



The Academy Committee Formation Policy

Mission Statement: The Academy's mission is to assist families in developing exemplary citizens by equipping students with core foundational knowledge enabling them to be culturally literate, prepared for college, and virtuous in character. We accomplish this through a rigorous curriculum of traditional content taught in a safe environment.

Strategic Plan Goal: Create a long term communication plan.

The Academy Board of Directors uses a structure of committees to improve the Board's ability to effectively govern. The Board is the keeper of the vision for the school and develops policy to focus attention and resources to achieve the vision and mission of the school. The Board strives to reflect the community's values in its policies and commits itself to an ongoing effort to engage all Academy stakeholders whenever possible.

To achieve this goal, the Board acknowledges the importance of committees to support the Board in the governance of the school. Committees provide the Board with additional expertise and a broader perspective on issues that face the school. The Board needs committees that can go more in depth on issues when needed and provide meaningful recommendations based on data to aid the work of the Board. Committees contribute to the educational program of the school by conducting studies, identifying problems, or developing recommendations to assist the board in making decisions.

The Academy Board will primarily use two (2) types of committees – Ad hoc committees and Standing committees.

Ad Hoc Committees

Ad hoc committees will be formed by the board at such times and for such purposes as the Board may deem necessary. They will be given a clear charge with clearly defined expectations including reporting requirements. The ad hoc committee will be dissolved upon accomplishing that charge.

Membership in ad hoc committees will be broadly representative of the school's populations, and will be chosen from among the various Academy stakeholders who have shown an interest in education or who have special knowledge or expertise relating to the committee's purpose. Once activated, an ad hoc committee will report periodically to the Board as directed.

Standing Committees

The Academy will have a standing committee aligned with each major category of the Strategic Plan. Each committee will have two (2) co-chairs. One co-chair will be the Executive Director or a member of the administration designated by the ED. The second co-chair may be any other member of the committee. This practice of using co-chairs will help ensure the committees can provide high quality support for the Board. Each committee will have the following responsibilities:

- Provide data analysis of results in relationship to assigned strategic goals and report to the Board using the standardized committee reports template.
- Ensure policies and procedures are working as designed.
- Annually review and recommend changes (as needed) to assigned policies.

- Other tasks as assigned by the Board and/or detailed in the committee's Roles and Responsibilities charter.

Each committee will be required to develop and maintain the following documentation:

- Committee Roles and Responsibilities that describes the purpose, general tasking, reporting requirements and general make-up of the committee (job description).
- Committee calendar of events that describes the recurring tasking of the committee designed to meet the requirements identified by the Board.
- Committee Meeting schedule that publishes dates and times of committee meetings.

Adopted: May 20, 2013



**The Academy
Submittal to the Academy Board**

Moved by Julia Robinson
2nd by Jessica Laszlo

Y/N/P/A	Name
✓	Laszlo, J.
✓	Miller-Carlson, T.
✓	Robinson, J.
A	Steele, D.
A	Stock, M.
✓	Swanson, Rob
✓	Zamora, A.

EXECUTIVE SUMMARY

Mission Statement: The Academy's mission is to assist families in developing exemplary citizens by equipping students with core foundational knowledge enabling them to be culturally literate, prepared for college, and virtuous in character. We accomplish this through a rigorous curriculum of traditional content taught in a safe environment.

Topic: The Academy Committee Formation Policy

Issue(s):

The Academy Board does not have a current policy that addresses formation and use of committees.

Background:

The Academy Board of Directors uses a structure of committees to improve the Board's ability to effectively govern. The Board is the keeper of the vision for the school and develops policy to focus attention and resources to achieve the vision and mission of the school. The Board strives to reflect the community's values in its policies, and commits itself to an ongoing effort to engage all Academy stakeholders whenever possible.

To achieve this goal, the Board acknowledges the importance of committees to support the Board in the governance of the school. Committees provide the Board with additional expertise and a broader perspective on issues that face the school. The Board needs committees that can go more in depth on issues when needed and provide meaningful recommendations based on data to aid the work of the Board. Committees contribute to the educational program of the school by conducting studies, identifying problems, or developing recommendations to assist the board in making decisions.

Recommended Motion:

Move to approve the Academy Committee Formation Policy.

REFERENCES:

WAIVER – YES, NO (CIRCLE ONE)

Date submitted: May 20, 2013

Submitted by: David Floodeen, Executive Director

Approved: 

Denied/Postponed: _____