

# CHCCS Policy Committee - Charter

<b>PURPOSE</b>	Act on behalf of the board to review policies, ensure alignment with district values and objectives and recommend policy changes to accomplish the district's stated mission.	<b>Date:</b>	June 3, 2021
		<b>Period</b>	June 21 – Dec 2021
<b>RESPONSIBILITIES</b>	<ul style="list-style-type: none"> <li>Review policy drafts from state and school board associations and other sources to align with CHCCS vision and values</li> <li>Seek input from stakeholders including students, staff, administration and others to inform local policy changes</li> <li>Draft new policies as necessary</li> <li>Provide summary perspective to full board and administration</li> <li>Identify and recommend opportunities for continuous process improvement</li> <li>Other?</li> </ul>		
<b>BACKGROUND &amp; NEED</b> <i>What are we trying to improve or build? Where is the opportunity (eliminate, rework, or create?)</i>	Often policies are discussed in detail at full board meetings. This committee will increase board efficiency by previewing and providing recommendations to the full board and administration on policy matters		
<b>DELIVERABLES</b> <i>What is to be delivered? Describe new process, training, templates, documents, system improvements ...</i>	<ul style="list-style-type: none"> <li>Committee discussion summaries – report outs at full meetings</li> <li>Policy recommendations</li> </ul>		
<b>GOALS/METRICS/SUCCESS CRITERIA</b> <i>What can we “measure” that will demonstrate success?</i>	<b>Measure</b>	<b>Baseline</b>	<b>Goal/Target</b>
	Feedback from board on effectiveness		
	Other?		
<b>SCOPE</b> <i>What is in Scope / out of Scope? (Think, people, organization, process, systems)</i>	<b>IN Scope</b>		<b>OUT of scope</b>
	CHCCS district questions related to policies		Full board level decisions
<b>Ground Rules - Ways of Working</b>	<p><b>How we approach work</b></p> <ul style="list-style-type: none"> <li>Active listening</li> <li>Be courageous in constructively providing input to decisions</li> <li>Provide periodic progress updates</li> <li>Inspire confidence, be prepared for meetings and followup</li> <li>Do what we say we will, be realistic</li> <li>Response time for emails? 24 hours?</li> </ul> <p><b>How we treat one another</b></p> <ul style="list-style-type: none"> <li>Communication is priority</li> <li>Listen to all opinions</li> </ul>		

	<ul style="list-style-type: none"> <li>Assume positive intent</li> <li>Listen for context to understand the situation</li> </ul> <p><b>How we make decisions</b></p> <ul style="list-style-type: none"> <li>Clarify decision criteria, alternatives and rationale</li> <li>Summarize final decision to ensure common understanding</li> <li>All support final decision</li> </ul> <p><b>How we handle meetings</b></p> <ul style="list-style-type: none"> <li>Prewrite for effective meetings, ensure that we are communicating timely to have appropriate inputs (who needs to be there vs email?)</li> <li>When establishing a meeting, clearly state desired outcome and expectation of participants, include agenda at least one day prior to meeting</li> <li>Respect other's time by being on time for meetings</li> <li>Close meetings with summary, next steps and timing</li> </ul> <p><b>How often we meet</b> Monthly</p> <p><b>Who is responsible for agenda</b> When? TBD</p> <p><b>Who will take and distribute meeting notes</b> TBD</p>
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HIGH LEVEL TIMELINE & MAJOR MILESTONES	High Level Activity / Milestone	Planned Start	Planned Completion
<i>When will the effort Start, need to Finish? What are the major milestones?</i>			

TEAM	Team Members - Name, Dept, Title	Role on the project
<i>List the core team members involved</i>	<b>Mary Ann Wolf</b>	Committee Chair
	Rani Dasi	Board representative
	Other board member	Board representative
	Patrick Abele	
	Erikca Newkirk	
	Other	

STAKEHOLDERS	Stakeholder – Name/Group Impacted	Describe impact
<i>Who is impacted and/or can influence outcomes</i>	CHCCS Board	
	Administration	

**Document Version Control**

Date	Version	Person	Notes / Edits
6/8/2021	1.0	Rani Dasi	Initial Draft