

HANCOCK CENTRAL SCHOOL**Board Committees**

The Board of Education may, from time to time, establish committees whose membership will consist of members of the Board. The Board of Education shall establish and maintain the following standing committees:

1. Budget/Finance
2. Buildings and Grounds
3. Student Advisory
4. Audit

The Board may also designate ad hoc committees and reserves the right to terminate any committees at any time. The Board, in accordance with the goals and objectives of the committee, shall adopt a resolution noting statement of purpose and specific membership.

Statement of Purpose

1. *The Budget/Finance Committee shall:*
 - Review capital equipment expenditures included within the proposed annual budget.
 - Analyze and discuss budget expenditures providing the Board of Education with statistical comparisons and financial trends, as appropriate.
 - Suggest alternate methods of developing the budget that would provide a more efficient product.
 - Review budget practices/procedures for the purpose of effecting efficiencies and/or cost savings while improving or maintaining services.
 - Explore alternative sources of revenues.
2. *The Buildings and Grounds Committee shall:*
 - Review expenditures for building and grounds repairs, renovations, maintenance and capital equipment expenditures.
 - Consider and recommend special programs and operating concepts for execution on district-wide basis, as well as contribute to the development of a master plan for each school.
3. *The Student Advisory Committee shall:*

- Review matters and engage in projects as determined by the Board of Education in consultation with the committee members and chairperson.

4. *The Audit Committee shall:*

- Provide input to the Board on the internal and external auditor selection process,
- Meet with the auditors prior to the commencement of the audit to review the proposed audit scope and work plan,
- Review the District's audit report before its presentation to the Board,
- Assist the Board in interpreting the audit report and management letter,
- Make a recommendation to the Board on the acceptance of the audit,
- Review the District's corrective action plan that the Board must develop in response to possible audit findings.

Committee Chairpersons

The chairperson/co-chairperson shall be appointed annually by the Board of Education from the Board's membership. The chairperson/co-chairperson may designate a co-chairperson from committee membership.

Committee Membership

1. Members of the standing committees shall be appointed by the Board of Education in consultation with the Chairperson of each committee at its Board of Education Annual Meeting. The number of committee seats and specific membership shall be determined by the Board of Education in accordance with the Board's goals and objectives and shall reflect practical organizational efficiencies.
2. Student Advisory Committee membership shall be drawn from the student body in the high school. All students are eligible for membership. Efforts shall be made by the Board of Education and administration to assure all segments of the high school population have representation.
3. All committee appointments are made annually or upon completion of their assignment or Plan of Work.

Committee Work

1. Board committees shall undertake studies and make reports as charged by the Board, but shall not act on behalf of the Board.

2. Committees shall develop a Plan of Work and submit the Plan of Work for Board of Education review within a period of not longer than 45 days from the committee's annual organization meeting. The Plan of Work may be amended from time to time.
3. Reports shall be provided to the Board of Education upon completion of the Plan of Work and/or annually. Reports and recommendations are advisory in nature.
4. The Board of Education may assign additional tasks to standing and ad hoc committees as it deems necessary.
5. All requests for information and resources will be delivered only through the Board of Education committee chairperson. Requests for resources which may involve a significant expenditure of administrative time must be reviewed by the Superintendent in consultation with the Board.
6. Any official policy-level action shall be in the sole discretion of the Board. The Board is in no way obligated to follow committee recommendations. The Board has the right to accept, reject, or modify all or any part of a committee recommendation.

No committee shall undertake any task or project incurring costs without the specific approval of the Board of Education.

Adopted: 9/13/1993; Revised: 02/13/2017