

**SPRINGFIELD PUBLIC SCHOOLS
Springfield New Jersey 07081**

STANDING COMMITTEES AND REPRESENTATIVES

The President shall make committee assignments within one month of the annual Organizational Meeting. The following standing committees and representatives are recognized as official committees of the Springfield Board of Education and will consist of four members and one alternate:

1. Buildings and grounds
2. Finance
3. Public relations, legislation
4. Negotiations
5. Policy
6. School government
7. Teacher-Administrator-Board
8. Sports

Representatives:

1. Town and Recreational Liaison
2. State and county school boards associations
3. Union County Educational Services Commission
4. Local PTAs and PTSO

A chairperson appointed by the President shall report for the committee to the Board.

Meetings of the standing committees shall be held in private session unless otherwise specified by the Board.

Within the assigned responsibility, the committee will conduct studies, make recommendations to the Board and act in an advisory capacity, but no committee shall take action which binds the full Board.

Since the purpose of committee meetings is to expedite the work of the Board, the meetings shall be limited to those committee members appointed by the President, unless there is an absence at which time an alternate may be assigned.

The Board of Education shall have members assigned to particular standing committees so that they may concentrate their efforts on a particular segment of Board work. The committees shall expedite liaison between the Superintendent and the Board between meetings. Committee minutes and recommendations for Board action shall be presented in writing to the full Board.

The Superintendent or any other member of the school staff maybe consulted in work of committees where his/her advice is needed.

The President in consultation with the Vice President shall make committee assignments within one month after the annual Organizational Meeting. Committee assignments are for a term of one year, unless reassigned by the President at a later date.

Committee chairpersons may call a meeting by making arrangements through the President (or in his/her absence the Vice President) who will make arrangements with the School Business Administrator/Board Secretary. The Superintendent in consultation with the President (or in his/her absence the Vice President) may request a committee meeting as needed. The date and time of the meeting should be convenient for the chairperson and the administration. The chairperson shall discuss the proposed agenda in advance with the President. Committee members shall be officially notified of the date, time and place of the meetings.

While the Superintendent is an ex-officio member of the full Board, he may be excused from committee meetings upon his/her request and may appoint a staff member as his/her liaison. He/she may also be excused by request of the full committee.

The individual committee member is responsible for notifying the committee chairperson if he/she is unable to attend a committee meeting. He/she should also contact the alternate to serve in his/her stead.

Each committee chairperson shall provide minutes of his/her meeting, with the exclusion of the Negotiations Committee or other issues as provided by law. Copies of committee minutes shall be distributed to all Board members by the President.

Approved: August 28, 1989

Revised: June 30, 1997

Revised: October 22, 2007

Revised: February 28, 2008