Eagle Ridge Academy
Work Group/Committee Mandate

1. Basic Group Information

A. Group Name:	**Strategic Growth Task Force**
B. Group Purpose:	The purpose of the Strategic Growth Task Force is to evaluate and provide educated recommendations on options for the Board of Directors to consider as it pertains to Eagle Ridge Academy's growth strategy, as ratified at the Board's May 27, 2014 meeting. At that meeting, the Task Force was charged with developing and presenting options for enrollment scenarios that would increase the enrollment of the school to no less than 1,200 and no more than 1,600 students by the year 2024. This includes an evaluation of the programmatic needs; financial position; and location/facility requirements.
C. Group Type: *Using the descriptions at the left, identify which type of group this will be.*	▪ Task Forces/Committees – are generally operational and/or advisory in nature; have a specific charge and timeframe (less than one year in length); can be, but need not be, Board charged; may be administrative or faculty led. (Examples: Administrative Search Committee, Marketing Committee)
D. Group Duration: *Will this be an ongoing group? Or, if only required for a defined period of time, please indicate the estimated start & completion dates.*	The Task Force will be expected to provide recommendations to the Board on a monthly basis. The Board will provide further direction to the Task Force as necessary, but expects the effort to conclude by summer, 2015.
E. Group Authority: *What decision making authority is granted to this group by the Board or Administration?*	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: *What are the high level goals for the work group?*	**B. Tactics:** *What actions or tactics will be used to accomplish the goals?*	**C. Measures:** *What measures will be used to determine if the goals were met?*
A. Develop high-level Program Document	Develop Project Charter (or charters, as may be necessary), Project Plan, Scope Definition, and Milestones	Using Project Management Lifecycle methodology, Monitor and Control phases would be defined to ensure attainable goals
B. Review and recommend various enrollment and budget scenarios	Analysis of enrollment projections and budget implications	Board action/decision on enrollment strategy/scenario by TBD date
C. Complete a Facility Program Document for Broker	Create sub-task force to transfer and update previous Facilities Task Force data on facility requirements	Completed document to support broker in search of applicable facility, space, and/or land

D. Evaluate and recommend facility and location requirements	Comprehensive review and determination of location and facility criteria – Completion of Site Evaluation Criteria spreadsheet	Goal met based on availability of applicable real estate options by TBD date
E. Consider application for Replication Grant from the MN Department of Education	Write and submit application for replication grant	Submitted grant application by October 27, 2014; Grant status and award amount from MDE

3. Group Membership & Resources

A. **How many participants are necessary?**	10-15; may require Task Force break into smaller sub-task forces
B. **What is the term (length of time) for serving in the group?**	One year
C. **What skills, experience, or expertise is desired?**	
D. **Board Liaison:**	Jason Ulbrich
E. **Other Board participants (if any):**	Manisha Datye, April Grabanski, Pete Larson, Ann Watanabe
F. **Group Chair:**	Jason Ulbrich
G. **Group Secretary:**	
H. **Other members:**	ABC Board Members (Angela Berger, Diane Blaschko, Dan Hogan, and Randy Vetsch), Jason Berger, Karen Conner, Janice Gerheart, John Miller, Kristen Walker, Amanda Weidner, Kate Williams
I. **What other resources are needed for the group?**	• Direction and input from the Board of Directors on preferred enrollment strategy to pursue • Action/direction from ERA's ABC Board (Affiliated Building Corporation) as needed • Access to budget/financial information • Budget to cover legal/attorney fees for applicable lease/contract review and to support grant writing effort

4. Communications:

How will community input be gathered?	How will the Board or the community learn about the efforts of the group?
The Task Force intends to utilize surveys to gather community input and will periodically send out communications to the community as approved by the Board.	Updates will be provided monthly at Board Workshops by the Board Liaison – Jason Ulbrich

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): _September 23, 2014_____

By (Name): _Jason Ulbrich_____On behalf of: _Members of the Strategic Growth Task Force__

Title/Role (if any): _Board Liaison and Executive Director_____

Approved by (Name): _Unanimous ratification of the Board of Directors_   Date: _September 23, 2014_____