



1320

Board of Directors Advisory Committees

Policy 1320

Original Adoption: 04/25/1967 (as policies 1320 -1400, combined herein)
Revision Dates: 01/30/1973, 01/11/2011

Effective Date: 01/12/2011

I. PURPOSE

From time to time the elected Directors of the Board of Education may wish to obtain advice from community members on District policy issues and affairs. While the board always welcomes input from the citizens of Minneapolis on an informal basis, there may be occasions when a more formal organization of citizen advice may be sought by the Directors. The unique talents and perspectives of community members bring richness to the discussion of issues before the Board, and the Board may wish to begin a collective discussion of specific issues. The purpose of this policy is to establish when and how such advisory committees shall be formed, and how their work shall be organized, supported and published.

II. FORMATION OF BOARD ADVISORY COMMITTEES

- A. The Board of Directors shall seek the advice of the Superintendent before establishing any advisory committee.
- B. Whether or not any advisory committee has sufficient time for thorough study of an issue prior to rendering its service, report or recommendation to the Board prior to the Board's schedule for making any decisions regarding the subject matter shall be dispositive of whether a committee should be established.
- C. By resolution of the Board of Directors duly passed at a regularly called and noticed meeting, a citizen advisory committee may be formed.
 1. The resolution may refer a matter to a Standing Committee of the Board of Directors to establish the specifics of the organization of an advisory resulting either in:
 - a) a report to the full Board with a commissioning resolution recommended by the Committee for full Board of Directors action or
 - b) a delegation to the Standing Committee to commission the advisory without further Board action required, or
 2. In the alternative the resolution shall state with specificity
 - a) the specific topics for study, or services the committee is to render to the Board,
 - b) the time period that the committee has to act;
 - c) the resources the Board intends to provide the committee to complete its work, however no expenditure of district funds shall be made without the prior approval of the Superintendent;



- d) expected outcome, such as a resolution or report; and
- e) guidance from the Board regarding specific membership requirements.

III. MEMBERSHIP

- A. Advisory committees should represent the total educational community. While specific issues may mean that the Board dictates that membership should include primarily persons from one geographic area, one home language group, or recipients of a particular type of district service, generally the committee should be heterogeneous. The committees should be as truly representative of the community as possible, with the memberships drawn from:
 - 1. different areas of the city;
 - 2. parents, guardians, and non-parents or guardians, and when appropriate, students;
 - 3. a variety of economic status; and
 - 4. a variety of vocational pursuits.
- B. All lay committee members shall be appointed by the Board.
- C. If the committee is to include District employees as members, the Superintendent shall make such appointments with the approval and consent of the Board.
- D. If staff members are appointed to any advisory, they shall constitute a minority of any such committee.
- E. Directors shall not be official members of advisory committees, but may visit sessions of the committees ex officio.
- F. The Board shall both seek volunteer members of the community and in addition may solicit particular persons for appointment.
- G. Once committee work has begun, the committee may make additional recommendations to the Board of Directors for appointments of persons with specific expertise or to represent an unrepresented constituency to the committee to assist its work. Such recommendations shall be sent to the Clerk of the Board of Directors for dissemination to the full Board for possible action.



IV. WORK OF THE COMMITTEE

- A. The work of the committee shall be limited to the specific charge given it by the Board of Directors.
- B. The Committee shall elect a chairperson and a clerk. The chairperson shall be a lay member of the committee. The chairperson shall conduct the meetings of the committee and create the agenda with the advice of the membership. The clerk shall take minutes of the meeting and assure such publication of minutes as are required by the Board. The clerk shall be responsible for official communications to or from the committee.
- C. The Board of Directors shall appoint one of its members to provide liaison with each of its advisory committees. The Director serving in such capacity shall meet or communicate with the committee as the Director deems appropriate.
- D. The Superintendent shall appoint a member of the administrative staff to serve as a channel of communication between the Superintendent and the Board advisory committee. The Superintendent's appointee shall:
1. meet with the Board advisory committee ex officio, not as a voting member;
 2. provide the committee members with the relevant Board policies governing Board advisory committees and the specific charge given the committee;
 3. advise the committee on its relationships with the Board of Directors as a whole, with individual Directors, with the Superintendent, and with other members of the professional staff;
 4. assist the committee with arrangements for the provision of resources approved by the Board of Directors; all arrangements for the use of supplies, equipment, meeting spaces, and district personnel shall be made by the Superintendent's appointee;
 5. advise the committee in the preparation of reports or recommendations to the Board;
 6. report all committee activities directly to the Superintendent, or the Superintendent's designee.
- E. All committee meetings shall adhere to the Minnesota Open Meeting Law.
- F. If the committee finds that its work cannot be concluded within the time frame set by the Board of Directors in its charge, the committee shall notify the Chairperson of the Board.



1. The Chairperson of the Board may extend the time limit; or
 2. The Chairperson of the Board may request an interim report in writing and extend its time limit; or
 3. The Chairperson of the Board may propose to the full Board that the committee be disbanded upon receipt of an interim report.
- G. Final or interim reports of the committee should be in writing and submitted to the Clerk of the Board of Directors. Reports may include both a majority and minority opinions, if necessary.
- H. If the time frame of the committee's work shall extend over more than one fiscal year, an annual report shall be submitted to the Clerk of the Board of Directors by June 1 of each year. Annual reports shall describe the committee's activities during the year and its plans for its continuing assignment.
- I. The Board of Directors may require a joint meeting of the Board and advisory committee for the purposes of receiving the committee's final or interim reports.
- J. Final decisions on any topic assigned to an advisory committee shall rest with the Board of Directors which has the sole discretion to adopt, amend, or reject the recommendations of any advisory committee.

V. DISSOLUTION

- A. The Board of Directors shall have the sole power to dissolve any of its advisory committees and shall reserve the right to exercise this power at any time during the life of any committee.
1. Notice of dissolution prior to receipt of a final report shall be made in writing and delivered to the committee clerk and chairperson.
 2. Decisions to dissolve an advisory prior to receipt of a final report shall be announced at a regularly scheduled Board meeting. The announcement may follow the actual dissolution of the committee.
- B. Upon completing its assignment, each committee shall either be charged with new tasks or dissolved promptly. No committee shall continue for prolonged periods without a definite assignment from the Board of Directors.



VI. PUBLICITY

- A. The Board of Directors shall publicize the creation, appointment, membership, reports and dissolution of any advisory committee in forms that it deems appropriate.

- B. The Chairperson of the Board of Directors or her or his designee shall be the official spokesperson for any advisory committee appointed by the Board.

Cross References:

MPS Policy 2305 (Superintendent Advisories)