



## **OPERATIONAL EXPECTATIONS**

Board Governance

**ISD 197 School Board**

Contact: Superintendent

### **213 BOARD COMMITTEES, TASKFORCES AND LIAISONS**

Committee - Committee includes, but is not limited to, board committees and subcommittees. A Committee is established to accomplish a particular task or to oversee an ongoing area in need of control or oversight. A Committee shall consist only of school board members.

Taskforce - Taskforce includes, but is not limited to, a taskforce, panel, and/or community advisory committee. A Taskforce is a special committee, usually of experts, formed expressly for the purpose of studying and making recommendations regarding a particular problem. A taskforce may consist of school board members, community members, staff, and/or experts needed to carry out the function of the taskforce. A task force is ad hoc and temporary.

1. The Board shall create all Committees and Taskforces by a majority vote of the Board.
2. Committees and Taskforces may be created if deemed helpful to assist the Board with its duties as described in the *School Board Responsibilities* policy.
3. Committees and Taskforces will be formed by a resolution which shall outline the duties and purpose of the Committee or Taskforce. All Committees and Taskforces shall have only such authority as specified by the Board.
4. The purpose of Committees and Taskforces are advisory and to prepare recommendations for board consideration.
5. Committees and Taskforces shall not:
  - a. Speak or act for the Board,
  - b. Assist the CEO in operational areas or administration of Board policies,
  - c. Be used to direct, advise, assist or oversee the staff
  - d. Have authority over staff and may not exercise demands on staff time and organizational resources

6. Committees and Taskforces shall be listed on the School Board page of the district website as approved by the Board and removed upon date of termination.
7. Committee and Taskforce chairs must submit an informational report to the Board on a regular basis.
8. Sunset Clause - All Committees and Taskforces must be reauthorized annually by a majority of the Board to ensure they serve a continuing need. Committees and Taskforces not reauthorized shall cease to exist.

**Liaisons**

1. Board members may be appointed by the Chair to serve as a liaison, and must adhere to the following:
  - a. The liaison’s purpose is to maintain a connection and be a source of information between the Board and ISD 197 groups. The liaison will not represent administration or provide information on behalf of anyone except the Board.
  - b. The liaison is not to be used to resolve issues, may not make decisions on behalf of the Board and may not give opinions on behalf of the Board.
  - c. Board members serving as liaisons must be listed in on the School Board page of the district website.
    - i. Liaisons will be appointed to the elementary, middle, and high school as well as to entities that require Board participation by statute.
    - ii. The Board may choose, by majority vote, to appoint a liaison to other ISD 197 groups that request Board observation or information.
  - d. Board members serving as liaisons must submit an informational report to the Board on an annual basis or as requested.

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

<b>POLICY ADOPTED:</b>	September 9, 2009
<b>POLICY REVIEWED/REVISED:</b>	December 17, 2018
<b>Monitoring Method:</b>	Administrative Review
<b>Monitoring Frequency:</b>	Every three years