

## ***Policy Type: Governance Process***

### **Committee Structure**

A committee is a Board committee only if its existence and charge come from the Board and its work is intended to support the Board's work, whether or not Board members serve on the committee. The only Board committees are those listed in this policy. All Board members are welcome to attend committee meetings as audience members if not assigned to that committee. Board members may add an item to a committee agenda by contacting the committee chair. The Superintendent and Cabinet members serve as resources for the committees. All committee meetings are public meetings subject to North Dakota open meeting statutes regarding public notice and written records.

#### **Standing Board Committees**

##### **1. Governance Committee**

###### **a. Purpose:**

- 1) Assist President and Superintendent in planning upcoming School Board agendas.
- 2) Review Agenda Planning Calendar. (GP-8-E)
- 3) Recommend Board development activities, including new member orientation.
- 4) Compile the annual review of the superintendent's performance and prepare a recommendation for Board consideration.
- 5) Recommend updates in existing Board policies for consideration and action by the Board.
- 6) Committee members not serving as officers of the Board will annually canvass all Board members willing to serve in the role of President or Vice President for Board consideration at the annual reorganization Board meeting and provide such listing to the Secretary to the Board to create a ballot.

###### **b. Membership:** President, Vice President and Chairpersons of the Planning, Communications, Negotiations and Governmental Affairs committees. The President will serve as chairperson.

###### **c. Staff Support:** Provided by Superintendent and Cabinet members.

###### **d. Authority:** The committee will meet monthly throughout the year.

###### **e. Term:** Standing committee subject to annual evaluation and renewal.

##### **2. Planning Committee**

###### **a. Purpose:** Increase the Board's knowledge of school district finances and long-range planning issues.

###### **b. Means**

- 1) Work with the administration in maintaining a strategic plan.
- 2) Work with the administration in maintaining a long-range financial plan.
- 3) Work with the administration in maintaining a long-range facilities plan.

- 4) Work with the business manager and Governance Committee to ensure appropriate planning issues are addressed at regular Board meetings.
    - 5) Review budget activities on at least a quarterly basis.
    - 6) Periodically review contracts, memorandums of understanding and on-going agreements with community partners that have financial implications.
    - 7) Explore major supplemental funding sources and recommend to the Board those most appropriate, as well as strategies necessary to develop these funding sources either directly or in cooperation with the FPS Foundation.
    - 8) Work with the administration in developing human resource policy regarding the benefit package change recommendations for Board consideration.
    - 9) Work on other projects or issues as assigned by action of the Board.
  - c. Membership: Five Board members appointed annually by the President and approved by the Board. The President will name the Committee Chair and Vice Chair.
  - d. Staff Support: Provided by the Superintendent and appropriate Cabinet members.
  - e. Authority: The committee will meet at least quarterly and may meet more often as determined by the President or Committee Chair.
  - f. Term: Standing committee subject to annual evaluation and renewal.
3. Communications, Engagement and Advocacy Committee
- a. Purpose: Increase the Board's transparency of decision making and communication capacity and receive feedback and support from stakeholders through engagement and advocacy opportunities
  - b. Means:
    - 1) Create and analyze communications, engagement and advocacy opportunities with stakeholders, such as students, staff, parents and community members.
    - 2) Work with administration to develop and recommend for the Board, an annual communications, engagement and advocacy stakeholder work plan.
    - 3) Consider resources such as the District's strategic and other long-range plans, conference and survey reports, and requests from other Board committees and administration in the development and maintenance of the annual work plan.
    - 4) Maintain flexibility to address time sensitive needs that may arise outside of the annual work plan.
    - 5) Work on other projects or issues as assigned by action of the Board.
  - c. Membership: Five Board members appointed by the President and approved by the Board. The President will name the Committee Chair and Vice Chair.
  - d. Staff Support: Provided by the Superintendent and appropriate Cabinet members.
  - e. Authority: The committee will meet at least quarterly and may meet more often as determined by the President or Committee Chair.
  - f. Term: Standing Committee subject to annual evaluation and renewal.
4. Negotiations Committee
- a. Purpose

- 1) Research and recommend to the full Board a list of proposals for contract negotiations with the recognized representative organization.
  - 2) Participate in contract negotiations sessions with the recognized representative organization.
  - 3) Apprise the full Board on the progress of contract negotiations and seek advice of the full Board as the process moves forward.
  - 4) Work on other projects or issues as assigned by action of the Board.
- b. Membership: Four Board members plus one alternate member appointed annually by the President and approved by the Board. The President will name the Committee Chair, Vice Chair and the alternate member.
  - c. Staff Support: Provided by the Superintendent and the administration.
  - d. Authority: The committee will meet as needed to accomplish the purposes described. Meetings may be called by the Chair or the President.
  - e. Term: Standing Committee subject to annual evaluation and renewal
5. Governmental Affairs Committee
- a. Purpose: Monitor federal, state, and city legislation and executive actions pertaining to public education and school districts; keep the full board informed regarding such issues; provide advice regarding the timing and content of communication and/or testimony to inform those in a decision-making capacity.
  - b. Means:
    - 1) Annually recommend resolutions for submission to NDSBA for the Board's consideration.
    - 2) Work with the administration in developing the biennial Legislative Issues document and participate as appropriate in both the interim study and regular legislative process.
    - 3) Promote and maintain communication with local, state and federal policy makers, area school boards, NDSSC board members, NDSBA, NSBA and other state and national organizations with a common legislative mission.
    - 4) Work on other projects or issues as assigned by action of the Board.
  - c. Membership: Five Board members appointed annually by the President and approved by the Board. The President will name the Committee Chair and Vice Chair.
  - d. Staff Support: Provided by the Superintendent and appropriate Cabinet members.
  - e. Authority: The committee will meet at least quarterly and may meet more often as determined by the President or Committee Chair.
  - f. Term: Standing committee subject to annual evaluation and renewal.

## 6. Committee Meeting Protocol

- a. Committee meetings are open to the public and as such, proper notification and operation as spelled out under the North Dakota open meeting laws must be followed.

- b. Committee meetings are designed as working sessions and in general less formal than regular school board meetings. While the meetings are less formal than a regular meeting of the school board, the chairperson or any other committee member may choose to institute Robert's Rules of Order during a meeting if they feel it is appropriate.
- c. Minutes of the meeting will be taken, and once approved by the committee members, posted to the District's website.
- d. Committee meetings will be audio recorded. These will be stored on the Board's sharepoint site.
- e. Committees are not empowered to make decisions for the board as a whole, rather they serve to make recommendations for the entire board's consideration.

***Monitoring Method: Board self-assessment***  
***Monitoring Frequency: Annually Following Reorganization***