

**EXTRACT OF MINUTES OF MEETING
OF SCHOOL BOARD
OF INDEPENDENT SCHOOL DISTRICT NO. 199
INVER GROVE HEIGHTS, MINNESOTA
HELD: August 17, 2026**

Pursuant to due call and notice thereof, a regular meeting of the School Board of Independent School District No. 199 (Inver Grove Heights Community Schools), State of Minnesota, was held on Monday, _____, 2026, at 5:___ o'clock p.m.

The following members were present:

Member _____ introduced the following resolution and moved its adoption:

RESOLUTION ESTABLISHING AN AD HOC SCHOOL BOARD HANDBOOK COMMITTEE

WHEREAS, the School Board recognizes the importance of maintaining a current and comprehensive School Board Handbook that reflects the Board's governance practices, operating procedures, and expectations; and

WHEREAS, Policy 213 (School Board Committees) authorizes the School Board to establish ad hoc committees by resolution and provides that such committees serve in an advisory capacity; and

WHEREAS, the School Board finds that establishing a temporary School Board Handbook Committee will assist the Board in reviewing, organizing, and recommending updates to the School Board Handbook.

NOW, THEREFORE, BE IT RESOLVED that the School Board of Independent School District No. 199 hereby establishes an Ad Hoc School Board Handbook Committee with the following purpose and responsibilities:

1. Purpose

To assist the School Board in reviewing and recommending revisions to the School Board Handbook and to provide recommendations to the full School Board.

2. Responsibilities

The committee may:

- Draft and develop proposed revisions, additions, and updates to the School Board Handbook.
- Review the School Board Handbook for accuracy, organization, and consistency.
- Recommend revisions to governance practices, Board operating procedures, and handbook content.

- Review changes in Board policies, applicable law, and MSBA guidance that may affect the handbook.
- Recommend additions, deletions, or revisions to the handbook for consideration by the full School Board.
- Present recommendations to the School Board for discussion and action.

3. Authority

The committee serves solely in an advisory capacity. It shall have no authority to act on behalf of the School Board or to make decisions binding upon the District. All revisions to the School Board Handbook shall be approved by the full School Board.

4. Committee

The Board Chair shall solicit interest from School Board members who wish to serve on the committee and shall appoint the committee members.

5. Membership

The committee shall consist of the following School Board members:

- _____
- _____
- _____

6. Meetings

Committee meetings shall be conducted in accordance with applicable Minnesota law, including the Minnesota Open Meeting Law, as applicable.

7. Duration

This committee is temporary and shall continue until the School Board Handbook has been reviewed and any recommended revisions have been presented to the full School Board, or until dissolved by further action of the School Board.

The motion for the adoption of the foregoing resolution was duly seconded by Member _____ and upon vote being taken thereon, the following voted in favor thereof:

and the following voted against the same:

whereupon said resolution was declared duly passed and adopted.

STATE OF MINNESOTA)
) ss.
COUNTY OF DAKOTA)

I, the undersigned, being the duly qualified and acting Clerk of Independent School District No. 199 (Inver Grove Heights Community Schools), State of Minnesota, hereby certify that the attached and foregoing is a full, true and correct transcript of the minutes of a meeting of the School Board of said school district duly called and held on the date therein indicated, so far as such minutes relate to the resolution establishing an Ad Hoc School Board Handbook Committee of said school district, and that the resolution included therein is a full, true and correct copy of the original thereof.

WITNESS MY HAND officially as such Clerk this ____ day of _____, 2026.

School District Clerk