

## School District

### School District Advisory Teams

#### I. Purpose

The purpose of this policy is to provide structure and procedures for advisory teams that will help guide and shape the governance and management work of the district.

#### II. General Statement of Policy

Edina Public Schools recognizes the benefits of receiving ongoing input, advice, direction and/or insight from the staff and public. The school district will use various advisory teams to help shape policies, procedures and practices of the district. Each advisory team will have an identified purpose, membership and lead person. The lead person will be responsible for developing agendas, recording minutes, setting meetings and completing the specific responsibilities of the advisory team.

#### III. Advisory Teams

##### A. Committees

The school district will have standing committees that serve to advise the school district on an ongoing basis. The school board shall annually approve the duties and memberships of the committees. The superintendent shall be responsible for overseeing the committees' operations.

##### B. Task Forces

A task force shall be appointed for the purpose of completing a timely project and/or function for the school district. The task force, including its duties and membership, will be identified by the superintendent. The superintendent will inform the school board of the establishment of a district task force, and will be responsible for ensuring that the work of the task force is completed, as identified, in a timely manner. Task force recommendations may come from the school board.

#### IV. Procedures for School District Advisory Teams

A. Each advisory team will have an identified administrator who shall be the contact person for the team.

B. Each advisory team shall act within the identified purpose and guidelines established for it by the superintendent.

- C. At the organizational meeting, each advisory team will determine the following, if not defined in a formal team document (e.g., bylaws):
    - 1. Affirmation of the advisory team’s purpose and function
    - 2. Selection of a person to facilitate or lead the advisory team’s work for a year
    - 3. Process for advisory team meetings, including agenda and sharing of minutes
    - 4. Means of making recommendations (e.g., consensus, majority vote)
  - D. Each advisory team shall have an identified membership that represents the stakeholders involved in the work of this committee or task force. The term of membership on a committee shall be three years, unless otherwise stated. A membership rotation shall be developed to ensure team continuity. The membership shall be coordinated by the administrative contact person.
  - E. When an advisory team’s purpose or charge requires input, advice, direction and/or insight related to local union or association work agreements (e.g., work schedules, employee evaluations), the administrative contact person shall seek membership from the local unions and/or associations.
- V. Conflict of Interest Standards and Procedures for Persons Serving on Task Forces/Committees

For the protection of the task force, committee member (“member”) and the district, a member must disclose any potential conflict of interest when participating in district-sponsored task forces and committees (e.g., serving on a committee involved in decision making that may result in personal gain for the member or his/her family members). Potential conflicts of interest are defined in, but not limited to, those conflicts described in Section III of Policy 439, Outside Employment and Conflict of Interest. The responsibility for disclosure of conflicts of interest rests with the member. Failure to disclose the potential conflict of interest may result in the rescission of the member’s status with the task force or committee.

Cross References:

Policy 110 (Decision Making Process)

Policy 439 (Outside Employment and Conflict of Interest)

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INDEPENDENT SCHOOL DISTRICT 273  
 Edina, Minnesota