



## **213 SCHOOL BOARD COMMITTEES**

### **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 shall be formed by the School Board and 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 additional 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. Committee assignments to School Board members shall be appointed by the Chairperson. Those assignments will be reviewed by the Chairperson as part of the organizational items discussed at the start of the fiscal year. Within reason, School Board members' shall have the responsibility to attend their assigned Committee meetings.

### **III. APPOINTMENT OF COMMITTEES**

- A. The School Board hereby appoints the following standing internal committees (descriptions attached to this policy):
1. Audit/Finance Committee
  2. Community Education Advisory Council (CEAC)
  3. Curriculum Advisory Committee (CAC)
  4. District Citizens' Financial Advisory Committee (CFAC)
  5. District Data and Assessment Committee
  6. Early Childhood Family Education (ECFE) and School Readiness Advisory Council
  7. Equity and Integration Community Advisory Board
  8. Personnel Committee
  9. Policy Review Committee
  10. School Communicators
  11. Special Education Advisory Committee
  12. Youth Advisory Council for Elementary (YAC)
  13. Youth Advisory Council for Middle School (YAC)
  14. Youth Advisory Council for High School (YAC)
- B. The School Board hereby appoints the following standing external committees (descriptions attached to this policy):
1. District/City Meetings
  2. Association of Metropolitan School Districts (AMSD)
  3. East Metro Integration District (EMID)
  4. Minnesota State High School League (MSHSL)
  5. Northeast Metro Intermediate School District 916
  6. SWCS Education Foundation
- C. The School Board will establish, for each standing or ad hoc committee, the number of members, the term and the charge or mission of each such committee.
- D. 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 conducted in accordance with the Open Meeting 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 may 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)

**POLICY ADOPTED:** January 25, 2007

**POLICY REVIEWED:** February, 2011; April, 2012

**POLICY REVISED:** March 24, 2011; April 26, 2012, April 23, 2015

## DESCRIPTIONS OF STANDING INTERNAL AND EXTERNAL COMMITTEES

### Internal Committees:

#### **1. Audit/Finance Committee:**

- a. The Audit/Finance Committee will work with the district's Auditors and staff to establish the scope and areas of emphasis of the annual audit, to review audit results, and to review district financial statements on a routine basis.
- b. The Committee shall be under the direction of the Superintendent and the Director of Finance.
- c. The Audit/Finance Committee shall consist of three current School Board members (the Chairperson, the Treasurer, and one other), the Superintendent (who shall be an ex-officio member of the Committee) and district finance staff (to include the Director of Finance and others as necessary).

#### **2. Community Education Advisory Council (CEAC) – 124D.19:**

- a. The Community Education Advisory Council's role is to help identify, coordinate and evaluate educational opportunities for district residents of all ages as defined by legal statute.
- b. The Committee shall be under the direction of the CEAC Chairperson and the Director of Community Education. Recommendations from this Council shall be directed to the Superintendent through the Director of Community Education.
- c. CEAC shall consist of a minimum of fifteen members and those members must be residents of the area served by the school district. The CEAC membership shall strive for a cross section of the School District communities as it relates to gender, age, cultural, racial and interests. One or more current School Board members shall be assigned to the Community Education Advisory Council.
- d. CEAC along with the Community Education Director shall recommend the annual Community Service/Community Education budget to the Superintendent and School Board for approval as defined by legal statute.

#### **3. Curriculum Advisory Committee (CAC):**

- a. By October 15 of each year, the Teaching & Learning Curriculum Advisory Committee (CAC) will meet to advise and assist the school district in the implementation of the school district system accountability and comprehensive continuous improvement process.
- b. The Committee shall be under the direction of the Assistant Superintendent for Curriculum and Assessment. Recommendations from this Committee shall be directed to the Superintendent.
- c. The CAC shall consist of one or more current School Board members, parent representatives from each school in the district, high school students from each of the high schools, community members, Elementary Principal representation, Secondary Principal representation, special education representation, the Assistant Superintendent for Curriculum and Assessment and other district curriculum department staff as assigned. The CAC will provide active community participation in:
  - Reviewing the school district instructional and curriculum plan, with emphasis on implementing the Minnesota Graduation Standards; (coupled with the High School Program of Study)
  - Identifying annual instruction and curriculum improvement goals for recommendation to the School Board; (DIP and POS)
  - Making recommendations regarding the development of the "Annual Report on Curriculum, Instruction and Student Achievement."

#### **4. District Citizens' Financial Advisory Committee (CFAC):**

- a. The District Citizens' Financial Advisory Committee is responsible for evaluating legislative activities, reviewing financial forecasts, reviewing district policies/procedures, and reviewing debt sources.
- b. The Committee shall be under the direction of the Superintendent and the Director of Finance.

- c. The District Citizens' Financial Advisory Committee shall consist of residents of the district community (up to ten), one or more current School Board members, the Superintendent, and district finance staff (to include the Director of Finance and others as necessary).

**5. District Data and Assessment Committee**

- a. The District Data and Assessment Committee is a group made up of a range of District stakeholders, including District and School staff, as well as parents of District 833 students.
- b. The committee exists to discuss and provide recommendations to the Director of Professional Development and Accountability who works with the Research, Evaluation, and Assessment Department (REA) regarding district assessments, assessment practices and procedures, the communication of District assessment results, and District data systems related to assessments.
- c. The Committee shall review state and local assessment requirements to ensure assessment policies and procedures are being implemented as required.
- d. The Committee shall review District assessments and their purpose, providing recommendations for continuing, replacing, adopting new, or removing existing assessments.
- e. The Committee shall review District assessment practices and procedures (i.e. who is tested, testing schedules, etc.) and provide recommendations regarding changes to these practices and procedures.
- f. The Committee shall review District assessment result communication methods and mediums (i.e. REA website, parent notification, annual report, annual assessment releases, etc.) and make recommendations for changes to these methods and mediums.
- g. The Committee shall review existing District reporting systems and related reports and make recommendations for the addition, modification, replacement, or removal of reports and/or reporting systems.

**6. Early Childhood Family Education (ECFE) and School Readiness Advisory Council – 124D.13:**

- a. The Early Childhood Family Education (ECFE) and School Readiness Advisory Council shall assist in developing, planning and monitoring the early childhood family education program.
- b. The council shall report to the school board and the Community Education Advisory Council.
- c. The Functions of the council are: contributing recommendations for program policies, goals, objectives, and ideas, developing a source of volunteers and training volunteers, promoting the program, outreach, and community relations, assisting in program evaluation, serving as an advocate for Early Childhood Family Education and School Readiness programs in the community and Legislature, expanding resource development.
- d. The Committee shall be under the direction of the Early Childhood Manager and report to the Director of Community Education.
- e. The Committee shall consist of a maximum of 25 members, parents with children ages 0-4 (past or present participants), one or more current School Board members, the Early Childhood Manager, and other district staff as assigned.

**7. Equity and Integration Community Advisory Board:**

- a. The Equity and Integration Community Advisory Board (CAB) collaborates and supports the district's Office of Equity and Integration as mandated by the State of Minnesota Desegregation Rule. The board supports the functions of the Office of Equity and Integration as an agent of "checks and balances" between the district's administrative offices, community, and Office of Equity and Integration. The board actively supports and promotes educational equity to all stakeholders.
- b. The Board shall be under the guidance of the Director of the Office of Equity and Integration.
- c. The Equity and Integration Community Advisory Board shall consist of community members, parents, one or more current School Board members, the Director of the Office of Equity and Integration, and other district staff as necessary.

**8. Personnel Committee:**

- a. Each district employee group that allows for negotiations in their contracts shall establish operating procedures for the conduct of those labor negotiations.
- b. The School Board Chairperson shall appoint one or more current School Board members to the Personnel Committee. The Chief Negotiator may be the School District Attorney, a designated district staff member or an outside consultant.

**9. Policy Review Committee:**

- a. The Policy Review Committee will review district policies on a regular basis and make recommendations for revisions to the full School Board for approval.
- b. This Committee shall be under the direction of the Superintendent.
- c. The Policy Review Committee shall consist of one or more current School Board members, the Superintendent, and other district staff as necessary.

**10. School Communicators:**

- a. The School Communicators Committee will provide a means for two-way communication between the School Board and building/parent representatives. Members will discuss relevant district issues and work to share the messages of the district throughout school parent groups.
- b. This Committee shall be under the direction of the Superintendent and the Director of Communications. They will strive to meet once per month during the school year.
- c. School Communicators shall consist of building/parent representatives, one or more current School Board members, the Superintendent, the Director of Communications, and other district staff as necessary.

**11. Special Education Advisory Committee (SEAC):**

- a. The Special Education Advisory Committee's purpose is to increase the involvement of parents of children with disabilities in making recommendations regarding special education policy issues. School districts must have a special education advisory council that is incorporated into the district's special education system according to MN Statute 125A.24. The mission of SEAC is to provide input into the decision making process of the Department of Special Education, provide a communication link with the community at large, advocate for high quality education programs for all learners, and assure the implementation of the district mission to all students.
- b. This Committee shall be under the direction of the Director of Special Services
- c. SEAC shall consist of parents of students with disabilities, one or more School Board members, the Director of Special Services and other district staff as necessary. Recommendations from this Committee shall be directed to the Superintendent through the Director of Special Services.

**12. Youth Advisory Council for Elementary (YAC):**

- a. The Youth Advisory Council provides an opportunity for fifth grade elementary students to communicate with and advise the School Board on matters of concerns.
- b. The Youth Advisory Council (Elementary) will strive to meet at least three times during the school year and shall be under the direction of the Assistant Superintendent for Elementary Education.
- c. The Youth Advisory Council (Elementary) shall consist of one fifth grade student from each of the elementary buildings; one or more current School Board members; the Assistant Superintendent for Elementary Education; and other district staff as assigned.

**13. Youth Advisory Council for Middle School (YAC):**

- a. The Youth Advisory Council provides an opportunity for Middle School students to communicate with and advise the School Board on matters of concerns.
- b. The Youth Advisory Council (Middle School) will strive to meet at least four times during the school year and shall be under the direction of the Assistant Superintendent for Secondary Education.

- c. The Youth Advisory Council (Middle School) shall consist of a minimum of one student from each grade at each of the Middle School buildings; one or more current School Board members; the Assistant Superintendent for Secondary Education; and other district staff as assigned.

**14. Youth Advisory Council for High School (YAC):**

- a. The Youth Advisory Council provides an opportunity for High School students to communicate with and advise the School Board on matters of concerns.
- b. The Youth Advisory Council (High School) will strive to meet at least four times during the school year and shall be under the direction of the Assistant Superintendent for Secondary Education.
- c. The Youth Advisory Council (High School) shall consist of two students from each grade at each of the High School buildings; two students from the ALC; one or more current School Board members; the Assistant Superintendent for Secondary Education; and other district staff as assigned.

**External Committees:**

**1. District/City Meetings:**

- a. The South Washington County School District shall strive to conduct meetings on a regular basis with elected officials from the cities of Cottage Grove, Newport, St. Paul Park and Woodbury. These meetings are to share common information and discuss common concerns.
- b. One or more current School Board members are assigned to each of these cities to represent the district as well as the Superintendent with other district staff he/she assigns.

**2. Association of Metropolitan School Districts (AMSD):**

- a. AMSD speaks with a unified voice to make positive change for metro students at the Legislature. School districts in the metropolitan area face challenges that differ from those of districts elsewhere in the state. AMSD's members include both urban and suburban school districts, making it truly a metro-wide organization. Because of its broad-based membership, AMSD is in a unique position to identify the needs of metropolitan school districts and seek meaningful policy changes to help districts meet those needs.
- b. One or more current School Board members are assigned to represent the district for AMSD as well as the Superintendent with other district staff he/she assigns when needed.

**3. East Metro Integration District (EMID):**

- a. East Metro Integration District (EMID) brings together ten districts together to address issues regarding educational equity to foster interracial integration and to close the racial achievement gap. Suburban districts partner with the St. Paul School District to create learning opportunities so that all students are equipped to participate fully in the global world. All students will learn in culturally responsive environments.
- b. One or more current School Board members will be assigned to represent the district on the EMID Board.
- c. This external Committee may provide a stipend.

**4. Minnesota State High School League (MSHSL):**

- a. The MSHSL Board of Directors, which represents all members' schools, acts on changes to the League's Constitution and determines policies that direct the bylaws.
- b. One or more current School Board members may be assigned to represent the district schools regarding MSHSL issues. It is that board members' responsibility to meet with the Athletic/Activity Directors to discuss any issues and share those with your colleagues on the MSHSL Board of Directors.

**5. Northeast Metro Intermediate School District 916:**

- a. Northeast Metro Intermediate School District 916 is one of three intermediate school districts in

the Twin Cities metropolitan area. Northeast Metro Intermediate School District 916 provides programs and services in three core areas: special education, career and technical education, and educational services. Northeast Metro Intermediate School District 916 partners with member districts and schools to provide educational opportunities for students and achieve cost efficiencies.

- b. One or more current School Board members are assigned to represent the district on the Northeast Metro Intermediate School District 916 Board.
- c. This external Committee may provide a stipend.

**6. South Washington County Schools (SWCS) Education Foundation:**

- a. The South Washington County Schools Education Foundation supports the educational programs of the school district. The Foundation provides funds beyond the normal operating budget for educational programs for students and staff. Foundation funds are used to facilitate student achievement and skill development, recognize and encourage staff excellence, and attracts community involvement from individuals, business and civic organizations.
- b. One or more School current Board members are assigned to represent the district on the SWCS Education Foundation.