

## **BOARD OF EDUCATION COMMITTEE**

### **POLICY**

The policy of the Tulsa Technology Center Board of Education is that (a) the Board shall use a system of standing committees to study issues that come before the Board of Education; (b) ad hoc committees may be appointed to address specific projects or issues; and (c) the Board of Education, acting as a committee of the whole, shall make final decisions on recommendations by Board committees. The role of Board of Education members includes serving on Board committees.

The decision-making authority of committees is limited to making recommendations to the Superintendent, staff, and Board of Education. The decision-making authority on Board committee recommendations rests with the Board of Education.

The President of the Board of Education shall appoint all committees and committee chairpersons. No more than three Board of Education members may attend a Board committee meeting to avoid a violation of the Oklahoma Open Meeting Law. A committee member who cannot attend a committee meeting should contact the Deputy Board Clerk who will contact the Committee Chair to determine appropriate actions.

#### **I. DUTIES AND RESPONSIBILITIES OF COMMITTEES**

##### **A. EXECUTIVE COMMITTEE**

1. To work with the Superintendent/CEO.
2. To provide leadership for the Board of Education.
3. To review issues for the Board of Education.
4. To assign issues or projects to other Board committees.
5. To review personnel recommendations when needed prior to consideration by the full Board of Education.
6. To coordinate activities with other Board Committees.

##### **B. FACILITIES COMMITTEE**

1. To review long-range capital improvement plan (buildings, remodels, and equipment) and make recommendations on adoption of the plan to the Board of Education.
2. To review short-range capital improvement projects and make recommendations on adoption to the Board of Education.
3. To review reports documenting financial accountability on projects.

4. To develop standards for space allocations, equipment, furniture, workstations, etc. and make recommendations to the Board of Education.
5. To coordinate activities with other Board committees.

**C. PROGRAMS COMMITTEE**

1. To coordinate activities with other Board Committees and make any necessary recommendations to the Board of Education.
2. To review staff proposals for new career majors to be submitted for approval to ODCTE. Review, add, modify or delete programs and make recommendations to the Board of Education.
3. To review staff recommendations of instructional strategy for grouping of Career Clusters or Career Majors within an instructional location and make recommendations to the Board of Education.
4. To review staff recommendations necessary for creation or alteration of instructional delivery of Career Majors, courses, other program offerings and make recommendations for the Board of Education.

**D. POLICY COMMITTEE**

1. To review the District policies manuals to insure compliance with federal, state, and local requirements.
2. To conduct routine reviews of current policies and make recommendations for additions, deletions or changes to the Board of Education.
3. To review proposed policies and revisions to existing policies and make recommendations for adoption to the Board of Education.
4. To coordinate activities with other Board of Education committees.

**E. AD HOC COMMITTEES**

An ad hoc committee may be appointed by the President of the Board to address a specific project or issue. The ad hoc committee shall cease to exist when a final report is presented to the Board of Education.

**II. COMMITTEE OPERATION GUIDELINES**

**A. COMMITTEE MEETINGS**

Committee meetings may be called by the Board President, the committee chairperson or at the request of any two members of the committee or any three members of the Board of Education. The Superintendent may request a committee meeting.

**B. AGENDA, MINUTES AND REPORTS TO THE BOARD OF EDUCATION**

An agenda shall be prepared for each committee meeting. Minutes of the meeting shall be prepared and distributed to the Board of Education members and appropriate staff as soon as possible, but no later than the Board of Education meeting when the report and/or recommendations will be presented. Reports and recommendations by committee chairpersons may be made at a Regular Meeting, a Special Meeting or an Emergency Meeting of the Board of Education.

The committee chairperson, with assistance from other committee members and appropriate staff as requested, shall make a report to the Board of Education when a committee recommendation is placed on the Board agenda pursuant to the Oklahoma Open Meeting Law.

**C. STAFF PARTICIPATION**

District staff participation with Board of Education committees will be coordinated through the Superintendent including identification of staff members appropriate to attend meetings and to present information items to the committee members.