

Pennsbury School District

School Board Policy

Effective Date	Supercedes Index No.	Index No.
10/21/10	New	011.2

Title: Board Committee Protocol

Purpose: The purpose of this policy is to establish protocol for School Board committees.

Policy: The School Board, at its discretion, may establish committees to review, access, evaluate and investigate issues of importance to the School District. This may be separate from committees recommended by the administration. The following guidelines should be followed.

A committee established by the Board should have a clear mission and consist of no more than four sitting School Board members. The Chief Executive Officer or Superintendent, or his/her designee, will be a part of the committee to provide advice, counsel and pertinent information as requested. The only exception for having a member of the administration not present would be if there were a conflict of interest.

The committee can select its own chairperson unless a consensus cannot be reached, in which case the Board President shall appoint the chairperson.

The Board committee may meet formally or informally to deliberate. If the subject matter is of a personnel matter or has legal implications, the committee will meet in an executive session format. Otherwise, the sessions will be advertised and open to the public.

Once the Board committee has completed its deliberations and is ready to make recommendations to the School Board as a whole, the committee chairperson shall request time from the Board President and administration to address the committee's charge. Depending on the

nature of the subject, this will be completed as outlined above. If there is a minority view on the committee, it may be expressed to the School Board as a whole.

After the School Board has heard the recommendations of the committee, if in agreement with such, a resolution or a course of action will be adopted.

**Responsible
Administrator:** Chief Executive Officer or Superintendent