

213 SCHOOL BOARD COMMITTEES

I. PURPOSE

The purpose of this policy is to provide for the structure and the operation of committees of the District and/or representation on external organizations as required of the school board.

II. GENERAL STATEMENT OF POLICY

- A. It is the policy of the school board to designate committees or subcommittees, as reflected in the School Board Standards and Guidelines, when it is determined that a committee process facilitates the mission of the school board.
- B. The school board has determined that certain committees, as identified 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. ESTABLISHMENT OF COMMITTEES

- A. The following are the School Board Committees:
1. Finance (3 members)
 2. Facilities (3 members)
 3. Policy (3 members)
- B. The following are the District Committees:
1. Community Education (2 members)
 2. Curriculum Advisory (2 members)
 3. Special Education (2 members)
 4. Staff Development (2 members)
 - ~~5. Negotiations (assigned as needed)~~
 6. Material Challenge (2 members)
 - ~~7. Technology Advisory (2 members)~~
 8. Meet and Confer (2 members)
- C. The following are the external organizations requiring Board representation:
1. Cannon Valley Special Education Cooperative (2 members)
 2. Minnesota State High School League (2 members)
 3. Steele County Mental Health Collaborative (2 members)

The second person appointed for these external organizations serves as an alternate and attends meetings only when the first designee is unable to do so.

- D. The school board will establish, by resolution, for each standing or ad hoc committee the number of members, the term and charge or mission of each such committee.
- E. The school board chair shall appoint the members of each School Board committee and District Committee representatives as appropriate and designate the chair of the School Board Committee. District Committees are chaired by members of the district leadership team.

IV. PROCEDURES FOR SCHOOL BOARD COMMITTEES

- A. All meetings of School Board committees shall be open to the public in compliance with the Open Meeting Law, and notice shall be given as prescribed by law. District Committees are not subject to Open Meeting Law.
- B. All committees or subcommittees 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 recorder who will record the minutes of actions of the school board committee.
- E. The power of a committee or subcommittee 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: Policy 201 (Legal Status of the School Board)
 Policy 203 (Operation of the School Board – Governing Rules)
 MSBA Service Manual, Chapter 13, School Law Bulletin “C”
 (Minnesota’s Open Meeting Law)