

Adopted: 1/18/2016

Revised: 12/16/2021, 4/16/2026

**ROCHESTER BEACON ACADEMY
POLICY No. 213
CHARTER SCHOOL BOARD COMMITTEES**

I. PURPOSE

The purpose of this policy is to provide for the structure and the operation of committees or subcommittees of the Rochester Beacon Academy ("RBA") board of directors ("board").

II. GENERAL STATEMENT OF POLICY

- A. It is the policy of the board to designate board committees or subcommittees when it is determined that a committee process facilitates the mission of the board.
- B. The board has determined that certain permanent standing committees, as described in this policy, do facilitate the operation of the board and RBA.
- C. A board committee or subcommittee will be formed by board resolution which shall outline the duties and purpose of the committee or subcommittee.
- D. A committee or subcommittee is advisory in nature and has only such authority as specified by the charter school board.
- E. The board will receive reports or recommendations from a committee or subcommittee for consideration. The board, however, retains the right and has the duty to make all final decisions related to such reports or recommendations.
- F. The board also may establish such ad hoc committees for specific purposes as it deems appropriate.
- G. The board reserves the right to limit, create or abolish any standing or ad hoc committee as it deems appropriate.
- H. A committee of the board shall not appoint a subcommittee of that committee without approval of the board.

III. APPOINTMENT OF COMMITTEES

- A. The board hereby appoints the following standing committees:
 - 1. Community Outreach.
 - 2. District Advisory.
 - 3. Finance.
 - 4. Governance.
 - 5. Policy.
- B. The board will establish, by resolution, for each standing or ad hoc committee the number of members, the term and the charge or mission of each such committee.
- C. The Board Chair shall appoint the members of each standing or ad hoc committee and

designate the chair thereof.

- D. The board must establish a finance committee that meets regularly and includes at least one (1) member of the board. The committee must review and provide recommendations to the board on matters related to financial health and best practices, which may include but are not limited to financial strategy, enrollment tracking, budgeting and planning, internal controls and compliance, revenue generation, financial conflicts of interest, audits and financial reporting, regular finance statements and transactions, and authorizer finance related requirements in the charter contract.

A board that is under corrective action for financial reasons, as determined by the authorizer, must:

- 1. include the authorizer in regularly scheduled finance committee meetings, either in person or virtually, at least monthly; and
- 2. upon the request of the authorizer, hire a financial expert.

IV. PROCEDURES FOR CHARTER SCHOOL BOARD COMMITTEES

- A. All meetings of committees or subcommittees 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 or subcommittee shall act only within the guidelines and mission established for that committee or subcommittee by the board.
- C. Actions of a committee or subcommittee shall be by majority vote and be consistent with the governing rules of the board.
- D. The committee or subcommittee shall designate a secretary who will record the minutes of actions of the board committee.
- E. The power of a committee or subcommittee of the board is advisory only and is limited to making recommendations to the board.
- F. A committee or subcommittee of the board shall, when appropriate, clarify in any dealings with the public that its powers are only advisory to the board.

Legal References: Minn. Stat. Ch. 13D (Open Meeting Law)
Minn. Stat. § 124E.07 (Board of Directors)