School Board Committee Descriptions
2012

The following is a list of Committees on which the Board is represented, along with a very brief description of related responsibilities.

OUT-OF-DISTRICT COMMITTEES OR ANNUAL MEETINGS

COMMITTEES:

• Association of Metropolitan School Districts (AMSD)—1
  Topic: Legislative Action
  This is a working Board of Directors made up of the Superintendent and a Board member from each of the member districts. It meets 7-9 a.m. on the first Friday of each month. Requires fairly extensive review of materials, typically includes some committee work, and from time-to-time includes a variety of lobbying activities. Contact: Superintendent

• Educational Cooperative Services Unit (Metro ECSU)—1
  Topic: Interdistrict Services
  ECSU provides the District with regional research studies, a variety of staff development activities, and other specialized services. A School Board member represents each district on the Representative Assembly. The Assembly meets once or twice a year, usually during the evening. (Executive Committee is elected by the Representative Assembly and meets monthly.) Contact: Director of Teaching & Learning

• West Metro Education Program (WMEP) Joint Powers Board—1
  Topic: Metro Integration/Desegregation
  The WMEP Joint Powers Board is the governance body for the West Metro Education Program, a nine-district consortium planning for cooperative, voluntary interdistrict integration/desegregation programs. A School Board member represents each district on the Joint Powers Board. The Board meets on a monthly basis, usually during the late afternoon/evening. Contact: Superintendent

ANNUAL MEETINGS:

• Technology and Information Educational Services (TIES)—1
  Topic: Technology
  The consortium, which provides centralized data processing and technological support and training to local districts, is governed primarily by the Executive Committee. Each district has a School Board representative on the Board of Directors. Duties of the Board are limited, most often requiring one meeting during the year at which an annual report is presented and the intervening action of the Executive Committee is approved. Contact: Director of Technology, Information & Media Services
• **Minnesota State High School League (MSHSL)—1**  
  *Topic: Athletics/Extracurricular Activities*
  The League governs athletics and a variety of other extracurricular activities on the State level. Each district has a staff representative and a Board representative. Duties are generally limited to voting by mail on selected issues, unless an individual is selected by fellow delegates to serve as a Sub-Regional Representative (two meetings annually) or as a Regional Representative to attend monthly Region 6AA meetings. **Contact:** Assistant Superintendent

• **Minnesota School Boards Association (MSBA)—1**  
  *Topic: Professional Association*
  Serves as liaison between Board and MSBA. Duties consist of receiving and reviewing MSBA materials, and calling relevant items to the attention of Board members. (Representative Assembly develops legislative platform and is elected by School Board members in each area of the State.) **Contact:** Superintendent

• **Intermediate District 287—1**
  Each participating district is entitled to one Board representative appointed by member School Boards. Terms are for two years. Since District 287 Board meetings are held the third Thursday of the month, which will make it difficult for a Board member to represent the Hopkins School District since these meetings are in direct conflict with District 270 Board meetings. As a result, the Hopkins Board appoints a representative to attend the meetings on their behalf. **Contacts:** Director of Special Services & Director of Teaching & Learning

**IN-DISTRICT STAFF-DIRECTED COMMITTEES**

**STANDING COMMITTEES**

• **Cities/Board Steering Committee—1 Rotating**
  To address common issues, pursue potential partnerships, and strengthen communications. Meets approximately quarterly at lunch. **Contact:** Superintendent

• **Legislative Action Coalition (LAC)—2**  
  *Topic: Legislation*
  The committee, comprised of volunteers, assists the Board on education-related legislation by developing, proposing, and advocating for legislative positions that are consistent with the mission of the District and are approved by the Board. **Contact:** Communications/Public Relations Coordinator

• **Professional Improvement (Meet-and-Confer) Committee—1 plus Alternate**  
  *Topic: Professional Improvement*
  The Professional Improvement Committee meets periodically to provide the opportunity where faculty and administration bring areas of educational concern to a problem-solving arena and bring about collaborative decisions. **Contact:** Assistant Superintendent

IN-DISTRICT COMMUNITY-DIRECTED COMMITTEES

- **School and Community In Partnership (SCIP)***—1 Rotating
  
  **Topics:** Community Building; Human Service Planning; Partnerships & Community Education
  
  A Board representative is needed to serve on the School Community In Partnership (SCIP) committee. The primary focus of this commitment is participating as a School Board representative on SCIP at their monthly meetings. Contact: Director of Community Education

- **Citizens Financial Advisory Committee (CFAC)***—2
  
  **Topic:** Financial Planning
  
  Comprised of no more than 5 community members appointed by the Board, the Board Treasurer, and one other Board member. The Committee normally meets 5-6 times during October to May to prepare financial projections and make recommendations concerning future budget parameters. Contact: Director of Business Services

- **Educational Services Advisory Committee (ESAC)***—1 plus Alternate
  
  **Topic:** Curriculum, Instruction & Assessment
  
  The committee provides advice, guidance, and support to the District regarding the design, implementation, and evaluation of curriculum, instruction, and assessment. The committee’s efforts are performed in concert with the District’s Mission and Strategic Plan. Meetings are usually held during the evening on one Monday of each month, dependent upon the School Board meeting schedule. Contact: Director of Teaching & Learning

- **Special Education Advisory Committee (SEAC)***—1 plus Alternate
  
  **Topic:** Special Education Policy & Practice
  
  Minnesota school districts are required to create special education parent advisory committees for the purpose of involving parents in making recommendations regarding local special education policy and program improvement. The Hopkins School District’s Special Education Advisory Committee meets monthly during the school year. Meetings are organized and chaired by parents in collaboration with the Director of Special Services. Membership includes parent(s)/guardian(s) of children with disabilities from each school, Early Childhood, and Transition Plus, along with representation of the community at-large and the non-public schools. Contact: Director of Special Services

PROPOSED IN-DISTRICT COMMUNITY-DIRECTED COMMITTEES

- **Facilities Master Planning Committee***—3
  
  **Topic:** Developing District Facilities Plan
  
  Three Board members will be appointed to attend the Facilities Master Planning Committee meetings and provide periodic updates and perspective to the School Board. This committee assignment will end in June 2012, when the recommendations of the committee are presented to the School Board. (Meetings are scheduled from 5-9 p.m. on January 17, February 28, March 20, April 10, and May 1) Contact: Superintendent
BOARD COMMITTEES

- **Monitoring Committee**—3
  *Topic: Policies and Other Important Issues*
  The Monitoring Committee will serve as the pulse of the School Board, reviewing relevant information to ensure that decisions are aligned with Board policies and strategic priorities.
  Contact: Assistant Superintendent

- **Administrative Negotiations Committee**—3
  *Topic: Labor Relations*
  This committee guides the negotiations process with the Hopkins Association of School Administrators (HASA), Business Management Employees, and miscellaneous administrators. Committee plans negotiations with all administrative groups, and plans and carries out negotiations. A minimum of 4-6 meetings is typically required.
  Contact: Assistant Superintendent

- **Classified Negotiations Committee**—3
  *Topic: Labor Relations*
  This committee guides the negotiations process with the Hopkins Education Association (HEA), as well as the paraprofessional, custodial, clerical, and school nutrition bargaining units. A minimum of 4-6 meetings is typically required.
  Contact: Assistant Superintendent

- **Board Audit Committee**—3
  *Topic: Fiscal Management*
  The purpose of this committee is to facilitate Board fiscal oversight. Committee members will meet exclusively with the auditors before and after the audit (i.e., District Administration will not be present at these two meetings), and report their findings to the Board. Membership will consist of three Board members, including the Treasurer who will chair the committee.
  Contact: Board Treasurer

PROPOSED BOARD COMMITTEES

- **Teaching & Learning Committee**—3
  *Topic: Teaching & Learning, Data & Information*
  The purpose of this Board Committee — comprised of three Board members, the Superintendent, and the Director of Teaching & Learning — is to review the data and recommendations generated by the Department of Teaching & Learning. This committee will review the results of instructional program studies, curriculum reviews, and test analyses. This committee will preview data that is presented at School Board meetings to provide guidance around the clarity and focus of the presentation. A key function of this committee will be the analysis and communication of the data generated by policy, such as the Academic Milestones. (Meeting schedule/frequency will be determined by committee.)
  Contact: Director of Teaching & Learning

- **Marketing & Communications Committee**—3
  *Topic: District Public Relations*
  The purpose of this Board Committee — comprised of three Board members, the Superintendent, the Director of Marketing & Communications, the Marketing Coordinator, and the Communications Coordinator — is to review the principles and plans for marketing and provide guidance into the development of marketing and communications plans for the District. This committee will review the marketing/communications strategies being delivered monthly. This committee will also develop plans and activities for engaging the community with the School Board. (Meeting schedule/frequency will be determined by committee.)
  Contact: Director of Community Education, Communications & Marketing

• Visioning and Strategic Planning Task Force—3
  Topic: Develop Strategic Direction
  The purpose of this Board Committee — comprised of three Board members and the Superintendent — is to develop a shared vision, and to review and modify the District’s strategic planning. This task force will work frequently after the Board sits to determine the process for creating a shared vision and to determine a direction for Strategic Planning. It will end when the strategic plan is presented next winter (December 2012-February 2013). (Meeting schedule/frequency will be determined by committee.)
  Contact: Superintendent
Coleman moved, Adams seconded, to approve the Board committee assignments for 2012 as follows:

<table>
<thead>
<tr>
<th>Committee</th>
<th>2012 Representative(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Association of Metropolitan School Districts (AMSD)</td>
<td>Betsy Anderson</td>
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<tr>
<td>Alternate: Steve Adams</td>
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<tr>
<td>Educational Cooperative Service Unit of the Metropolitan Twin Cities Area (Metro ECSU)</td>
<td>Warren Goodroad</td>
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<td>West Metro Education Program (WMEP) Joint Powers Board</td>
<td>Irma McIntosh Coleman</td>
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<td>Minnesota School Boards Association (MSBA)</td>
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<tr>
<td>Intermediate District 287* [Appoint from Outside]</td>
<td>Laura Ronbeck</td>
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<tr>
<td>Alternate: Susan Wootten</td>
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<tr>
<td>Cities/Board Steering Committee</td>
<td>Steve Adams &amp; Kris Newcomer (rotate)</td>
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<td>Betsy Anderson, Wendy Donovan, Kris Newcomer</td>
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<tr>
<td>Student Board Rep Liaison</td>
<td>Betsy Anderson</td>
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Carried.
BOARD COMMITTEE ASSIGNMENTS
2012

Steve Adams
√ AMSD (alternate)
√ TIES
√ Cities/Board Steering Committee (rotating)
√ LAC
√ SCIP (rotating)
√ Monitoring Committee
√ Marketing & Communications Committee

Betsy Anderson
√ AMSD
√ MSBA
√ LAC
√ ESAC (alternate)
√ Administrative Negotiations Committee
√ Classified Negotiations Committee
√ Teaching & Learning Committee
√ Marketing & Communications Committee
√ Visioning and Strategic Planning Committee
√ Student Board Rep Liaison

Warren Goodroad
√ ECSU
√ MSHSL
√ SCIP (rotating)
√ CFAC
√ ESAC
√ Facilities Master Planning Committee
√ Monitoring Committee
√ BAC
√ Teaching & Learning Committee

Kris Newcomer
√ Cities/Board Steering Committee (rotating)
√ SCIP (rotating)
√ Facilities Master Planning Committee
√ Administrative Negotiations Committee
√ Classified Negotiations Committee
√ Marketing & Communications Committee

Irma McIntosh Coleman
√ WMEP Joint Powers Board
√ Professional Improvement (Meet & Confer) Committee (alternate)
√ SEAC (alternate)
√ Monitoring Committee
√ BAC

Susan Wootten
√ District 287 (alternate)
√ SCIP (rotating)
√ Teaching & Learning Committee
√ Visioning and Strategic Planning Committee

Wendy Donovan
√ WMEP Joint Powers Board (alternate)
√ Professional Improvement (Meet & Confer) Committee
√ CFAC
√ SEAC
√ Facilities Master Planning Committee
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Red text reflects new committee for 2012