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213 SCHOOL BOARD COMMITTEES

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

- A. It is the policy of the Pillager school board to designate school board committees or subcommittees when it is determined that a committee process facilitates the mission of the school board.
- B. The school board has determined that certain permanent standing committees, as described in this policy, do facilitate the operation of the school board and the school district.
- C. A school board committee or subcommittee will be formed by school board resolution which shall outline the duties and purpose of the committee or subcommittee.
- D. A committee or subcommittee is advisory in nature and has only such authority as specified by the school board.
- E. The school board will receive reports or recommendations from a committee or subcommittee for consideration. 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 standing or ad hoc 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. APPOINTMENT OF COMMITTEES

- A. The school board hereby appoints the following standing committees:

<u>Activities Committee</u>	<u>Budget Committee</u>
Comprised of three Board Members	Comprised of two Board Members
<u>Curriculum Committee</u>	<u>Facilities Committee</u>
Comprised of two Board Members	Comprised of three Board Members
<u>Personnel Committee</u>	<u>Policy Committee</u>
Comprised of two Board Members	Comprised of one Board Member

Superintendent is a member of all the board committees

- B. The committee representative shown above is simply a sample of how committees could be arranged. It is intended to illustrate that each individual board member shall act as a committee chair. It is not intended to indicate that specific board members must be paired together or cannot be paired together.
- C. The school board will establish, by resolution, for each standing or ad hoc committee 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 standing or ad hoc committee and designate the chair thereof.

IV. PROCEDURES FOR SCHOOL BOARD COMMITTEES

- A. All meetings of committees or subcommittees shall be open to the public in compliance with the Open Meeting Law, and notice shall be given as prescribed by law.
- B. A committee or subcommittee shall act only within the guidelines and mission established for that committee or subcommittee by the school board.
- C. Actions of a committee or subcommittee shall be by majority vote and be consistent with the governing rules of the school board.
- D. The committee or subcommittee shall designate a secretary who will record the minutes of actions of the school board committee.
- E. The power of a committee or subcommittee of the school board is advisory only and is limited to making recommendations to the school board.
- F. A committee or subcommittee of the school board shall, when appropriate, clarify in any dealings with the public that its powers are only advisory to the school board.

V. ROLES OF BOARD COMMITTEES

A. Policy

The Pillager school board as an agent of the state of Minnesota, must operate within the bounds of state and federal law affecting public education. The board as elected representatives of the district population must ensure that local customs, wishes, and mores operate within state and federal rules and law. The policy committee shall:

1. Work with administration to develop district policies and recommend to the board as a whole.
2. Work with the principals by participating on committees to develop student and faculty handbooks.
3. Hold meetings during the legislative term with local legislators.
4. Work with the administration to prepare local positions regarding educational issues before the legislature.
5. Work for the achievement of common objectives through the Minnesota School Boards Association and other groups to which the district holds membership.
6. Consult with the school attorney on pertinent issues.

B. Budget

The Pillager school board as an agent of the state of Minnesota, must operate within the fiscal bounds of state rules and laws. The board as elected representatives of the district population must ensure that the revenue of the district is spent in a fiscally prudent manner.

The budget committee shall initiate and act upon recommendations from the administrative staff on items that require the expenditure of school district funds, including but not limited to the following broad categories.

1. Work with administration to develop an annual budget and make a recommendation to the board.
2. Approve disbursements when it would create a deficit in the original budget.
3. Study and recommend to the board any item that would require board approval when that item was not in the original adopted budget.
4. Conduct public meetings such as truth in taxation with the business manager on items as required by state statute.
5. Review spending with the business manager on a monthly basis.
6. Review all insurance policies to ensure that the district maintains an adequate insurance program.

C. Facilities

The Pillager school board as an agent of the state of Minnesota, must operate within the bounds of state and federal law affecting public education. The board as elected representatives of the district population must ensure that local customs, wishes, and mores operate within state and federal rules and law. The care, custody and safekeeping of all school property shall be the general responsibility of the superintendent and the facilities committee.

The facilities committee shall be responsible for advising the superintendent in the following:

1. Constantly review school district facility needs.
2. Make recommendations to the superintendent when building has been approved by the board for the general supervision of new construction.
3. To review with the architectural firm all matters that pertain to the district buildings and building programs.
4. Make recommendations to the finance committee on priorities on a yearly basis.
5. Investigate emergency needs and make recommendations to the board. Authorize emergency directives if an emergency cannot be postponed.

D. Personnel

The Pillager school board as an agent of the state of Minnesota, must operate within the bounds of state and federal law affecting public education. The board as elected representatives of the district population must ensure that local customs, wishes, and mores operate within state and federal rules and law. Attainment of objectives of the educational program of the school requires mutual understanding and cooperation between the board and the representative employee groups of the district.

The personnel committee shall work with the various employee groups on personnel relationships and other personnel matters.

1. Work with the superintendent in drafting the district's salary and language proposals for the negotiations process.

2. Develop and recommend to the policy committee policies relating to personnel issues.
3. Set salaries for all individuals not covered by master agreements.
4. Development of hiring practice handbooks.

5. Development of evaluation procedures.
6. Approval of new personnel.

E. Curriculum

The Pillager school board as an agent of the state of Minnesota, must operate within the bounds of state and federal law affecting public education. The board as elected representatives of the district population must ensure that local customs, wishes, and mores operate within state and federal rules and law. The board of education shall deem it essential that the school system continue to develop and modify its curriculum to meet the changing need and diversity of our citizenry.

The curriculum committee shall have specific responsibilities for:

1. The review and adoption of new curriculum series to be implemented in the Pre K-12 program.
2. The recommendation and development of policies to govern all phases of the educational program.
3. The review of recommendations in the instructional area developed by principals and committees.
4. The monitoring of progress in the graduation standards.
5. Developing recommendations on those areas referred by the board.
6. Reviewing procedures for evaluation of teacher performance in relation to established curriculum guidelines.

F. Activities

The Pillager school board as an agent of the state of Minnesota, must operate within the bounds of state and federal law affecting public education. The board as elected representatives of the district population must ensure that local customs, wishes, and mores operated within state and federal rules and law. The school board has the philosophy that co-curricular and extra-curricula activities are a vital part of the total educational process.

The activities committee shall have the responsibility to make recommendations to the board on issues in the following area:

1. Annual revisions to the athletic handbook including ticket prices, activity fees and policies on participation.
2. Minnesota State High School League membership.
3. Student activities which will be sponsored by the district.
4. Recommend to the finance committee budgets for student activities.
5. Act as the eligibility appeals committee.
6. Approve hiring for directors of student activities.

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

Cross References: MSBA Model Policy 201 (Legal Status of the School Board)
MSBA Model Policy 203 (Operation of the School Board - Governing Rules)
MSBA Service Manual, Chapter 13, School Law Bulletin "C" (Minnesota's Open Meeting Law)

