

Human Resources - Regular School Board Meeting

Duluth Public Schools, ISD 709

Agenda

Tuesday, April 18, 2017

District Services Center

709 Portia Johnson Dr.

Duluth, MN 55811

6:30 PM

- | | |
|---|-----------|
| 1. Staffing Report Action Items | 3 |
| 2. Other Action Items | |
| <p><u>A. New Bylaw 213 School Board Committees</u></p> <p>Attached is the edited MSBA model Policy 213 - School Board Committees for the second reading. This bylaw would replace the current Policy 8015, and bylaws 9020, 9025, 9030, 9035, 9040, 9045. (All 200 Series MSBA Model Policies will be considered bylaws)</p> <p><u>Recommendation:</u> It is recommended that the Duluth school Board approve Bylaw 213 - second reading.</p> | <u>4</u> |
| <p><u>B. 8015 Committee Structure - Deletion</u></p> <p>In moving to MSBA Model Policies, administration is recommending the deletion of Policy 8015 which will be replaced with MSBA Policy 213.</p> <p><u>Recommendation:</u> It is recommended that the Duluth School Board approve the deletion of Policy 8015- second reading.</p> | <u>11</u> |
| <p><u>C. 9020 Standing Committees - Deletion</u></p> <p>In moving to MSBA Model Policies, administration is recommending the deletion of Policy 9020 which will be replaced with MSBA Policy 213.</p> <p><u>Recommendation:</u> It is recommended that the Duluth School Board approve the deletion of Policy 9020 - second reading.</p> | <u>12</u> |
| <p><u>D. 9025 Business Services Committee - Deletion</u></p> <p>In moving to MSBA Model Policies, administration is recommending the deletion of Policy 9025 which will be replaced with MSBA Policy 213.</p> <p><u>Recommendation:</u> It is recommended that the Duluth School Board approve the deletion of Policy 9025- second reading.</p> | <u>13</u> |
| <p><u>E. 9030 Education Committee - Deletion</u></p> <p>In moving to MSBA Model Policies, administration is recommending the deletion of Policy 9030 which will be replaced with MSBA Policy 213.</p> <p><u>Recommendation:</u> It is recommended that the Duluth School Board approve the deletion of Policy 9030- second reading.</p> | <u>14</u> |

F. 9035 Human and Community Resources and Relations Committee - Deletion 15

In moving to MSBA Model Policies, administration is recommending the deletion of Policy 9035 which will be replaced with MSBA Policy 213.

Recommendation: It is recommended that the Duluth School Board approve the deletion of Policy 9035- second reading.

G. 9040 Committee of the Whole - Deletion 16

In moving to MSBA Model Policies, administration is recommending the deletion of Policy 9040 which will be replaced with MSBA Policy 213.

Recommendation: It is recommended that the Duluth School Board approve the deletion of Policy 9040 - second reading.

H. 9045 Negotiations Committee - Deletion 17

In moving to MSBA Model Policies, administration is recommending the deletion of Policy 9045 which will be replaced with MSBA Policy 213.

Recommendation: It is recommended that the Duluth School Board approve the deletion of Policy 9045- second reading.

I. Original MSBA/MASA Model Policy 213 18

3. Informational Items

A. There are no HR Informational Items at this time.

4. Future Items

A. There are no Future HR Items at this time.

HUMAN RESOURCES ACTION ITEMS FOR: 04/18/2017

<u>CERT APPOINTMENT</u>	<u>POSITION/SITE/CLASS&STEP/REPLACING</u>	<u>EFFECTIVE DATES</u>
YANG, LIANG-PI Total: 1	MANDARIN CHINESE/DENFELD/EAST, III 5, R WANG	03/10/17
<u>CERT LEAVES</u>	<u>POSITION/LOCATION/LEAVE TYPE</u>	<u>EFFECTIVE DATES</u>
HATFIELD, KATHRYN	SPEC ED AUTISTIC/HOCHS, PARENTAL LWOP	03/08/17 03/30/17
MLYNARCZYK, HEIDI	GRADE 3/HOMECROFT, SUPERINTENDENT APPROVED LWOP	03/14/17 03/17/17
RAY, JULIE	ASSISTIVE TECH COORDINATOR/LINCOLN PARK, #4125 LWOP	08/29/17 01/19/18
ROCK, TORY	GUIDANCE COUNSELOR/LINCOLN PARK, PARENTAL LWOP, CHANGE IN DATES	04/12/17 04/28/17
Total: 4		
<u>CERT LONG TERM SUB</u>	<u>POSITION/LOCATION/CLASS & STEP/REPLACING</u>	<u>EFFECTIVE DATES</u>
FLORESTANO, JOSEPH Total: 1	MATH/DENFELD, III 2, S LARSEN DARKER, TO BE DETERMINED	02/09/17
<u>CERT RESIGNATION</u>	<u>POSITION/LOCATION</u>	<u>EFFECTIVE DATES</u>
EGGER ENZMANN, ANGELA	SPEC ED ASD/DENFELD	04/21/17
MONSON, DONALD	GRADE 5/MYERS WILKINS, END OF MID CAREER LOA	06/09/17
REUL-MONSON, SARA Total: 3	KINDERGARTEN/MYERS WILKINS, END OF MID CAREER LOA	06/09/17
<u>CERT RETIREMENT</u>	<u>POSITION/LOCATION</u>	<u>EFFECTIVE DATES</u>
ARNDT, BEVERLY	TITLE I/CHESTER CREEK ACADEMY	06/09/17
CHEPELNIK, ALBERT	WORK EXPERIENCE TEACHER-COORDINATOR/DENFELD & EAST	06/09/17
DEVANEY, DEBORAH	MUSIC TEACHER/LINCOLN PARK	06/09/17
HELBACKA, MICHELE	ENGLISH/DENFELD	06/09/17
KLEIN, LEAH	GRADE 1/CONGDON PARK	06/09/17
LICARI, BONNI	GRADE 1/LAKEWOOD	06/09/17
MCDONALD, SUE	HEADSTART/BARNES	06/16/17
OLING, KATHERINE	ADAPTIVE PHY ED TEACHER/ORDEAN EAST	06/09/17
WALTERS, MARY Total: 9	BIOLOGY/EAST	06/09/17
<u>CERT TEMP INCREASE</u>	<u>POSITION/LOCATION/CONDITION</u>	<u>EFFECTIVE DATES</u>
BRADLEY, JESSICA	SCHOOL SOCIAL WORKER/DW, 1/6 OVERLOAD	09/12/16 10/31/16
CHEDERQUIST, KEVIN	INDUSTRIAL ARTS/EAST/DENFELD, 1/6 OVERLOAD, TRAVEL TIME BETWEEN LOCATIONS	08/30/16 06/09/17
KLEFFMAN, LAURA	OCCUPATIONAL THERAPIST/DW, 1/6 OVERLOAD, K KEELOR	03/06/17 03/31/17
WIKSTROM, MICHELLE Total: 4	OCCUPATIONAL THERAPIST/DW, 1/6 OVERLOAD, K KEELOR	03/06/17 03/31/17
<u>NONCERT APPOINTMENT</u>	<u>POSITION/LOCATION/WEEKS/RATE OF PAY/REASON</u>	<u>EFFECTIVE DATES</u>
MONGAN, DEEDRA Total: 1	SPEC ED PARA/BW/DENFELD, 32.5/38WKS, \$15.38/HR, M DRAGSTEN, TEMP POS	03/07/17 06/09/17
<u>NONCERT LEAVES</u>	<u>POSITION/LOCATION/LEAVE TYPE</u>	<u>EFFECTIVE DATES</u>
ENGSETH, JERALDINE	HELPER/ORDEAN EAST, A" LWOP"	04/14/17 04/24/17
FINK, MAGNOLIA	SIGN LANG INTERPRET/EAST, A" MEDICAL LWOP"	01/17/17 01/20/17
SANDS, ALEXANDER	SPEC ED PARA/EAST, A PERSONAL LWOP", CHANGE IN DATES"	02/27/17 03/10/17
STEPHENSON, DEBRA	HELPER/LESTER PARK, A" LWOP"	05/08/17 05/12/17
TURNER, KATHLEEN	SPEC ED PARA/ORDEAN EAST	03/02/17 03/07/17
YANG, LIANG-PI	SPEC ED PARA/LOWELL, B" LWOP"	03/10/17 06/09/17
Total: 6		
<u>NONCERT RETIREMENT</u>	<u>POSITION/LOCATION</u>	<u>EFFECTIVE DATES</u>
GRAVES, CAROLYN	OFFICE SUPP SPEC/DENFELD	06/23/17
SMITH, TAMARA	INTEGRATION SPECIALIST/LAURA MACARTHUR	04/12/17
TERRY, JOAN Total: 3	KITCHEN HELPER/ORDEAN EAST	03/03/17

213 SCHOOL BOARD COMMITTEES

I. PURPOSE

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

II. GENERAL STATEMENT OF BYLAWS

- A. It is the bylaw 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 permanent standing committees, as described in this ~~policy~~ **bylaw**, 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. APPOINTMENT OF COMMITTEES

A. The school board hereby appoints the following Standing Committees:

1. Education
2. Human Resource
3. Business Services

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. For the purposes of negotiations all members of the School Board will participate in establishing "parameters" as it relates to wages and benefits of the various employee groups.~~

D. All members of the School Board shall be members of the Negotiating Committee and participate in establishing "parameters" as it relates to wages and benefits of the various employment groups. The Negotiations Committee shall direct administration to engage in wage negotiations and "meet and confer" meetings with employee groups.

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 consistent with the governing rules of the school board. "School Board members are welcome to attend and participate in all standing committee meetings."

D. The power of a committee or subcommittee of the school board is advisory only and is limited to making recommendations to the school board.

E. 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: 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)

DESCRIPTIONS FOR STANDING INTERNAL COMMITTEES AND COMMITTEE OF THE WHOLE

EDUCATION COMMITTEE

The function of the Education Committee will be to make recommendations to the School Board regarding instructional and service needs of students as they relate to:

- 1. The establishment of instructional priorities and objectives.**
- 2. The provision of policy direction for all instructional and student personnel functions.**
- 3. The approaches and procedures to be utilized in assessing school programs and the performance of instructional staff.**

Typical Activities:

- 1. Recommend staffing for approved instructional programs consistent with the goals and financial capabilities of the School District.**
- 2. Recommend courses of study to be used in the schools and any changes in curriculum which may be necessary for the improvement of instruction.**
- 3. Recommend the selection and purchase of textbooks, instructional media, instructional equipment, furnishings, supplies, and other materials required for the instructional and student personnel programs of the School District.**
- 4. Consider recommendations of the Superintendent for exemption, exclusion, or expulsion of any student from school and make recommendations to the School Board.**
- 5. Periodically review projections of student population and make recommendations to the School Board on long-term planning for instructional programs.**
- 6. Periodically review the 5000 (500) and 6000 (600) series of the School District Policy Manual and make recommendations for amendments or revision of School District policy on students and instruction.**
- 7. Review proposed contracts and agreements for the delivery of special instructional and student services.**
- 8. Secure legal advice and consultation as necessary.**

HUMAN RESOURCES COMMITTEE

The function of the Human Resources Committee will be to make recommendations to the School Board regarding:

- 1. Selection and appointment of employees.**
- 2. Employee relations matters.**
- 3. Human Resources policies and procedures.**

Typical Activities:

- 1. Direct and monitor representatives of the School District in the conduct of negotiations with employee groups under the Minnesota Public Employee Labor Relations Act and other applicable state and federal laws.**
- 2. Periodically report to the School Board on the progress of negotiations and make recommendations for acceptance of tentative agreements.**
- 3. Upon recommendation of the Superintendent, recommend to the School Board of appointment, reappointment, or termination of employees of the School District below the level of Superintendent in conformity with state and federal statutes and regulations, Civil Service rules and School Board policy and working agreements with employee groups.**
- 4. Direct the development and maintenance of a performance evaluation system for all employees of the School District.**
- 5. Make recommendations to suspend, demote, or discharge an employee for cause in conformity with applicable state and federal laws.**
- 6. Periodically review the 4000 (400) series of the School District Policy Manual and make recommendations for amendments or revision of policies in conformity with state and federal laws.**
- 7. Evaluate, review, and recommend changes to the affirmative action policy and program of the School Board.**
- 8. Review and make recommendations regarding staff organization, structure, and relationships.**
- 9. Periodically review and recommend purchase and management of employee benefits.**
- 10. Assess needs and recommend staff development programs.**
- 11. Secure legal advice and consultation as necessary.**

BUSINESS SERVICES COMMITTEE

The function of the Business Services Committee will be to relate to and consider matters pertaining to the financing, budgeting, and controlling of the expenditures of the School District, management of pertinent fiscal, personnel, and resources assigned to Business and Finance, and the over-all operation of the various departments included under Business and Finance.

Typical Activities:

- 1. Recommend appropriate staffing for Business and Finance.**
- 2. Review revenue estimates.**
- 3. Review and recommend adoption of budgets and local tax levies.**
- 4. Review and recommend approval of School District expenditures on a monthly basis.**
- 5. Review and recommend approval of financial records and audits.**
- 6. Direct negotiations for the sale or purchase of School District properties and recommend approval of such transactions.**
- 7. Recommend an annual program of building repair, maintenance and equipment procurement.**
- 8. Periodically review the 3000 and 7000 series of the School District Policy Manual and recommend required revisions.**
- 9. Review proposed contracts and agreements between the School District and other agencies of government and maintain liaison with other units of government.**
- 10. Secure legal advice and consultation as necessary.**

COMMITTEE OF THE WHOLE

The School Board shall meet as a Committee of the Whole to consider matters referred to by the:

- 1. Standing Committees**
- 2. Chairperson of the School Board**
- 3. School Board**

The School Board shall also meet as a Committee of the Whole to consider matters relating to litigation involving the School District and the establishment of legislative requests to other units of government.

Replaces: 8015, 9020, 9025, 9030,9035,9040,9045

First Reading: 03-21-2017 ISD 709

Second Reading: 04-18-2017 ISD 709

~~8015—COMMITTEE STRUCTURE~~

~~Committee of the Whole~~

~~The School Board shall meet as a Committee of the Whole to consider matters referred to it by standing committees, Chairperson of the School Board, the School Board, and to consider matters relating to litigation involving the School District and the establishment of legislative requests to other units of government. All recommendations emanating from the Committee of the Whole shall require confirmation at a regular School Board meeting.~~

~~Standing Committees~~

~~At the annual meeting, or as soon thereafter as practicable, the Chairperson shall appoint from the members of the School Board the following standing committees:~~

- ~~1. Education~~
- ~~2. Human Resources~~
- ~~3. Business Services~~

~~Standing committees shall consist of at least three members each, with the member first named on each of these committees to be the chairperson. The Superintendent and the Chairperson of the School Board shall be ex-officio members of all standing committees. Pursuant to School Board policy #9020, Standing Committees, "School Board members are welcome to attend and participate in all standing committee meetings."~~

~~Temporary Committees~~

~~The Chairperson shall appoint such policy and special committees of the School Board as may be deemed necessary or advisable by the School Board, and the Chairperson shall be, ex-officio, a member of each committee. The duties of the committee shall be outlined at the time of appointment, and the committee shall be considered dissolved when its final report has been made.~~

~~Adopted: 06-09-1970 ISD 709~~

~~Revised: 04-12-1977~~

~~———— 06-20-1995~~

~~———— 02-15-2000 ISD 709~~

~~First Reading: 03-21-2017 ISD 709~~

~~Deleted: 04-18-2017 ISD 709~~

~~9020—STANDING COMMITTEES~~

~~The standing committees (Human Resources, Business, Education) shall hold meetings at least monthly for the due consideration of matters properly belonging to each.~~

~~Communications, petitions, or other matters addressed to the School Board shall be received by administration and administration shall immediately:~~

- ~~1. Produce and distribute copies to all School Board members.~~
- ~~2. Post the addressed material for public review in an assigned location.~~
- ~~3. Forward material to the Superintendent for his/her review.~~

~~Communications, petitions, or other matters will not be posted for public review if the materials include private personnel or educational data, attorney-client privileged data, or other non-public data under the Minnesota Government Data Practices Act.~~

~~Agendas for standing School Board committees shall generally be developed per Policy 8085.~~

~~All School Board members shall be notified of the time and place of all standing committee meetings as far in advance as possible. School Board members are welcome and encouraged to attend and participate in all standing committee meetings.~~

~~**Legal References:** MSA 123.33
MSA 123.35~~

~~Adopted: 06-09-1970 ISD 709~~

~~Revised: 06-08-1976~~

~~06-20-1995~~

~~06-15-2010 ISD 709~~

~~First Reading: 03-21-2017 ISD 709~~

~~Deleted: 04-18-2017 ISD 709~~

~~9025 — BUSINESS SERVICES COMMITTEE~~

The function of the Business Services Committee will be to relate to and consider matters pertaining to the financing, budgeting, and controlling of the expenditures of the School District, management of pertinent fiscal, personnel, and resources assigned to Business and Finance, and the over-all operation of the various departments included under Business and Finance.

~~Typical Activities:~~

- ~~1. Recommend appropriate staffing for Business and Finance.~~
- ~~2. Review revenue estimates.~~
- ~~3. Review and recommend adoption of budgets and local tax levies.~~
- ~~4. Review and recommend approval of School District expenditures on a monthly basis.~~
- ~~5. Review and recommend approval of financial records and audits.~~
- ~~6. Direct negotiations for the sale or purchase of School District properties and recommend approval of such transactions.~~
- ~~7. Recommend an annual program of building repair and maintenance and equipment security.~~
- ~~8. Periodically review the 3000 and 7000 series of the School District Policy Manual and recommend required revisions.~~
- ~~9. Review proposed contracts and agreements between the School District and other agencies of government and maintain liaison with other units of government.~~
- ~~10. Secure legal advice and consultation as necessary.~~

~~**Legal References:** MSA 123.33-123.41~~

~~Adopted: 06-09-1970 ISD 709~~

~~Revised: 06-08-1976~~

~~06-20-1995 ISD 709~~

~~First Reading: 03-21-2017 ISD 709~~

~~Deletion: 04-18-2017 ISD 709~~

~~9030 – EDUCATION COMMITTEE~~

The function of the Education Committee will be to make recommendations to the School Board regarding instructional and service needs of students as they relate to:

- ~~1. The establishment of instructional priorities and objectives.~~
- ~~2. The provision of policy direction for all instructional and student personnel functions.~~
- ~~3. The approaches and procedures to be utilized in assessing school programs and the performance of instructional staff.~~

Typical Activities:

- ~~1. Recommend staffing for approved instructional programs consistent with the goals and financial capabilities of the School District.~~
- ~~2. Recommend courses of study to be used in the schools and any changes in curriculum which may be necessary for the improvement of instruction.~~
- ~~3. Recommend the selection and purchase of textbooks, instructional media, instructional equipment, furnishings, supplies, and other materials required for the instructional and student personnel programs of the School District.~~
- ~~4. Consider recommendations of the Superintendent for exemption, exclusion, or expulsion of any student from school and make recommendations to the School Board.~~
- ~~5. Periodically review projections of student population and make recommendations to the School Board on long-term planning for instructional programs.~~
- ~~6. Periodically review the 5000 and 6000 series of the School District Policy Manual and make recommendations for amendments or revision of School District policy on students and instruction.~~
- ~~7. Review proposed contracts and agreements for the delivery of special instructional and student services.~~
- ~~8. Secure legal advice and consultation as necessary.~~

Legal References: ~~MSA 123.36~~

Adopted: ~~06-09-1970 ISD 709~~

Revised: ~~08-08-1976~~

~~03-12-1991~~

~~06-20-1995 ISD 709~~

First Reading: ~~03-21-2017 ISD 709~~

Deletion: ~~04-18-2017 ISD 709~~

~~9035 — HUMAN AND COMMUNITY RESOURCES AND RELATIONS COMMITTEE~~

The function of the Human and Community Resources and Relations Committee will be to make recommendations to the School Board regarding:

- ~~1. Selection and appointment of employees.~~
- ~~2. Employee relations matters.~~
- ~~3. Human and Community Resources and Relations policies and procedures.~~

Typical Activities:

- ~~1. Direct and monitor representatives of the School District in the conduct of negotiations with employee groups under the Minnesota Public Employee Labor Relations Act and other applicable state and federal laws.~~
- ~~2. Periodically report to the School Board on the progress of negotiations and make recommendations for acceptance of tentative agreements.~~
- ~~3. Upon recommendation of the Superintendent, recommend to the School Board of appointment, reappointment, or termination of employees of the School District below the level of Superintendent in conformity with state and federal statutes and regulations, Civil Service rules and School Board policy and working agreements with employee groups.~~
- ~~4. Direct the development and maintenance of a performance evaluation system for all employees of the School District.~~
- ~~5. Make recommendations to suspend, demote, or discharge an employee for cause in conformity with applicable state and federal laws.~~
- ~~6. Periodically review the 4000 series of the School District Policy Manual and make recommendations for amendments or revision of policies in conformity with state and federal laws.~~
- ~~7. Evaluate, review, and recommend changes to the affirmative action policy and program of the School Board.~~
- ~~8. Review and make recommendations regarding staff organization, structure, and relationships.~~
- ~~9. Periodically review and recommend purchase and management of employee benefits.~~
- ~~10. Assess needs and recommend staff development programs.~~
- ~~11. Secure legal advice and consultation as necessary.~~

~~Legal References:~~ MSA 123.33-123.36

Adopted: ~~06-09-1970 ISD 709~~

Revised: ~~08-08-1976~~

~~03-12-1991~~

~~06-20-1995 ISD 709~~

First Reading: 03-21-2017 ISD 709

Deletion: 04-18-2017 ISD 709

~~9040 — COMMITTEE OF THE WHOLE~~

~~The School Board shall meet as a Committee of the Whole to consider matters referred to by the:~~

- ~~1.—Standing Committees~~
- ~~2.—Chairperson of the School Board~~
- ~~3.—School Board~~

~~The School Board shall also meet as a Committee of the Whole to consider matters relating to litigation involving the School District and the establishment of legislative requests to other units of government.~~

~~Adopted: 06-09-1970 ISD 709~~

~~Revised: 06-08-1976~~

~~06-20-1995 ISD 709~~

~~First Reading: 03-21-2017 ISD 709~~

~~Deletion: 04-18-2017 ISD 709~~

~~9045~~ — NEGOTIATIONS COMMITTEE

~~The Negotiating Committee shall obtain the necessary certification of representation and be in charge of wage negotiations and "meet and confer" meetings with employee groups. All members of the School Board shall be members of the Negotiating Committee.~~

~~Adopted: 06-09-1970 ISD 709~~

~~Revised: 06-08-1976~~

~~06-20-1995~~

~~03-15-2011 ISD 709~~

~~First Reading: 03-21-2017 ISD 709~~

~~Deletion: 04-18-2017 ISD 709~~

Adopted: _____

MSBA/MASA Model Policy 213

Orig. 1996

Revised: _____

Rev. 2007

213 SCHOOL BOARD COMMITTEES

[Note: Many school boards utilize either standing or ad hoc committees, or both. On the other hand, some school boards avoid the use of committees for the most part because of the danger of fragmentation of the governance process. The objective of this policy is to provide a framework for those school boards which elect to utilize committees or subcommittees. Further, this policy is designed to apply only to committees or subcommittees made up of elected school board members. Other considerations will apply to committees established by the school board involving members of the public, employees, students, parents, etc.]

I. PURPOSE

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

II. 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 permanent standing committees, as described 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. APPOINTMENT OF COMMITTEES

- A. The school board hereby appoints the following standing committees:
1. Audit.
 2. Policy.
 3. Building and Grounds.
 4. Negotiations Committee(s) for various employee groups.

[Note: Each school district should determine which, if any, standing committees the school board wishes to establish.]

- 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.

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 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.
- 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: 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)