SCHOOL BOARD COMMITTEES

POLICY: 213
ADOPTED: 02/05/01
REVISED: 01/27/25

I. Purpose

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

II. General Statement of Policy

A. The policy of the school board is to designate committees or subcommittees when it is determined that a committee process facilitates the mission of the school board or as required by law.

B. The school board recognizes that certain permanent standing committees, as described in this policy, 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 have only such authority as specified by the school board.

E. The school board will receive reports or recommendations from a committee of the school board and take such under 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. A committee of the school board shall not appoint a subcommittee of that committee without approval of the school board.

H. The school board reserves the right to limit, create or abolish any standing committee of the school board, advisory committee, task force and/or citizen's panel as it deems appropriate.

II. The school board must form the committees that are required by law and may appoint additional committees as deemed necessary.

III. Appointment of Committees

A. Ongoing board committees shall be established in January or as circumstances warrant. The school board hereby appoints the following subcommittees of the school board:

1. **Finance.** Members of the Finance Committee shall assist the board in its oversight of district finances. Financial matters of the district that require board approval should be referred to the Finance Committee for review and comment before being presented to the board.

2. **Personnel.** Members of the Personnel Committee shall assist the board in its oversight of district personnel. Personnel matters of the district that require board approval should be referred to the Personnel Committee for review and comment before being presented to the board. Members of the Personnel Committee shall also serve as board representatives for Meet and Confer Committee.

3. **Facilities.** Members of the Facilities Committee shall assist the board in its oversight of district facilities. Facility matters of the district that require board approval should be referred to the Facility Committee for review and comment before being presented to the board.

4. **Policy.** Members of the Policy Committee shall assist the board in its oversight of district policies. Policy matters of the district that require board approval should be referred to the Policy Committee for review and comment before being presented to the board.

B. The school board recognizes the need for the following subcommittees:

1. **199 Advisory Committee**

The ISD 199 advisory committee is a group of parents and community members whose primary role is to offer perspective and advice including, but not limited to, consultation on the Comprehensive Achievement and Civic Readiness (CACF) Plan (formally World's Best Workforce). Each district must develop a plan that addresses the following five goals of the CACF plan:

a. All children are ready for school

b. All racial and economic achievement gaps between students are closed.

c. All students are ready for career and college.

d. All students graduate from high school.

e. All students are prepared to be lifelong learners.

2. **Parent Advisory Council on Students with Disabilities.** State law requires this council and states one-half of the council must be made up of parents of students with disabilities.

3. **District Advisory Staff Development Committee.** This committee is required by law and is responsible for the review and development of annual staff development plans for the district and building sites that are consistent with the educational goals of the board. By law, a majority of the membership of this committee must be made up of licensed teachers. Whenever possible the committee membership should also include a citizen/parent, district administrators, and non-licensed staff.

C. The school board also recognizes the need for district representation outside the school district on committees and organizations. Unless otherwise noted, one school board member will be appointed to serve as a liaison to these organizations.

1. **Association of Metropolitan School Districts (AMSD).** This is an association that advocates for state education policy that enables metropolitan school districts to improve student learning.

2. **Minnesota School Boards Association (MSBA).** This is an association with a mission to support, promote and enhance the work of public school boards and public education.

3. **Tri-District Community Education Advisory Council**. One school board member will be appointed as liaison between the school board and the Tri-District Community Education Advisory Board.

4. **Inver Grove Heights Better Education for Students of Today (BEST Foundation)**. The district participants on the Foundation Board as ex officio/non-voting members which include:

   a. Superintendent and/or designee and
   b. One school board member

5. **District 917 School Board**. One board member or one elected designee

will represent District 199 for a term not to exceed three years.

D. When it is deemed that the operations and/or the overall mission of the school district shall benefit from the formation of a committee not previously outlined in this policy, the school board will establish, by resolution, the scope of each advisory committee or task force, the make up of members, the term and the charge or mission of each such committee.

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 other than for meetings that involve data privacy.

B. A committee of the school board, advisory committee or task force shall act only within the guidelines and mission established for that committee or task force by the school board.

C. Actions of an advisory committee or task force shall be by majority vote and be consistent with the governing rules of the school board.

D. Each advisory committee or task force shall designate a chairperson.

E. Each school board committee and advisory committee or task force shall designate a secretary who will record the minutes of actions of the school board committee.

F. The power of a committee of the board, advisory committee or task force is advisory only, and is limited to making recommendations to the school board.

G. A committee of the school board, advisory committee and task force 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 202 – School Board Officers
Policy 202.1 – School Board Vacancy Replacement
Policy 202.2 – Replacement of District 917 School Board Representative
Policy 203 – School Board Procedures – Rules of Order

Policy 210 – Conflict of Interest – School Board Members
MSBA School Law Bulletin “C” -
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