**Reports to:** The Board of Trustees

# Term of Office:

* Board of Trustees and 12-month employees September to August.
* Staff, Adults/Guardians & Students for 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.
* The committee shall call additional meetings as needed.

# General Purpose

Support the Board of Trustees in the oversight 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 main purpose of the Academic Excellence Committee is to measure the academic results of the organization against the goals laid out in the organization’s charter, accountability plan, and annual CEO goals.  In one sense, the Academic Excellence Committee is similar to the Finance Committee: both exist to monitor performance against stated goals.  For the Finance Committee, this means measuring financial results against the budgeted goals.  For the Academic Excellence Committee, this means measuring organizational outcomes against stated goals for metrics such as:

* Performance on state tests
* Performance on nationally-normed standardized tests (e.g., the TerraNova, SAT 10, etc.)
* Performance on interim assessments (e.g., Achievement Network tests, the STEP, the DIBELS, or interim assessments created by the school)
* Attendance
* Surveys of family or staff satisfaction
* Student and staff retention

 The overall role of the Academic Excellence Committee is to ensure that:

* The board and CEO have a clear and shared definition of “academic excellence” for the organization. (It should be written down and understood by all trustees.)
* The board and CEO have a clear and shared sense of how well the organization is currently performing in reaching that definition of excellence.
* The board and CEO agree on what the next steps the organization will take in order to reach that goal of excellence.
* All trustees understand the promises in the charter and accountability plan and understand how well the organization is currently performing against those promises.
* All trustees 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.
* The board and CEO have a clear and structured process for updating the board on the organization’s performance on key academic outcomes on a regular basis (at least four times per year).
* When academic-outcome data is presented to the board, it is presented in a comparative context (e.g., against comparables of how the organization has performed in the past, how other schools in the area have performed, and how other high performing schools have performed) so that trustees can assess the organization’s overall strength of performance meaningfully.
* Work with CEO to provide board training, as necessary, to understand how the organization is achieving the board approved goals.

# 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:

* + - 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.
    - Board of Trustee and District Administration appointments to the Committee shall be made at least annually in accordance with the FRCS Bylaws.
    - The clerk/secretary to the committee is any adult member of the committee and is responsible for open meeting law compliance.
    - Up to two additional members from the following stakeholders:
      * Staff Members
      * Parent/Guardians
      * Students

# Out of Scope for this Committee

The Executive Director

* + - 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)

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.

**Role of the Executive Director vs the Committees Role**

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| --- | --- | --- |
|  | **Executive Director Role** | **Committee Role** |
| **Goal Setting** | Develop goals/timeline for reporting on progress towards academic goals and propose them to the committee for discussion and feedback  Present finalized goals/reporting timeline to the full board for approval | Review Executive Director’s proposed goals/reporting timeline  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.)  Recommend finalized goals/reporting timeline to the full board for approval; ensure that all trustees understand goals |
| **Progress Monitoring** | Present the committee with data to assess progress towards goals on the agreed upon timeline  Present updates on data to full board on agreed upon timeline | Review data to assess progress towards goals on agreed-upon timeline  Ask probing questions to better understand the data and help the Executive Director to be thoughtful about the data  Help Executive Director to frame data for presentation to the full board |
| **Instructional Decision Making** | Select and implement curricula, training, and materials necessary for successful  instruction | Sounding board for Executive Director’s ideas on how to improve instructional practices and  curricula based on student performance data |
| **Staff Oversight** | Hire and train all staff Oversee and evaluate all staff | Ensure that Executive Director has created and implemented staff evaluation and feedback procedures  Monitor results through annual/biannual staff surveys and through staff retention data |