are discussed and examined for course relevance and appropriateness before being presented to the Board for approval.
2. Review recommendations of new text books and technology and report findings to the full Board.
3. Review curriculum adoption and implementation cycle in collaboration with the Directors of Curriculum and Instruction, Assistant Superintendent and Superintendent and report to the full board as appropriate.
4. Receive updates regarding curriculum mandates and ensure that action is taken to implement necessary programs.
5. Ensure that resources are planned for in the area of curriculum review and staff development within the community's financial resources.
6. Review standardized test and evaluation results of the district prior to the full Board presentation.
7. Inform and direct the Board's annual approval of learning goals in support of the District's educational mission.
8. Guide the Board in periodic assessment of progress toward achievement of these goals in compliance with the District's Strategic Plan.



9. Attend information meetings with appropriate professional staff members dealing with curriculum items including current and innovative matters as representatives of the Board, as appropriate.

Finance & Facilities

Purpose: work with the Business Administrator and the Superintendent on the district finances and issues relating to the funding of the district. In addition, the committee would be apprised of the district's physical operating systems and structures, including district buildings and fields, capital projects, maintenance and repairs and construction.

Some functions of the Committee are to:

1. Review and monitor issues related to the school District budget.
2. Recommend cost effective and efficient projects and initiatives for full school board consideration.
3. Review the needs and uses of District buildings and grounds.
4. Study the budgetary impact of suggested improvements.
5. Recommend, with input from administration, long and short term uses and facility improvement plans that are in the best interest of the community and the District.
6. Explore alternative revenue sources to supplement the District's budget and financial goals.

