

**EXHIBIT "A"**

**CHARGES TO THE BLIND BROOK ADVISORY COMMITTEES**  
**2011-2012**

The following charges are for all the Blind Brook Advisory Committees:

1. Election of a Chair
2. Selection of a person to take the Minutes of the meetings.
3. Placement of Minutes on website
4. A strong commitment for attendance at meetings.
5. Exploration of Sub-Committees.
6. The Board reserves the right to accept, reject or modify all or any part of a Committee recommendation

Following are a listing of the Blind Brook Board Advisory Committees for the 2011-2012 School year:

Citizens' Financial Advisory Committee (formerly Citizens' Budget Advisory Committee)

Audit Committee

Arts Advisory Committee

Athletic Advisory Committee

Wellness Advisory Committee

Technology Committee

---

## **CHARGES TO ADVISORY COMMITTEES**

2011-2012

### **ARTS ADVISORY COMMITTEE**

The Arts Advisory Committee serves in an advisory capacity to the Board of Education. The Committee's charge is to review and assess arts programs in the schools and to recommend improvement that will enhance students' knowledge and appreciation of the arts. The Committee will give suggestions and community feedback to the Arts Department and establish standards and goals of arts education. The Committee will also define scheduling issues as well as explore grants and funding to the arts program.

### **CITIZENS' FINANCIAL ADVISORY COMMITTEE**

#### **Committee Role**

The Financial Advisory Committee (Committee) will advise the Board of Education (Board) in fulfilling its fiscal oversight responsibilities. The Committee will:

1. Be knowledgeable about the school budget process and the impact of Board policy and state laws relative to budget preparation and the management of School District finances.
2. Review drafts of the School District budget prepared by the Administration.
3. Advise the Administration with long-range planning for capital projects.
4. Advise the Administration with developing a strategic plan to ensure the long-term financial health of the School District.
5. Advise and make recommendations to the Board about areas of the budget where there is a majority of members in agreement with the recommendation.

#### **Committee Membership**

Committee members should possess skill in the disciplines of accounting, finance, and business practices.

1. At least one Board member shall serve on the Committee as liaison to the full Board.
2. The Superintendent of Schools and Assistant Superintendent for Finance & Facilities shall be ex-officio members of the Committee.
3. The Committee shall consist of no more than 12 community members whose terms of office shall be two years.
4. Committee appointments shall be approved annually by the Board upon recommendation of the Superintendent of Schools.

## **Key Operating Principles**

1. The Chair shall ensure that meeting dates and times are set at the first meeting and posted on the District's Website.
2. The Assistant Superintendent shall provide committee members with information related to school finances and budget on an as needed basis.
3. All Committee meetings shall be open to the public.

## **AUDIT ADVISORY COMMITTEE**

### **Committee Role**

The audit committee will provide independent assistance to the Board in the oversight of its external and internal audits.

### **Committee Membership**

The audit committee will be composed of at least three (3) representatives and include at least two (2) Board members. If the Board of Education decides to ask non-Board members to join the audit committee, the Board will set up criteria, call for volunteers and develop an application process. The audit committee must collectively possess knowledge in accounting, auditing, financial reporting and school district finances. The following individuals are prohibited from serving on the audit committee:

- An employee of the District;
- An individual who within the last two years provided or currently provides services or goods to the District;
- An individual who owns or has a direct and material interest in a company providing goods or services to the District; and
- A close or immediate family member of an employee, officer or contractor providing goods or services to the District. The term "close or immediate family member" includes parent, sibling, nondependent child, spouse, spouse equivalent or dependent, whether or not related.

### **Duties and Responsibilities**

- Oversee the competitive Request for Proposal (RFP) process used to select the District's external auditor and internal auditor and provide recommendations regarding the appointment of same.
- Meet with the external/internal auditor before the audit as directed by the Board.
- Review and discuss with the external/internal auditor any risk assessment of the District's fiscal operations developed as part of the auditor's responsibilities.
- Review the external/internal auditor's assessment of the district's system of internal controls.
- Receive and review all audit reports and management letters; make a recommendation to the Board on whether to accept the audit report.

- Review the corrective action plans drafted by District representatives.

### **Meetings**

The audit committee will meet at least two (2) times each year. All committee decisions must be made by a quorum or simple majority of the total membership. Audit committee meetings may not be conducted unless a quorum is present.

### **TECHNOLOGY COMMITTEE**

The District Technology Planning Advisory Committee serves as an advisory group to District Administration. Its charges include:

1. To annually develop, review and revise the district's long-term technology plan, vision and goals.
2. To evaluate the district's progress in meeting its goals by:
  - Reviewing inventory and monthly reports
  - Reviewing student performance data
  - Reviewing the technology budget to ensure sufficient resources to support future initiatives and sustain current ones
  - Conducting and reviewing annual surveys to evaluate data concerning technology use, implementation, professional development and support
  - To explore innovative instructional technology initiatives which anticipate the future needs of the district

### **DISTRICT HEALTH, SAFETY & WELLNESS**

The District Health, Safety & Wellness Committee is committed to providing a school environment that promotes and protects children's health, well-being and the ability to learn by fostering healthy eating habits and physical activity. The District has established a Wellness Committee to develop the District's proposed local wellness policy. The District's Wellness Committee includes, but is not limited to representatives from each of the following groups:

Parents, Students, Teachers, The District's Food Service program, the School Board, School Administrators, Members of the Public and the School Nurse.

The District Wellness Committee has assessed current activities, programs and policies available in the District; identified specific areas of need within the District; developed the policy; and provided mechanisms for implementation, evaluation, revision and updating of the policy. The Wellness Committee has been established to represent the local community's perspective in developing the wellness policy for the District.

## **ATHLETIC ADVISORY COMMITTEE**

The Athletic Advisory Committee comprises the district's Athletic Director, coaches and parents. The purpose of the committee is to give community feedback to the athletic department. In these difficult economic times it becomes increasingly important to seek the communities' recommendations on how these resources should be managed from both a financial and programmatic perspective. The committee should be comprised with broad representation from all constituents to guarantee a wide range of community involvement in its role as an advisory council.

11-01-11

**CHARGES – Advisor Cmtees 2011-12**

---

**EXHIBIT "B"**  
**MEMBERSHIP LISTING**  
**ADVISORY COMMITTEES 2011-2012**

**CITIZENS' FINANCIAL ADVISORY COMMITTEE**

Dr. Jonathan Ross, Ass't. Supt. Finance & Facilities  
Jeff Diamond, Board Member – Liaison

Wendy Adler	Kirk Reed
Jack Robinson	Michael Borrelli
Michael Rosenblut	Peter Raider
David Loewenstein	Gus Carmona
Dr. Richard Buzin	Brad Hamburger
Michael Siegel	Daniel Savitt
Howard Klein	Whitney Bullard
Ryan Goldstein	Andrew Tilzer
Andrew Zeitlin	Alyce Mariam

**AUDIT COMMITTEE**

Dr. Jonathan Ross, Ass't. Supt. Finance & Facilities  
Jeff Diamond, Board Member – Liaison  
Glen Schuster, Board Member – Liaison

Peter Jensen	Anthony Provenzano
Alain Oberrotman	

**ATHLETIC ADVISORY COMMITTEE**

James Spano, Director of Athletics, Health & Wellness  
Sheri Zarkower, Board Liaison

Jim Seguljic	Hanna Poplausky	Robert Leshman
Richard Gutner	Laura Portin Stone	Tom Joyce
Brian Berk	Cliff Shaw	Bruce Greenbaum
Susan Handelman	John DiCanio	
Edward Kulik	John Nuckel	
Adam Berman	Kelly Lieberman	
Steven Schoen	Brian Grodin	
Andrew Silfen	Joe DiBerardino	
Magaret Luberta	Alan Striar	
Paul Brandeis	Garfield Maitland	
Marlene Adler	Mike Martino	
James Striar	Glenn Christal	
Chris Dutra	Steve Forzaglia	

**ARTS ADVISORY COMMITTEE**

Gina Healy, BBHS Principal

Nancy Barr, Board Liaison  
Steven Kaplan, Board Liaison

Shari Zellermyer  
Cheryl Artabane  
Paul Mariconda  
Alicia Talmadge  
Catherine Penn  
Karen Sweetbaum  
Susan Joseph  
Howard Levy  
Abby Schwittek  
Don Whitman  
Stephanie Greenwald  
Steven Perkins  
Terry Saglibene  
Christina Colangelo

Lisa Zakarin

**WELLNESS ADVISORY COMMITTEE**

James Spano, Director of Athletics, Health & Wellness  
Glen Schuster, Board Liaison

Susan Aruilio  
Karen Flaherty  
Mariann Schirizzo  
Matthew Beatty  
Louise Miller  
Nancy Garretto  
Steve Kabot  
Julie Leshem  
Patricia Dilluvio  
Frank Pecoraro  
Sue Zeitlin

Jodi Hurwitz  
Deborah Lewis

**TECHNOLOGY ADVISORY COMMITTEE**

Colin Byrne, Director of Technology  
Glen Schuster, Board Liaison  
Steven Kaplan, Board Liaison

Marko Markolovic  
Abbe Fleishaker  
Ellen Kapsiotis  
Giorgio Rietti  
Eric Kaye  
Abby Schwittek  
Alain Oberrotman  
Robin Willig  
Andrew Kaminsky  
Jean Follansbee  
Nancy Knabl  
Brian Berk  
Brian Butler  
Adam Sohn  
Kevin O'Neil  
Seema Dayal

Mark Weingarten  
Anna Carbone  
Andy Stevens

---