

**BOARD COMMITTEE MISSIONS
AND STATEMENTS OF PURPOSE**

FINANCE

The Finance Sub-Committee responsibilities are to:

- Review the monthly budget-to-actual financial data.
- Oversee bid documents, review submitted bids and make recommendations to the Board on service contracts and everything else not in Facilities Sub-Committee purview.
- Recommend to the Board any contract in excess of three years for Board approval.
- Review and refine the budget preparation process.
- Review annual audit.
- Approve any line transfer items per Policy DBJ.
- Confirm the District uses the services of a qualified auditing firm to review the School District's Financial Records and issue audited financial statements.

Revised: 2018

POLICY

The Policy Sub-Committee is responsible for the development and review of all school board policies which will be disseminated on the District's website. The Committee is specifically responsible for the following items:

- Maintaining policy review and schedule.
- Post approved policies on the web.
- Notifying affected parties of policy development and/or changes.
- Initiate the identification of policy changes required by NCLB.

Reaffirmed: 2010

PERSONNEL

The Personnel Sub-Committee will work to select and hire the best people for the District through the following tasks:

- Develop or refine job descriptions.
- Review personnel needs of the District.
- Recommend to the Chair of the Board, the process to be used and the people to be involved in selecting administrators for the District. (The Personnel Chair will be a member of all administrative search committees.)
- Organize the evaluation of the Superintendent of Schools.
- Recommend salary adjustments for non-union staff for budget consideration.
- Develop draft contracts.

Reaffirmed: 2011

FACILITIES

The Facilities Sub-Committee is dedicated to ensuring that all buildings and property of the district are properly maintained to provide an appropriate educational environment.

The Facilities Sub-Committee is responsible for the following:

- Overseeing the Capital Improvement Plan.
- Overseeing the district-wide Maintenance Replacement Schedule.
- Overseeing the development of the budget for buildings and grounds, Capital Improvement Plan, and to advocate for them during the budget review process.
- Overseeing the bid documents, reviewing the submitted bids and making recommendations to the board for the items on the C.I.P.
- Reviewing and approving alterations to the facilities and grounds.

Reaffirmed: 2008

PUBLIC RELATIONS

The Public Relations Sub-Committee will investigate and execute every opportunity to promote district-wide knowledge and awareness of facts relating to school programs at all levels, both academic and administrative. This sub-committee will also disseminate information promoting the District as a whole.

Some of the methods to be used:

- News media
- Newspapers
- District Newsletters and Bulletins via direct mail or sent home with students
- General population newsletters
- Letters to the Editor
- Web sites
- Local Access TV – Newton and Kingston
- Networking with community citizens
- Posters and notices on Town Hall bulletin boards
- State and federal representatives
- Community groups

Reaffirmed: 2010

EXCELLENCE in STUDENT ACHIEVEMENT (EISA)

The purpose of the Excellence in Student Achievement (EISA) Committee is to ensure the highest level of student achievement.

The committee is responsible for monitoring student performance and making recommendations to improve student achievement to the school board.

This committee will:

- Ensure data from statewide and district assessments are received and promptly reported to the School Board in an ongoing basis.
- Monitor institutional effectiveness by ensuring programs, curriculum, professional development and other budgeted activities are mapped to growth targets in academic and other performance indicators.
- Review yearly Academic Achievement Reports using the district indicators for student success/progress.

SANBORN REGIONAL SCHOOL DISTRICT

SRSD FILE: BDE-E

- Evaluate Board policies and Administration recommendations that impact student achievement and recommend to the Board resolutions which ensure programs support student achievement and successful programs are replicated where possible.

The committee should be comprised of three school board representatives, and non-voting curriculum directors, and teacher representation when needed.

Revised: 10/24/18

Effective: February 6, 2002
Revised: July 16, 2003
Revised: June 29, 2004
Revised: March 21, 2007
Revised: October 15, 2008
Revised: August 11, 2010
Revised: May 18, 2011
Revised: May 4, 2016
Revised: October 19, 2016
Revised: October 24, 2018