

INDEPENDENT SCHOOL DISTRICT 719
PRIOR LAKE - SAVAGE AREA SCHOOLS

213 SCHOOL BOARD COMMITTEES

I. PURPOSE

The purpose of this policy is to identify school board committees and to define their duties.

II. DEFINITION

III. GENERAL STATEMENT OF POLICY

- 1.1. The board may create committees if they are deemed helpful to assist the board in the performance of its governance responsibilities, but not the management responsibilities of the superintendent. If committees are established, they shall be used exclusively to support the work of the board and shall prepare recommendations for board consideration during a work session or board meeting.
- 1.2. The school board retains the right and has the duty to make all final decisions based on the recommendations of committees.
- 1.3. Board committees and members may not speak or make decisions on behalf of the board unless specifically authorized by the board. The responsibilities and authority of all board committees are specifically stated in this policy to assure that members fully understand their duties and extent of authority, and to assure that committee work shall not usurp or conflict with the board's own authority or conflict with authority delegated to the superintendent.
- 1.4. It shall be the responsibility of the school board chair to seek input from school board members and the superintendent, possibly in a school board work session, prior to appointing school board members to committees at the yearly organizational meeting of the school board in January.
- 1.5. No more than three members of the school board may be appointed as members on a committee, although any may attend on a volunteer basis to hear discussion, but not participate, as this constitutes a quorum.
- 1.6. Under the will of the board, the chair may appoint additional ad hoc committees as necessary.
- 1.7. The chair and/or designee may serve as an ex-officio or member in full standing on any committee.
- 1.8. School board committee appointments shall remain in force until dissolved and reappointment occurs in accordance with the foregoing.
- 1.9. School board committee meetings shall be open to the public in compliance with the Open Meeting Law and notice shall be given as prescribed by law.
- 1.10. School board members will be compensated at the rate determined by the school board at

the annual organizational meeting for their membership on these committees.

1.11. Board established committees are as follows:

1.11.1. Executive Committee

The school board, to ensure sound governance and oversight of the district, has created the executive committee to collaborate with the district superintendent in making recommendations to the board on subjects that have districtwide implications, and which are more readily addressed in governance versus other established committees. Its areas of purview include, but are not limited to:

- Previews all human resources issues, including contracts.
- Previews all legal issues.
- Builds and monitors the working relationship of the board and superintendent, addressing relationship issues as they occur, including routine matters related to the superintendent's contract and employment; and issues or concerns regarding the superintendent's conditions of employment, and communication with the board regarding same.
- Develops procedures and an evaluation instrument for the superintendent's evaluation.
- Coordinates board self-evaluation procedures, instruments and training.
- Orients new board members, and identifies training and educational opportunities for board members to become better informed about school board governance issues.
- Develops guidelines for effective communication of board committee work to the board, district administration, and public.
- Assists with strategic and long-term plans and goals that are consistent with the district mission.
- Performs other duties assigned to the committee by the board.
- Proposes annual comprehensive legislative platform, per input from committees, to the board.

Committee Composition: The executive committee consists of the board chair, vice chair, treasurer, the superintendent, and any other staff members assigned by the superintendent and agreed to by the board members.

- The committee chair is the board chair.
- Board members are appointed annually in January.

Communications Expectations: Provide periodic reports to the board as necessary, regarding discussions and deliberations of the committee.

Meetings are held monthly, unless more frequent meetings are required.

1.11.2. Finance Committee

The school board, in its practice of prudent management of public resources, has created the finance advisory committee to collaborate with the district's business services director and superintendent in reviewing and providing feedback to the district on financial issues. This committee deals with matters pertaining to the school system's budget development and related recommendations to the board.

Committee Composition: The finance advisory committee consists of the board

treasurer, one additional board member, the director of business services, the superintendent, any additional staff members assigned by the superintendent, and community members with talent and experience in management and financial affairs.

- The committee chair is the board treasurer.
- Board members are appointed annually in January.
- Community members are appointed in accordance to the board.

Communications Expectations:

- Provides periodic reports to the board as necessary, regarding committee discussions and deliberations.
- Provides reports to the board regarding requested analyses of specific topics.
- Along with the business director, provides information to the district regarding finance issues, both in sharing information with the public, and listening to citizen concerns.

Meetings are held every other month, unless more frequent meetings are required.

1.11.3. Teaching and Learning Advisory Committee

The school board, in order to promote active participation in improving instruction and curriculum, has created the teaching and learning committee to collaborate with the district's teaching and learning director and superintendent to coordinate and advance district instructional programs. The committee will make recommendations to the board on matters relating to teaching and learning, including the instructional programs used in schools and programs and their relevance and alignment to local contexts.

Committee Composition: The teaching and learning committee consists of two board members, the superintendent, the teaching and learning director, any other staff members assigned by the superintendent or teaching and learning director, and community members with talent and experience in teaching, learning, and/or curriculum.

- The committee chair is a board member designated by the board.
- Board members are appointed annually in January.
- Community members are appointed in accordance to the board.

Communications Expectations:

- Provides periodic reports to the board as necessary, regarding discussions and deliberations of the committee.
- Provides recommendations to the board regarding teaching and learning subjects coming to the board.

Meetings are held every other month, unless more frequent meetings are required.

1.11.4. Policy Advisory Committee

The committee reviews existing policies and writes new policies to provide broad governance guidance and address changes in legislation, statutes, case law and legal decisions, as well as district social and educational issues. Board policies act as guidelines for the internal procedures of the district. The committee stays abreast of local, state and federal laws and regulations to determine and apply implications

for district policy development and revisions. The committee works closely with the appropriate staff to draft new or refine current policies, processes and protocols, that are then brought to the board for formal action. All district policies should be reviewed over a three year period (Policy 208). Its areas of purview include, but are not limited to:

Committee Composition: The policy committee consists of two board members, the superintendent, any other staff members assigned by the superintendent, and community members with talent and experience in legal and/or policy work.

- The committee chair is a board member designated by the board.
- Board members are appointed annually in January.
- Community members are appointed in accordance to the board.

Communications Expectations:

- Policies that are ready for updating should be brought to the board monthly for consent, discussion or approval, depending on what phase they are in.
- If policy changes will have a major community impact, the board and district should seek community input and have a communications plan for the public.

Meetings are held every other month, unless more frequent meetings are required.

1.11.5 District-Wide Advisory Council Representatives

It is the intent of the school board to have a liaison to in-district advisory councils operating in the school district such as, but not limited to:

- MNCAPS (The Minnesota Center for Advanced Professional Studies)
- Community Education Services Advisory Council
- ECFE (Early Childhood Family Education) Advisory Council
- Special Education Advisory Council (SEAC)
- Educational Equity & Excellence Advisory Council

School board members will be compensated at the rate determined by the school board at the annual organizational meeting for such representation.

1.11.6 External Agency / Association Representatives

It is the intent of the school board to have a liaison to various agencies that operate outside the school district such as, but not limited to,

- S.E.E. (Schools for Equity in Education)
- Metro E.C.S.U. (Educational Cooperative Service Unit)
- SW Metro Intermediate District
- M.S.H.S.L. (Minnesota State High School League)
- S.C.A.L.E. (Scott County Area Leaders for Efficiency)
- Association of Metropolitan School Districts (AMSD)

School board members will be compensated at the rate determined by the school board at the annual organizational meeting for such representation unless paid by representing agency.

2. Committee Assignments: Unless otherwise specified, board members will be assigned or appointed to advisory committees, councils, and agencies by the board chair in consultation with the board. Board members will be assigned no later than the second regular board meeting in January. Each board member should be assigned to at least one (1) committee.

Appointment to a committee should take into consideration, but not be limited to, the following:

- equitable distribution of committee assignments among board members;
- expressed interests of board members;
- a board member's training, education and/or experience with the purpose of the

committee;

- continuity of service and historical knowledge;
- availability for meetings;
- the needs of the board; and
- the proven ability to work effectively and collaboratively in a committee environment.
- Should one or more representatives of the board be needed to attend a committee meeting prior to the board's adoption of committee assignments, the chair is authorized to temporarily appoint board members to that committee.
- Assignments to a committee are effective until either the following year's approval of committee members, or board removal or absence for another reason.
- If an absence is created on any committee, the chair may assign another board member to represent the board at a committee meeting for any duration.

3. Committee Chairs: The committee chair is chosen by the board chair unless otherwise specified.

- Roles and Responsibilities of the Committee Chair:
- Assists administration in preparing background materials for the committee's work, incorporates the board's plans into committee agendas, and reports results of the committee work to the board.
- Assists administration with steering the work of the committee, while also tying that work back in with the rest of the board.
- The committee chair and responsible administrator, in conjunction with the superintendent and board chair, will come up with an annual statement of scope, including the roster, to be reviewed by the board.
- The committee chair and responsible administrator will work with the board chair and superintendent on a monthly basis to plan any agenda items for board meetings.
- The committee chair, in conjunction with administration, will be responsible for facilitating work session discussions on issues brought by their committee.
- The committee chair will work with the responsible administrator on:
- The responsibility for presiding over the meetings
- Setting the direction for the committee, and establishing norms and protocols that allow for appropriate and efficient function of the committee
- Providing guidance and communicating expectations to other committee members
- Ensuring that relevant, timely and effective decisions are executed, and that all committee members are provided the opportunity to participate in the decision making process.