

# Board & Administrative Committees and Charges

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## **Finance Committee (Board)**

1. Review and recommend the annual school budget to be approved by the board of directors no later than their June meeting. Monitor the annual budget and recommend adjustments if needed to the board.
2. Review monthly account activities and balances.
3. Review the annual audit, and report findings to the board with any recommendations for board action.
4. Work with the Personnel and Human Resources committee for salaries and benefits.
5. Post meeting notices 72 hours in advance, and keep minutes of proceedings.

## **Curriculum Committee (Board)**

The primary objective of the Curriculum Development Committee is to review and recommend to the BlueSky Charter School Board of Directors on matters pertaining to the content of the academic program, course materials, and method of delivery. This includes, but is not limited to, the review and selection of curriculum and educational materials, review of all class syllabi, common course outlines and learning objectives for use in the program.

## **HR Committee (Board)**

Creating practices to recruit highly qualified staff and retain staff. Review and update the staff handbook to reflect best practices within BlueSky regarding employment issues.

## **Staff Development Committee (Administrative)**

The primary objective of the Staff Development Committee is to review and recommend to the BlueSky Charter School Administrative Team on matters pertaining to the creation, development, and monitoring of professional staff development opportunities. The Committee will also maintain a current Staff Development Plan and provide an annual report to the Executive Director which summarizes and evaluates the previous year's staff development opportunities.

## **Relicensure Committee (Administrative)**

- A. Establish written operational guidelines.
- B. Process forms for relicensure.
- C. Assist teachers in the renewal process.
- D. Keep and maintain records for all licensed staff members.
- E. Maintain contact and correspondence with the Minnesota Board of Teaching.
- F. Maintain contact and correspondence with local district administration.

## **Board Development Committee (Board)**

Follows election procedures outlined in *BlueSky Charter School Policy 2.1 Board Election Process*.

1. Develop a list of board candidates and gather information from potential candidates including an application form;
2. Organize the election (ballots, communications, counting of votes, etc.);
3. Communicate election results;
4. Schedule and facilitate an orientation session for newly seated Board members.

## **Personnel Committee or Board Evaluation Committee (Board)**

(Referenced in Policy 2.7 Executive Director Hiring, Supervision and Evaluation and described in Policy 2.3)

1. Gather information and conduct annual reviews of the Executive Director;
2. Shall not include teachers employed by the school and shall be comprised of less than a quorum of the Board;
3. Be the body to receive complaints regarding the Executive Director;
4. When applicable, make recommendations for discipline of the Executive Director to the full board in compliance with open meeting law requirements;
5. Negotiate the terms of a recommended employment contract for the Executive Director