

North Lakes Academy

Policy #: 708

Policy Name: School Board Committees

Adopted: March 18, 2014

Revised: March 15, 2016, September 16, 2019

Reviewed: March 24, 2015, April 11, 2017, October 19, 2020

I. Purpose

The purpose of this policy is to identify the structure of School Board committees and to define their duties. It is not the intent of any part of this policy to prevent or to provide a disincentive for any School Board members from volunteering to serve on any Board-organized committees as a member of the North Lakes Academy community.

II. General Statement of Policy

A. The School Board shall operate guidelines as outlined below:

1. When a committee is needed, the School Board will outline the duties, purpose and membership of the committee.
2. All committees are advisory in nature and their purpose is to make recommendations to the School Board.
3. The School Board retains the right and has the duty to make all final decisions based on the recommendations of committees.
4. It shall be the responsibility of the School Board Chairperson to seek input from School Board members and the Executive Director prior to appointing School Board members to committees.
5. At least one and no more than a quorum of School Board members will serve on all committees as voting members. The Board Chairperson will appoint these members in the capacity that best suits the duties of said committee.
6. The Chairperson may appoint additional ad hoc committees as necessary.
7. The Chairperson may serve as an ex-officio or member in full standing on any committee, assuming it does not result in a quorum of voting members on said committee.
8. School Board committee appointments shall remain in force until dissolved and reappointments will occur in accordance with the election of new Board members.

B. Internal committees created by the School Board will operate under a system of committees, which shall be open to the public in compliance with the Minnesota Open Meeting Law (Chapter 13D) and notice shall be given as prescribed by law.

C. It is the intent of the School Board to have representation on various external committees and various agencies that operate outside of North Lakes Academy. This may include, but are not limited to, the Minnesota State High School League (MSHSL) and Minnesota Association of Charter Schools (MACS).

D. From time-to-time, the School Board will establish various topic specific committees for purposes of addressing one or a limited number of related issues for a limited amount of time. When the School Board determines that the responsibility of this committee requires ongoing, regular committee activities, the School Board will determine the status of such committees on an annual basis.

III. References

Minnesota Statutes, Chapter 13D (Open Meeting Law)

Addendum to Policy #708-School Board Committees

I. Charges from School Board for Standing Committees

A. Director Evaluation Committee

This standing committee shall be responsible for ensuring the evaluation of the Executive Director, as guided by Policy #602-Director Evaluation Process. The purpose for this process is to provide a structured format to consider the overall performance and accomplishments of the Executive Director on an annual basis. The evaluation process will serve as a means to initiate and sustain dialogue between the Board of Directors, the Executive Director, and staff reporting to the Executive Director. This process will include quarterly meetings which will provide performance feedback, clarify expectations, and be used as a tool for planning professional development as well as development of any aspects of North Lakes Academy (NLA) programs.

B. Finance Committee

This standing committee will be chaired by the School Board Treasurer and shall review the annual and revised budget, annual audit, proposed tax levy, and other pertinent information prior to Board review. On a monthly basis, the Finance Committee will review the pertinent financial statements that include, but are not limited to, the balance sheet, cash flow statement, check registry, deposit registry, and the monthly financial report. Additional financial documents as required by our authorizer, Audubon Center of the North Woods, may also be proposed. The Finance Director will provide monthly reports to the School on pertinent financial issues, and Board-related documents will be maintained and communicated by the Treasurer as appointed by the School Board.

C. Policy Committee

This standing committee shall be responsible for the review, revision, addition, and elimination of policies as defined in Policy #704-Policy Review Process. The Policy Committee will also ensure that all School Board policies are readily available as needed by the community, and that the level of detail needed to ensure adequate discussion and consideration by the Board is provided to the Board Members. The Policy Committee, while a standing committee, will meet on an as-needed basis according to Policy #704 and the requirements laid out for it by the School Board.

II. Charges from School Board for Ad-Hoc Committees

A. Facilities Committee

This ad-hoc committee shall serve in an advisory capacity to the administration and as a resource to the School Board. The members shall take into consideration any items related to the planning, construction, or maintenance of the buildings and grounds of the North Lakes Academy's properties, either current or prospective. The chairperson of this committee will conduct conversations with leaseholders and other parties that relate to

the facilities used by the district. The members of this committee will make appropriate recommendations to the School Board when necessary and proper.

B. Technology Committee

This ad-hoc committee shall serve in an advisory capacity to the administration and as a resource to the School Board. The members shall take into consideration any items related to the planning, purchasing, and maintenance of technology for the school district. The chairperson of the Technology Committee will be the Technology Director, who will make quarterly reports to the School Board on the completion, execution, and planning of technology-oriented projects. The members of this committee shall make recommendations to the School Board when necessary and proper.

C. Marketing Committee

This ad-hoc committee shall develop strategies and execute all actions related to the promotion of the school and the recruitment of families towards enrollment targets, as directed and under the advisement of the School Board. The chairperson of this committee will be the Enrollment Director, who will be responsible for creation and distribution of all marketing literature, a master calendar for school promotion, strategies for recruitment of students to the school, and the ongoing cultivation of former, current, and prospective families. The members of this committee shall make recommendations to the School Board when necessary and proper.

D. Transportation Committee

This ad hoc committee shall advise the administration and bring recommendations to the School Board on issues related to school transportation matters. Such responsibilities may include, but are not limited to, negotiating necessary transportation agreements with independent contractors, serving as an appeals committee for bus stop conflicts, assisting in the establishment of bus time schedules, and enforcing the rules and provisions of the transportation contract in conjunction with and in consideration of administrative recommendations. The members of this committee shall make recommendations to the School Board when necessary and proper.

E. Capital Campaign Committee

This ad hoc committee shall advise the administration, under the direction of the School Board, regarding the development of organizational strategies within the areas of prospect research, database management, gift recording and processing, endowment accounting, special-events planning and oversight, alumni relations, and all forms of donor relations. This committee will be responsible for establishing and maintaining the organization's relationship with any independent contractors regarding large-scale donor recruitment and endowment maintenance. The members of this committee shall make recommendations to the School Board when necessary and proper.

F. Elections Committee

This ad hoc committee shall be responsible for ensuring a sound election process on an annual basis for all School Board elections, as guided by Policy #701-Board of Directors

Election Process. This committee will also work with staff, parents, and the community to recruit and nominate quality members for the Board based on its needs, as well as distribute application materials to all interested parties. Members of this committee will serve as election judges, which entails preparing, collecting, and counting of ballots, as well as reporting election results to the School Board. The members of this committee, who will be appointed annually in compliance with state and federal statutes, shall make recommendations to the School Board when necessary and proper.

G. Personnel Committee

This ad hoc committee is responsible for receiving reports of all forms of harassment and violence as defined by Policy #307-Harassment and Violence and conducting or authorizing an investigation as related to such reports. This committee is also charged with monitoring on behalf of the School Board the procedures outlined in Policy #322-Complaint Procedures. This committee will be notified of and, when appropriate, aid in determining disciplinary measures taken or directives given to employees when related to a filed complaint. This committee will also assist the administration in determining training requirements and crafting any necessary policy, procedure, or handbook updates in response to a filed complaint. The committee should include at least one Teacher, Parent, and Community Member, but should not constitute a quorum.

H. Benefits Committee

This ad hoc committee is responsible for participating in the analysis and selection of bids for health, vision, and dental insurance as gathered by the administration in cooperation with independent contractors. This committee is also responsible for reviewing and recommending changes to Policy #603-Leaves of Absence and communicating to all employees changes that may be made for budgetary or other reasons determined by the administration. Other duties related to benefits, insurance, and related policies will be as designated by the Chairperson. This committee should be composed of all Teacher Members of the Board, but may not constitute a quorum when meeting.