

FILE: BBC

BOARD COMMITTEES

The Jefferson Davis Parish School Board shall authorize the creation of standing School Board committees, to be charged with deliberations of certain issues as follows: Finance/Salary, Policy, Building and Grounds, Insurance, Transportation, and the 16th Section. Such committees shall be composed of members of the School Board whose chairmen shall be appointed by the President, and the President shall be given the option to change committee membership.

Special committees may from time to time be appointed by the School Board to study specific issues. The membership of any special committees need not be restricted to members of the School Board, but shall include such persons who may have knowledge or interest in the subject studied.

COMMITTEE MEETINGS

The agenda, time and date of committee meetings shall be tentatively set by the committee chairman, pending discussion with and approval by both the Superintendent and School Board President of any proposed agenda items and meeting date. Once approved, the committee chairman shall be notified prior to notification of other members.

All committee meetings shall be open to the public, except in those instances allowed as provided by state law. A majority of the committee membership shall constitute a *quorum* for purposes of making recommendations or taking any action that has been previously authorized.

FUNCTIONS/DUTIES

Functions of the Finance Committee

General: To receive, review and make recommendations regarding all matters relating to items that are financial in nature as they affect the Jefferson Davis Parish School Board.

Specific: The specific functions of the Finance Committee shall include, but not be limited to the following:

1. Review monthly sales tax collections.
2. Review/approval of invoices submitted for disbursement on a monthly basis.
3. Review of all Parish maintenance accounts.
4. Review of all items that are related to salary matters for all employees.
5. Periodic review of School Board budgets.

Functions of the Policy Committee

General: To receive, review and make recommendations on matters related to official policies of the Jefferson Davis Parish School Board.

Specific: The specific functions of the Policy Committee shall include, but not be limited to the following:

1. To draft any new policy and to present that draft to the School Board for review and subsequent action.
2. To draft any suggested change in any existing policy and to present that draft to the School Board for review and subsequent action.

3. To draft any recommended deletion of any policy and to present that draft to the School Board for review and subsequent action.
4. At least ninety (90) days before the beginning of the next fiscal year, to present to the School Board the draft of the Jefferson Davis Parish School Board *Policy Manual* for that fiscal year for review and subsequent action.

Functions of the Building and Grounds Committee

General: To oversee the maintenance and repair of all buildings and grounds common to the Jefferson Davis Parish School Board.

Specific: To study and make recommendations to the full School Board concerning:

1. Overseeing expenditures regarding building repair or replacement funded by the General Fund and/or Maintenance Accounts at the request of the full Board concerning building and grounds problems.
2. Meet with the School Board architect concerning items of building and property repair and maintenance or proposed construction.

Functions of the Transportation Committee

General: To oversee the management of the local school transportation system, ensuring that it conforms to, or exceeds minimum standards set forth by Louisiana Department of Education Bulletins 119, thus providing for it's safe, effective, adequate, and economical operation.

Specific: To study and make recommendations to the full School Board concerning the following:

1. The purchase, ownership, and use of school buses.
2. Establishment of bus routes.
3. The establishment of a system for the supervision of local transportation programs.
4. Pre-service and inservice training of school bus operators to ensure compliance with minimum guidelines established by the Louisiana Department of Education.
5. Maintenance requirements that would provide for safe, economical, and effective operation of buses.
6. Development and implementation of a plan for the evacuation of schools using school buses.
7. Development of a plan for annual evaluation of student transportation program using guidelines from Louisiana Department of Education Bulletin 119.
8. Recommendations concerning all phases of the local transportation program submitted by the Superintendent.
9. Determining policy not specifically addressed by law.

Functions of the 16th Section Committee

General: To make recommendations to the Board on all matters pertaining to 16th Section Property.

Functions of the Insurance Committee

General: To receive, review and make recommendations regarding all insurance matters as they affect the Jefferson Davis Parish School Board.

Revised: October, 1993

Revised: May, 1994

Revised: February, 1995

Ref: La. Rev. Stat. Ann. §[17:55](#)

Board minutes, 9-16-93, 4-21-94, 2-16-95

Jefferson Davis Parish School Board