



Book	Policy Manual
Section	000 Local Board Procedures
Title	Functions of Standing Committees
Code	005.2
Status	Policy Committee Review
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I. Authority

A. New Hope-Solebury School District has six (6) standing committees: Curriculum Advisory, Facilities Advisory, Finance Advisory, Policy Advisory, Human Resources Advisory and Special Education Advisory.

B. The functions of these committees are:

1. Curriculum Advisory Committee

- a. The Curriculum Advisory Committee will support the School Board in establishing educational goals for the children of the New Hope-Solebury District and governing a program of education, or curriculum, designed to meet those goals.
- b. The committee works in collaboration with all NHSD stakeholders to build consensus around curriculum goals and activities.
- c. The committee will recommend decisions and actions to the School Board that are based on current research, best practices, and innovative new ideas to further the District curriculum program within the context of federal, state, and District guidelines.

2. Facilities Advisory Committee

- a. The mission of the Facilities Advisory Committee is to oversee the school District's physical assets; its land, building, equipment, and technology infrastructure.
- b. The Facilities Advisory Committee will develop strategies:
 - i. To maintain the adequacy and condition of capital assets,
 - ii. To develop and periodically review policies,
 - iii. To advocate for new structures and rehabilitate or remove older structures, and
 - iv. To ascertain that adequate levels of funding exist for campus maintenance and operations, and technology infrastructure.

- c. The Facilities Advisory Committee understands that welcoming, well-maintained and safe schools are vital to helping ensure that all students have a positive learning environment in which they can succeed and thrive.
- d. In addition to studying the District's facilities, the members of the Facilities Advisory Committee will also monitor individual building maintenance concerns articulated by the Superintendent as well as the principal and the Director of Operations.
- e. The Facilities Advisory Committee may request information about facility concerns in each building, may tour and inspect each building on a periodic basis and will monitor the completion of any projects targeted to address any concerns.
- f. The recommendations of the Facilities Advisory Committee assist the Board of School Directors of New Hope-Solebury School District in developing an updated comprehensive plan which guides facility initiatives throughout the District based upon a study of current and future needs.
- g. These recommendations are formed by a review of the following information:
- i. School District enrollment history and projections,
 - ii. Present and future educational program needs,
 - iii. City/county population data and growth projections,
 - iv. Community development information,
 - v. Existing school capacity information,
 - vi. Review of school District property available for development,
 - vii. Existing school facility needs assessment data,
 - viii. Capital funding options and information,
 - ix. Input from students, parents/guardians, citizens and staff, and
 - x. Available survey/polling information.
- h. The Facilities Advisory Committee will gain an understanding of issues and provide meaningful recommendations to the Board of School Directors of New Hope-Solebury School District for policy changes to enable improvement related to facilities.
- i. The Facilities Advisory Committee works in partnership with individuals from both campuses and community stakeholders in developing District-wide policies and making decisions that are needed and are aligned with the school District's mission, goals, and priorities.
- j. The Facilities Advisory Committee will debate any issues and recommend decisions, actions, and policies to the Board of School Directors of the New Hope-Solebury School District to endure compliance with federal, state, and local laws while adhering to the principles outlined in this mission statement.
- k. These recommendations will be based on current research, best practices, and innovative new ideas.

l. All recommendations shall be reached by consensus, or a vote of a simple majority of the total Facilities Advisory Committee members, after thorough discussion and deliberation.

m. The group consensus or voting of the Facilities Advisory Committee will be summarized and presented to the Board of School Directors of New Hope-Solebury School District for review and vote.

3. Finance Advisory Committee

a. Mission: it shall be the mission of the Finance Advisory Committee to assist the Board of School Directors of New Hope-Solebury School District with planning and making decisions on all matters relating to finance by reviewing financial accounts of the District and making recommendations thereon.

b. Principles: the Finance Advisory Committee shall review and make recommendation to the Board of School Directors of New Hope-Solebury School District on all areas of financial policy, including but not limited to:

i. Annual budgeting process and forecasting,

ii. Financial activities for capital projects and operating activities,

iii. Cash management,

iv. Negotiation of large vendor contracts,

v. The financial impacts of all contracts,

vi. The reports of the School District Secretary and the School District Treasurer concerning the financial status of the school District.

vii. The transfer of any school District funds, and

viii. Recommend the proposed annual budget prepared by the school administration prior to its presentation to the Board.

c. The Finance Advisory Committee shall provide financial review, analysis, and opinion, and shall propose frameworks or roadmaps for completing any and all financial or budget related projects.

d. Role: The Finance Advisory Committee shall recommend to the Board of School Directors of New Hope-Solebury School District any actions to be taken in the best interest of the financial stability and growth of the District.

e. The Finance Advisory Committee will gain an understanding of issues and provide meaningful recommendations to the Board of School Directors of New Hope-Solebury School District for policy changes to enable financial improvement.

f. The Finance Advisory Committee works in partnership with individuals from both campuses and community stakeholders in developing District-wide policies and making decisions that are needed and are aligned with the school District's mission, goals, and priorities.

g. The Finance Advisory Committee will debate any issues and recommend decisions, actions, and policies to the Board of School Directors of New Hope-Solebury School District to ensure compliance with federal, state, and local laws while adhering to the principles outlined in this mission statement.

- h. These recommendations will be based on current research best practices, and innovative new ideas.
- i. All recommendations shall be reached by consensus, or a vote of a simple majority of the total Finance Committee members, after thorough discussion and deliberation.
- j. The group consensus or voting of the Finance Advisory Committee will be summarized and presented to the Board of School Directors of New Hope-Solebury School District for review and vote.

4. Policy Advisory Committee

- a. It is the mission of the Policy Advisory Committee to serve as the Board of School Directors of New Hope-Solebury School District's vehicle for policy review, change, monitoring current policies and periodically updating the New Hope-Solebury School Board Policy Manual.
- b. The mission of the Policy Advisory Committee is to review all School District-wide policies that require the Board of School Directors of New Hope-Solebury School District's approval.
- c. The Policy Advisory Committee reviews policy drafts to ensure that they are concise, consistent in format and scope, and accessible.
- d. The critical issues with which school Districts often struggle are matters shaped by public policy, legislation, litigation, and formal resolutions of commissions, organizations, and other bodies.
- e. The Policy Advisory Committee not only gathers and shares information concerning those issues, but also brings concerns and calls for action to the attention of the Board.
- f. Major Policy Advisory Committee functions include:
 - i. review and update existing policy for the Board,
 - ii. respond to the need for policy review and writing of any new policy that might arise from administrative recommendations, citizen's requests, statutory requirements, or specific board member concerns,
 - iii. assess existing policies for coverage, including consistency or conflict with other policies, evaluate current practice of compliance with the policies, and distinguish between policies and procedures,
 - iv. develop a process and governance framework through which District policies are formulated, vetted, approved, reviewed, maintained, communicated, and enforced,
 - v. review and present recommendations to the Board for any policy about which there is a question of interpretation, and
 - vi. review Board Operating Guidelines and Administrative Regulations which accompany policies to ascertain conformance with Board policy.
- g. The Policy Advisory Committee informs the Board of School Directors of New Hope-Solebury School District about key public policy issues.

- h. The Policy Advisory Committee searches for news and events that rise to the level of an issue that is important enough to the Policy Committee.
- i. When an issue becomes critical to the administration of the school District, Policy Advisory Committee members discuss and decide what action might be taken.
- j. The Policy Advisory Committee will gain an understanding of issues and provide meaningful recommendations to the Board of School Directors of New Hope-Solebury School District for changes to enable improvement related to policy.
- k. The Policy Advisory Committee works in partnership with individuals from both campuses and community stakeholders in developing District wide policies and making decisions that are needed and are aligned with the school District's mission, goals, and priorities.
- l. The Policy Advisory Committee will debate any issues and recommend decisions, actions, and policies to the Board of School Directors of New Hope-Solebury School District to ensure compliance with federal, state, and local laws while adhering to the principles outlined in this mission statement.
- m. These recommendations will be based on current research, best practices, and innovative new ideas.
- n. All recommendations shall be reached by consensus, or a vote of a simple majority of the total Policy Advisory Committee members, after thorough discussion and deliberation.
- o. The group consensus or voting of the Policy Advisory Committee will be summarized and presented to the Board of School Directors of New Hope-Solebury School District for review and vote.

6. Human Resources Advisory Committee

- a. It is the mission of the Human Resources Advisory Committee to serve the Board of School Directors of New Hope-Solebury School District by focusing efforts on the District's most valuable asset: its employees and to help the District achieve excellence by examining human resources issues and recommending improvements.
- b. The Human Resources Advisory Committee achieves its mission through recruitment, hiring, and retention of a diverse, qualified workforce.
- c. The Human Resources Advisory Committee provides human resource direction, technical assistance, training, equal employment opportunity, and labor relations services to the Board.
- d. The Human Resources Advisory Committee oversees the development and implementation of compensation and benefit policies, plans, and programs.
- e. The Human Resources Advisory Committee develops and retains a high performing and diverse workforce and fosters a healthy, safe, and productive work environment for employees, their families, departments, and the public in order to maximize individual and organizational potential.
- f. The goals of the Human Resources Advisory Committee are:
 - i. Valuing, encouraging, and supporting a diverse workforce,
 - ii. Continually improving individual and organizational effectiveness,

- iii. Anticipating and meeting the changing needs of the workforce/family,
 - iv. Championing career and professional growth,
 - v. Creating and enhancing strategic partnerships, and
 - vi. Enhancing services through technology.
- g. The Human Resources Advisory Committee strives to attract, develop, motivate and retain a diverse workforce within a supportive work environment. The HR Committee's core services and competencies include:
- i. Recruitment and staffing,
 - ii. Employee relations,
 - iii. Organizational and employee development,
 - iv. Risk management,
 - v. Compensation and benefits,
 - vi. Payroll,
 - vii. HR information management, and
 - viii. Regulatory compliance.
- h. The Human Resources Advisory Committee will gain an understanding of issues and provide meaningful recommendations to the Board of School Directors of New Hope-Solebury School District for changes to enable improvement related to human resources.
- i. The Human Resources Advisory Committee works in partnership with individuals from both campuses and community stakeholders in developing District wide policies and making decisions that are needed and are aligned with the school District's mission, goals, and priorities.
- j. The Human Resources Advisory Committee will debate any issues and recommend decisions, actions, and policies to the Board of School Directors of New Hope-Solebury School District to ensure compliance with federal, state, and local laws while adhering to the principles outlined in this mission statement.
- k. These recommendations will be based on current research, best practices, and innovative new ideas.
- l. All recommendations shall be reached by consensus, or a vote of a simple majority of the total Human Resources Advisory Committee members, after thorough discussion and deliberation.
- m. The group consensus or voting of the Policy and Human Resources Advisory Committee will be summarized and presented to the Board of School Directors of New Hope-Solebury School District for review and vote.

6. Special Education Advisory Committee

- a. The Special Education Advisory Committee will support the District with respect to issues related to special education, including:

- i. Helping to identify and develop priorities, options, and strategies to more effectively deliver services to ALL students with physical, emotional, and/or learning differences,
- ii. Developing long range plans and goals for consideration by the Board and school personnel relative to special education services; and
- iii. Advising school personnel, the Board of School Directors, and the community about challenges related to special education.