



## 2024 Board of Education Subcommittees Membership and Meeting Schedule

Committee:	Committee Members	Alternate	Admin Ldr.	Time
<b>Curriculum</b>	<b>Demas</b> , Eichhorst, Antoine	Banach	McFarlane	4:30
<i>Meeting dates: February 5, April 15, June 3, August 5, November 25#</i>				
<b>Facilities</b>	<b>Antoine</b> , Young, Banach	Rice	Storm	4:00
<i>Meeting dates: January 15, February 21 (Wed), April 17, May 20#, July 15, September 9, October 21, December 2</i>				
<b>Finance</b>	<b>Eichhorst</b> , Conner, Young	Banach	Laseke	5:00
<i>Meeting dates: <del>February 12</del>, March 4 (rescheduled from 2-12), May 13 (Study Session?) , June 17#, September 16, November 4</i>				
<b>Policy</b>	<b>Banach</b> , Rice, Demas	Antoine	Butler	5:00
<i>Meeting dates: January 10 (Wed), May 6, July 25, August 19, November 13 (Wed)</i>				
<b>Safety</b>	<b>Rice</b> , Conner, Eichhorst	Young	Robinson	5:00
<i>Meeting dates: January 29#, April 29, July 29, October 7</i>				

\* Committee meetings will typically occur at this frequency but can be added as needed based on work to be done.

# Committee of the Whole (in person meeting - time can be adjusted see posting)

**BOLDED** name indicates subcommittee Chairperson

**Meetings will be held virtually unless otherwise determined by the committee and noted on the posting/agenda.** *The Board of Education will hold these meetings in a virtual forum. They do not include a quorum and there is no formal action taken in these meetings.*

**Meetings designated as “Committee of the Whole” will be in person.** *If the committee desires to invite the entire board to a meeting it will be held in person as there will be a quorum. However, the intent of the meeting is informational and for discussion, there will be no action.*

**Other Designees:**

**MASB Representative** - Will be approved based on annual conference attendance

**MCSBA Representative**- Wayne Conner

## **Procedure for BOE Sub Committee Agenda and Minutes**

### **STRUCTURE-**

Each Subcommittee will have the following; an assigned Chairperson (board member), Subcommittee Alternate (board member) and a Administrative Leader (District Cabinet level administrator)

### **AGENDA-**

The Administrative Leader and Committee Chairperson are responsible for the coordination on the agenda for their committee meetings.

Committee members will be given the opportunity to add discussion topics to the agenda that are aligned with the work of the committee.

### **MINUTES-**

A committee member (not the Chairperson) will be responsible to take notes during each meeting in support of establishing minutes for the meeting.

Working in coordination with the committee member that took notes the Administrative Leader will create "Draft" minutes and share them via email with the committee members within 3 days of the meeting.

Committee members will review the "Draft" minutes and respond with any changes to the Administrative Leader within 48 hours of receiving. No response from committee members indicates that minutes are acceptable.

The Administrative Leader will make any necessary changes and share the minutes with Antoinette and the full board.

Questions or clarifications in regard to the minutes can be directed to committee members or the Administrative Leader prior to the next regular meeting.

Antoinette will save the minutes for future reference as necessary.

### **REGULAR MEETING COMMITTEE REPORTS-**

The Chairperson will provide a report during the next regular meeting that will summarize the meeting minutes.

Board members can have further discussion or input if needed during committee reports.

### **COMMITTEE OF THE WHOLE-**

Transitioning a scheduled committee meeting to "Committee of the Whole" must be shared with the Administrative Leader of the committee and discussed with the Board President and Superintendent.

Adequate time must be given to notify the other board members and post the meeting.