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## 213 SCHOOL BOARD COMMITTEES

### I. PURPOSE

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

### II. GENERAL STATEMENT OF POLICY

- A. It is the policy of the Floodwood 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. APPOINTMENT OF COMMITTEES

- A. The school board hereby appoints the following standing committees:
  - \* Activities Committee
  - \* Facilities Committee
  - \* Personnel Committee
  - \* ~~World's Best Work Force~~ Comprehensive Achievement and Civic Readiness CommitteeEach committee is comprised of at least two school board members and the Superintendent. Each school board member shall serve on at least one committee.

- B. The committee representative shown above is simply a sample of how committees should be arranged. It is not intended to indicate that specific board members must be paired together or cannot be paired together.
- C. The school board will establish, by policy, for each standing and by resolution for each ad hoc committee the number of members, the term and the charge or mission of each such committee.
- D. The school board chair shall appoint the members of each standing or ad hoc committee. The four committees above are standing committees. Standing committees are permanent committees. Ad Hoc committees are temporary committees or committees created for a specific task. *(The board should direct the superintendent, during the regular November meeting, to survey board members. The superintendent should survey board members in early December regarding their first through third choice of committees. The board chair and superintendent shall develop suggested committee membership based on those survey results. This should be presented to the board at the December meeting for discussion and the final result presented to the board as a whole for adoption at the organizational meeting.)*

#### **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.
- C. Actions of a committee or subcommittee shall be by majority vote and be consistent with the governing rules of the school board.
- D. The committee or subcommittee shall designate a secretary who will record the minutes of actions of the school board committee.
- E. The power of a committee or subcommittee of the school board is advisory only and is limited to making recommendations to the school board.
- F. 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.

#### **V. ROLES OF BOARD COMMITTEES**

##### **A. Activities**

The Floodwood school board as an agent of the state of Minnesota must operate within the bounds of state and federal law affecting public education. The board as elected representatives of the district population must ensure that local customs, wishes, and mores operated within state and federal rules and law. The school board has the philosophy that co-curricular and or extra-curricular activities are a vital part of the total educational process. This committee shall meet quarterly.

One member of this committee shall serve as the Governing Board Representative to the Minnesota State High School league. A different member of this committee shall act as the School Board Representative to the Community Education Advisory Board. Membership on this committee shall include;

- At least two school board members mentioned above
- The superintendent/principal
- The activities director
- One member appointed by the Floodwood Athletic Booster Club
- One member appointed by the Floodwood Music Booster Club
- One Female High School Student
- One Male High School Student

The activities committee shall have the responsibility to make recommendations to the board on issues in the following area:

1. Annual revisions to the athletic handbook including ticket prices, activity fees and policies on participation.
2. Minnesota State High School League membership.
3. Student activities which will be sponsored by the district.
4. Recommend to the finance committee budgets for student activities.
5. Act as the eligibility appeals committee.
6. Assist in the development of the budget for each activity
7. Review hiring and for directors of student activities.
8. Review and evaluate each program after completion.

## **B. Facilities**

The Floodwood school board as an agent of the state of Minnesota must operate within the bounds of state and federal law affecting public education. The board as elected representatives of the district population must ensure that local customs, wishes, and mores operate within state and federal rules and law. The care, custody and safekeeping of all school property shall be the general responsibility of the superintendent and the facilities committee. This committee shall be scheduled to meet quarterly.

Membership on this committee shall include;

- At least two school board members
- The superintendent/principal
- The head custodian
- The transportation supervisor
- Two community members with the proper expertise to advise the district in the area of building and grounds

The facilities committee shall be responsible for advising the superintendent in the following:

1. Constantly review school district facility needs.
2. Make recommendations to the superintendent when construction has been approved by the board for the general supervision of new construction.
3. To review with the architectural firm all matters that pertains to the district buildings and grounds program.
4. Review the use and operation of transportation, technology equipment, Health & Safety and the School Forest.
5. Make recommendations to the finance committee on priorities and the cost on a yearly basis.
6. Investigate emergency needs and make recommendations to the board. Advise on emergency directives if an emergency cannot be postponed.

### C. Personnel

The Floodwood school board as an agent of the state of Minnesota must operate within the bounds of state and federal law affecting public education. The board as elected representatives of the district population must ensure that local customs, wishes, and mores operate within state and federal rules and law. Attainment of objectives of the educational program of the school requires mutual understanding and cooperation between the board and the representative employee groups of the district. This committee shall be scheduled to meet for the purpose of negotiations on an “as needed” basis only.

Membership on this committee shall include:

- At least two school board members
- The superintendent/principal
- Regardless of committee assignments, the Board Chair will be a part of the negotiation team.

Work with the superintendent in drafting the district’s salary and language proposals for the negotiations process.

### D. ~~World’s Best Work Force~~ Comprehensive Achievement and Civic Readiness Committee

The Floodwood school board, as an agent of the state of Minnesota, must operate within the bounds of state and federal law affecting public education. The board as elected representatives of the district population must ensure that local customs, wishes, and mores operate within state and federal rules and law. The board of education shall deem it essential that the school system continue to develop and modify its curriculum to meet the changing need and diversity of our citizenry. This committee shall be scheduled to meet quarterly.

Membership on this committee shall include:

- At least two school board members
- The superintendent/principal
- One elementary teacher
- One secondary teacher
- One parent of an elementary student
- One parent of a secondary student
- Two students (One student in grade 11 and one student in grade 12 therefore students would serve a two year term.) (Preferably one student would take college prep classes and the other vocational prep classes.)

The ~~World’s Best Work Force~~ Comprehensive Achievement and Civic Readiness Committee shall have specific responsibilities for:

1. The review of the implementation of state standards.
2. The review and adoption of new curriculum series to be implemented in the Pre K-12 program.
3. The recommendation and development of policies to govern all phases of the educational program.
4. The review of recommendations in the instructional area developed by the principal and committees.
5. The monitoring of progress in the graduation standards and data that will drive decision making. This would include MCA tests and other norm referenced tests.
6. Developing recommendations on those areas referred by the board.
7. Reviewing state and district curriculum and understand the process of how teachers follow curriculum guidelines.

Note: There will be no policy committee. The board chair will work with the superintendent and the administrative assistant to review MSBA model policies to bring forward to the school board. New policies required by the legislature may need ad hoc committees.

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

***Cross References:*** MSBA Model Policy 201 (Legal Status of the School Board)  
MSBA Model Policy 203 (Operation of the School Board - Governing Rules)  
MSBA Service Manual, Chapter 13, School Law Bulletin “C” (Minnesota’s Open Meeting Law)