

Committee Roles and Charges

Committee meetings of the Board of School Directors are held on various dates and times throughout the month, and are established at the December meeting. Revised meeting schedules, dates and times may be made, subject to compliance with the Open Meetings Law. Please check the District Calendar for meeting dates and times. All committee meetings are open to the public.

Committees of School Directors shall make recommendations to the Board and act in an advisory capacity, but shall not take action on behalf of the Board.

Co-Curricular Committee (Athletics & Activities) - Collaborates with Athletic Director on all activities involved with the athletic programs and related organizations, exclusive of booster clubs and relevant fund raising activities. Collaborates with the Budget and Finance Committee regarding the development and monitoring of the athletics, activities and related budgets. School activities and sponsors so identified by OCASD are also governed by this committee.

Budget & Finance Committee - Collaborates with the Business Manager to provide financial oversight for the District, while also having direct and ongoing involvement with the reviewing and monitoring of the District's annual budget.

Operations Committee (Transportation & Building /Grounds) - Responsible for maintenance and improvements upon the District's physical plant and grounds. Recommends staffing levels and configuration necessary for said maintenance and improvements. Examines the transportation needs of the District's students and makes recommendations on transportation plans.

Curriculum Committee (Education) - Consults with administrators to assess and monitor the progress and performance of all school programs by reviewing standardized testing and other outcomes/ measures. Receives proposals from department heads, administrators, teachers and other staff regarding recommended policy changes and new programs or areas of curriculum development/change. Strives to understand the changing school climate. Helps to promote OCASD students, staff and faculty members by highlighting their successes and inviting them to attend Board meetings.

Personnel Committee - In collaboration with the superintendent, identifies personnel needs, develops plans to address those needs, and participates in the hiring process as necessary. Makes recommendations on the content of employment contracts, and HR policies and procedures. For contracts that are entered into with collective bargaining units, this committee develops strategies and participates in that process, either by direct negotiations and /or by delegating proxy members necessitated by circumstances.

Policy Committee - Writes new policies, as well as reviews previous policies in order to address changes in the law and best practices, including social and educational issues. As a general rule, policies shall be reviewed upon the following schedule, with the whole of the process to be completed on a five (5) year cycle:

- Policy sections 000 (Local Board Procedures) and 200 (Pupils) years ending in 0 and 5
- Policy sections 100 (Programs) and 700 (Property) years ending in 1 and 6

- Policy sections 300 (Administration/Employees) and 900 (Community) years ending 2 and 7
- Policy sections 400 (Professional Employees) and 500 (Classified Employees) years ending in 3 and 8
- Policy sections 600 (Finance) and 800 (Operations) year ending in 4 and 9

Technology Committee (Communication) - Advises the administration on district technology as well as school and non-school publications, calendars, websites, social media, radio, television and internet broadcast and other forms of communication as appropriate to communicate the activities and programs of the district; such as education program, model, presentation, tools, equipment and other as may be determined and recommended by administration, teachers, staff and regulatory or governing agencies. Responsibilities are to examine the communications needs of the district and make recommendations on requirements, purpose and cost of communication and related budgetary issues as necessary.

Community Input Committee

To identify and represent and identify the opinion of the OCASD community to the board and administration. This committee shall strive for open, direct, and professional discussion of specific school problems, with a goal towards mitigation. The chair of the committee shall report to the board in a regular and timely manner, regarding substantive issues arising from this committee.

Committee Guidelines and Protocol

Committee Chairperson - The committee chair shall have sole authority to call for and schedule a committee meeting. The chair shall follow the protocol listed for initiating a request for or determination before calling for or scheduling committee meeting. Board members of committees may request a meeting of the committee at any time to the board president who will then communicate to the committee chairperson the request to meet.

- The call for or schedule of a meeting shall be based on the committee's area of responsibility and should be scheduled with a specific topic(s) of discussion or agenda.
- Agenda items shall be communicated in writing to all committee members and the Superintendent prior to the day of the meeting.
- The request for a meeting should come from seated committee members. Any request from others outside of a committee shall be considered by the chairperson based on need, subject/topic, priority, or safety and health and security.
- Other than committees that have non board or administration representation seated the committee chairperson may, with the agreement of committee members invite outside guests or groups to participate in meetings for discussion relative to subject/topics or agenda items within their area of expertise.
- In no case should the agenda or meeting discussion involve matters of personnel (student, teacher, district employee), legal, contractual subject or security nature.

- The chairperson will upon the scheduling of a committee meeting notify all committee members of the date and time of scheduled meeting and coordinate public advertisement and notification of the meeting with the Superintendent.
- The committee chairperson or designee will issue a committee meeting report, verbally or written to the entire board of directors of the meeting discussion and topic(s) discussed with any findings, recommendations or other to the entire board of directors for the next public scheduled meeting of the OCASD board of directors. If determined that findings or recommendations pertain to privileged information (personnel, legal, contractual or security) discussion will be held in board executive session.
- A Committee recommendation to the entire board should be presented for any action that may require board approval or changes to OCASD policies or operations that are required.

Committee Members/Board - Committee members who are members of the OCASD board of directors have the full responsibility and duties of the board to make recommendations, presentations, or motions to the entire board as a whole.

- Any board member of a committee may request meeting topic(s) or a specific subject for discussion of the committee.
- Board members of the committee may call for an unscheduled committee meeting to be called. The board member shall contact the committee chairperson with request for the meeting, reasons and topic(s) for discussion. The chairperson will determine if the special meeting is warranted.

Community Members/Group(s)/Represented Associations or Unions - The OCASD board of directors and administration recognizes the need for community input for the continued and constant improvement of our student, school operations and education needs. Concerns, questions and recommendations brought forward for discussion should be centered on how it impacts our students and school, improvement, revision, clarification, and community impact.

- A request to participate in committee meetings as an invited guest, not represented on the committee, for the purpose of presentation and discussion of a specific topic(s) of a scheduled committee meeting, will be communicated to the committee chairperson for consideration to be included/invited, subject to the discussion-specific topic(s) and guidelines.
- A request for an unscheduled meeting to be called shall be made to the committee chairperson first. If unable to contact the chairperson, a board member of the committee may be contacted for the request, who will then communicate the request for the meeting to the chairperson. The request must identify the reason for the meeting and the topic(s) for discussion. The committee chairperson shall consider the request and relevance for the request to participate in committee discussion and or present input, guidance, recommendations, concerns or, suggestions to specific subjects, topic(s) or agenda items.