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Local Control/Recommended

213 SCHOOL BOARD COMMITTEES

I. SCHOOL BOARD COMMITTEES' PURPOSE

- A. 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. DESIGNATION OF STANDING COMMITTEES

- A. The school board shall have the following standing committees:

1. Audit.
 2. Policy.
- B. The school board will establish, by this policy, each standing committee or by resolution each standing or ad hoc committee, the number of members, the term, and the charge or mission of each such committee.
- C. The school board chair shall appoint the members of each standing or ad hoc committee and designate the chair thereof.

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. Individual board members, or any two or three board members appointed to any committee, have no authority to bind the board on any matter unless such authority is expressly granted by the entire board.
- C. The committee or subcommittee shall designate a secretary who will record the minutes of actions of the school board committee.
- D. The power of a committee or subcommittee of the school board is advisory only and is limited to making recommendations to the school board.
- E. 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.
- F. Committee members will not hold a meeting of a committee outside the presence of administration and no committee meeting may be held without providing three days' prior notice.
- G. Committees will not stray into management work, and do not oversee or direct any school district staff, and do not have the authority to direct school district staff to take any specific actions or duties. Only the administration or the full school board may direct school district staff.

Legal References:

Cross References: Minn. Stat. Ch. 13D (Open Meeting Law)
MSBA/MASA Model Policy 201 (Legal Status of the School Board)

MSBA/MASA Model Policy 203 (Operation of the School Board – Governing Rules)
MSBA Service Manual, Chapter 13, School Law Bulletin “C”
(Minnesota’s Open Meeting Law)
Other References: IAP2 Spectrum of Public Participation

Policy 213.1 School Board Committees Procedure Appendix

EXPECTATIONS FOR AND OPERATIONAL PROCEDURES OF SCHOOL BOARD
STANDING COMMITTEES

V. Audit Committee

A. General Statement of Role

1. The main purpose of the Audit Committee is to work with the consulting audit firm to provide financial oversight, understand the financial reporting process, and understand district internal controls.

B. Committee Composition

1. The audit committee consists of three board members: the School Board Chair, Treasurer, and one additional School Board Member.
2. The additional School Board Member is appointed by the Board Chair.

C. Meetings

1. Audit Committee meetings will be held a minimum of once a year at the completion of the annual audit report.

VI. Policy Committee

A. General Statement of Role

1. The committee reviews existing policies and writes new policies to provide broad governance guidance and address changes in legislation, statutes, case law and legal decisions, as well as district social and educational issues.
2. Board policies act as guidelines for the internal procedures of the district.
3. The committee stays abreast of local, state and federal laws and regulations to determine and apply implications for district policy development and revisions.

4. The committee works closely with the appropriate staff to draft new or refine current policies, processes, and protocols, that are then brought to the board for formal action.
5. All district policies should be reviewed according to the calendar set by the committee.
6. If policy changes will have a major community impact, the board and district should seek community input and have a communications plan for the public. This will be based on best practices outlined in the IAP2 Spectrum of Public Participation. This will happen via online survey/sign-up.
7. Policies that are ready for updating should be brought to the board for consent, discussion, or approval, depending on what phase they are in.

B. Committee Composition

1. The policy committee consists of two board members; the School Board Clerk and One School Board Director, and an administrator appointed by the superintendent.
2. The committee chair is appointed by the board chair.
3. Board members are appointed annually in January at the organizational meeting or by resolution during the rest of the year, if necessary.
4. The Committee may invite a student(s) and/or a community representative(s) to provide feedback during the policy review process

C. Meetings

1. Meetings are held monthly.

VII. Committee Assignments

- A. Unless otherwise specified, board members will be assigned or appointed to committees or boards by the board chair in consultation with the board. Board members will be assigned to committees or boards no later than the second regular board meeting in January. Each board member should be assigned to at least one (1) committee.
- B. Appointment to a committee should take into consideration, but not be limited to, the following:
 1. equitable distribution of committee assignments among board members;

2. expressed interests of board members;
 3. a board member's training, education and/or experience with the purpose of the committee;
 4. continuity of service and historical knowledge;
 5. availability for meetings;
 6. the need for diversity;
 7. the needs of the board; and
 8. the proven ability to work effectively in a committee environment.
- C. Should one or more representatives of the board be needed to attend a committee meeting prior to the board's adoption of committee assignments, the chair is authorized to temporarily appoint board members to that committee.
- D. Assignments to a committee are effective until either the following year's approval of committee members, or board removal or absence for another reason.
- E. If an absence is created on any committee, the chair may assign another board member to represent the board at a committee meeting for any duration.