



BOARD OF EDUCATION POLICY

BBC Board Committees

3/11/13 ??/15

A committee is a Cobb County Board of Education (Board) committee only if its existence and charge come from the Board, regardless whether Board members sit on the committee. The only Board committees are those which are set forth in this Policy. There shall be no standing committees of the Board. Special committees may be appointed for specific tasks and shall automatically be dissolved when the task is completed or at any time by Board action.

A. BOARD COMMITTEES

The Board may authorize the creation of Board Committees (Committees).

1. Membership:

- a. Committee members shall be appointed by the Board Chair and may include members of the Board, staff, students, and/or other citizens residing within the Cobb County School District boundaries to serve as members of Committees and in accordance with other Board policies.
- b. The Board Chair will appoint a Board Liaison for each Committee who will be in attendance at Committee meetings.
- c. A Committee shall have no more than three (3) Board members.
- d. The Board Chair will designate a Committee Chair at the time Committee members are named.

2. Term of Service:

- a. Unless the Board action creating the Committee provides otherwise, the Committee will cease to exist when the Board takes action upon the need or issue it was created to address.
- b. The Board may dissolve a Committee at any time.

3. Results:

Each Committee is created to address a specific need or issue as indicated in the Board action creating the Committee.

4. Meeting Locations:

- a. All Committee meetings shall occur on District property.
- b. Procedures:
When a Committee needs to identify a meeting location, the following should occur:
 - (1) The Committee Chair should notify the Committee's Board Liaison;
 - (2) The Board Liaison should notify the Board Chair of the Committee's need for a meeting location; and
 - (3) The Board Chair should:
 - (a) Notify the Superintendent he/she needs to arrange a meeting location on the date and time needed by the Committee, and
 - (b) Identify the amount and authorize the expenditure of sufficient District funds needed to accommodate the Committee's meeting.

B. AUDIT COMMITTEE

1. Membership:

- a. The Board shall constitute an Audit Committee of the whole.
- b. The Board Vice-Chair will serve as Audit Committee Chair.

C. FACILITIES & TECHNOLOGY CITIZENS OVERSIGHT COMMITTEE

The Facilities and Technology Citizens Oversight Committee (committee) is established and authorized to specifically provide oversight for any Special Purpose Local Option Sales Tax

(SPLOST) project by performing an analytical assessment and project verification to determine if expenditures are meeting defined specifications as approved by the voters within the SPLOST referendum and as authorized by the Board.

To perform an analytical assessment and verification of all facility and capital needs in the District for any proposed SPLOST referendum, the Board recognizes that it is imperative to spend SPLOST funds as authorized in public documents. The committee shall communicate with the Board through the Board Liaison to the Board.

1. Purpose of the Committee:

The purpose of the committee is to strengthen accountability through a committee comprised of citizens residing within the boundaries of the Cobb County School District who perform analytical and logistical reviews of all proposed facility and technology expenditures prior to Board authorization. The committee will make recommendations related to items presented to it by the Cobb County School District Administration (Administration) and then communicate such recommendations through the Board Liaison to the Board. The Board is not bound by recommendations presented to it by the committee.

All committee meetings will be open to the public.

2. Membership:

- a. The committee shall be comprised of 15 citizens residing within the boundaries of the Cobb County School District with, as a group, a desired balance of expertise in real estate, construction, finance, and technology. A committee appointee need not reside within the respective Board member's electoral district.
- b. The Superintendent shall designate a Staff Liaison who shall serve as the committee's main contact with Administration. The Staff Liaison shall be responsible for keeping the committee up-to-date on all projects within its scope of responsibility.
- c. A Board Liaison selected by the Board Chair will attend committee meetings. The Board Liaison shall not be a member of the committee.

3. Selection:

Two (2) voting committee members shall be appointed by each Board member and one (1) voting committee member shall be appointed by the Superintendent. The Superintendent's appointee may not be a committee officer.

4. Term of Service:

Each committee member's term shall commence February 1 in the year appointed and shall conclude January 31 the following year. Committee members may be re-appointed for additional terms.

- a. Board members and the Superintendent shall announce their selection each January or upon the occurrence of a vacancy.
- b. If any Board member or Superintendent shall take their respective office at a time other than January, the current and respective committee member(s) shall serve until the following January 31st, when the new Board member or new Superintendent shall then appoint the new and respective committee members as outlined in Sections 4 and 4(a), unless the committee member is removed sooner by the Board.
- c. Vacancies on the committee shall be filled by the respective Board member(s) or by the Superintendent, as the case may be. The individual appointed to the vacancy shall complete the vacated committee member's remaining term of service, unless the committee member is removed sooner by the Board.
- d. If a Board member vacates his or her position as Board member, or if the Superintendent vacates his or her position, then their respective committee appointees' seats are vacated effective the respective vacancy date of the Board member or Superintendent.
- e. Committee membership removal:
 - (1) A committee member may only be removed by the Board Member who appointed the committee member.
 - (2) Any committee member who announces their candidate for an elected office or who applies to the State for permission to begin soliciting campaign funds for an elected office shall, by this action, have deemed their committee seat vacant.

5. Attendance:

Committee members who routinely miss committee meetings will be reported to the committee Board Liaison, and may be subject to removal from the committee as provided in Section 4(e)(1).

6. **Organization:**

- a. The committee shall, in its first regular meeting after February 1, elect a Chair, Vice-Chair and Secretary. The committee Board Liaison will preside over the officer elections. Committee Officers' term shall end January 31st of each year. ~~Following any election year, the Committee shall not meet in January.~~
- b. The committee shall, in its first regular meeting after February 1, provide an orientation for new committee members about SPLOST and its scope as to how the Board manages projects and expenditures.
- c. The committee Chair may name subcommittees as needed. These subcommittees shall include New Schools, Land, Additions/Modifications, Maintenance, Curriculum/Instruction, Safety/Support, and Technology.
- d. The committee Secretary, or its designee, is responsible for recording and delivering to the assigned Staff Liaison, and to the Board Liaison, the minutes of each committee meeting. The Staff Liaison shall be responsible for accumulating and recording committee meeting minutes for historical purposes and to disseminate committee meeting minutes to committee members, Board members and all applicable recipients within the Administration.
- e. Administration shall post committee meeting minutes, as approved by the committee, to the Cobb County School District website.
- f. The committee shall operate under Robert's Rules of Order, as newly revised.

7. **Meetings:**

The committee will meet a minimum of six (6) times annually and as agreed upon by the majority of the committee. Called meetings may be scheduled if:

- a. Approved by a majority of the committee's membership; or
- b. Requested by the Board; or
- c. Requested by the committee Chair.

8. **Results:**

The committee shall provide, each ~~December~~ **January**, an objective report suitable for publication addressing the following:

- a. Cobb County School District needs and plans for facilities and technology;
- b. Appropriateness of expenditures from SPLOST;
- c. The report must cover, at a minimum, new construction, renovations, maintenance, land acquisition, technology, safety and security and tax agency issues; and
- d. Items presented by the Administration to the committee for consideration.

9. **Authority:**

The Committee is empowered to:

- a. Make reasonable use of District personnel, under the supervision of the Superintendent, for both committee logistics and information. Requests for information from Administration shall be made in writing by the F&T Committee Chair and forwarded to Administration and the Board Liaison, respectively, for a timely response. Ordinarily, a timely response shall be understood as five (5) business days. Any request for information shall be made part of the official record of the committee and such requests shall also be provided to Board members. Information requests will be distributed to committee members within 24 hours;
- b. Have reasonable access to information necessary to form a rational opinion; and
- c. Have reasonable access to information from the Superintendent or his or her designee.

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