

Bylaws of the Board

Committees

All Board members will apply, at the December meeting or shortly thereafter, for three or more standing committee assignments in the order of their preference.

Duties of any newly-formed committees shall be determined when the committee is formed.

Each committee may make a report through its Chair at each regular meeting of the Board of Education. Each committee shall make its annual report at the meeting prior to the first regularly scheduled meeting in December.

No committee shall have power other than to recommend to the Orange Board of Education unless specially authorized. No committee, or member of a committee, is authorized to make any contract or enter into any agreement which involves the expenditure of money, unless such contract or agreement is authorized by the Orange Board either in regular or special meeting.

The Board Officers shall review the existing standing committees prior to the November meeting. Changes to the standing committee composition may be made by a majority vote of the Board.

All committees of the Orange Board of Education shall follow the provisions of the Freedom of Information Act as required by statute.

(cf. [9132/9133](#) - Committees and Advisory Committees)

Legal Reference: Connecticut General Statutes

[1](#) 7 through [1](#) 18 and 1-200 through [1](#)-241 of the Freedom of Information Act.

[1](#) 200 Definitions.

[1](#) 226 Meetings of government agencies to be public.

Revised: January 11, 2016

Bylaw adopted by the Board: April 15, 2013

Bylaws of the Board**Committee Responsibilities****Finance & Operations**

The committee reviews with the Superintendent assumptions and priorities when preparing the annual budget and monitors expenditures throughout the year. They work collaboratively with the Business Administrator to keep Board members informed regarding the fiscal management of the school district. The committee also reviews the fiscal impact of insurance premiums, the securities and benefits these policies derive for the protection of property and personnel, and make recommendations to the Board for changes, cost containment, and/or improvements. The committee confers with the Superintendent, Business Administrator, 21st Century Lead Teachers and Cafeteria Manager to assure that the 21st Century Program and Cafeteria Program operate in an efficient manner and are meeting their intended purposes.

Personnel, Policy, and Transportation

The committee confers with the Superintendent and Director of Curriculum, Instruction & Personnel on personnel matters, especially as they relate to collective bargaining agreements and/or State statute(s). Members of the committee often serve as Board representatives during the collective bargaining process. The committee works with the Business Administrator to be familiar with the details of the transportation arrangements for the students to and from school and about the buses to be used and those who contract to transport the students. Members of the committee also serve as Board representatives when new transportation contracts are being developed. The committee also works with the Superintendent to review and draft policies on an ongoing basis to assure that the policy manual reflects best practices, and state and national laws/regulations, and the town's and Board's philosophies.

Long-Range Planning

The committee reviews past initiatives and assesses current realities, and in cooperation with the Superintendent and staff, works with the wider community to develop priorities and establish short and long term goals and objectives for the school district to achieve.

Buildings & Grounds / Security & Safety

The committee works collaboratively with the Superintendent, Business Administrator, and Director of Facilities to maintain a continuing general awareness of the conditions and requirements of school buildings and grounds. Through the development of a five-year strategic plan of improvement and the annual refinement of that plan, the committee reports to the Board about the progress being made regarding the alterations, repairs, and improvements to the school buildings and grounds. This committee also works collaboratively with the Superintendent, Facilities Director, Business Administrator, Director of Technology, 21st Century Coordinator

and Police and Fire Departments to develop an ongoing SWOT (strengths, weaknesses, opportunities, threats) awareness of the district's facilities, policies, and protocols for emergency management against intruders, industrial accidents, severe weather events, etc. The committee helps to develop priorities and establish short and long term goals.

Curriculum/Instruction

The committee identifies all elements related to the health and wellness of the students and staff, develops objectives, goals, and programs which assure each is achieved. This committee works with the Director of Curriculum, Instruction & Personnel, Director of Special Services, the Principals, and Teachers to ensure that the learning environment promotes and supports healthful lifestyles and decision-making for both teaching and learning. The committee works collaboratively with the Superintendent, Technology Director, and Business Administrator, to maintain a continuing general awareness of the equipment and infrastructure needs of the district in implementing communication, business, and instructional technologies. The committee helps to develop priorities and establish short and long term goals.

Revised 1-11-16