

BOARD COMMITTEES

The Evansville Community School District Board of Education shall function as a committee of the whole. Sub-committees may be established which enable the Board to conduct its business in an efficient and effective manner to study in greater detail the issues facing the District.

Committees may be standing or ad-hoc in nature. The committee structure is designed to bring recommendations to the Board; it is not intended to take away a board member's opportunity to ask questions or to be responsible for the decision-making process.

Overview

Committees shall perform specific functions and duties as determined by the Board. The committees shall be fact-finding, deliberative and advisory in nature. Committees shall have no power to take any action whatsoever on behalf of the Board or to otherwise commit the Board or District to any course of action or expenditure of funds. In the event of any uncertainty the board retains discretion surrounding a committee's scope of responsibility, and to avoid unnecessary duplication of effort, the Board retains discretion to make final determinations as to the most appropriate committee, if any, to address specific issues.

Committee Membership

A list of standing committees is established at the annual Board reorganization meeting in April or May. Board members are appointed to standing committees by the Board President after they consult with Board members as to their committee preferences. The appointments shall be made within 30 days of the annual reorganization meeting. Each committee shall have at least one Board representative.

The President shall assign a board member to act as the committee chair, if not already volunteered. If a second Board member is assigned to the committee, that Board member shall act as alternate chair in the event that the designated chair is unable to attend a scheduled meeting or otherwise perform the duties of the chair. The President shall not appoint the same Board member as the chair of multiple standing committees, except by necessity or except with the approval of the Board. The committee may include individuals who are not Board members, such as staff and community members with applicable expertise. The District Administrator shall appoint an administrator to serve as a resource and committee member on each committee.

The list of standing committees may be amended during the year to meet the needs of the District. Committee membership could experience change should vacancies occur.

Committee Business

It shall be the responsibility of the committee chair or designee to schedule committee meetings, plan the meeting agendas and ensure that the minutes of all committee meetings are recorded. The minutes from committee meetings shall be reviewed and approved at a committee meeting. Upon approval, the meeting minutes shall be made available to the public upon request. Committee minutes shall also be posted in accordance with state law and established District procedure.

Committee meeting minutes shall be retained according to state law.

The committee chair shall be provided time as needed on regular Board meeting agendas to present reports and/or make recommendations to the Board.

Any Board member may attend any standing committee meeting; however, only official members of the committee will have the authority to make motions and vote at the committee meeting.

Public notice shall be given for all Board committee meetings in accordance with state law and Board policy. When appropriate, based on the anticipated attendance of Board members who are not members of the committee, such notice shall include a statement that a quorum of the Board may be present, but the Board will take no action as a governmental body at the committee meeting.

Legal Ref.: 19.84 Wisconsin Statutes (Public Notice)
19.85 (Exemptions)
19.89 (Exclusion of Members)