

Mountain Island Charter School Board Committees

Purpose:

Committees do the deep work outside of full board meetings. They outline the key issues and recommendations for deliberation by the board, thereby enabling good process and decision-making while saving the full board valuable time.

Committees may advise staff and administration on key issues or take on the planning and execution of a significant project.

While they research and frame strategic issues, and they might decide whether a matter needs to be addressed by the full board, decisions are still made by the full board.

Committees:

- [Governance Committee](#)
- [Finance Committee](#)
- [Academic Committee](#)
- [Executive Director Support & Evaluation Committee \(aka HR Committee\)](#)
- [Operations & School Development Committee](#)

Governance Committee

Good governance requires a rigorous process, and the governance committee is responsible for writing, reviewing, revising, and presenting for approval the policies that govern our school.

The governance committee works with school administration to review and assess new or existing school-related policies or governance procedures and make recommendations to the full school board. The governance committee also reviews or creates any policies governing the board of directors. The committee members stay abreast of changing policies, legislation, and other regulations that can affect the school board and the work being done. Policies reviewed and maintained by the Governance Committee include:

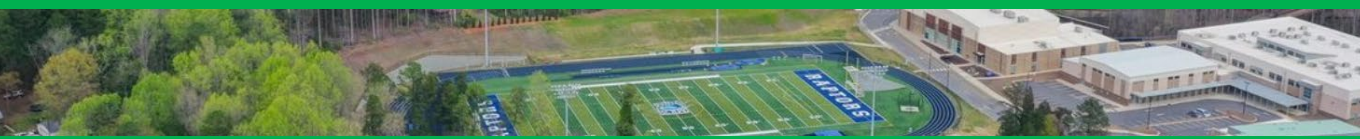
- Discipline policy
- Dress code policy
- MS/HS Student Handbooks
- Staff Handbook
- Board-level policies

Finance Committee

The Finance Committee works with the Executive Director (ED) and finance team to create the upcoming fiscal year budget, presents budget recommendations to the board, monitors implementation of the approved budget on a regular basis, recommends proposed budget revisions, and recommends policies for the management of the organization's assets.

This committee should be large enough to bring several different perspectives, build institutional knowledge, and bring a variety of financial skills to the important task of financial oversight. With the proper size, finances will be a strength for the organization. Desired skill sets can include, but are not limited to multi-year strategic planning, real estate planning, organizational and strategic budgeting and auditing.

Academics Committee



Mountain Island Charter School’s goal is to provide a quality education to help each student maximize their potential. To support this, the school offers three academic tracks designed to support academic needs and career interests: College preparatory, Career preparatory, and Occupational course of study.

MICS also offers honors and AP classes to students who demonstrate success in the prerequisites. The Academic Committee ensures the board, Executive Director and staff share the vision for academic excellence, that all board members understand the charter’s academic promises, and leads the board in conducting proper oversight of the academic program. The Committee, with school administration reviews results from standardized national and state testing, benchmarking, and school-developed internal assessments and works with administration on improvement plans. The Committee reviews administration recommendations for curriculum improvement and works with the full board to provide resources to implement the recommended improvements.

Executive Director Support & Evaluation Committee (aka HR committee)

Mountain Island Charter School is led by one person, the Executive Director who is the only employee of the Board of Directors. The Board is responsible not only for hiring the ED, but also for providing the support and evaluation that helps our top leader raise the bar each year. One of the most important functions of any governing board is to effectively select, support, and evaluate the Executive Director.

The HR committee consists of board representatives that frequently meet with the ED to support and drive personal and school human resource related opportunities. Committee objectives are: ED annual contract renewal & negotiations, ED support of personal development / training, establishment of annual common goals with evaluations of accomplishment toward those goals, review of any school Human Resource related issues and review/support of any ED leadership team changes. A critical role of the committee is to lead the recruiting process for a new ED - posting the position, screening of applications, first round of interviews, campus tours and coordination of the board member interview and selection process.

Operations & School Development Committee

The MICS School Board focuses on long term viability, not daily operational items. In some cases, the Board members can mistakenly become consumed with handling operations or maintenance tasks. Their scope should focus on matters of Strategy and Governance.

The Board's Operations & Development Committee leads by supporting the Board's strategic role in the school's improvement efforts. This committee is responsible for recommending and monitoring the school's development plan and tying it directly to the Board's strategic and financial plan. This can include:

- Monitoring feedback from teacher and parent surveys and reviewing plans for improvements as a result thereof
- Health & Safety plans and continuous improvement
- Monitor and review that School Improvement Team¹ is: 1) Organized and meeting regularly and, 2) Functioning and driving improvements for both the Elementary and Middle and High School.
- Facility improvements and expansion plans

The committee may cover other topics not covered above as deemed important by the Executive Director or by certain non-recurring situations.

¹ The National Institute for Urban School Improvement describes the school leadership team as “a school-based group of individuals who work to provide strong organizational process for school renewal and improvements”