

Warwick School District School Board Committee Meeting Guidelines

A unique feature of the Warwick School Board is its committee structure. This system has been designed and implemented to encourage citizen participation in the consideration of the business and decisions affecting school district operations. Four standing committees - Education, Student Activities, Building and Property, and Finance and Legal - meet monthly to focus on specific areas of concern to the schools. Each of these committees is composed of board members, school administrators, teachers, and community members. This mix of individuals provides a diversity of backgrounds, experiences, and opinions necessary to effectively review district issues. Although committee meetings are not decision-making sessions, recommendations made by the committees provide a basis for school board consideration and action. All school board meetings and committee meetings are open to the public.

The following guidelines are intended to assist with the organization and flow of the meetings.

1. The purpose of the Warwick School District School Board committee meetings is to discuss and consider relevant issues as related to the business of each individual committee. **The individual committees are not decision-making bodies; rather, the committee's role is to discuss and consider options and potential recommendations** to the Warwick School Board.
2. The district administrative liaison and the board chairperson run Warwick School District School Board committee meetings jointly. In the absence of the chairperson, the second board member will assist with the running of the meeting.
3. Warwick School District School Board committee meeting agendas are developed by the administrative liaison with the input and assistance of the board chairperson. Agenda items are due by the last Wednesday of each month for the next month's meeting.
4. Members of the public who wish to have items discussed will contact the administrative liaison by the last Wednesday of the month in order to be considered for placement on the agenda.
5. Members of the public who attend committee meetings **may be recognized by the committee chairperson or the administrative liaison for questions or brief comments if time permits**. Remarks and or questions will be limited to two to three minutes. The chairperson and or school district liaison may or may not elect to respond.
6. Minutes from each meeting are kept by a recorder and will be posted to the district website in a timely manner following each meeting. A list of attendees and short summaries of each item discussed will be included. Copies of minutes are distributed to members of the school board in the monthly board packet.