



**FOREST LAKE AREA SCHOOLS  
FOREST LAKE, MN 55025**

**June 7, 2018**

**AGENDA ITEM: 10.3**

**TOPIC: Approval of Standing Committees – Policy #116**

**BACKGROUND:** The purpose of this policy is to establish the basic procedures for the establishment and operation of the School Board's Standing Committees.

**PROCESS:** The Policy Committee has reviewed this policy and they are presenting it to the School Board with the recommendation for a new School Board Standing Committee.

**RECOMMENDATION:** First reading of this policy.

It shall be the policy of the School Board that the following basic procedures be followed regarding the establishment and operation of standing committees.

1. The School Board has established ~~five~~ six Standing Committees with Member representation as follows:

Building and Grounds Committee: up to three members appointed at large for one-year terms

Communications Committee: up to three members appointed at large for one-year terms

Curriculum, Instruction and Equity Committee: up to three members appointed at large for one-year terms

Finance Committee: President, Treasurer and up to one additional member appointed at large for a one-year terms

Policy Committee: up to three members appointed at large for one-year terms

Staff Welfare Committee: President, Treasurer and up to one additional member appointed at large for a one-year term.

2. The School Board President will send a form to each Member by November 15 each year in which they can indicate their preference regarding serving on each Standing Committee.
3. Each School Board Member will complete the form in which they can indicate their preference in serving on the Committees and return it to the President by January 1.
4. The School Board President will make Committee assignments in January of each school year.
5. Each Member's term on each Committee will be from the January School Board meeting where Committee assignments are made until the following January School Board meeting where Committee assignments are made.
6. Each Committee's membership and rules will be at the discretion of that committee.
7. The facilitator for each Committee will be as follows:

Building and Grounds Committee: Director of Business Services

Curriculum, Instruction and Equity Committee: Director of Teaching and Learning

Communications Committee: Director of ~~Teaching and Learning~~ Community Education

Finance Committee: Director of Business Services

Policy Committee: Director of Administration and Human Resources

Staff Welfare Committee: Superintendent.

ADOPTED: 07/07/05

REVISED: 03/03/16