



## HADDON TOWNSHIP BOARD OF EDUCATION

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### **0155. BOARD COMMITTEES**

The Board of Education authorizes the creation of ad hoc and standing committees of Board members charged to conduct studies, make recommendations to the Board, and act in an advisory capacity. Committees are not authorized to take action on behalf of the Board. The Board shall act as a committee of the whole for all general matters concerning the school district.

An ad hoc committee may be created and charged at any time by the President or a majority of the Board members present and voting. The President shall appoint members to any committee so created and charged; members shall serve until the committee is discharged. Ad hoc committee meetings may be called at any time by the committee Chair or when a meeting is requested by a majority of the members of the committee.

The Board is authorized to designate standing committees as necessary for formulating, reviewing, analyzing, and deliberating policy recommendations for particular organizational areas of the school system prior to consideration by the full Board. Subject to change or modification as deemed necessary by the President, three (3) committees are established with respect to the organizational areas listed below.

#### A. Curriculum and Program

The Curriculum and Program Committee is responsible for the instructional program and activities for the district's pupils to ensure that the district is providing a thorough and efficient education. The Curriculum and Program Committee develops policy and considers matters related to curriculum, instruction, data analysis, testing, exceptional student education, Title I, evaluation, research, technology, student progression, instructional materials, professional learning, and related procurement and rulemaking.

#### B. Personnel and Policy

The Personnel and Policy Committee is responsible for the policy development and revision process, as well as personnel to ensure that the district maintains sufficient staffing to meet its stated goals and needs. The Personnel and Policy Committee develops and revises Board bylaws, reviews all state mandated policy changes, supports the Superintendent evaluation and contracting process, reviews administration contracts, and develops policy and considers matters related to labor relations, Superintendent succession management, and related procurement and rulemaking.

#### C. Finance and Facilities

The Finance and Facilities Committee is responsible for the areas of insurance, finance, purchasing, transportation, safety, operations, and providing the buildings and grounds

facilities required for the provision of a thorough and efficient education of the district's children. The Finance and Facilities Committee reviews the annual district budget in advance of full board budget review process to make recommendations and develops policy and considers matters related to budget, audits, treasury management, procurement, resolutions, risk management, property/equipment and goods, services contracts, real estate, growth management, construction, maintenance, energy, sustainability, capital budget, and related procurement and rulemaking.

### Membership

A. The President will serve as an ex-officio member of each committee he/she does not directly serve on. Each committee will be composed of three (3) Board members, appointed by the President of the Board. The President of the Board shall also appoint the Chair of each committee. Each Board member other than the President of the Board will serve on one (1) committee. The Superintendent will serve as the district representative on all committees.

B. Committee appointees for standing committees will serve for one (1) year, and the appointments will be made at the January organizational meeting.

1. In the event of an unexpected vacancy on the Board, the affected standing committee will continue operations until a new Board member is appointed or elected. Upon joining the Board, the new Board member will be appointed to the standing committee with a vacancy.

### Powers

A. The Chair of each committee will call meetings of the committee and, in collaboration with the appropriate staff liaison, will establish the agenda for each committee meeting.

B. The committee may consider agenda items or matters being presented by staff to the full Board for consideration, unless they are not appropriate for review. The committee may consider other issues within the organizational area which the committee Chair believes should be addressed.

1. Matters not appropriate for committee review include the names of candidates recommended by the Superintendent for assignment, transfer, or appointment to positions, employee disciplinary matters, matters to be considered in executive session, matters involving litigation, settlements, resignations, and attorney work product from the Board Attorney, and any other matters which the full Board deems inappropriate for committee review.

C. In the event that a monthly meeting is not called by the committee Chair, a member of the committee who wishes to convene a meeting may request the meeting through the Chair of the committee, who shall then schedule the meeting. No scheduled committee meeting shall be canceled if any member of the committee wishes to convene the meeting.

- D. In the event that the Chair of a committee is unavailable for a scheduled committee meeting, another committee member will be chosen by agreement of the membership to serve as Chair of the meeting.
- E. Committee Chairs will send the notes from each committee meeting to the full Board for review.
- F. Once considered by committee, agenda items and matters to be considered by the full Board will be forwarded to the President, including any recommendations from the committee.

Miscellaneous

- A. Committee meetings will occur monthly and will take place, as much as possible, on the same day each month at staggered times to allow for attendance at all meetings by the Superintendent. The Chair of each committee is responsible for scheduling the committee meeting.
- B. Committee meetings shall not be open to the public, except that a majority of the committee or the chairperson may open the meeting to the public or invite persons whose knowledge or expertise may be useful to the committee.
- C. Committee requests for reports, data, and information requiring monetary expenditures or excessive use of staff time and resources must be authorized by the full Board.

Adopted: April 29, 2010  
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Revised: July 16, 2020