

The Board may create committees if they are deemed helpful to the Board in the performance of its responsibilities. If committees are established, they will be used exclusively to support the work of the Board as described in Policy GC-3 and will never be created or used to assist the Superintendent in operational areas.

1. Board committees and other such entities, by whatever name created by the Board, will not direct, advise, assist or oversee the Superintendent or staff. Committees customarily will prepare recommendations for Board consideration. Board committees will have no authority over staff and may exercise demands on staff time and organizational resources only to the extent authorized in this policy.
2. Board committees may not speak or act for the Board unless specifically authorized by the Board. The responsibilities and authority of all Board committees are carefully stated in this policy to assure that committees fully understand their duties and extent of authority, and to assure that committee work will not usurp or conflict with the Board's own authority or conflict with authority delegated to the Superintendent.
3. All special Board committees are considered to be ad hoc, or temporary. Special committees are discharged or terminated the earlier of: (1) when they have completed their task and made a final report, (2) when discharged by the Board, or 3) at the termination date stated when they were created.
4. Board committees may or may not include members of the Board.
5. All Regular Board committees are as listed below in this policy.
6. **Auditing Committee**
 - a. The Auditing Committee is established under RCW 28A.330.080.
 - b. The Auditing Committee consists of all Board Members. Any applicable actions of the Board will be considered actions of the Auditing Committee without the need to explicitly state that fact. The Committee may establish special or standing sub-committees which may include no more than two Board members.
 - c. In auditing all accounts, the Committee may rely upon audits performed by the Office of the State Auditor or any independent audit ordered by the Board. The Committee should assure itself that the District has adequate procedures and controls in place to maintain proper financial responsibility, but it will not be necessary for the Committee to examine the supporting documentation for every expenditure approved by the Board under RCW 28A.330.090.
7. **Instructional Materials Committee**
 - a. The Instructional Materials Committee (IMC) is established under RCW 28A.320.230.
 - b. The IMC shall be appointed by the Superintendent with the approval of the Board and shall consist of:
 - i. At least six representative members of the district's professional staff, including representation from the district's curriculum development committees;

- ii. Five parents selected from among individuals nominated by each of the five Board members, with each Board member nominating for one of the five parent positions; and
- iii. Up to five additional non-voting community members.
- c. Meetings of the IMC shall be open to the public in the same manner as Board meetings.
- d. The IMC shall develop and make recommendations to the Board in accordance with District policy and procedures established by the Superintendent.
- e. Final approval of the District's curriculum and instructional materials is reserved to the Board. Unless specifically excluded, when the Board approves the minutes of the IMC, the Board is approving the recommendations from the IMC as stated in its minutes.

8. Facility Long-Range Planning Advisory Committee

- a. The Facility Long-Range Planning Advisory Committee was established October 7, 2020 by Board Resolution 1336, which provisions are now superseded by this policy.
- b. The Committee shall be composed of no less than seven nor more than twenty-one persons selected by the Board from among District stakeholders (i.e. parents, employees, students, taxpayers, community members) who apply to the Board for membership on the Committee and who shall:
 - i. Serve three-year terms, or until their successors are appointed, with the terms of one-third of the original appointees expiring each year;
 - ii. Be selected in December, except when filling vacancies;
 - iii. Be limited to three consecutive appointments;
 - iv. Be selected to obtain a broad range of perspectives, opinions, and experience on the Committee;
 - v. Have all Board members as non-voting ex-officio members of the Committee, with no more than two Board members assigned by the Board to attend the various meetings of the Committee; and
 - vi. Resign from the Committee if elected a Board member in order to assume a non-voting ex-officio position.
- c. The purpose of the Committee shall be to:
 - i. Consider, develop, and recommend long-range plans for the physical facilities needs of the District, with benchmarks at a minimum of five, ten, twenty-five, and fifty-year points;
 - ii. Recommend priorities for addressing deferred maintenance and planned upgrades to physical facilities of the District; and
 - iii. Consider and recommend bond and capital levy requirements.
- d. The Committee shall serve in an advisory capacity only and shall:
 - i. Have no authority to direct District staff, although the Superintendent may make available specific staff to assist the Committee;

- ii. Elect its own chair, vice-chair, and secretary, provided that the chair shall not be a Board member, the Superintendent, an Assistant Superintendent, nor a District executive level supervisor;
 - iii. Utilize the most recent Study and Survey of District Schools, and other relevant data in its deliberations;
 - iv. Have the authority to conduct public hearings and use other means to obtain community input, but shall not be required to receive public comments at its meetings;
 - v. Meet at least quarterly with all meetings of the Committee open to the public in the same manner as Board meetings, provided that meetings of subcommittees with less than a majority of the full Committee need not be open to the public;
 - vi. Be governed as a board by the rules contained in the current edition of *Robert's Rules of Order Newly Revised* in all cases to which they are applicable and in which they are not inconsistent with Board policy, and
 - vii. Report to the Board at least quarterly.
- e. The Committee became effective on January 1, 2021, when the initial terms of its members commenced, and shall continue to exist until the Board discharges it by amending this policy.

Adopted:

Monitoring Method: Board self-assessment

Monitoring Frequency: Annually