

## 213 SCHOOL BOARD COMMITTEES

**Forward:** 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.

### I. PURPOSE

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

### 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. 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. Education**
- 2. Human Resources**
- 3. Business Services**

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**B. The school board hereby appoints the following General School District Committees.**

- 1. City of Duluth Park & Recreation Board**
- 2. Community Action**
- 3. District Wellness**
- 4. Duluth Public Schools Foundation**
- 5. Education Equity**
- 6. Head Start Policy Council**
- 7. Inter-Governmental**
- 8. Quality Steering Committee**
- 9. Region 7AA**
- 10. Special Services Advisory Committee**
- 11. Transfer Appeal**
- 12. Transportation Hazard Safety Committee**
- 13. Negotiations Committee(s) for various employee groups.**

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.

**F. For the purposes of negotiations all members of the School Board will participate in establishing “parameters” as it relates to wages and benefits of the various employee groups.**

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.

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)

**DESCRIPTIONS FOR STANDING INTERNAL COMMITTEES AND COMMITTEE OF THE WHOLE**

**EDUCATION COMMITTEE**

**The function of the Education Committee will be to make recommendations to the School Board regarding instructional and service needs of students as they relate to:**

- 1. The establishment of instructional priorities and objectives.**
- 2. The provision of policy direction for all instructional and student personnel functions.**
- 3. The approaches and procedures to be utilized in assessing school programs and the performance of instructional staff.**

**Typical Activities:**

- 1. Recommend staffing for approved instructional programs consistent with the goals and financial capabilities of the School District.**
- 2. Recommend courses of study to be used in the schools and any changes in curriculum which may be necessary for the improvement of instruction.**
- 3. Recommend the selection and purchase of textbooks, instructional media, instructional equipment, furnishings, supplies, and other materials required for the instructional and student personnel programs of the School District.**
- 4. Consider recommendations of the Superintendent for exemption, exclusion, or expulsion of any student from school and make recommendations to the School Board.**
- 5. Periodically review projections of student population and make recommendations to the School Board on long-term planning for instructional programs.**
- 6. Periodically review the 5000 (500) and 6000 (600) series of the School District Policy Manual and make recommendations for amendments or revision of School District policy on students and instruction.**
- 7. Review proposed contracts and agreements for the delivery of special instructional and student services.**
- 8. Secure legal advice and consultation as necessary.**

## **HUMAN RESOURCES COMMITTEE**

**The function of the Human Resources Committee will be to make recommendations to the School Board regarding:**

- 1. Selection and appointment of employees.**
- 2. Employee relations matters.**
- 3. Human Resources policies and procedures.**

### **Typical Activities:**

- 1. Direct and monitor representatives of the School District in the conduct of negotiations with employee groups under the Minnesota Public Employee Labor Relations Act and other applicable state and federal laws.**
- 2. Periodically report to the School Board on the progress of negotiations and make recommendations for acceptance of tentative agreements.**
- 3. Upon recommendation of the Superintendent, recommend to the School Board of appointment, reappointment, or termination of employees of the School District below the level of Superintendent in conformity with state and federal statutes and regulations, Civil Service rules and School Board policy and working agreements with employee groups.**
- 4. Direct the development and maintenance of a performance evaluation system for all employees of the School District.**
- 5. Make recommendations to suspend, demote, or discharge an employee for cause in conformity with applicable state and federal laws.**
- 6. Periodically review the 4000 (400) series of the School District Policy Manual and make recommendations for amendments or revision of policies in conformity with state and federal laws.**
- 7. Evaluate, review, and recommend changes to the affirmative action policy and program of the School Board.**
- 8. Review and make recommendations regarding staff organization, structure, and relationships.**
- 9. Periodically review and recommend purchase and management of employee benefits.**
- 10. Assess needs and recommend staff development programs.**
- 11. Secure legal advice and consultation as necessary.**

## **BUSINESS SERVICES COMMITTEE**

**The function of the Business Services Committee will be to relate to and consider matters pertaining to the financing, budgeting, and controlling of the expenditures of the School District, management of pertinent fiscal, personnel, and resources assigned to Business and Finance, and the over-all operation of the various departments included under Business and Finance.**

### **Typical Activities:**

- 1. Recommend appropriate staffing for Business and Finance.**
- 2. Review revenue estimates.**
- 3. Review and recommend adoption of budgets and local tax levies.**
- 4. Review and recommend approval of School District expenditures on a monthly basis.**
- 5. Review and recommend approval of financial records and audits.**
- 6. Direct negotiations for the sale or purchase of School District properties and recommend approval of such transactions.**
- 7. Recommend an annual program of building repair, maintenance and equipment procurement.**
- 8. Periodically review the 3000 and 7000 series of the School District Policy Manual and recommend required revisions.**
- 9. Review proposed contracts and agreements between the School District and other agencies of government and maintain liaison with other units of government.**
- 10. Secure legal advice and consultation as necessary.**

## **COMMITTEE OF THE WHOLE**

**The School Board shall meet as a Committee of the Whole to consider matters referred to by the:**

- 1. Standing Committees**
- 2. Chairperson of the School Board**
- 3. School Board**

**The School Board shall also meet as a Committee of the Whole to consider matters relating to litigation involving the School District and the establishment of legislative requests to other units of government.**

Replaces: 8015, 9020, 9025, 9030, 9035, 9040, 9045

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