

WSU Charter Academy Committees

Committees

- Executive Committee
- Family Involvement Committee
- Academic Excellence Committee
- Governance Committee
- Finance Committee
- Resource Development Committee
- Technology Committee

Chair of Committees- General Responsibilities

- Each committee will be chaired by a member of the Board of Directors.
- The Chair of the Board of Directors will appoint the chair for one year which may be reappointed for the term of the Board member.
- The chair of each committee will be responsible for ensuring that the work of the committee is faithful to the terms of its charter, mission, and strategic plan.
- The chair of each committee will provide a written report of the committee's work to the full board. Each written report will contain the date of the meeting, attendees of the meeting, purpose of the meeting, and the business that occurred. The written report must be submitted one week prior to Board meetings.
- The chair will provide meeting dates in advance to the Chair of the Board of Directors.

Committees- General Responsibilities

- Appointments of the committee members shall be made annually by the chair of the committee with the advice and consent of the Board in accordance with the bylaws.
- Each committee will meet at least monthly or more often as needed to complete work. The committee will set the date. The standing monthly date and additional meeting dates of the committee will be provided to the Chair of the Board of Directors so that the public and other Board members may attend.
- Each committee will make recommendations to the Board of Directors for Board development.
- Each committee will annually evaluate its work as a committee and the objectives is has committed itself to and report it to the Board of Directors with recommendations for future work.

Executive Committee

Oversight	Goals	Members (Board and Staff)
Principal FIC Records Human Resources	Improve school performance Improve board communication with parents and staff Monitor Principal performance Set Board agenda	Chair of Board of Directors ** Vice Chair Secretary Treasurer Principal **Committee chair

General Purpose

The Executive Committee is commissioned by and responsible to the Board of Directors to assume the primary responsibility for monitoring Principal performance and prioritizing Board business.

Responsibilities

- Monitor Principal's performance,
- Provides constructive feedback to Principal,
- Set and approves agenda,
- Ensure that all board members know the charter promises that were made to the community and the authorizer, and to ensure all Board business adheres to the law, policies, and charter.

Family Involvement Committee

Oversight	Goals	Members (Board and Staff)
Parents Volunteers	Organize and maintain Parent Handbook Assist at organizing volunteers for activities Communication channel for school and parents	Parent Board Member(s) ** Principal **Committee chair

General Purpose

The Family Involvement Committee is commissioned by and responsible to the Board of Directors to assume the primary responsibility for working with the parents whose students are registered and attending WSU Charter Academy. This is the liaison between Board of Directors and parents.

Responsibilities

- Organize and maintain programs as directed by the Principal,
- Coordinate the efforts of volunteers for classroom help, class activities, field trips, and other volunteer-based activities,
- Raise funds for supplementary materials and activities, and
- Provide a communication channel between the school and parents.

Academic Excellence Committee

Oversight	Goals	Members (Board and Staff)
Curriculum Professional Development Library Research Pre-service Teacher Experiences	Continually review assessment data Review and report on State Core Curriculum Compliance Review and report on pre-service teacher activities Review and report on research in school Review innovative teaching practices Review progress towards goals and objectives of charter	Teacher Education Rep** Special Education Rep Student Rep Principal **Committee chair

General Purpose

The Academic Excellence Committee is commissioned by and responsible to the Board of Directors to assume the primary responsibility for working with the Principal to define academic excellence, ensure that all board members know the charter promises that were made to the community and the authorizer, and to devise clear and consistent measures to monitor these goals. The committee is also responsible for monitoring research in the Charter and pre-service teacher activities.

Responsibilities

1. Define and continue to refine what academic excellence means for WSU Charter Academy.
2. Ensure that all board members understand the key charter promises we have made to our community and to our authorizer, in regards to academics.
3. Work with school leadership to devise clear and consistent ways to measure progress towards stated goals.
4. Work with school leadership to set annual academic achievement goals, to be presented to and approved by the full board.
5. Work with school leadership to share with the Board annual successes, barriers to reaching academic excellence, and strategies to overcome these barriers.
6. Review submitted research projects requesting to conduct research in WSU Charter Academy and make recommendation to Board of Directors.
7. Monitor research projects being conducted in the WSU Charter Academy.
8. Review pre-service teacher activities in WSU Charter Academy and make recommendations to ensure quality experiences.

Governance Committee

Oversight	Goals	Members (Board and Staff)
Charter By-Laws Policies & Procedures Health & Safety Legal Counsel Board Training	Define board excellence Improve board performance Obtain needed policies Review policies annually Develop and maintain strategic plan	Secretary ** **Committee chair

General Purpose

The Governance Committee is commissioned by and responsible to the Board of Directors to assume the primary responsibility for matters pertaining to Board of Directors orientation and training in accordance with the bylaws of the school as well as established policies and practices approved by the Board of Directors. This committee is also responsible for developing and revising a Board handbook as needed.

Responsibilities

1. Develop and maintain the strategic plan.
2. Analyze the skills and experience needed on the Board.
3. Develop an orientation and training plan for new Board members and assist in the planning of the annual Board retreat.
4. Develop and revise a Board member handbook outlining the responsibilities of the Board and its members, Board policies, and other relevant information.
5. Conduct Board education as needed.
6. Coordinate additional Board retreats with the Board chair as needed.

Finance Committee

Oversight	Goals	Members (Board and Staff)
Facilities Budget School LAND Trust	Ensure Balanced/Sustainable Budget Bi-Annual Review & Compliance w/State Financial Policies Compliance with all Audit Policies Complete LAND Trust Application and plans	Treasurer ** Principal WSU Financial Officer Board Chair (ex-officio) **Committee chair

General Purpose

The finance committee is commissioned by and responsible to the Board of Directors. It has the responsibility for working with the Principal and Weber State University Financial Officer to create the upcoming fiscal year budget, presenting budget recommendations to the Board, monitoring implementation of the approved budget on a regular basis and recommending proposed budget revisions, and recommending to the Board appropriate policies for the management of the charter school's assets.

Responsibilities

1. Prepare an annual budget for the charter school in collaboration with the Principal and WSU Financial Officer.
2. Collaborate with the Principal and WSU Financial Officer to develop and annually revise a five-year financial forecast and develop long-range financial plans based on the forecast.
3. Arrange for an annual audit to be provided to the Board of Directors.
4. Provide oversight of the procurement process.
5. Review quarterly financial statements and variances from the budget, and recommend action to the Board, as appropriate.
6. Annually submit objectives as part of the planning and budgeting process.

Resource Development Committee

Oversight	Goals	Members (Board and Staff)
Donations and Grants Public Relations Enrollment	Increase public awareness of WSU Charter Academy's mission and vision Increase funding through grants and donations Create and maintain an annual fundraising process to ensure future fundraising success Increase and develop win-win relationships with local business'	Community** Principal WSU Financial Officer **Committee chair

General Purpose

The resource development committee is commissioned by and responsible to the Board of Directors to assume the primary responsibility for raising non-grant funds to meet the budgeted needs of the charter school. The Board of Directors, in consultation with the resource development committee, finance committee, Principal, and WSU Financial Officer will determine the fundraising goal for the resource development committee, as well as for school-based committees and grants.

Responsibilities

1. Develop an annual fundraising plan that will generate the funds needed to meet the non-public and non-grant fundraising goals.
2. Coordinate fundraising plans with fundraising efforts by staff, parents, and other volunteers.
3. Work with the University Development liaison in the development work for the Charter Academy.
4. Develop the necessary sub-committee systems to successfully carry out the fundraising events and activities that are part of the annual fundraising plan, supervise the functions of the sub-committees, and develop a plan for involving Board trustees in the non-grant resource development activities of the charter school, as well as parents.
5. Investigate new resource development projects, activities, and ideas for possible use in the future.
6. Cultivate large financial and in-kind donors.
7. Annually submit objectives as part of the planning and budgeting process.

Technology Committee

Oversight	Goals	Members (Board and Staff)
Technology Internet Training	Ensure a stable, safe and compliant school network Continue to increase student usage of technology Create a 3-5 year technology plan	Vice Chair** Principal MCOE Technology Rep **Committee chair

General Purpose

The technology committee is commissioned by and responsible to the Board of Directors to assume the primary responsibility for assessing the current status of technology in the Charter Academy and determining the future needs, as well as ensuring a stable, safe and compliant school network.

Responsibilities

- Developing and maintain a school technology policy to ensure a stable, safe and compliant school network.
- Develop a plan to increase student usage of technology.
- Evaluate the current status of technology in the Charter Academy and determine the priorities of need.
- Develop the technology plan to be submitted to Utah State Office of Education.