

## Policy 213 School Board Committees



HEARTLAND LAKES COMMUNITY SCHOOL EXISTS TO EMPOWER SCHOLARS TO:  
BRAVELY LIVE THEIR TRUTH,  
TO BECOME WISE STEWARDS OF THE LAND AND RESOURCES  
AND TO IGNITE LASTING CURIOSITY THAT LEADS TO POSITIVE CHANGE IN THEIR SCHOOL, THEIR COMMUNITIES, AND THEMSELVES.

<b>Adoption:</b>	January 22, 2024
<b>Revision History</b>	
<b>Last Board Review:</b> January 22, 2024	
<b>Next Board Review:</b> January 2027	
<b>Review Frequency:</b> Every 3 Years (per Policy 208)	

### I. PURPOSE

The purpose of this policy is to provide for the structure and the operation of committees of the Heartland Lakes Community School (HLCS) Board.

### II. GENERAL STATEMENT OF POLICY

- A. It is the policy of the School Board to designate School Board 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, are needed to facilitate the operation of the School Board and the school district.
- C. A School Board committee will be formed by a policy which shall outline the duties and purpose of the committee.
- D. An ad hoc School Board committee will be formed by a resolution which shall outline the duties and purpose of the committee.
- E. A committee is advisory in nature and has only such authority as specified by the School Board.
- F. The School Board will receive minutes, reports, recommendations and any other relevant information from a committee prior to the next scheduled School Board meeting. The School Board, however, retains the right and has the duty to make all final decisions related to such reports or recommendations.

- G. The School Board also may establish such ad hoc committees for specific purposes as it deems appropriate.
- H. The School Board reserves the right to limit, create or abolish any standing or ad hoc committee as it deems appropriate.
- I. The School Board shall, annually, review the committees for relevance to the operations of the School Board and school district.

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

- A. The School Board does hereby appoint the following standing committees:
  - 1. Governance Committee
  - 2. Finance and Budget Committee
  - 3. Executive Committee
  - 4. Curriculum Committee
- B. The School Board will establish for each standing or ad hoc committee the mission statement, structure, responsibilities and requirements for meetings, agendas and minutes.
- C. The School Board shall elect and/or appoint, as necessary, the members of each standing or ad hoc committee as well as the Chair of each committee at the organizing meeting held the month after the annual School Board meeting.

### **IV. PROCEDURES FOR SCHOOL BOARD COMMITTEES**

- A. All meetings of committees 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 shall act only within the guidelines and mission established for that committee by the School Board.
- C. Actions of a committee shall only make recommendations for approval or denial on any topic presented to the committees. The School Board shall have final say on all matters that come from the committees.
- D. A 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.

*Note: The applicability and enforceability of this policy 213 is limited to, and qualified by, Minnesota or Federal law that, at the time any such circumstance within the scope of the policy arise, may be contrary to some aspect or all of the policy.*