School Board Committees

I. Purpose

This policy provides for the structure and operation of committees and subcommittees of the school board.

II. General Statement of Policy

A. The school board will designate board committees or subcommittees when it is determined that a committee process furthers the school district's mission.

B. The board has determined that certain permanent standing committees, named in this policy, facilitate the operation of the board and the district mission, in partnership with the administration on relevant educational topics and policies.

C. A board committee or subcommittee will be formed by board resolution that outlines the duties and purpose of the committee or subcommittee.

D. A committee or subcommittee is advisory in nature and has only the authority specified by the board. The board retains the right and has the duty to make all final decisions related to reports or recommendations which have had committee involvement.

E. The board or board chair may also establish ad hoc committees for specific purposes as it deems appropriate, to be appointed by the board chair.

F. The board reserves the right to limit, create, or abolish any standing or ad hoc committee as it deems appropriate.

G. A committee of the board will not appoint a subcommittee of that committee without approval of the board.

III. Appointment of Committees

A. The school board appoints the following standing committees:

1. Finance and Facilities
2. Policy
3. Teaching and Learning

4. Governance

5. Legislative Action Committee

B. The board will establish, by resolution, for each standing or ad hoc committee, the number of members, the term, and the charge or mission of each committee.

C. The board chair will appoint the members of each standing or ad hoc committee and designate the committee chair.

IV. Procedures for School Board Committees

A. A committee or subcommittee will act only within the guidelines and mission established for that committee or subcommittee by the school board. Individual board members, or any 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.

B. The committee or subcommittee will designate a secretary who will record the meeting highlights of the board committee.

C. The power of a committee or subcommittee of the board is advisory only.

D. Committee members who are also board members will not seek to hold a meeting of a committee outside the presence of administration or other non-board members who are members of the committee, and no committee meeting may be held without providing prior notice to administration.

E. Committees will not engage in management work, do not oversee or direct any school district staff, and do not have the authority to direct district staff to take any specific actions or duties. Administrative direction will come from the superintendent.

F. A committee or subcommittee of the board will, when appropriate, clarify in any dealings with the public that its powers are only advisory.

V. Expectations for and Operational Procedures of School Board Standing Committees

A. Finance and Facilities Committee

1. General Statement of Role

The school board, in its practice of prudent management of public resources, has created the finance and facilities committee to collaborate with the school district's superintendent and director of business services in reviewing and providing feedback to the district on financial issues. This committee deals with matters pertaining to the district's budget development and related recommendations to the board. It also:

a. Monitors the financial affairs of the district.

b. Reviews and maintains a long-term financial forecast.

c. Recommends to the board any budget modifications based on financial analyses and the needs of the district, while adhering to district policy.

d. Reviews contracting practices.

e. Ensures that budget allocations and expenditures reflect district priorities as informed by its strategic operating plans.

f. Reviews the district audit, making the board aware of key risks facing the district, as well as strategies for dealing with any such risks.

g. Reviews financial analyses provided by the director of business services, or other entity at their discretion, and makes related recommendations to the board.

h. At the direction of the superintendent and board, conducts periodic, more detailed, financial analyses.

i. Performs other such duties as assigned by the board.

2. Committee Composition

The finance and facilities committee consists of the board treasurer, two additional board members, the director of business services, the superintendent, any additional staff members assigned by the superintendent, and three to four community members with talent and experience in management and financial affairs.

a. The committee chair is the board treasurer.

b. Board members are appointed annually in January.

c. Community members are appointed effective July 1, in accordance with the board committee selection process.

3. Communications Expectations

    a. Provides periodic reports to the board regarding committee discussions and deliberations of the committee to ensure that all board members have access to information in a timely manner in order to make decisions as a full governing board of seven.

    b. Provides reports to the board regarding requested analyses of specific topics.

    c. Along with the director of business services, provides information to the district regarding finance issues, both in sharing information with the public, and listening to stakeholder concerns.

4. Meetings

    Meetings are held monthly unless more frequent meetings are required.

B. Policy Committee

1. General Statement of Role

    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 to provide alignment with the district mission and vision. Board policies act as guidelines for the internal procedures of the district. The committee stays abreast of local, state, and federal laws and regulations to determine and apply implications for district policy development and revisions. 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. All district policies should be reviewed over a regular multi-year cycle.

2. Committee Composition

    The policy committee consists of three board members, the superintendent and any other staff members assigned by the superintendent.

    a. The committee chair is appointed by the board chair.

    b. Board members are appointed annually in January.

3. Communications Expectations

    a. Provides periodic reports to the board regarding discussions and deliberations of the committee to ensure that all board members have

access to information in a timely manner in order to make decisions as a full governing board of seven.

b. Policies that are ready for updating should be brought to the board monthly for consent, discussion, or approval, as appropriate.

c. 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.

4. Meetings

Meetings are held monthly unless more frequent meetings are required.

C. Teaching and Learning

1. General Statement of Role

The board, in order to advance academic excellence, growth, and readiness for each and every student has created the teaching and learning committee to collaborate with the district's director of teaching and learning and superintendent to coordinate and advance district instructional programs. The committee will make recommendations to the board on matters relating to comprehensive curriculum and a positive, equitable learning environment. Specific responsibilities include:

a. Works cooperatively with the director of teaching and learning, superintendent, and appropriate staff to monitor and assess instructional programs and professional learning aligned with student needs and achievement and the strategic plan, in order to ensure equity and excellence.

b. Reviews initiatives, progress, outcomes, and the effectiveness of the curriculum and teaching and learning practices in achieving board and system goals and objectives, as needed, and as articulated by the district's strategic plan.

2. Committee Composition

The teaching and learning committee consists of three board members, the superintendent, the director of teaching and learning, and any other staff members assigned by the superintendent or the director of teaching and learning.

a. The committee chair is appointed by the board chair.

b. Board members are appointed annually in January.

3. Communications Expectations

    a. Provides periodic reports to the board regarding discussions and deliberations of the committee to ensure that all board members have access to information in a timely manner in order to make decisions as a full governing board of seven.

    b. Provides recommendations to the board regarding teaching and learning subjects coming to the board

4. Meetings

    Meetings are held monthly, unless more frequent meetings are required.

D. Governance Committee

1. General Statement of Role

    The board, to ensure sound governance and oversight of the district, has created the governance committee to collaborate with the district superintendent in making recommendations to the board on subjects that have districtwide implications. Its areas of purview include:

    a. Reviews human resources issues.

    b. Reviews legal issues.

    c. Builds and monitors the working relationship of the board and superintendent, addressing relationship issues as they occur, including, but not limited to:

        i. routine matters related to the superintendent's contract and employment; and

        ii. issues or concerns regarding the superintendent's conditions of employment, and communication with the board regarding the same.

    d. Develops procedures and an evaluation instrument for the superintendent’s evaluation.

    e. In partnership with the superintendent and the full board, facilitates the development of annual goals for the superintendent and board.

f. Orients new board members and identifies training and educational opportunities for board members to become better informed about board governance issues.

g. Coordinates board self-evaluation procedures, instruments, and training.

h. Develops guidelines for effective communication of board committee work to the board, district administration, and public.

i. Assists with long-term plans and goals that are consistent with the district mission.

j. Performs other duties assigned to the committee by the board.

2. Committee Composition

The governance committee consists of the board chair, vice chair, one additional board member, the superintendent, and any other staff members assigned by the superintendent and agreed to by the board members.

c. The committee chair is the board chair.

d. Board members are appointed annually in January.

3. Communications Expectations

c. Provides periodic reports to the board regarding discussions and deliberations of the committee to ensure that all board members have access to information in a timely manner in order to make decisions as a full governing board of seven.

d. Provides reports and recommendations to the board regarding review and coordination of areas of purview included in the General Statement of Role for this committee.

4. Meetings

Meetings are held monthly unless more frequent meetings are required.

E. Legislative Action Committee

1. General Statement of Role

The purpose of the LAC is to assist the board and district administration in advocacy for education-related legislation. The LAC coordinates these

advocacy efforts by supporting and advocating for board-approved legislative positions designed to advance the cause of excellent schools in Edina and Minnesota.

a. The activities of the LAC are subject to board approval.

b. The LAC's activities may include, but are not limited to, the following:

i. soliciting information on legislative activity that might affect the district;

ii. developing a work plan for advocacy of the board-approved legislative positions;

iii. ongoing communication with elected officials;

iv. running public informational events to assist the board in increasing awareness of legislative issues throughout the district; and

v. advocating at the local, state, and federal levels of the board-approved legislative positions.

2. Committee Composition

The legislative action committee consists of up to three board members appointed by the board; the superintendent; at least one district cabinet member and one district administrative liaison; up to five members of the community, plus a minimum of two district students. Community and student members of the committee are selected by the LAC chair and vice chair for a term of one year. The LAC supports the board- approved legislative platform and fulfills needed functions of the committee. If possible, the chair and vice chair serve as board liaisons to the Association of Metropolitan School Districts (AMSD) and the Minnesota School Board Association (MSBA).

3. Communications Expectations

a. Provides periodic reports to the board regarding discussions and deliberations of the committee to ensure that all board members have access to information in a timely manner in order to make decisions as a full governing board of seven.

b. Communicates to the board on a regular basis as to the progress of the LAC's work.

4. Meetings

Meetings are held monthly, unless more frequent meetings are required.

VI. Committee Assignments

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 committee.

A. 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.

B. 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.

C. Assignments to a committee are effective until either the following year’s approval of committee members, or board removal, or vacancy for another reason.

D. If a vacancy is created on any committee, the chair may assign another board member to represent the board at a committee meeting for any duration.

VII. Committee Chairs

A. The committee chair is chosen by the board chair unless otherwise specified.

B. The committee chair has the following responsibilities:

1. Assists administration in preparing background materials for the committee's work, incorporates the board's plans into committee agendas, and reports results of the committee work to the board.

2. Assists administration with steering the work of the committee, while also tying that work back in with the rest of the board.

    a. The committee chair and responsible administrator, in conjunction with the superintendent and board chair, will create an annual plan, to be reviewed by the board.

    b. The committee chair and responsible administrator will work with the board chair and superintendent on a monthly basis to plan any agenda items for board meetings.

    c. The committee chair, in conjunction with administration, will be responsible for facilitating work session discussions on issues brought by their committee.

    d. The committee chair will work with the responsible administrator on:

        i. The responsibility for presiding over the meetings.

        ii. Setting the direction for the committee and establishing norms and protocols that allow for appropriate and efficient function of the committee.

        iii. Providing guidance and communicating expectations to other committee members.

        iv. Ensuring that relevant, timely and effective decisions are executed, and that all committee members are provided the opportunity to participate in the decision-making process.

Legal References

Minn. Stat. Ch. 13D	Open Meeting Law

Cross References

Policy 201	Legal Status of the School Board
Policy 203	Operation of the School Board
Policy 303	Superintendent Selection and Contract

Policy

Adopted	04/16/2007
Revised	03/12/2012
Revised	12/10/2012
Revised	11/14/2016
Revised	04/17/2017
Revised	02/01/2018
Revised	12/17/2018
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Revised	09/11/2023
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