

Eagle Ridge Academy

Work Group/Committee Mandate

1. Basic Group Information

A. Group Name:	Policy Working Group 2017-2018
B. Group Purpose:	The Purpose of Policy Work Group is to be responsible for ongoing review and recommendations to enhance the quality of school policy.
C. Group Type: <i>Using the descriptions at the left, identify which type of group this will be</i>	<ul style="list-style-type: none"> <u>Work Groups</u> – are strategic in nature; have recurring matters to evaluate and recommend upon; are Board of Directors charged. (Examples: Finance/Audit/Development and Governance & Policy.
D. Group Duration: <i>Will this be an ongoing group? Or, if only required for a defined period of time, please indicate the estimated start & completion dates.</i>	Ongoing group, with the intent of reevaluating goals and progress each year.
E. Group Authority: <i>What decision making authority is granted to this group by the Board or Administration?</i>	No decision-making authority. This group will make recommendations to the Board.

2. Group Goals & Measures

Identify the goals, tactics and measures for the Working Group/Task Force below. The measures should be “SMART” (Specific, Measurable, Achievable, Realistic, Time-bound.)

A. Goals: <i>What are the high level goals for the work group?</i>	B. Tactics: <i>What actions or tactics will be used to accomplish the goals?</i>	C. Measures: <i>What measures will be used to determine if the goals were met?</i>
Draft policies and/or review current policies that fall within the purview of the working group and provide policy recommendations to the Board	Evaluate policy currently in place and research other district policies for creation.	Policies were ratified by board.
Review all state-required policies on an annual basis	Evaluate policy currently in place and research other district policies for creation.	
Ensure that all required school policies are in place and implemented	Evaluate approved policies are reflected in handbooks (student and staff).	Check list of policies
Draft new policies as tasked by the Board and present all new and pending policies to the Board	Flow chart for policy review, review of MSBA site for updates on policies	

3. Group Membership & Resources

A. How many participants are necessary?	3-6 members
B. What is the term (length of time) for serving in the group?	Expected commitment is two years
C. What skills, experience, or expertise is desired?	Detail orientation, policy drafting, familiarity in MSBA templates
D. Board Liaisons:	Katie Katzner and Ann Watanabe
E. Other Board participants (if any):	Jason Ulbrich
F. Group Chair:	Each member has individual roles
G. Group Secretary:	Mary Cornelius
H. Other members:	Amanda Hippe, Michelle Mills, Cathy Tryggestad
I. What other resources are needed for the group?	Access to MSBA templates, Access to BoardDocs

4. Communications:

How will community input be gathered?	How will the Board or the community learn about the efforts of the group?
All redline policies will be made public in the workshop packet. Any feedback will be taken to the work group for discussion.	<ol style="list-style-type: none"> 1. The Working Group Liaison brings the items to the workshop to get the opinion/input of the rest of the Board. 2. The Working Group reconvenes to make any modifications resulting from the larger group discussion. 3. The item is then sent to the Board Chair along with a draft of the motion to be made. 4. The Board Chair will then place the item on the agenda for the next regular meeting and send out the documentation prior to the meeting.

General Framework for Operational Efficiency:

- I. Frame the issue(s) clearly – always keep the Purpose and Rationale in mind as your group conducts its business.
- II. Ensure the group has broad representation of relevant stakeholders and perspectives, especially of those who may be most impacted by the recommended course of action, as well as the necessary expertise to evaluate all aspects of the issue(s) – seek out participation if necessary.
- III. Conduct a discovery inquiry, investigate all facets of the issue – surveys and information Q&A sessions are opportunities to consider.
- IV. Identify one or more of the best options for addressing the issue(s). List and weigh all of the pros and cons of each option in order to identify one (or more) recommended option(s) to forward to the relevant decision-making body, thus allowing the most appropriate conclusion.

Mandate presented for review and approval on (Date): 9/20/2017

By (Name): Katie Katzner Title/Role (if any): Director On behalf of: Members of the Policy Working Group

Approved by (Name): Unanimous ratification of the Board of Directors Date: September 26, 2017