

## **STANDING COMMITTEES**

The Wrangell Public School Board believes that Board Committees are an integral part of the research and decision-making process and contribute to meeting the Board's Mission, Vision, Values, and Strategic Plan Goals. By using a Board Committee structure, the Board is able to conduct business in an efficient and effective manner and study issues facing the District in an in-depth manner. The Committee structure is designed to assist the Board and is not intended to take away any Board Member's opportunity to ask questions or to be involved in the decision-making process. The Board shall have three Standing Committees: Budget, Curriculum, and Policy.

Standing Committees shall meet outside of the regular monthly meetings of the board. Committee membership shall be comprised of no more than 2 Board Members and include representation from groups that may include administration, staff, students, parents, and community members. Every attempt will be made to have the Standing Committee membership reflect the diversity of the District. Standing Committee membership is appointed on an annual basis by the Board Chair and shall be appointed by the September regular board meeting. Changes and additions to Standing Committee membership can be made on an as-needed basis.

Committee members shall elect a chair at the first meeting after the annual appointments. The role of the committee chair includes:

- Preparing the meeting agenda and documents based on the Strategic Plan, review cycles, previous meeting progress and committee member requests
- Facilitating the meeting, making sure that every person has an opportunity to speak and be heard and that no one voice is controlling the meeting
- Providing committee minutes, information and/or recommendations to the board in a timely manner
- Ensuring that feedback is elicited from those that have experience or expertise in the committee's area of study
- Understanding that as the committee chair, he/she has a voice and a vote, but no more influence than any other member of the committee and should allow other members to speak to topics first.

When functioning as a member of a Standing Committee, Board Members must be mindful of their role as part of the committee as a whole. It is common for committee members to defer to a Board Member or staff in a committee setting. Balanced Governance Board Conduct emphasizes that Board Members exercise no individual influence prematurely over items that will eventually come to the whole Board for discussion and decision-making. Board Members should also ensure that staff relations and community relations are improved by allowing each committee member to be able to contribute their thoughts and expertise to the matters at hand.

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**STANDING COMMITTEES (continued)**

The function of all Standing Committees should be to fact-find, deliberate, and advise in order to provide a mechanism for a focused study of specific district matters. Standing Committees shall not act or speak for the Board unless authorized by the Board as a whole. All policymaking recommendations by a Standing Committee shall be subject to ratification and approval of the Board.

**Budget Standing Committee Scope:**

The Budget Standing Committee will be focused on the School Board's Annual Budget and any necessary budget revisions. The committee should gather input from the stakeholders and work together with the Business Manager to ensure that district funds are budgeted to line items that will support the District's Mission, Vision, Values, and Strategic Plan Goals. The committee should also work towards education of the budget and the budget process. The majority of this committee's work will be done in the months leading up to the budget approval.

**Curriculum Standing Committee Scope:**

The Curriculum Standing Committee will be focused on curriculum review within the review cycle and as outlined in BP 6141 and Exhibit 6141. The committee should solicit input from teachers within the subject(s) being reviewed. Special attention should be given to mapping the curriculum to the Alaska State Standards as well as looking towards curriculum accreditation. The majority of this committee's work will be done in the fall and winter in order to leave time for board approval of recommended curriculum and adopted of board-approved curriculum.

**Policy Standing Committee Scope:**

The Policy Standing Committee will be focused on reviewing Board Policies prior to presentation to the board. This will include the policies that are part of the policy review schedule as well as new policies proposed and policies pulled for review by the Board. The Policy Standing Committee will be the final review prior to the Board for any policies reviewed by other Standing Committees or Ad Hoc Committees. This committee's work will span the entire year.

Standing Committee meetings are subject to the State Open Meetings Act and will be advertised on the District website. As available, agendas will be made available to the public prior to the meeting.

Adoption Date: February 18, 2019

Reviewed: June 20, 2022

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