

Adopted: 02/10/2016

Revised: \_\_\_\_\_

**Discovery Charter School**  
**POLICY No. 2.3**  
**BOARD COMMITTEES**

**I. PURPOSE**

The purpose of this policy is to set out the process for and criteria relating to establishment of Board Committees.

**II. POLICY STATEMENT**

The Board believes that most Board business should be processed in committees to enable the full Board to be more efficient and effective.

**III. CREATION OF COMMITTEES**

- A. A resolution approved by the affirmative vote of a majority of the Board may establish committees having the authority of the Board in the management of the business of Discovery Charter School to the extent provided in the resolution.
- B. Committees are subject at all times to the direction and control of the Board.
- C. The resolution creating the committee shall include the specific charge to the committee.

**IV. MEMBERSHIP**

- A. Committee members must be natural persons.
- B. A committee must consist of one or more persons, who need not be Board members. Committee members shall be appointed by the affirmative vote of a majority of the Board members present at a meeting.

**V. MEETINGS AND MINUTES**

- A. If a committee includes a quorum of the Board of Discovery Charter School, it is presumed that the meeting is subject to the requirements of the Open Meeting Law.

- B. If the Board of Discovery Charter School delegates its authority to a committee to make binding decisions on its behalf, the committee meetings are subject to the requirements of the Open Meeting Law.
- C. Minutes, if any, of committee meetings must be made available upon request to members of the committee and to the Board.

**VI. PERSONNEL COMMITTEE**

- A. The Board shall establish a Personnel Committee to gather information and conduct annual reviews of the Executive Director. The committee shall use the Executive Director's job description as a basis for the annual review.
- B. The Personnel Committee shall not have the authority to take any binding action on behalf of the Board.
- C. The Personnel Committee shall not include teachers employed by the school and shall be comprised of less than a quorum of the Board.
- D. The Personnel Committee shall be the body to receive complaints regarding the Executive Director. If deemed appropriate, the personnel committee shall appoint an independent party to conduct an investigation into complaints; that party shall report back to the committee with the results of the investigation. Recommendations for discipline shall be made by the committee to the full board in compliance with open meeting law requirements.
- E. The Personnel Committee shall also be charged with negotiating the terms of a recommended employment contract for the Executive Director. The contract shall be presented to the full board for its final consideration.

***Legal References:*** Minn. Stat. §317A.241 (Non-Profit Law)  
Minn. Stat. Chap. 13D (Open Meeting Law)