



To: Committees of the Board Chairs (Communications, Curriculum/Staff Development, Development, Facilities, Finance, and Personnel)

From: NSCS School Board

RE: Committees of the Board Procedures

As chair of your respective committee, please review policy 213 (included in this folder) and share the information with your committee members. It is important to remember that, as a committee of the school board, you are required to follow Open Meeting Law (OML) as well. In the folder is a handout that outlines and summarizes the OML. The scheduled times for all meetings is posted on the front window and also on our school website. If a meeting time changes, you will need to post the information three (3) days prior in those two places. Email the school secretary to post changes on the website.

**Other areas to note:**

Each committee must develop a purpose statement that must be approved by the Board. Email your purpose statement to the Board secretary.

**Please...**

- Schedule regular meetings.
- Use the template for agenda/minutes (included in this folder and found on the T drive> Committees> OML and committee procedures).
- Email agenda to committee members 3 days prior to meeting.
- Email meeting minutes to committee members within one week after the meeting.
- File meeting minutes in your three ring binder in the copy room within one week of meeting.
- File meeting minutes in your committee folder on the T drive within one week (or designate an internal staff member to put them on the T drive>Committees>*Your committee folder*).
- Roll call must be noted in minutes.
- A quorum ( $\frac{1}{2}$  committee members plus 1) is needed in order to vote.
- Review Robert's Rules of Order (included in this folder).
- If there are attendance issues with NSCS employee members and/or the committee chair, please inform the Director.

**DUTY OF LOYALTY**

- Ensure that one's personal interest, directly or indirectly, does not cloud decision making or bring influence to bear in determining how to serve the school's interest.
- Ensure that no directors, officers, or key staff's own interests (or the interest of a family member or an entity associated with a director, officer, or key staff) are preferred over the interests of the school, which he or she serves.
- Work in concert with the group.



*(Personnel) Committee Agenda*

*("Agenda" changed to "Minutes" at*

*meeting)*

Date

NSCS Mission: *North Shore Community School excels in connecting our students' academics and learning with their natural and social environments in a nurturing community setting.*

Committee Purpose: *(List your committee's purpose here.)*

Call to order: *(Chair calls the meeting to order. Note time here.)*

Attendance: *(Have committee members listed here and cross out names if absent)*

I. Approve agenda

*(Example motion: motion to approve agenda [First name, Last name], second [First name, Last name] All in favor? If all YES, Unanimous; if NO, record names of votes.)*

II. Approve previous meeting minutes: *(Include dates of previous meeting minutes)*

*(Example motion: motion to approve previous meeting minutes [First name, Last name], second [First name, Last name] All in favor? If all YES, Unanimous; if NO, record names of votes.)*

III. New Business *(Don't forget: You need a motion and vote for any action)*

A. Topic *(New business item)*

1. Details

a. More Details

i Further explanation

ii Further explanation

b. More Details

i Further explanation

ii Further explanation

2. Details

a. More Details

i Further explanation

ii Further explanation

b. More Details

i Further explanation

ii Further explanation

B. Topic *(Second new business item. Same format as first topic)*

IV. Old business *(Don't forget: You need a motion and vote for any action)*

A. Topic *(Old business from last meeting that needs to be discussed)*

1. Details *(follows same outline format as New Business above)*

V. Adjourn (*Need name of who motions, who seconds the motion, unanimous and time of adjournment*)