

213 SCHOOL BOARD COMMITTEES

I. PURPOSE

The purpose of this policy is to provide guidance on the operation of standing committees of the school board.

II. GENERAL STATEMENT OF POLICY

- A. It is the policy of the school board to designate standing 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 operation of the school board and the school district.
- C. A school board standing committee will be formed by school board action that outlines the duties and purposes of the standing committee.
- D. The purpose of a standing committee is to collect and discuss information relevant to their mission and provide recommendations for potential action by the school board.
- E. While the school board will receive reports or recommendations from the standing committee for consideration, the school board 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 temporary or ad hoc committees for a specific purpose that is deemed necessary or appropriate. An ad hoc or temporary committee comprised of three or more board members are subject to the open meeting law. An ad hoc or temporary committee comprised of two or fewer board members may not be subject to the open meeting law unless otherwise defined by law.
- G. The school board reserves the right to limit, create or abolish any standing or temporary ad hoc committee as it deems appropriate.
- H. A standing committee shall not appoint a subcommittee, an ad hoc or temporary committee of the standing committee without approval of the school board.

III. APPOINTMENT OF COMMITTEES

- A. The school board hereby creates the following standing committees: (subject to the Open Meeting Law)

1. Instructional Committee
 2. Operational Committee
 3. Negotiations Committee (unless temporary or ad hoc)
 4. Compensation Committee
 5. Meet and Confer
 6. Communication Committee
 7. Community Education Advisory Council
 8. District Technology Committee
 9. District Staff Development Committee
 10. Learning Center/VIBE Governing Board
 11. Studio 3 Joint Powers Board
 12. Nobles County Integration Collaborative
 13. Comprehensive Achievement and Civic Readiness (formally World's Best Workforce)
 14. District Facilities Committee
 15. Joint City/County/College/School Committee
- B. Representative to the following organizations/groups/committees: (not subject to the open meeting law)
1. Minnesota State High School League
 2. Worthington-Crailsheim International, Inc.
 3. MSBA Liaison
 4. MSBA Communication Network
- C. The school board will establish, by motion, for each of the standing committees the number of members, the term and the charge of mission of each committee.
- D. The school board chair shall appoint the members of each standing committee or representative if no school board member volunteers to serve in this capacity.

IV. PROCEDURES FOR SCHOOL BOARD COMMITTEES

- A. All meetings of a standing committee 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 committee shall act only within the guidelines and mission established for that committee by the school board.
- C. Actions of the standing committee shall be by majority vote and consistent with the governing rules of the school board.

- D. The standing committee shall designate a secretary or individual that will record the minutes of action/recommendation of the committee as defined by law with an established agenda for the meeting.
- E. The power of the standing committee of the school board is advisory only and is limited to making recommendations to the school board.
- F. A standing 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 203 (Operations of the School Board – Governing Rules)
MSBA Service Manual, Chapter 13, School Law Bulletin “C”
(Minnesota’s Open Meeting Law)

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