

POLICY TITLE	POLICY NUMBER	ADOPTED	REVIEW FREQUENCY
School Board Committees	213	Adopted: 08-09-2018 Revised: 05-26-2022	Three Year

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

- A. It is the policy of the school board to designate school board committees 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 work of the school board and the school district.
- C. A school board committee or subcommittee shall be established by majority agreement of the board, which will also define the scope and duties of the committee's work.
- D. Committees of the school board should focus its efforts on oversight rather than day-to-day management and operations.
- E. A committee is advisory in nature and has only such authority as specified by the school board.
- F. The school board will receive reports or recommendations from a committee for consideration. The school board, however, retains the right and has the duty to make all final decisions related to such reports or recommendations.
- G. The school board also may establish such ad hoc committees for specific purposes as it deems appropriate.
- H. The school board reserves the right to limit, create or abolish any standing or ad hoc committee as it deems appropriate.
- I. 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 committees.
 - 1. Policy
 - 2. Legislative
- B. The school board shall establish the charge or mission for each standing and ad hoc committee.

- C. The school board chair shall appoint the members of each standing or ad hoc committee and the school board will approve at a board meeting.

IV. PROCEDURES FOR SCHOOL BOARD COMMITTEES

- A. All meetings of standing or ad hoc committees shall be open to the public in compliance with the Open Meeting Law, and notice shall be given as prescribed by law.
- B. A standing or ad hoc committee shall act only within the guidelines and mission established for that committee or subcommittee by the school board.
- C. Recommendations of a standing or ad hoc committee shall be by majority vote and be consistent with the governing rules of the school board.
- D. The standing or ad hoc committee shall designate a secretary who will record the minutes of the school board committee.
- E. The power of a standing or ad hoc committee of the school board is advisory only and is limited to making recommendations to the school board.
- F. A standing or ad hoc committee 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 Chapter 13, School Law Bulletin “C” (Minnesota’s Open Meeting Law)