



Forest Lake Area Schools

ISD #831

1213 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 school board.

II. GENERAL STATEMENT OF POLICY

- A. It is the policy of the 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 with board member representation and facilitators as follows:
 - 1. Building and Grounds, up to three board members appointed for one-year terms. Facilitated by the Director of Business Services.
 - 2. Curriculum, Instruction and Equity, up to three board members appointed for one-year terms. Facilitated by the Director of Teaching and Learning.
 - 3. Communications, up to three board members appointed for one-year terms. Facilitated by the Director of Community Education.
 - 4. Finance, board Treasurer and up to two other board members appointed for one-year terms. Facilitated by the Director of Business Services.
 - 5. Policy, up to three board members appointed for one-year terms. Facilitated by the Director of Administration and Human Resources.
 - 6. Staff Welfare, up to three board members appointed for one-year terms.



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Facilitated by the Superintendent.

- B. Standing committee facilitators, or their designee, shall deliver a brief report summarizing committee actions at the next scheduled open meeting of the board. For matters requiring a longer or more formalized report, facilitators shall make a request to the Chair to be added to a future agenda as part of the initial report to the board. This request must include a justification and a recommendation for scheduling. Following any committee report, all board members present will be given the opportunity to directly question attending committee members.
- C. The school board will establish, by resolution, the mission and duration for each ad hoc committee.
- D. The school board Chair shall appoint the board member representatives of each standing or ad hoc committee and designate the facilitator thereof, unless the facilitator is defined in policy. Board member appointments and facilitator designations must be approved via a board resolution and are valid for no more than 1-year.

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. The power of a committee or subcommittee of the school board is advisory only and is limited to making recommendations to the school board.
- D. 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.

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

Cross References: MSBA/MASA Model Policy 201 (Legal Status of the School Board)
MSBA/MASA Model Policy 203 (Operation of the School Board – Governing Rules)
MSBA School Law Bulletin “C” (Minnesota’s Open Meeting Law)
MSBA Model Policy 213 (School Board Committees)

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