CHCCS Policy Committee - Charter

PURPOSE	Act on behalf of the board to review policies, ensure alignment with district values and objectives and recommend policy changes to accomplish the district's stated mission.	Date:	June 3, 2021
		Period	Oct 22-Oct 23

RESPONSIBILITIES	- Review policy drafts from state and school board associations and other sources to align with CHCCS vision and values - Seek input from stakeholders including students, staff, administration and others to inform local policy changes - Draft new policies as necessary - Provide summary perspective to full board and administration - Identify and recommend opportunities for continuous process improvement - Coordinated and Collaborate with District Committees to address policy revision considerations. - Other?
BACKGROUND & NEED *What are we trying to improve or build? Where is the opportunity (eliminate, rework, or create?)*	Often policies are discussed in detail at full board meetings. This committee will increase board efficiency by previewing and providing recommendations to the full board and administration on policy matters
DELIVERABLES *What is to be delivered? Describe new process, training, templates, documents, system improvements …*	- Committee discussion summaries – report outs at full meetings - Policy recommendations

GOALS/METRICS/SUCCESS CRITERIA *What can we "measure" that will demonstrate success?*	Measure	Baseline	Goal/Target
	Feedback from board on effectiveness	In January Possible Google Form- add to the Board Self-Assessment	
	Four year- review cycle is fully implemented		

SCOPE *What is in Scope / out of Scope? (Think, people, organization, process, systems)*	IN Scope	OUT of scope
	CHCCS district questions related to policies	Full board level decisions
	Coordinate and collaborate with other committees policy revision being considered	

Ground Rules - Ways of Working	**How we approach work** - Active listening - Be courageous in constructively providing input to decisions - Provide periodic progress updates - Inspire confidence, be prepared for meetings and follow up - Do what we say we will, be realistic - Response time for emails? 24 hours?

How we treat one another
- Communication is priority
- Listen to all opinions
- Assume positive intent
- Listen for context to understand the situation

How we make decisions
- Clarify decision criteria, alternatives and rationale
- Summarize final decision to ensure common understanding
- All support final decision
- We will use the REIA Decision Making Protocol

How we handle meetings
- Prework for effective meetings, ensure that we are communicating timely to have appropriate inputs (who needs to be there vs email?)
- When establishing a meeting, clearly state desired outcome and expectation of participants, include agenda at least one day prior to meeting
- Respect other's time by being on time for meetings
- Close meetings with summary, next steps and timing

How often we meet
Monthly

Who is responsible for agenda
When?
Board Assistant

Who will take and distribute meeting notes
TBD

HIGH LEVEL TIMELINE & MAJOR MILESTONES *When will the effort Start, need to Finish? What are the major milestones?*	High Level Activity / Milestone	Planned Start	Planned Completion
	Clear policy review cycle	Nov 2022	

TEAM *List the core team members involved*	Team Members - Name, Dept, Title	Role on the project
	Jillian La Serna	Committee Chair
	Rani Dasi	Board representative
	Mike Sharp	Board representative
	Administrator	
	Brandy Reeves	
	Other – Board Assistant	

STAKEHOLDERS *Who is impacted and/or can influence outcomes*	Stakeholder – Name/Group Impacted	Describe impact
	CHCCS Board	
	Administration	

Document Version Control

Date	Version	Person	Notes / Edits
6/8/2021	1.0	Rani Dasi	Initial Draft
10/18/2022`	2.0	Jillian LaSerna	Draft

CHCCS Finance/Facilities Committee - Charter

| PURPOSE | Act as strategic partner to district administration to minimize financial, facilities, and operations risk and guide board understanding of financial and facility recommendations | **Date**: | |
| | | **Period** | January - December 2022 |

RESPONSIBILITIES	- Preview annual budget and funding requests to provide strategic insights, understand assumptions - Review quarterly financials and budget amendments - Serve as the Audit Committee for the annual independent financial audit - Support administration in reviewing and recommending supporting technology, tools and resources (ex. ERP system) - Review and discuss urgent Finance needs as they arise prior to involving full board, but does not hinder organization operations - Review CIP and facility plans - 10 year plan - Review milestones/projects in progress per the CIP/facility plans - Review and discuss urgent CIP needs as they arise - Review and discuss urgent CIP needs as they arise prior to involving full board, but does not hinder organization operations - Preview major plans pursuant Board policy 2020 - Review and discuss urgent Operations needs as they arise prior to involving full board, but does not hinder organization operations - Provide summary perspective to full board and administration - Identify and recommend opportunities for continuous process improvement
BACKGROUND & NEED *What are we trying to improve or build? Where is the opportunity (eliminate, rework, or create?)*	Currently, finance and facility matters are discussed in detail at full board meetings. This committee will increase board efficiency and improve oversight by previewing finance and facility related questions/issues and providing perspective to the full board on these matters.
DELIVERABLES *What is to be delivered? Describe new process, training, templates, documents, system improvements …*	- Committee discussion summaries – report outs at full meetings per Board requirements - Committee recommendations as topics from committee are presented to full board

GOALS/METRICS/SUCCESS CRITERIA *What can we "measure" that will demonstrate success?*	Measure	Baseline	Goal/Target
	Feedback from board on effectiveness		Check-in with board during retreat(s)
	Execution of committee items to board		Ensure monthly, quarterly, and annual financial reports/updates are presented to the Board

SCOPE *What is in Scope / out of Scope? (Think, people, organization, process, systems)*	**IN Scope**	**OUT of scope**
	CHCCS district questions related to finance, facility, capital	Full board level decisions
		Creating budgets/forecasts
		Facility or Operations project management/oversight

| **Ground Rules - Ways of Working** | **How we approach work** Active listening Be courageous in constructively providing input to decisions |

- Provide periodic progress updates
- Inspire confidence, be prepared for meetings and follow up
- Do what we say we will, be realistic
- Response time for emails? 24 hours?

How we treat one another
- Communication is priority
- Listen to all opinions
- Assume positive intent
- Listen for context to understand the situation

How we make decisions
- Clarify decision criteria, alternatives and rationale
- Summarize final decision to ensure common understanding
- All support final decision

How we handle meetings
- Pre-work for effective meetings, ensure that we are communicating timely to have appropriate inputs
- When establishing a meeting, clearly state desired outcome and expectation of participants, include agenda at least one day prior to meeting
- Respect other's time by being on time for meetings
- Close meetings with summary, next steps and timing

How often we meet
Monthly

Who is responsible for agenda
Committee chair, CFO, and COO/Interim-COO
Board Committee Members can send agenda requests to the Committee Chair

Who will take and distribute meeting notes
Meetings are recorded; staff will transcribed and distribute

HIGH LEVEL TIMELINE & MAJOR MILESTONES *When will the effort Start, need to Finish? What are the major milestones?*	High Level Activity / Milestone	Planned Start	Planned Completion
	Budget development	Fall	Spring
	CIP plan development/review	Fall	Spring
	Quarterly review of financials and budget amendments	All Year	

TEAM *List the core team members involved*	Team Members - Name, Dept, Title	Role on the project
	Ashton Powell	Board representative
	George Griffin	Board representative
	Riza Jenkins	Board representative
	Jonathan Scott	CFO
	Justin Kiser	Asst. Finance Officer
	Al Ciarochi	Deputy Superintendent of Ops
	Andre' Stewart	Chief Operations Officer

STAKEHOLDERS *Who is impacted and/or can influence outcomes*	Stakeholder – Name/Group Impacted	Describe impact
	CHCCS Board	Decision making
	Administration	Implementation/Execution

Document Version Control

Date	Version	Person	Notes / Edits
6/8/2021	1.0	Rani Dasi	Initial Draft
9/15/2022	2.0	F&F Committee	Update

CHCCS Student Success Committee - Charter

PURPOSE	The primary purpose of the Student Success Committee (SSC) is to monitor and review overall student success as defined in the strategic plan and in board policies. Additionally, the SSC is a vehicle for the board to remain informed about district-wide initiatives and programming that impact student success and strategic plan priorities.	**Date**:	October 6, 2022
		Period	January 1, 2023 – December 30, 2023

RESPONSIBILITIES	- Receive and review data updates and measures of student success that are aligned with the strategic plan and its implementation timeline. - Receive and review district-wide initiatives and programming that impacts student success. - The SSC will coordinate with the Policy Committee any needed policy reviews. - Organize and prioritize student progress updates for the full board.
BACKGROUND & NEED *What are we trying to improve or build? Where is the opportunity (eliminate, rework, or create?)*	Student success is the district's single most important focus. The SSC is established to 1) review the implementation of relevant areas of the strategic plan, 2) organize and prioritize student progress updates, and 3) review district-wide initiatives and programming that impacts student success. In collaboration with the administration, the SSC will develop a calendar of regular updates and reports for review by the entire board. The SSC operates in partial fulfillment of its primary responsibilities to: - Provide every child with the opportunity to receive a "sound basic education" during a minimum of 185 days of 1,025 hours of instruction covering at least nine calendar months, and, - Coordinate relevant policy with the board Policy Committee, within the limits of its authority and oversee the implementation of its policies and the state's educational program.
DELIVERABLES *What is to be delivered? Describe new process, training, templates, documents, system improvements …*	The SSC will develop an annual calendar of updates/reports (deliverables) in conversation with the full board. These updates and reports will address: - The strategic plan with corresponding implementation timelines. - Items required by law, policy, or deemed significant to require board review.

GOALS/METRICS/SUCCESS CRITERIA	Measure	Baseline	Goal/Target
What can we "measure" that will demonstrate success?	Feedback from the board on effectiveness		
	Strategic plan goal achievement	TBD	TBD
	Instructional programming/initiatives updates and calendar	TBD	TBD

SCOPE	IN Scope	OUT of Scope
What is in scope / out of scope? (Think: people, organization, process, systems)	● Strategic Plan ● Relevant programming and initiatives ● Relevant policies – in coordination with Policy Committee	● Full board member decisions ● Finance, Facilities, Operations Committee ● Policy Committee

Ground Rules - Ways of Working	
	How we approach work: Utilize the LEAD Simply framework – keep areas of focus and goals manageable. ● Active listening ● Be courageous in constructively providing input ● Provide periodic progress updates ● Inspire confidence, be prepared for meetings, and follow-up ● Do what we say we will (be realistic) **How we treat one another** ● Communication is priority ● Listen to all opinions ● Assume positive intent ● Listen for context to understand the situation **How we make decisions** ● Clarify decision criteria, alternatives, and rationale ● Summarize final decision to ensure common understanding ● All support final decision **How do we report back to the Board?** ● Monthly update at Board Work Session meeting
	How we handle meetings

- Pre-work for effective meetings, ensure that we are communicating to have appropriate inputs
- When establishing a meeting, clearly state desired outcome and expectation of participants, include agenda at least one day prior to meeting
- Respect other's time by being on time for meetings
- Close meetings with summary, next steps, and timing

How often we meet
- Monthly except for July

Who is responsible for agenda?
- Committee chair
- Deputy Supt Instruction/Equity

Who will take and distribute meeting notes?
- Meetings are recorded; staff will transcribe and distribute

HIGH-LEVEL TIMELINE & MAJOR MILESTONES *When will the effort Start, need to Finish? What are the major milestones?*	**High-Level Activity / Milestone**	**Planned Start**	**Planned Completion**
	- Develop an annual calendar with timelines for monitoring relevant portions of the strategic plan.	TBD	
	- Develop an annual calendar for updates/reports required by law or policy.	TBD	
	- Develop an annual calendar for relevant initiatives/programming for presentation to the full board.		

TEAM *List the core team members involved*	**Team Members - Name, Dept, Title**	**Role**
	Rodney Trice	Deputy Superintendent
	George Griffin	Board member
	Riza Jenkins	Board member
	Jillian LaSerna	Board member

STAKEHOLDERS *Who is impacted and/or can influence outcomes*	**Stakeholder – Name/Group Impacted**	**Describe impact**
	School Board	
	District Administration/Leadership	

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