

School District

School District Advisory Committees and Task Forces

I. Purpose

The purpose of this policy is to provide structure and procedures for advisory committees and task forces 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. Definitions

A. Committees

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

B. Task Forces

A task force will 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 Committees and Task Forces

A. Each advisory committee and/or task force will have an identified administrator who will be the contact person for the team.

B. Each advisory committee and/or task force will act within the identified purpose

and guidelines established for it by the superintendent.

- C. Each advisory committee and/or task force will determine the following, if not defined in a formal committee and/or task force document (e.g., bylaws):
 - 1. Affirmation of the advisory committee and/or task force’s purpose and function;
 - 2. Selection of a person to facilitate or lead the advisory committee and/or task force work for a year;
 - 3. Process for advisory committee and/or task force meetings, including agenda and sharing of minutes; and
 - 4. Means of making recommendations (e.g., consensus, majority vote).
- D. Each advisory committee and/or task force will 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 will be three years, unless otherwise stated. A membership rotation will be developed to ensure team continuity. The term of task force membership will be no longer than 6 months unless otherwise stated. The membership will be coordinated by the administrative contact person.

V. Conflict of Interest Standards and Procedures for Persons Serving on Committees and/or Task Forces

For the protection of the committee and/or task force member and the district, a member must disclose any potential conflict of interest when participating in district-sponsored committees and/or task forces (e.g., serving on a committee involved in decision making that may result in personal gain for the member or their 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)

Policy

adopted: 6/22/09
amended: 6/21/10
amended: 7/18/11
amended: 9/26/11
reviewed: 11/7/11
revised: 12/12/22

INDEPENDENT SCHOOL DISTRICT 273
Edina, Minnesota