

COMMITTEE FUNCTONS

WHEREAS, the Paramus Board of Education operates using standing committees to efficiently conduct Board business; and

WHEREAS, a comprehensive listing of committee functions will clearly define those responsibilities allocated to each committee; and

WHEREAS, standing committees are meant to supplement the full Board, and that the Board retains full authority over committee functions (except where prohibited by law); and

WHEREAS, when a committee system is utilized, documented responsibilities are necessary for the Board to accomplish its long-term and short-term goals;

NOW, THEREFORE, BE IT RESOLVED, that the Paramus Board of Education charges each of the standing committees listed below with the following committee functions:

EDUCATION POLICY COMMITTEE:

The Education Policy Committee reviews matters related to existing or new curriculum and educational programs including but not limited to the following committee functions:

- Evaluate the effectiveness of curriculum
- Monitor, in collaboration with the Superintendent, all phases of the curriculum cycle (evaluation through implementation)
- Inform and direct the Board's annual approval of learning goals in support of the District's educational mission
- Guide the Board in periodic assessment of progress toward achievement of District educational goals
- Review standardized test and evaluation results of the District
- Evaluate District performance on state and District assessments, including the District metric adopted September 23, 2013, prior to presentation to the Board
- Update District policies as necessary to comply with current laws and District needs.
- Review five year plans for District curriculum.
- Review evaluation systems for school staff and the Superintendent.
- Assist in the review and development of policies related to staff.
- Review hiring recommendations of the Superintendent.
- Assist in determining the creation/elimination of District positions.
- Review and approve job descriptions.

FINANCE AND BUDGET COMMITTEE:

The Finance and Budget Committee works with the Business Administrator and Superintendent with regard to District finances including but not limited to the following committee functions:

- Review month monthly financial reports and financial action
- Review and monitor issues related to the school District budget
- Recommend adjustments and modifications to the District's budget
- Review appropriate contracts and discusses projects to meet the District's goals
- Meet with the District's auditor prior to submission of the audit to the Board
- Review and monitor the District's three year financial plan.
- Review hiring recommendations of the Superintendent.
- Assist in determining the creation/elimination of District positions.
- Review and approve job descriptions.

FACILITIES, TRANSPORTATION AND SECURITY COMMITTEE (formerly "Insurance, Buildings & Grounds, Transportation and Security"):

The Facilities, Transportation & Security Committee works with the Business Administrator and the Superintendent on the physical operating systems and structures of the school District including but not limited to the following committee functions:

- Review the current and future needs of the District facilities and properties to deliver on curriculum, extracurricular and athletic needs
- Ensure student, staff and visitor safety through a rigorous, continuous review of safety and security measures for all District facilities and properties
- Report on the budgetary impact of improvements
- Recommend, with input from administration, long and short terms uses and facility improvement plans that are in the best interest of the District
- Propose policies to promote safe, economical and expeditious transportation of students as required by law and/or permitted by Board policies and regulations
- Make recommendations to the Board on approval or denial of parent/guardian on bus transportation assignments
- Review general & professional liability and other property related insurance policies
- Review five year plans for facilities and security.
- Review hiring recommendations of the Superintendent.
- Assist in determining the creation/elimination of District positions.
- Review and approve job descriptions.

NEGOTIATIONS COMMITTEE:

The Employee Relations Committee works on issues related to District personnel including but not limited to the following committee functions:

- Work with the Business Administrator, the Superintendent and the Board Attorney to oversee the negotiation of contracts with District personnel.

COMMUNITY RELATIONS/COMMUNICATIONS COMMITTEE (new committee):

The Community Relations/Communications Committee is charged with oversight of both internal and external communications regarding Board of Education issues. The committee aims to drive transparency and engagement between the Board/District and key stakeholders (parents, community members, district employees and students). Committee functions are included but not limited to the following:

- Study and review communication vehicles, plans, strategies, practice and programs as proposed by the Superintendent
- Ensure efficient and timely communications from the Board of Education to Paramus constituencies including students, parents and community members
- Evaluate outreach to the media, press coverage, Board meeting presentations, events/special projects and any central office communication to parents and guardians
- Provide advice to the administration and Board of Education on messages, delivery vehicles, and focus to ensure clear, accurate, transparent and timely delivery of all District communications to stakeholders

ATHLETICS COMMITTEE The Athletics Committee is responsible for providing oversight of athletic activities in the District including but not limited to the following committee functions:

- Develop policy pertaining to athletics activities
- Review existing and proposed activities on the basis of safety, participation levels, and other factors
- Review potential athletic trips and other off-site events
- Review three year plans for athletics programs including projections of participation levels
- Review and update evaluation system for athletic programs, as well as their coaches and review the results of those evaluations. .