

Policy Committee

Chartered by: Board of Education

Mission: To review policies and recommend any changes to the Board of Education.

Outcomes/Tasks:

The committee will review policy revisions received from the district's policy service.

The committee will review proposals for new policies.

The committee will make recommendations on policy changes brought before the body.

The committee will provide other financial analyses as requested by the CFO, Superintendent, or Board of Education.

Boundaries: This committee is designed to provide leadership, analysis, and recommendations centered around its mission. All decisions must be aligned with the Mehlville School District Board of Education policies and procedures, including the District's Mission.

Resources: The committee budget is through the central office. The committee should make any necessary budget requests during the budget development process.

Membership: Membership will include the district's human resources administrator, one building level administrator, one elementary teacher, one middle school teacher, one high school teacher, one support staff director, one support staff member, and three Board of Education members.

Meeting framework: The committee will meet as needed to deliver the outcomes above. Public notice of the meeting will be through the central office.

Decision-making process: Decisions will be made by consensus of members. If a vote is required, it will be decided by a simple majority of members attending.

Channels of Communication: Members are encouraged to share information from meetings with their circle of influence. Minutes of meetings will be taken by a district employee and posted on the district website.

Agenda Development: Agendas will be developed collaboratively by the leadership. Agendas will be posted in advance of the meeting.

Facilitation of Meetings: Meetings will be facilitated by the Chair.

Maintaining records: Minutes will be taken by a district employee, distributed to members electronically, and included on the district website. Minutes will be provided to the Board of Education.

Norms:

- Be prompt
- Adhere to the planned agenda
- Respect the ideas of others
- Data-Informed decisions
- Open-honest communication
- Listen for understanding
- Avoid interruption
- Tough on issues, not people
- Celebrate success

Charter Date: December 10, 2015