

Adopted: \_\_\_\_\_

MSBA/MASA Model Policy 213

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Rev. 2007

## 213 SCHOOL BOARD COMMITTEES

*[Note: Many school boards utilize either standing or ad hoc committees, or both. On the other hand, some school boards avoid the use of committees for the most part because of the danger of fragmentation of the governance process. The objective of this policy is to provide a framework for those school boards which elect to utilize committees or subcommittees. Further, this policy is designed to apply only to committees or subcommittees made up of elected school board members. Other considerations will apply to committees established by the school board involving members of the public, employees, students, parents, etc.]*

~~All announcements of meetings of the Albany Area School Board shall be posted outside the boardroom at the Albany Area Senior High School in Albany. In addition, all regular school board meeting agendas will be published in the official school district's newspaper. Special meetings of the whole board shall also be published if publication deadlines permit. All meeting announcements shall be distributed to KASM, the local radio station, and the Stearns-Morrison Enterprise.~~

~~Meetings of all committees involving members of the school board shall be posted outside the boardroom at the Albany Area Senior High School and released to KASM radio and the Stearns-Morrison Enterprise. Persons responsible for organizing board meetings or committee meetings are responsible for the announcement of the meeting as provided herein.~~

~~These guidelines are considered a minimum to comply with the Minnesota Open Meeting Law. The school district supports the widest possible distribution of information which will keep the public informed of the official happenings of the school district.~~

~~2.201~~

### ~~SCHOOL BOARD AND COMMITTEE AGENDAS~~

~~Agendas for all board and committee meetings shall be posted outside the boardroom in substantially the following format. The agenda should set forth the major areas of discussion for the meeting. The agenda shall be changed only if the board approves or if there is a matter of immediate concern which must be dealt with by either the school board or one of its committees.~~

~~2.202~~

### ~~SCHOOL BOARD MEETING MINUTES~~

~~The school board clerk shall keep minutes of all regular school board meetings. The~~

~~clerk's minutes shall be prepared for distribution by the central office.~~

~~The clerk's minutes shall be posted outside the boardroom and distributed to members of the school board for review prior to considering acceptance of the minutes at the next scheduled meeting of the school board. The clerk's minutes shall also be distributed to radio and press and published in the school district's official newspaper.~~

~~Following acceptance of the minutes, subject to correction by the school board, if any, the minutes shall be typed in the official minute book. Copies of the minutes as typed into the official minute book shall be posted outside the boardroom.~~

2.203

#### ~~SCHOOL BOARD COMMITTEE MEETING MINUTES~~

~~Board Members serving on sub-committees of the school board shall keep a record of business conducted at sub-committee meetings and report such to the entire school board at its next scheduled meeting. The clerk shall record a brief report of the significant happenings in the official school board meeting.~~

2.204

#### ~~SCHOOL BOARD ADVISORY COMMITTEE MEETING MINUTES~~

~~All school district advisory committees shall keep a written record of the business conducted at their meetings. All minutes from these meetings shall be distributed to members of the school board. Members of the school board, or designate, on these advisory committees shall report to the whole board the matters of significant concern discussed at the advisory committee meetings. Minutes shall be posted outside the boardroom.~~

### **I. PURPOSE**

The purpose of this policy is to provide for the structure and the operation of committees or subcommittees of the school board and for inclusion of Board representation of building and district advisory committees where the majority of members are non-board members or as members of a collaborative committee with consortia in which the District is a member.

### **II. GENERAL STATEMENT OF POLICY**

A. It is the policy of the 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. Furthermore, it is the position of the school board that it designate representation on building or district committees, of which the majority of members are non-board members, or as members of a consortium board of which the district is a member.
- 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:
  - 1. Finance.
  - 2. Policy.
  - 3. Building and Grounds.
  - 4. Negotiations Committee(s) for various employee groups.
    - 4.1. Classified Negotiations
    - 4.2. Teacher Negotitions
  - 5. Meet and Confer
  - 6. Student Relations
- B. The School Board Shall appoint members the following district advisory and consortia committees:

1. Teacher Certification
2. District Wide Advisory
3. Technology Committee
4. Community Education Advisory
5. Staff Development
6. Educational District
7. Hall of Fame/High School League
8. CMETS
9. School To Work
10. Health and Safety
11. Stearns County Collaborative

*[Note: Each school district should determine which, if any, standing committees the school board wishes to establish.]*

- C. The school 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 such committee.
- D. The school board chair shall appoint the members of each standing or ad hoc committee and designate the chair thereof. Chair shall also appoint members to District Advisory and Consortia committees.

#### **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.
- G. District Advisory and Consortia Committees shall follow the procedures of the various committees and report to the full Board at the first meeting following the committee meeting.

***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 Service Manual, Chapter 13, School Law Bulletin “C”  
(Minnesota’s Open Meeting Law)