

**BACKUP FOR #1POL**  
**FOR PUBLIC AGENDA OF MARCH 23, 2020**  
**(Second Reading & Adoption)**

1POL THEREFORE BE IT RESOLVED, that the Fort Lee Board of Education, upon recommendation of the Superintendent, approves the **second reading and adoption of the following policy/regulation updates** listed below: [Click here for 2020-03-23 #1POL Back-up](#)

Policy/Reg No.	Topic
P 0155	BOARD COMMITTEES

## 0155 BOARD COMMITTEES

In order to use the time, effort and expertise of the members of the Board effectively, the Board shall operate under a committee system. The Board of Education authorizes the creation of committees of Board members charged to conduct studies, make recommendations to the Board, and act in an advisory capacity.

The duties and responsibilities of Board committees are expressly limited to investigation and advice. Committees may recommend suggested courses of action to the Board. No decision making authority is vested in or delegated to the committees. Meaningful and final review and all decision-making authority is expressly retained by and vested solely and exclusively in the Board Committees that have met since the previous Board meeting shall be required to give reports to the Board.

Committees shall consist of no more than three Board members. A chairperson shall be appointed by the President. The President shall serve as ex officio member on all Board committees. A member may request or refuse appointment to a committee; a member's refusal to serve on any one committee shall not prejudice his or her appointment to another committee. The committee members shall each be provided with a list of functions and duties.

### Standing Committees

The Board may authorize the establishment of such standing committees from among its membership as it finds necessary to study operations in specific areas and to make recommendations for Board action. The following rules will govern the appointment and function of such committees:

1. The committee shall be established through action of the Board.
2. The committee chairperson and members shall be appointed and removed by the Board President.
3. The committee may make recommendations for Board action, but it may not act for the Board.
4. The Board President and Superintendent shall be ex officio members of all standing committees.
5. All standing committees may be dissolved at any time by a motion of the Board.



6. The President shall appoint Board members to serve a one-year term on the following Board standing committees:

a. Negotiations Committee

The purpose of this committee is to facilitate contract negotiations between the Board of Education and representative union and non-union employees. The Business Administrator and Chief School Administrator/Superintendent guide and assist in the coordinating activities of this Committee.

Members shall represent the Board of Education in all financial matters under the scope of the Negotiating Laws of the State of New Jersey. Responsibilities include meeting with duly authorized representatives of the employee negotiation units; reporting negotiation progress to the full Board for discussion; reaching tentative contract agreements subject to ratification by the Board and Association members; and presenting, to the Board, all other salaries and benefits for employees outside the negotiation units.

b. Curriculum Committee

The purpose of this committee is to act as a forum to review current instructional materials and future options for updating those materials at all levels. Textbooks and other materials are discussed and examined for course relevance and appropriateness before being presented to the Board for approval. The goal of the Curriculum Committee is to provide advocacy and to assist the Superintendent in ensuring that the District's curriculum is academically sound, comprehensive and responsive to the evolving needs of the community and align to the Curriculum Cycle. The Curriculum Committee will meet with the superintendent or his/her designee to review curriculum, student achievement data and discuss matters pertinent to student learning experiences.

Members shall review recommended curriculum changes and new textbooks, annually, meet with the Superintendent and his or her designee to discuss academic, social and emotional educational programming.

c. School Security Committee



The purpose of this committee is to work in consultation with the superintendent, supervisor of security, school security guards and the Fort Lee Police Department (FLPD) Chief to ensure and enhance the safety of the District's schools, including without limitation, to review the adequacy of security systems, including security protocols, enhanced communications, and mental health services. The committee may also include additional school community stakeholders, including (FLPD) officers, teachers, support staff, construction code officials and other emergency responders on as a needed basis.

Responsibilities:

- 1) Report on security plans and protocols;
- 2) Continually review the safety of the school facilities including but not limited to visitor access, student drop-off, after hours use, and recommended changes in procedures.

The School Security Committee will meet regularly and will strive to support a safe and healthy school organizational structure which includes, but is not limited to:

- 1) Providing adequate mental health services and counseling,
- 2) Control over access to school premises, and
- 3) Positive school climate.

d. Policy Committee

The purpose of this committee is to work with the superintendent or his/her designee to review and update existing, Policies, Regulations and Bylaws, and draft revisions as needed, for discussion and adoption by the Board. Members will also create and make recommendations for new policies and regulations, as needed.

~~The members appointed to the Policy Committee, along with the liaison to the Mayor and Council may serve on the Fort Lee Mayor's Education Advisory Panel to address issues of common interest to the Board of Education and Fort Lee~~



~~**Municipal government. The Education Advisory Panel is advisory only, and shall not take any action to bind the Board of Education.**~~

e. Buildings and Grounds Committee

The purpose of this committee is to work with the Superintendent and Business Administrator to plan, study, and oversee necessary renovations, capital improvement projects and any new construction related to the improvement and maintenance of the District's facilities. The Buildings and Grounds Committee shall work with the Superintendent and Business Administrator to review a long range facilities plan for the District, as required by the law. The Committee shall also review recommendations by the superintendent as necessary relating to maintenance of all district facilities including all fields and sports facilities.

f. Finance Committee

The purpose of this committee is to work with the Superintendent and School Business Administrator on preparation of the annual budget; review district financial reports; review bills lists prior to Board approval; meet with the Business Administrator to review the annual audit; and in general, oversee the financial activities of the district.

g. Communications & Public Relations Committee

The purpose of this committee is to work with the Superintendent overseeing 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 include but are not limited to the following:

- 1) Study and review communication vehicles, plans, strategies, practice and programs as proposed by the Superintendent.
- 2) Ensure efficient and timely communications from the Board of Education to Fort Lee constituencies including students, parents, and community members.



- 3) Evaluate outreach to the media, press coverage, Board meeting presentations, events/special projects and any central office communication to parents and guardians.
- 4) 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.

Nothing in this Policy is intended to supersede, alter, change, or otherwise modify District Policy 9400 – News Media Relations, which expressly provides (among other things) that the Superintendent and the Board President are the media contacts for district-wide information, public relations and/or issues of major district concern.

h. Strategic Planning Committee

The purpose of this committee is to work with the Superintendent to move forward into the 21<sup>st</sup> century and adapt to the changing demographics and atmosphere that centers around our town and schools. The committee will identify the changing demographics and projected enrollment increases to establish long term educational and facility plans. The Strategic Planning Committee is an ad-hoc committee responsible for analyzing the districts long term curricular and facility needs and establishes a plan to address those needs.

i. Sick Day Bank

The purpose of this committee is to review and approve requests from FLEA members to utilize sick day bank days as part of a medical leave when extenuating circumstances exist and they do not have enough available sick days to cover their necessary medical leave. The Sick Day Bank Committee consists of three board members, three FLEA members, the Superintendent and Business Administrator.



j. Mayor's Advisory Committee

Topics and issues routinely arise of joint interest between the Fort Lee School District and the Fort Lee Mayor and Council. The purpose of this Committee is to facilitate cooperation and collaboration between the Fort Lee School District and the Fort Lee Mayor and Council on issues of joint interest. ~~The Board President shall appoint two (2) Board members to serve on this Committee. The Board member appointed by the Board President to act as liaison person to the Mayor and Council shall be a member of this Committee. If more than one Board member is appointed as liaison person to the Mayor and Council, the liaison persons will decide between them which of them will attend meetings of the Committee and/or meetings with the Fort Lee Mayor and Council.~~ The committee shall be permitted to meet with the Fort Lee Mayor and/or member(s) of the Council (such Council members to be selected by the Fort Lee Mayor), upon request of the Fort Lee Mayor or the Board President. This Committee is advisory only, and shall not take any action to bind the Board of Education. Nothing in this committee description shall be construed to indicate that the Board is in any way abdicating or relinquishing any of its legal obligations, prerogatives, or authority to the Fort Lee Mayor and/or Council. Nor shall anything contained in this committee description be construed to indicate that there is any lessening or circumventing of the responsibilities or relationship of the administration and/or the Board.

k. Athletics and Activities Committee

The purpose of this committee is to work with the superintendent or his/her designee to provide oversight and review of athletic activities in the District, including but not limited to, the following:

- Ensure that the District's athletic programs are a focal point for school, District, and community spirit and that they provide a positive contribution to the District.



- Review existing and proposed athletic and club programs and activities on the basis of safety, participation levels, and other factors.
- Review the use of the District's athletic facilities and fields.
- Ensure student growth by providing students with opportunities to participate in a variety of sports and activities.
- Review potential athletic trips and other off-site athletic events.
- Review plans, needs, and goals for athletics programs, including projections of participation levels.

1. NJSBA Delegate Assembly

The Delegate Assembly is the major policy-making body of the NJ Schools Boards Association. Two regular meetings of the NJ Schools Boards Association delegates are held each year, in May/June and November/December, at a time and place determined by the Board of Directors. The May/June meeting is deemed the annual meeting of the NJSBA. The delegates determine policies on issues received for the Delegate Assembly agenda in resolutions, committee reports, and policies for sunset review. The resulting policy language is included in NJSBA's Manual of Positions and Policies on Education. The delegates may also act to amend the NJSBA Bylaws.

### Ad Hoc Committees

Ad hoc committees may be created for special assignments. The same rules shall apply to ad hoc committees as apply to standing committees, except that they shall be dissolved upon completion of their assignment. 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.

### Committee of the Whole

The Board reserves the right to meet and work as a Committee of the Whole in informational, discussion, and exploratory sessions. No official action shall be taken at these meetings, unless so advertised.





## Liaisons

The Board of Education shall act as a Committee of the Whole in liaison with each school building in this district. The President, Vice President are liaison persons at large with all the district schools. The liaison person at large shall serve until the next annual organization meeting of the Board or until their successors are appointed or elected, whichever is later.

Any member(s) of the Board shall be appointed as liaison person (L.P.) to one of the schools in the district. The liaison person shall be appointed by the President with the approval of the Board. The appointment shall be made within forty-five days after the annual organization meeting. The liaison person shall serve until the next annual organization meeting or until their successors are appointed, whichever is later. In the event of a vacancy occurring during the year, the President, will appoint a member of the Board to fill the vacancy for the remainder of the term.

The liaison person at large and the liaison person shall function in accordance with the following rules:

1. It is suggested (not mandatory) that no member serve as liaison person to an elementary school if he or she resides within that school zone.
2. The term "school" as used herein shall include in its definition parent-teacher associations, pupils, parent(s) or legal guardian(s), residents, and other school-affiliated support groups.
3. The role of the liaison person and the liaison person at large shall be that of an observer and fact gatherer for the Board in its process of discussion and deliberation preceding the making of a final decision or judgment on school matters.
4. The liaison person and the liaison person at large, can visit the school for a specific purpose. Upon entering the school, he or she shall first announce his or her presence to the Principal, or to the Assistant Principal in the absence of the Principal.
5. The liaison person and the liaison person at large shall report their observations and facts from time to time as needed to the Committee of the Whole at the Board's regular monthly public work session.
6. The liaison person or liaison person at large shall not enter a classroom while the class is in session, except if permitted and accompanied by the



Principal, or other administrator in charge, or is invited into the classroom by the teacher in charge of the class.

Committee meetings may be called at any time by the superintendent or his/her designee, the committee chairperson or when a meeting is requested by a majority of the members of the committee.

The Open Public Meetings Act does not permit a quorum to attend committee meetings. As such, committees are limited to four (4) members. A committee shall not conduct its meeting with fewer than two (2) trustees. Committee meetings shall not be open to the public, except that the Superintendent, 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 and may provide information to the committee. Unless authorized by the Board, the committee will not make public statements other than through its reports to the Board.

For avoidance of doubt, no person, group, or entity shall be entitled to attend any committee meeting unless invited, in writing, by the committee to attend.

The Board expressly reserves to itself the right in its sole and absolute discretion, unilaterally, at any time, to amend, modify, change or discontinue this policy or any of the terms and conditions of this policy.

Adopted: 23 August 2010  
Revised: 20 February 2018  
Revised: 8 October 2018  
DRAFT: 23 March 2020

