

**SEVEN
GENERATIONS
CHARTER SCHOOL**

SECTION: BOARD DOCUMENTS

TITLE: BOARD COMMITTEES

ADOPTED: January 12, 2017

REVISED:

Policy

The Trustees may elect or appoint committees (which may include individuals who are not Trustees of the School) as they determine necessary. Each committee shall be chaired by a Trustee, unless otherwise agreed by the Board. At any meeting of a committee, a quorum for the transaction of business shall consist of a majority of the members of such committee. The members of any committee shall serve on the committee at the pleasure of the Chairperson of the committee. The Board of Trustees may increase the membership of any and all committees to include any number of members-at-large. A member-at-large opening may be filled by a parent/guardian, community member, employee, or any individual that the Board considers qualified. The membership of any and all committees may designate any subcommittee structure as deemed necessary and appropriate. Committees shall operate using consensus decision-making. If any committee cannot come to consensus on a given decision, its members shall consent upon a report to be delivered to the Board of Trustees explaining their process, difficulties, and the decisions shall be reviewed by the Board. The Board shall have final decision-making responsibility for any action suggested or recommended by a committee.

Committees will identify areas of need and/or concern and make recommendations to the Board of Trustees for addition to or modification of current policies or Bylaws. The Trustees will vote decide on these recommendations at either a regularly scheduled meeting or a specifically called meeting. Consensus of a quorum of the Board of Trustees will be required for adoption and/or modification of policies. If such Consensus is not obtained, the proposed recommendation may be returned to the appropriate committee for refinement.

The goal of the Board of Trustees is to have most of its work done through appropriate committees.

<p>Charters and Duties</p>	<p><u>Board Recruitment Committee</u></p> <p><u>Charter</u></p> <p>The overall responsibilities of this committee are outlined in Section 9 and Section 10 of the bylaws and section III 2 C of the SGCS Charter.</p> <p><u>Duties</u></p> <p>Recruiting and Training</p> <p>The duties of the committee include recruiting and interviewing potential board members. After the interview process this committee will recommend members to the Board of Trustees for approval. This committee will also train new board members in the mission and vision of the school, consensus, board responsibilities and roles.</p> <p>Qualities or experiences looking for in new Board members</p> <ul style="list-style-type: none"> • Financial – both accounting and bigger picture financial management skills • Real Estate – facility identification, negotiation, financing and property management • Fundraising /Development • Public relations/marketing • Human resources • Legal expertise – general law or educational law • Education • Previous governance experience (nonprofit or corporate) • Previous experience with charter school • Previous experience with consensus <p>Monitoring and maintaining board-wide adherence to governance best practices</p> <ul style="list-style-type: none"> • Conducts a board self-assessment every one to two years • Articulates the responsibilities of individual board members by creating a board member agreement that is signed annually by each board member • Monitors board member performance in relation to the board member agreement, and supports board co-coordinators in ensuring all members uphold their board commitments <p>Guaranteeing steady board leadership</p> <ul style="list-style-type: none"> • Maintains an officer succession plan that grooms high-performing board members to serve as co-coordinators, secretary, and treasurer • Tracks term expirations and maintains a succession plan for board vacancies
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| | <ul style="list-style-type: none">• Recruits non-board members to committees to add value and potentially serve as future board members |
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Development Committee

Charter

The Development Committee shall include at least two members of the Board of Trustees, the CEO, at least one other staff member, and at least one representative from the PTO. This committee will meet on a regular basis.

Duties

- Review all development efforts for consistency with the school’s Mission and Vision
- Establish and oversee processes and procedures for fostering grant-writing and development
- Track all fund-raising efforts (grant proposals, class fund-raising, etc.), capturing name of effort, person(s) responsible, effective dates, goals and results
- Ensure no/minimal overlap between any fund-raising effort
- Coordinate apportionment of obtained funds with Finance Committee

Finance Committee

Charter

The Finance Committee shall include the Treasurer of the Board and no more than two other members of the Board of Trustees, the CEO or designee, and others as necessary. This committee will meet on a regular basis.

Duties

- Provide for appropriate insurance against any loss or damage to the Charter School property or any liability resulting from the use of its property or from the acts or omissions of its officers and employees.
- Organize budget materials for the accountant or auditor's review and present the budget for final consent of the Board of Trustees.
- Report to the Board of Trustees regularly regarding the receipt and expenditures of any of the School's monies.
- Make recommendations to the Board of Trustees as related to compliance with various annual and periodic reports and filings which must be accomplished to include but not be limited to:
 - An independent audit of the accounts of the School to be conducted at least once a year;
 - The submission of an annual report no later than August 1 of each year to the chartering school district and the Pennsylvania Department of Education;
 - Notice to the Department of State's Corporation Bureau of any change in the School's officers.

Governance and Policy Committee

Charter

The Governance and Policy Committee shall consist of the CEO or designee, at least one employee of the School, at least one parent and at least one and no more than a quorum of Board members. This committee will address issues related to overall governance of the School, including Formal Consensus. Additionally, this committee has the responsibility of reviewing current policy related to governance and reviewing new policies suggested to the Board of Trustees. This committee will meet as required.

Duties

The Governance and Policy Committee holds itself accountable for the following:

Monitoring and maintaining board-wide adherence to governance best practices

- Assesses the school's governance needs by periodically reviewing the board's size, strategic composition, and committee structure; and recommends changes as needed.
- In partnership with the school leader and board co-coordinators, creates an annual board calendar for approval by full board
- Reviews and recommends changes to bylaws and board policies so that each policy is reviewed no less than every two years

Setting goals

- Supports the board co-coordinators in designing and executing an annual board goal-setting process
- Identifies governance committee goals to track committee progress

Grievance Committee

Charter

The Grievance Committee shall consist of at least one and no more than a quorum of Board members and at least one employee of the School. The Grievance Committee shall review and make recommendations to the Board of Trustees as related to grievance issues that come before this committee. All other administrative avenues of resolution as set forth in the charter must be exhausted before a matter may be heard by the Grievance Committee. This committee will meet as required.

Duties

- Grievances that originate from staff will be handled per the procedures in policy 326 and will use attachment 326A. If the person against whom the grievance has been filed is either the staff member who is on the grievance committee or is the supervisor to that staff member, the staff member should recuse himself/herself from any deliberations or decisions regarding that grievance.
- Complaints that originate from parents and any other community members will be handled per the procedures in policy 906 and will use attachment 906A.
- In all cases, individuals should attempt to resolve any issues at the lowest appropriate place, e.g. with the offending staff member, and only continue up the chain if no resolution is reached – first to the administration, then to the Grievance Committee, and if necessary to the Board of Trustees.

Middle School Committee

Charter

The Middle School Committee will include at least one member of the administration, two board members, a staff member, and a parent. The focus of the committee will be on determining the method and timing for re-launching the Middle School grades that were suspended in the Spring of 2016. The committee will meet at least once monthly, and will form ad hoc sub-committees as necessary

Duties

- To formulate an engaging, rigorous, grade-level appropriate method of EIC delivery for the middle school level.
- To develop a viable model for Middle School implementation, including consideration of staffing and budget.
- To make recommendations to the Board, with administration input, on Middle School related decisions
- To coordinate Board, administration, and community efforts and resources towards the re-launch of the Middle School

Property Committee

Charter

Reviews property related issues as they occur, makes long-term plans for school property purchase/lease/etc. Meets at least monthly. Members include at least one Board member, one administrator, and others with interest or knowledge.

Duties

- Reviews/approves on-going maintenance issues with input from Finance Committee
- Suggests necessary upgrades to meet yearly enrollment targets
- Performs long-term planning for property/building improvements/purchases

School Performance Committee/Strategic Planning Committee

Charter

The overall responsibilities of this committee are outlined in Section I 4C of the SGCS Charter. Members will include: School Administrator, Reading or Math Specialist, Curriculum Director, up to 3 parents, up to three teachers, 2 members of the Board.

Duties

The SPC will:

- Identify and promote those measures and assessments that are appropriate to district, state, and national standards.
- Evaluate and recommend those additional measures and assessments that may be appropriate to the school. These will not include those specific assessments used by classroom teachers to assess student performance on course related materials.
- Establish an assessment timetable that includes the time necessary for preparation, actual dates of assessment administration, and the dates by which results will be available to the school.
- Recommend language for policies to the Board on teacher and staff roles in the administration of the assessments.
- Establish a specific timetable for the consideration and evaluation of assessment results.
- Conduct a timely community-wide discussion of assessment results and solicit input on their possible ramifications in the Annual Accountability Report.
- Develop a set of proposed recommendations that may include reforms and/or revisions.

The SPC will also be responsible for administering the annual survey. The survey will be self-designed. Surveys will assess stakeholders' views on the following key elements related to the mission and vision of the school:

- school leadership
- instructional staff
- educational program
- school safety and climate.

Qualitative and quantitative data from these surveys will be published in the school's annual accountability report.

An additional school assessment process SGCS will use is the formalized program evaluation structure offered through the SEER organization for schools seeking "EIC Model School" certification. This assessment framework includes a series of instruments and techniques that will allow SGCS staff to conduct both formative and summative evaluations of students' progress and the effectiveness of the EIC Model curriculum at meeting the ATP targets. The Concerns-Based Adoption Model (CBAM), which was developed by SEER, will be used by SGCS as a

methodology of consistently and continuously monitoring how its educational staff is providing instruction in the areas of:

- integrated-interdisciplinary programming
- community-based investigations and service-learning activities
- collaborative instruction
- learner-centered and constructivism teaching/learning strategies
- cooperative and independent learning
- using local natural and community surroundings as the context for learning