



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.

The Buildings and Grounds Committee reviews the operations of the school district's maintenance, grounds and buildings; recommends adjustments and modifications to the school district's maintenance and operations budget; analyzes legislative proposals; involved in setting the annual capital outlay budget; and recommends cost effective and efficient capital projects and initiatives for full school board consideration.

- 2. Curriculum, Instruction and Equity, up to three board members appointed for one-year terms. Facilitated by the Director of Teaching and Learning.

The Curriculum, Instruction and Equity Committee reviews instructional



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planning and programming around standards alignment and equity; monitors assessment results and progress toward student achievement goals; and provides feedback on academic reporting including World's Best Workforce and state and federal programs.

3. Communications and Family and Student Engagement, up to three board members appointed for one-year terms. Facilitated by the Director of Community Education.

The Communications and Family and Student Engagement Committee provides feedback and offers suggestions on print materials, websites and other district communications. The group focuses on publications for both community members that reside in the district, and those families considering a move into the district. Committee members also provide ideas of ways the district can improve its communication with residents. The committee explores ways to enhance family and student engagement and to create a sense of belonging for all families and students.

4. Finance, board Treasurer and up to two other board members appointed for one-year terms. Facilitated by the Director of Business Services.

Reviews, monitors and communicates issues within the school district budget; analyzes legislative proposals; recommends adjustments and modifications to the school district's budget; involved in setting the annual property tax levy; and recommending cost effective and efficient projects and initiatives for full school board consideration.

5. Policy, up to three board members appointed for one-year terms. Facilitated by the Director of Administration and Human Resources.

The Policy Advisory Committee reviews and updates all of the district's policies relating to the School Board, district administration, business operations, personnel, students, instruction, and community relations. The committee also monitors changes and trends affecting public education and considers new policies to deal with those changes. The committee makes policy recommendations to the full School Board.

6. Staff Welfare, up to three board members appointed for one-year terms. Facilitated by the Superintendent.

The Staff Welfare Committee, with school board input, assists administration in employee contract negotiations, staff development and teacher review, new position development, staff policies, employee benefits, grievances, job descriptions, monitors state and district finances in regards to staff and staffing levels, and conducts the Superintendent's annual evaluation, pay for performance and contract negotiations.

- 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.



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- 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, based on a survey sent to all board members, by the Board Chair, no later than 12/15 annually, to gather stated preference ranking of desired committees. Board member appointments and facilitator designations must be approved by the 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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