

0155 BOARD COMMITTEES

All committees shall be appointed by the President at the first regular meeting of the Township of Union Board of Education following its annual organization meeting. The President shall be a member ex officio of all committees.

The following committees shall be standing committees of the Board:

1. Education;
2. Fiscal Affairs and Planning;
3. Operations/Technology;
4. Policy;
5. Personnel;
6. Legal;
7. Residency;
8. ~~Technology.~~

Standing committees may consist of three or four members. The President shall name the chairperson of each committee and each chairperson shall set the agenda for his/her respective committee in consultation with the Superintendent and School Business Administrator/Board Secretary.

Each committee shall perform its duties under the direction of the Board and shall be subject to the call and direction of its chairperson or of the President of the Board. No action shall be undertaken by any committee except as specifically authorized by the Board of Education; neither shall the action of the committee be binding upon the Board until such action shall have been reported and approved by the Board. The chairperson of each committee shall submit to the Board of Education a report at each regular monthly meeting and at such special meetings as the President may designate.

The President may from time to time appoint such special committees as the business of the Board may require. These committees shall consist of not fewer than two members and shall function only for the specific purpose for which they have been appointed. From time to time the Board President shall convene an ad hoc committee to review



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Request for Proposals (RFP)'s submitted for professional services and make recommendations to the entire Board before listing those items on a voting agenda.

Committee of the Whole

The Board reserves the right to meet and work as a committee of the whole in informational, discussion, and exploratory sessions. No official action shall be taken at these meetings, unless so advertised.

Education

1. On education matters, the committee shall recommend to the Board school boundary lines and other necessary regulations in order to determine the schools which students shall attend.
2. It shall recommend regulations in matters of admission, scholarship, discipline, and attendance.
3. It shall recommend to the Board of Education an appropriate annual work calendar for all employees under the jurisdiction of the Superintendent.
4. On student matters, the committee shall be comprised of such members as the President may appoint, from time to time. The chairperson shall be designated by the President.
5. This committee may act as a formal or informal committee on a case-by-case basis.
6. If the proceedings before the committee are formal, then all proceedings in the matter shall be in such form and substance as if the matter were before the entire Board. The committee shall report to the Board for final decision, and a transcript of the proceedings before the committee shall be prepared so each Board member can read and be familiar with the evidence presented to the committee.
7. If the proceedings before the committee are informal, the committee may make recommendations to the student, parents and administration for implementation. If the recommendations are not agreeable to all parties, the matter may then be presented as a formal matter. If this occurs, all statements made in the informal proceeding shall be deemed confidential and not admissible in the formal proceeding.



8. This committee shall be responsible for student discipline issues.

Fiscal Affairs and Planning

1. The committee on fiscal affairs and planning shall keep the Board informed of the moneys available according to the various apportionments in the annual budget. It shall make specific or general recommendations to the Board concerning the finances of the school district.
2. It shall prepare and present to the Board an annual budget not later than two weeks prior to the public hearing on the budget that precedes the annual district meeting, taking due account of the estimated requirements of the schools as itemized by the various standing committees. This report shall be itemized under the headings of the expenditure in the school district. It shall recommend to the Board for its approval all proposed salary schedules for support staff. (See Personnel Committees)
3. It shall, through the School Business Administrator/Board Secretary and Treasurer of School Moneys, submit at each regular meeting appropriate financial statements and shall furnish a copy of these statements to each Board member as part of the Board of Education minutes of each regular meeting.
4. It shall have supervision of all insurance and shall recommend to the Board from time to time such insurance in such amounts as in its opinion is necessary for the proper protection of all property of the Board.
5. It shall within four months after the close of the school year submit to the Board an audit report by such licensed public school accountant of the financial records of the school district, including internal school accounts and cafeteria accounts.
6. It shall determine the annual per student cost of education and recommend the annual tuition rate to be charged non-resident students.
7. It shall have supervision of all bonds and notes of the Board.
8. It shall have supervision of the transportation of students and shall arrange for such transportation when necessary upon authorization by the Board.



9. It shall recommend to the Board of Education an appropriate annual work calendar for all employees under the jurisdiction of the School Business Administrator/Board Secretary.
10. It shall make recommendations regarding short/long range plans, proposed projects, capital expenditures and fiscal planning.
11. It shall recommend to the Board for employment suitable and qualified persons or organizations to operate the cafeterias on the basis of competitive bidding.

Operations/Technology

1. The committee on operations shall make recommendations to the full Board as to all buildings and grounds projects and equipment belonging to or leased by the Board of Education of the Township of Union, New Jersey.
2. In the event of an emergency, the Superintendent may authorize the School Business Administrator/Board Secretary to proceed with temporary repairs.
3. It shall recommend to the Board of Education an appropriate annual work calendar for custodial and maintenance employees.
4. Upon recommendation by the School Business Administrator/Board Secretary, it shall have approval of the requisitioning, receiving and distributing of all supplies.
5. It shall recommend to the Board for adoption the rules and regulations governing the rental of school buildings.
6. The committee shall meet with the Director of Technology from time to time as needed to review the progress of technological areas of the district. The committees shall inform the entire full Board of long-range plans discussed by the committee especially the Fiscal Committee for budgetary planning.

Policy



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1. The committee on policy shall recommend all proposed changes in Board policy, either to an appropriate committee for its review, or to the Board for its review and action.
2. Any other committee of the Board may refer proposed changes in Board policy to the policy committee for its consideration and study of the proposed changes.
3. All future policy development and revision activities are the duties of this committee.

Personnel

1. The committee on personnel shall recommend the appointment and compensation of the Superintendent and all personnel in that office.
2. Upon recommendation of the Superintendent, the Board shall act upon proposed resolutions for hiring, termination, transfer and any other employment actions affecting school employees or potential employees.

Legal

The Legal Committee shall be a committee of the whole and briefed as necessary by Counsel in Executive Sessions to all legal matters, contracts, leases, proposed legislation, new laws, and legal issues affecting public schools.

1. It shall have charge of all legal matters.
2. It shall have supervision of all contracts and leases.
3. It shall report to the Board all proposed legislation, new laws and legal decisions affecting the public schools.

Residency

The Residency Committee shall make recommendations to the full Board as to residency hearings and decisions of the Superintendent.

Technology



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~~The Technology Committee shall meet with the Director of Technology from time to time as needed to review the progress of technological areas of the district. The Committee shall inform the entire full Board of long range plans discussed by the Technology Committee especially the Fiscal Committee for budgetary planning.~~

Adopted: 14 September 2021

Revised/Readopted: _____, 2025

