

*Adopted: August 25, 2008*  
*Revised: June 5, 2012*  
*January 27, 2014*

INDEPENDENT SCHOOL DISTRICT 761  
OWATONNA, MINNESOTA

## **213 SCHOOL BOARD COMMITTEES**

### **I. PURPOSE**

The purpose of this policy is to provide for the structure and the operation of committees of the District and/or of the school board.

### **II. GENERAL STATEMENT OF POLICY**

- A. It is the policy of the school board to designate committees, as reflected in the District 761 Committee Structures, Functions, and Purposes Document, when it is determined that a committee process facilitates the mission of the school board.
- B. The school board has determined that certain committees, as identified in this policy, do facilitate the operation of the school board and the school district.
- C. School Board committees will be formed by school board resolution; such resolution shall identify the kind of committee as well as outline the duties and purpose of the committee.
- D. All committees are advisory in nature and have only such authority as described in the committee purpose and function.
- E. The school board will receive reports or recommendations from all committees as outlined in the committee description. The school board, however, retains the right and has the duty to make all final decisions related to such reports or recommendations.
- F. The school board also may establish such ad hoc committees for specific purposes as it deems appropriate.
- G. The school board reserves the right to limit, create or abolish any school board committee as it deems appropriate.
- H. A committee of the school board shall not appoint a subcommittee of that committee without approval of the school board.

### **III. ESTABLISHMENT OF COMMITTEES**

- A. The school board hereby establishes the following School Board Committees:

1. Finance (3 members)
  2. Facilities (3 members)
  3. Policy (3 members)
  4. Negotiations (2 members per group, 3 members for teacher group)
  5. Transportation (3 members)
- B. The school board hereby establishes the following District Committees:
1. Community Education (2 members)
  2. Curriculum Advisory (2 members)
  3. Special Education (2 members)
  4. Staff Development (2 members)
  5. Employee Relations
  6. Material Challenge (2 members)
  7. Technology Advisory (2 members)
  8. Meet and Confer (3 members)
  9. Communications (2 members)
- C. The school board will annually approve at its organizational meeting the School Board committees, the number of members, the term and the charge or mission of each such committee.
- D. The school board chair shall appoint the members of each Board committee and representative committees as appropriate and designate the chair thereof.

#### **IV. PROCEDURES FOR SCHOOL BOARD COMMITTEES**

- A. All meetings of School Board committees shall be open to the public in compliance with the Open Meeting Law, and notice shall be given as prescribed by law.
- B. All committees shall act only within the guidelines and mission established for that committee by the school board.

- C. Actions of a committee shall be by consensus and be consistent with the governing rules of the school board.
- D. All committees shall designate a recorder who will record the minutes of actions of the committee and report to the board as described in the committee structure statement of purpose.
- E. The power of a committee is advisory only and is limited to making recommendations to the school board as deemed necessary and appropriate.
- F. A committee shall, when appropriate, clarify in any dealings with the public that its powers are only advisory to the school board.

***Legal References:*** Minn. Stat. Ch. 13D (Open Meeting Law)

***Cross References:*** Policy 201 (Legal Status of the School Board)  
Policy 203 (Operation of the School Board – Governing Rules)  
MSBA Service Manual, Chapter 13, School Law Bulletin “C”  
(Minnesota’s Open Meeting Law)