

**Hudson CSD Policy Committee Charter****Introduction**

Pursuant to the resolution dated June 10, 2025, the Board of Education of the Hudson School District has established a Policy Committee to assist the Board of Education in the process of determining and reviewing the policies of our school district.

Mission

The Board of Education of the Hudson School District has established a Policy Committee to provide independent advice, assistance, and recommendations to the Board in the revision and adoption of the District's formal policies. This standing committee will assist in meeting the Board's goal of consistent and structured policy review and the District's goal of meeting the needs of all students.

Committee Membership

The Committee is composed of members of the District and community. The Committee will strive to include a minimum of 5 members, including administrators, Board of Education members, teachers, community members, and parents. No more than 3 Board of Education members and no more than 3 administrators will serve on the Committee, and the Committee will strive to encompass members that are representative of our diverse district stakeholders. The Superintendent will also be a member of the policy committee.

The Board Committee will comply with the Open Meetings Law. The recommended qualifications for Committee members include:

- Possess the requisite knowledge necessary to advise the Board about school policy and procedures.
- Willingness to learn about school law.
- Have the ability to work as a group and build consensus.
- Commitment to the well-being of the overall school community.
- A genuine desire to learn about and help shape school policies that positively impact student achievement and well-being for ALL our students.

The Board of Education will discuss among themselves which three board members should serve on this Committee with the Board President making the final appointments at the organizational meeting. If a Board member drops out of the Committee, the Board President will ask another Board member to volunteer to fill the position. If no one volunteers, or if more than one member volunteers, the Board President will determine the appointment.

A member of the policy committee elected by the committee will chair the Policy Committee. The committee will vote on the chair at a policy committee meeting and the chair will serve a one year term. If the chair steps down or is removed, a new vote will be held.

All members except the Superintendent will serve a one year term, with a maximum of three consecutive years for any Board Member to serve, unless otherwise affirmatively approved by the Board of Education.

The Committee Secretary will be responsible for keeping minutes at each meeting. This individual will be appointed by the chairperson.

Teachers, community members, and families wishing to serve on the Policy Committee may submit a letter of interest to the Board Clerk for consideration. Participation will be limited to 1-2 teachers, 1-2

community members, and 1-2 family members.

The total committee shall not exceed 10 members. If there is more interest than committee positions, the policy committee chair and superintendent will make the final decision.

If a Committee Member misses more than two consecutive Committee meetings, the member may be replaced.

Authority

The Policy Committee will have the authority to review existing district policies and advise the Board on their recommendations for revision. The Committee may also provide guidance on and recommendations for new policies that do not currently exist in the District. The Committee may request copies of current District policies, as well as those from other districts if/when available.

Responsibilities

The membership duties of the Committee include the following:

- ***Good Faith*** - Members will perform their duties in good faith, in a manner they reasonably believe to be in the best interests of the Committee and the District. Members must possess a genuine desire to learn about and help shape school policies that positively impact student achievement and well-being for ALL our students and a commitment to the well-being of the overall school community.
- ***Conflicts of Interest*** - The Committee expects that each Member and each individual asked to serve on this Committee in the future disclose any/all relationships with the District (financial and other interests) in the spirit of total transparency. When the question of a conflict exists, it will be fully discussed, with each side given the opportunity to state why they believe a conflict does or does not exist. The final decision on whether the individual has a conflict of interest will be made by a majority vote of the Committee. The member alleged to have a conflict of interest will be disqualified from voting on the question and will leave the meeting before a vote is taken on an issue.
- ***Confidentiality*** - During the exercise of duties and responsibilities, the Committee members may discuss confidential information. The Committee members are obligated to maintain the confidentiality of such information.

The duties and responsibilities of the Committee include reviewing and advising on certain policies annually as legally required or as required by policy language and reviewing and advising on all policies in a regular cycle. As it becomes necessary or prudent, the Policy Committee may research, formulate, and recommend the adoption of new policies and recommend the elimination of outdated or superfluous policies.

The Committee Chairperson will ensure that all Committee Members have an opportunity to speak and share their thoughts and ideas. The Committee will make every effort to achieve consensus in its decision-making process. Failing consensus, the Chairperson will call for a vote.

A simple majority of the membership present will determine the vote. A quorum constitutes a simple majority of the total membership, and meetings will not be conducted unless a quorum is present.

The Committee has the duty and responsibility to report its activities to the Board of Education. The members of the Policy Committee who also are members of the Board of Education will

communicate the decisions, findings, and recommendations of this Committee to the Board of Education. The Committee's reporting requirements are to:

- Share committee updates in board meetings.
- Provide the Board of Education with agenda notes from meetings that clearly record the actions and recommendations of the Committee.

Meetings

The Policy Committee will meet at least monthly in person. The Committee Chair will work with the Board Clerk to prepare a rolling agenda for each meeting and meeting minutes will be recorded by the Committee Secretary and submitted to the Board after each meeting. The Superintendent, Board Clerk, or designee will make best efforts to provide the Policy Committee with supporting documents in advance of each meeting for review and consideration.

- The chairperson will call and facilitate all meetings.
- The chairperson will set the agenda and direct the meetings and activities of the committee to serve and advise the Board or Education.
- The chairperson will monitor the attendance of the Committee meetings and give email notice to any member that misses two consecutive meetings that they may lose their seat on the Committee if they miss an additional meeting.

The minutes of each Policy Committee meeting should include the following:

- The meeting agenda
- Date, attendance, and location of the meeting
- Except as otherwise provided by law in connection with executive and privileged sessions, summaries of the topics discussed and all proposals and other matters formally voted upon and the vote thereon, including recommendations agreed to by the committee.

Review of the Charter: The Committee will assess and report to the Board of Education on the adequacy of this Charter on an annual basis. Charter modifications, as recommended by the Policy Committee, should be presented to the Board of Education in writing for their review and action.

Cross-ref: Policy 2410 Policy Development, Adoption, Implementation & Review

Adoption date: June 10, 2025