

Richland County CUSD #1

Board of Education Committee Proposal

Purpose

The purpose of Board Committees is to assist the Board of Education in carrying out its governance responsibilities through the review, discussion, and analysis of district operations and initiatives. Committees serve in an advisory capacity and make recommendations to the full Board of Education. No committee has authority to act on behalf of the Board unless specifically authorized by Board action.

Committee meetings provide an opportunity for Board members and district administrators to engage in detailed discussions regarding district matters before recommendations are presented to the full Board for consideration.

Guiding Principles

Board Committees shall:

- Support the mission, vision, and goals of the district.
 - Focus on governance rather than administration.
 - Must operate transparently and in accordance with the Illinois Open Meetings Act.
 - Provide recommendations to the full Board rather than make decisions independently.
 - Promote collaboration among Board members and district leadership.
 - Ensure effective stewardship of district resources.
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Committee Structure

These will be formally-designated committees of the Board. The Board President shall annually assign committee members and committee chairpersons following Board reorganization. These will be subject to Board approval of the comprehensive committee assignments.

Unless otherwise determined by the Board, committees shall consist of:

- Two Board members
- Superintendent
- Appropriate administrative staff as assigned

Committee appointments shall be reviewed annually.

Standing Committees

1. Finance Committee

Purpose

To oversee the financial health and fiscal stewardship of the district.

Responsibilities

- Review annual budget development and recommendations.
- Monitor district revenues and expenditures.
- Review monthly financial reports.
- Review annual audit findings and corrective actions.
- Review tax levy recommendations.
- Discuss grants and alternative funding opportunities.
- Monitor long-term financial projections.
- Review debt service and capital financing plans.
- Evaluate financial impacts of major district initiatives.

Meeting Frequency

Monthly or as needed.

2. Buildings and Grounds Committee

Purpose

To support the maintenance, improvement, and long-term planning of district facilities and property.

Responsibilities

- Review facility maintenance plans.
- Monitor capital improvement and construction projects.
- Review building condition assessments.
- Discuss facility utilization and space planning.
- Evaluate major equipment replacement needs.
- Review energy efficiency and sustainability initiatives.
- Monitor grounds maintenance and improvements.
- Review long-range facility master plans.

Meeting Frequency

Monthly or as needed.

3. Curriculum and Student Achievement Committee

Purpose

To support continuous improvement in student learning and educational programming.

Responsibilities

- Review student achievement data and trends.
- Monitor school improvement plans.
- Review curriculum adoption and revision recommendations.
- Discuss instructional initiatives and interventions.
- Review state and local assessment results.
- Monitor career and technical education programs.
- Review dual-credit, advanced placement, and advanced coursework opportunities.
- Monitor special education programming and student support services.
- Review graduation and attendance data.

Meeting Frequency

Monthly or as needed.

4. Safety and Transportation Committee

Purpose

To promote a safe, secure, and efficient learning environment for students and staff.

Responsibilities

- Review district safety and crisis response plans.
- Monitor emergency preparedness efforts.
- Review building security measures and recommendations.
- Discuss student and staff safety initiatives.
- Review transportation operations and procedures.
- Monitor fleet maintenance and replacement plans.
- Review transportation safety concerns and route efficiency.
- Discuss visitor management systems and building access procedures.
- Review discipline and behavior trends impacting school safety.

Meeting Frequency

Monthly or as needed.

5. Communications and Community Engagement Committee

Purpose

To strengthen communication, transparency, and partnerships between the district and community.

Responsibilities

- Review district communication strategies.
- Monitor stakeholder engagement efforts.
- Review survey data and community feedback.
- Support strategic communication planning.
- Discuss legislative and advocacy initiatives affecting the district.
- Promote district accomplishments and successes.
- Review partnerships with local businesses, organizations, and higher education institutions.
- Support community outreach initiatives and special events.
- Assist in maintaining positive relationships with stakeholders.

Meeting Frequency

Monthly or as needed.

6. Personnel, Human Resources, and Benefits Committee

Purpose

To support the recruitment, retention, development, and well-being of district employees while ensuring the district remains competitive in attracting and retaining high-quality staff.

Responsibilities

- Review staffing needs and workforce trends.
- Monitor recruitment and retention efforts.
- Review employee compensation studies and recommendations.
- Discuss employee benefits, insurance programs, and wellness initiatives.
- Review succession planning and leadership development efforts.
- Monitor employee attendance and workforce data.
- Review personnel-related policies and administrative recommendations.
- Discuss labor relations and collective bargaining preparation.
- Review staff recognition and employee engagement initiatives.
- Evaluate strategies to maintain a positive workplace culture.

Meeting Frequency

Monthly or as needed.

7. Policy Committee

Purpose

To ensure district policies remain current, legally compliant, and aligned with district goals.

Responsibilities

- Review IASB PRESS policy updates.

- Recommend policy revisions to the Board.
- Review new policies as needed.
- Ensure compliance with state and federal laws.
- Conduct periodic policy reviews.
- Review governance-related practices and procedures.

Meeting Frequency

As needed, typically following IASB PRESS updates, legislative changes, or Board direction.

Committee Meeting Procedures

Agenda Development

Committee agendas shall be developed collaboratively by the Superintendent and Committee Chairperson.

Recommendations

Committee recommendations shall be presented to the full Board of Education for consideration. Recommendations are advisory and do not constitute Board action.

Minutes

Brief committee minutes or summaries must be maintained and shared with the full Board.

Public Attendance

Committee meetings shall comply with the Illinois Open Meetings Act when applicable.

Annual Committee Calendar

The Board's committee structure is designed to provide ongoing review and oversight throughout the school year. Committees will generally meet monthly, allowing for timely discussion of district initiatives, operational needs, and emerging issues. The Policy Committee will meet as necessary to address policy revisions, legal updates, and governance matters.

Committee Reporting

Committee chairpersons shall provide a report at the next regular Board meeting following any committee meeting. Reports should summarize:

- Topics discussed
 - Information reviewed
 - Recommendations for Board consideration
 - Future items for committee review
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Board Committee Philosophy

Effective Board Committees strengthen the Board's ability to govern through informed discussion, thoughtful review, and collaborative problem-solving. By focusing on the district's mission and maintaining a commitment to transparency, accountability, and student success, committees help ensure that the Board of Education remains focused on providing the best possible opportunities for the students, staff, and communities of Richland County CUSD #1.

The committee process is intended to improve communication, increase Board member engagement, increase Board and Administration interaction, provide greater transparency, and allow for more thorough examination of district matters before they are presented to the full Board for action.