Eagle Ridge Academy
Work Group/Committee Mandate

1. Basic Group Information

A. Group Name:	**Curriculum, Instruction and Student Achievement (CISA)**
B. Group Purpose:	The Purpose of the Curriculum, Instruction, and Student Achievement Work Group is to be responsible for adopting a plan to support and improve teaching and learning.
C. Group Type: *Using the descriptions at the left, identify which type of group this will be.*	▪ <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) ▪ <u>Administrative Committees</u> – are operational and/or advisory in nature; are ongoing. (Examples: Leadership Advisory Team, CEU Committee, Classical Co-Op, Technology Committee) ▪ <u>Task Forces/Committees</u> – 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.*	This will be an ongoing group
E. Group Authority: *What decision making authority is granted to this group by the Board or Administration?*	This is not a decision making group; this group will make strategic recommendations to the board. The board will retain decision rights.

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?*
Clearly define locally developed student achievement goals and benchmarks.	PLC procedures	• Written in SMART goal format
Ensure a process to evaluate each student's progress toward meeting the state and local academic standards is in place.	Data Driven Instruction	• Quarterly check-in for DDI Completion • Written document showing the process

Ensure a system to review and evaluate the effectiveness of instruction and curriculum is in place.	Teacher Evaluation procedures Explore/Plan and ACT Tests	• Quarterly check-in for progress • Written document showing process and progress • Compilation of district-wide test scores
Ensure a system to review and evaluate the instructional technology is in place.	Technology Plan	• Quarterly check-in with operations director for progress • Written documents compiled to show process and progress • Analysis of strength and growth areas
Ensure a system with a collaborative professional culture that supports teacher quality performance and effectiveness is in place.	Professional Learning Communities procedures and implementation	• Analysis of strength and growth areas
Ensure a system to review and evaluate an articulated curriculum is in place.	Classical Handbook Core Knowledge	• Information is readily available to all who should have access • Analysis of strength and growth areas
Advise school board regarding the development of the annual budget.	Annual Budget	• Annual analysis of information
Ensure a system to review and evaluate the effectiveness of Eagle Ridge Academy's graduation standards is in place.	Graduation Standards	• Annual analysis of strength and growth areas

3. Group Membership & Resources

A.	How many participants are necessary?	No set number is required, but from 4-8 people will be sufficient.
B.	What is the term (length of time) for serving in the group?	Ideally each individual will serve for one school year.
C.	What skills, experience, or expertise is desired?	a. Organizational management b. Curriculum writing/understanding c. Teacher/principal evaluation understanding d. Project Management
D.	Board Liaison:	Erica Higgins
E.	Other Board participants (if any):	Tiffany Goedjen, Missy Madigan
F.	Group Chair:	Erica Powell
G.	Group Secretary:	Erica Higgins
H.	Other members:	Susan Roeber, Erica Powell
I.	What other resources are needed for the group?	The expertise and established work from principals, education coordinator and classical coordinator will be necessary for many of the projects this work group will address.

4. Communications:

How will community input be gathered?	How will the Board or the community learn about the efforts of the group?
To be determined	The board liaison will provide updates from the working group at the regularly scheduled board workshops and/or meetings.

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): _____

By (Name): _____ On behalf of: _____

Title/Role (if any): _____

Approved by (Name): _____ On behalf of: _____

Title/Role (if any): _____ Date: _____