

# Governance Excellence Committee

**Reports to:** The Board of Trustees

**Term of Office:**

- Board of Trustees and 12-month employees September to August
- Staff, Adult/ Guardians & Students one school year from September to June

**Meeting Frequency**

- This committee will meet at least three times a year in October, March & June (unless agreed to by the committee) on the first Monday of the month @ 5pm.
- The committee shall call additional meetings as needed.

**General Purpose**

Support the Board of Trustees in the governance of the School District by ensuring the Trustees are supported in their efforts, monitoring academic performance and adherence to local/state/federal agencies policies & laws.

**Purpose & Responsibilities**

The Governance Committee is commissioned by and accountable to the Board of Trustees to

- Support of the Board of Trustees
  - Assume the primary responsibility for matters pertaining to Board of Trustees recruitment nominations and evaluation in accordance with the bylaws of the organization as well as established policies and practices approved by the Board of Trustees.
    - Analyze the skills and experience needed on the Board and make recommendations for Board expansion/succession planning.
    - Create a short and long-term board recruitment strategy.
    - Ensure Board of Trustees completes the annual self-assessment.
    - Work with Board Chair and Executive Director on a succession plan for board officers.
    - Work with the Board Chair and/or V-Chair and Executive Director to provide board training, as necessary, to understand how the organization is achieving the board approved goals.
  - The Board of Trustees assumes the primary responsibility of evaluating the Executive Director. The Governance committee will ensure the different stakeholders have a voice in the feedback process.
  - The Board of Trustees holds the Foxborough Regional Charter in accordance with the By-Laws of the school district. The Governance Committee shall support the renewal process and assessments.
  - Trustee Recruitment & Retention
- Assume the responsibility of compliance oversight
  - Massachusetts Department of Elementary & Secondary Education
  - Massachusetts Open Meeting law
  - Department of Public Health

- Board of Health
- Academic Monitoring
  - Monitor the academic results of the organization against the goals laid out in the organization's charter and accountability plan, measuring organizational outcomes against stated goals for metrics such as:
    - Performance on state tests
    - Performance on nationally normed standardized tests (e.g., the MAP, MCAS, SAT 10, etc.)
    - Performance on interim assessments created by the school district.
    - Attendance
  - The Board of Trustees and Executive Director have
    - a clear and shared definition of "academic excellence" for the organization
    - sense of how well the organization is currently performing in reaching that definition of excellence
    - agree on what the next steps the organization will take in order to reach that goal of excellence.
  - The Committee will
    - understand the promises in the charter and accountability plan and understand how well the organization is currently performing against those promises.
    - understand what standardized assessments the school administers, what each one assesses, when each one is administered, and how the data from each is used to inform teaching and programmatic changes.
    - focus on outcomes, using objective data to assess how well the organization is meeting its mission. The committee recognizes that inputs are management level issues, which will be handled by the Executive Director. This board committee will focus strictly on outcomes and oversight and will use the goals set by the Executive Director, relating to the mission, to measure progress.
    - ensure a clear and structured process for updating the Board of Trustees on the organization's performance on key academic outcomes on a regular basis (at least four times per year).
    - review academic-outcome data prior to it being presented to the Board of Trustees, it is presented in a comparative context (e.g., against comparable of how the organization has performed in the past, how other schools in the area have performed, and how other
    - refrain from presenting themselves as an outlet for staff, family, or student complaints or concerns that have not first been formally addressed to the Executive Director
- Financial
  - Consult with the Finance Committee on any change that has a financial component. The Board Treasurer can veto/change an activity/change that violates a bond covenant or simply not in budget.
- The role of the Executive Director is to manage:
  - Evaluation of teachers
  - Selection, design, or review of the quality of curricula

- Plan for professional development for teachers
- Interactions with teachers or other staff members on a regular basis (i.e., daily or weekly)
- Interaction with families or students on a regular basis (i.e., daily or weekly)

### **Recommendations for Policy Review:**

The committee will annually review and shall bring to the Board of Trustees recommendations to change the following policies when appropriate.

- Mandatory Criminal Record (CORI) Checks (shared with Staff Recruitment & Retention Committee)
- FRCS Community Standards for Behavior
- Complaint Procedures
- Non-Discrimination
- Family Education and Rights to Privacy

### **Review/Support Operational Activities**

- Annual Charter Renewal?

### **Composition:**

1. A member of the Board of Trustees will act as the Chair and V-Chair of this committee. If only one member of the Board of Trustees is on the Committee, then the V-Chair will be a member of the District Administration.
2. Board of Trustee and District Administration appointments to the Committee shall be made at least annually in accordance with the FRCS Bylaws.
3. The clerk/secretary to the committee is any adult member of the committee and is responsible for open meeting law compliance.
4. Up to two additional members from the following stakeholders:
  - a. Staff Members
  - b. Parent/Guardians
  - c. Students

	Executive Director Role	Committee Role
<b>Goal Setting</b>	<p>Develop goals/timeline for reporting on progress towards academic goals and propose them to the committee for discussion and feedback</p> <p>Present finalized goals/reporting timeline to the full board for approval</p>	<p>Review Executive Director's proposed goals/reporting timeline</p> <p>Ask questions to ensure that the goals are (1) ambitious and (2) achievable. (These judgments are made relative to the organization's charter promises, other schools' performances, the organization's own past performance.)</p> <p>Recommend finalized goals/reporting timeline to the full board for approval; ensure that all trustees understand goals</p>
<b>Progress Monitoring</b>	<p>Present the committee with data to assess progress towards goals on the agreed upon timeline</p> <p>Present updates on data to full board on agreed upon timeline</p>	<p>Review data to assess progress towards goals on agreed-upon timeline</p> <p>Ask probing questions to better understand the data and help the Executive Director to be thoughtful about the data</p> <p>Help Executive Director to frame data for presentation to the full board</p>
<b>Instructional Decision Making</b>	<p>Select and implement curricula, training, and materials necessary for successful instruction</p>	<p>Sounding board for Executive Director's ideas on how to improve instructional practices and curricula based on student performance data</p>
<b>Staff Oversight</b>	<p>Hire and train all staff</p> <p>Oversee and evaluate all staff</p>	<p>Ensure that Executive Director has created and implemented staff evaluation and feedback procedures</p> <p>Monitor results through annual/biannual staff surveys and through staff retention data</p>