

POLICY TITLE	POLICY NUMBER	ADOPTED	REVIEW FREQUENCY
School Board Committees	213	Adopted: 08-09-2018 Revised: 05-26-2022	Three Year

**I. PURPOSE**

The purpose of this policy is to provide for the structure and the operation of committees of the school board.

**II. GENERAL STATEMENT OF POLICY**

- A. It is the policy of the school board to designate school board committees 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 work of the school board and the school district.
- C. A school board committee or subcommittee shall be established by majority agreement of the board, which will also define the scope and duties of the committee's work.
- D. Committees of the school board should focus its efforts on oversight rather than day-to-day management and operations.
- E. A committee is advisory in nature and has only such authority as specified by the school board.
- F. The school board will receive reports or recommendations from a committee for consideration. The school board, however, retains the right and has the duty to make all final decisions related to such reports or recommendations.
- G. The school board also may establish such ad hoc committees for specific purposes as it deems appropriate.
- H. The school board reserves the right to limit, create or abolish any standing or ad hoc committee as it deems appropriate.
- I. 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 committees.
  - 1. Policy
  - 2. Legislative
- B. The school board shall establish the charge or mission for each standing and ad hoc committee.

- C. The school board chair shall appoint the members of each standing or ad hoc committee and the school board will approve at a board meeting.

#### **IV. PROCEDURES FOR SCHOOL BOARD COMMITTEES**

- A. All meetings of standing or ad hoc committees shall be open to the public in compliance with the Open Meeting Law, and notice shall be given as prescribed by law.
- B. A standing or ad hoc committee shall act only within the guidelines and mission established for that committee or subcommittee by the school board.
- C. Recommendations of a standing or ad hoc committee shall be by majority vote and be consistent with the governing rules of the school board.
- D. The standing or ad hoc committee shall designate a secretary who will record the minutes of the school board committee.
- E. The power of a standing or ad hoc committee of the school board is advisory only and is limited to making recommendations to the school board.
- F. A standing or ad hoc committee 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 Chapter 13, School Law Bulletin “C” (Minnesota’s Open Meeting Law)