



OPERATIONAL EXPECTATIONS

ISD 197 School Board

Board Governance

Contact: Superintendent

213 BOARD COMMITTEES, TASK FORCES, AND LIAISONS

Board Committees

Committee includes, but is not limited to, board committees and subcommittees. A Committee is established to accomplish a particular task or to oversee an ongoing area in need of control or oversight. A Committee shall consist only of school board members.

Task Forces

A Task Force is a special committee, usually of experts, formed expressly for the purpose of studying and making recommendations regarding a particular problem. A task force may consist of school board members, community members, staff, and/or experts needed to carry out the function of the task force. A task force is ad hoc and temporary.

1. The Board shall create all Committees and Task Forces by a majority vote of the Board.
2. Committees and Task Forces may be created if deemed helpful to assist the Board with its duties as described in the *School Board Responsibilities* policy.
3. Committees and Task Forces will be formed by a resolution which shall outline the duties and purpose of the Committee or Task Force. All Committees and Task Forces shall have only such authority as specified by the Board.
4. The purpose of Committees and Task Forces are advisory and to prepare recommendations for board consideration.

5. Committees and Task Forces shall not:
 - a. Speak or act for the Board
 - b. Assist the CEO in operational areas or administration of Board policies
 - c. Be used to direct, advise, assist or oversee the staff
 - d. Have authority over staff and may not exercise demands on staff time and organizational resources
6. Committees and Task Forces shall be listed on the School Board page of the district website as approved by the Board and removed upon date of termination.
7. Committee and Task Force chairs must submit an informational report to the Board on a regular basis.
8. Sunset Clause - All Committees and Task Forces must be reauthorized annually by a majority of the Board to ensure they serve a continuing need. Committees and Task Forces not reauthorized shall cease to exist.

Liaisons

1. Board members may be appointed by the Chair to serve as a liaison, and must adhere to the following:
 - a. The liaison's purpose is to maintain a connection and be a source of information between the Board and ISD 197 groups. The liaison will not represent administration or provide information on behalf of anyone except the Board.
 - b. The liaison is not to be used to resolve issues, may not make decisions on behalf of the Board and may not give opinions on behalf of the Board.
 - c. Board members serving as liaisons must be listed on the School Board page of the district website.

- i. Liaisons will be appointed to the elementary, middle, and high school as well as to entities that require Board participation by statute.
 - ii. The Board may choose, by majority vote, to appoint a liaison to other ISD 197 groups that request Board observation or information.
- d. Board members serving as liaisons must submit an informational report to the Board on an annual basis or as requested.

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

Cross References: School District Policy 201 (School Board Responsibilities)
MSBA School Law Bulletin “C” (Minnesota’s Open Meeting Law)

POLICY ADOPTED: September 9, 2009
POLICY REVIEWED/REVISED: December 17, 2018; May 15, 2023; May 4, 2026
Monitoring Method: Administrative Review
Monitoring Frequency: Every three years