

213 SCHOOL BOARD COMMITTEES

I. PURPOSE

The purpose of this policy is to provide for the structure and the operation of subcommittees of the School Board.

Adopted with revision from MSBA/MASA Model Policy 213 Orig. 1996 Rev. 2007
Transferred from BID-AR 2009, Rev. 2015, 2020

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II. SCHOOL BOARD SUBCOMMITTEES 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 committees 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.
- I. School Board subcommittees could include the following:
 - 1 Ad hoc committees or task force activities as appointed by the School Board
 - 2. Committee of the whole, including special School Board meetings and sessions
 - 3. MSBA conventions, seminars, meetings and clinics for Board development
 - 4. ISD 318 seminars and training sessions
 - 5. Ceremonies requiring School Board attendance graduation, awards programs
 - 6. Negotiations sessions

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7. Other activities assigned as a Board
8. School Board members are also encouraged to attend other functions and meet with the staff and administration on their own time.

III. APPOINTMENT OF COMMITTEES

- A. At the organizational meeting, the Board shall establish all standing committees. With the approval of the Board, the Chair may appoint temporary committees who shall report to the Board in a manner and at a time prescribed by the Board.
- B. 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.
- C. The School Board chair shall appoint the members of each standing or ad hoc committee and designate the chair thereof.
- D. The Chair shall outline the duties and responsibilities of each committee at the time of appointment and may serve as an ex officio member of the committee.

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, if necessary 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.

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- 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. These committees shall be fact finding, deliberative, and/or advisory only and never have legislative or administrative powers.
- H. Special committees shall be considered dissolved upon submission of a final report or may be dissolved by a majority vote of the 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)