

## Charter for the Education Committee

### **PURPOSE:**

The purpose of the ICCSD Education Committee is to:

1. Provide the Board with pertinent information and recommendations regarding district educational programming and the Board's role in oversight of educational issues.
2. Provide input to the Board and Superintendent in planning, implementation and evaluation of educational programming that best supports the mission of the Iowa City Community School District.

### **ACCOUNTABILITY:**

The committee will be accountable to the full Board of Directors. Although the committee will be expected to identify changes needed as outlined in the responsibilities, actions must be referred back to the Board for approval and implementation by the full Board of Education at a scheduled meeting of the full Board .

### **COMMITTEE CHAIR:**

A Board member will be elected to serve as the Chair. The responsibilities of the Chair will be to construct and publish an agenda for each meeting, lead the meeting at the appointed time, and report to the full Board the activities of the committee.

### **RESPONSIBILITIES:**

1. To review the recommendations from the curriculum review processes.
2. To provide the Board with information pertinent to recommendations regarding all aspects of the District's educational programming.
3. To assist the Board and Administration in ensuring that educational programming decisions are ends policy based, data driven, and inclusive of community input, and that they optimize the educational opportunities for all students.
4. To assist the Board in providing information to the public regarding the District's educational programming.

### **PROCESS:**

#### **Membership:**

The committee will be a committee of the whole with Administration participation and three staff members nominated by the ICEA.

#### **Classification:**

The committee will be a standing Board Committee.

Approved: 9/9/13

Revised: 5/13/14  
10/27/15  
10/10/17

## Charter for the Operations Committee

### **PURPOSE:**

The purpose of the ICCSD Operations Committee is to:

1. Provide the Board with pertinent information and recommendations regarding district finances and the Board's role in oversight of budgetary issues.
2. Provide input to the Board and Superintendent in planning facility improvements that best support the mission of the Iowa City Community School District.

### **ACCOUNTABILITY:**

The committee will report to the full Board of Directors. Although the committee will be expected to identify changes needed as outlined in the responsibilities, actions must be referred back to the Board for approval and implementation by the full Board of Education.

### **COMMITTEE CHAIR:**

One of the three duly appointed committee members will be elected by committee members to serve as the committee Chair. The responsibilities of the Chair will be to construct and publish an agenda for each meeting, lead the meeting at the appointed time, and report to the full board the activities of the committee.

### **RESPONSIBILITIES:**

1. To lead the process for continuously reviewing and renewing the district Comprehensive Facilities Improvement Plan.
2. To provide the Board with specific recommendations regarding all aspects of the district's facilities plan, including recommendations that consider long-range guiding principles and short range planning considerations.
3. To assist the Board and Administration in ensuring that facility decisions are policy based, data driven, and inclusive of community input, and that they optimize the relationship between facilities and student learning, and ensure fiscally and environmentally responsible decisions.
4. To lead the process for continuously reviewing the district's financial condition and processes.
5. To assist the Board in becoming adequately trained and informed regarding district financial issues.
6. To assist the Board in its role of providing financial oversight.
7. To assist the Board in providing information to the public regarding the district's financial condition and financial decisions.

### **PROCESS:**

#### **Membership:**

The committee will be renewed each year during the fall Board retreat. The committee will consist of three Board members with two alternates.

#### **Classification:**

The committee will be a standing Board Committee

Adopted: 9/9/13  
10/10/17

## **Charter for the Policy & Governance Committee**

### **PURPOSE:**

The purpose of the ICCSD Policy & Governance Committee is to:

1. Ensure that the district governance policies remain current and relevant for providing direction to the Board and Superintendent in achieving the mission of the Iowa City Community School District.

### **ACCOUNTABILITY:**

The committee will report to the full Board of Directors. Although the committee will be expected to identify changes needed as outlined in the responsibilities, actions must be referred back to the Board for approval and implementation by the full Board of Education.

### **COMMITTEE CHAIR:**

One of the three duly appointed committee members will be elected by committee members to serve as the committee Chair. The responsibilities of the Chair will be to construct and publish an agenda for each meeting, lead the meeting at the appointed time, and report to the full board the activities of the committee.

### **RESPONSIBILITIES:**

1. To lead the process for continuously reviewing and renewing the district governance policies.
2. To ensure that the Board and Superintendent are adequately trained on the policies and their intent.
3. To ensure that information is readily available to the public that explains the policies and their intent.

### **PROCESS:**

#### **Membership:**

The committee will be renewed each year during the fall Board retreat. The committee will consist of three Board members with two alternates.

#### **Classification:**

The committee will be a standing Board committee.

Adopted:       9/9/13  
                  10/10/17

## **Charter for the Financial Oversight Committee**

### **PURPOSE:**

The purpose of the ICCSD Board of Education Financial Oversight Committee is to:

1. Assist the full Board to carry out Iowa Constitution and statute required fiduciary responsibilities.
2. Provide public assurance that District funds are to be expended only for legitimate public purposes and not for private personal gain for which services of comparable value have not been rendered to the District.

### **ACCOUNTABILITY:**

The committee will a committee of consisting of the whole Board of Directors. Any proposed changes needed as outlined in the responsibilities listed below must be considered by the Board of Education for approval and implementation.

### **COMMITTEE CHAIR:**

One of the annually appointed committee members will be elected by committee members to serve as the committee chair. The primary responsibilities of the Chair will be to provide consistency in financial oversight and reporting to the Board at its regularly scheduled meetings.

### **RESPONSIBILITIES:**

1. Develop a process for committee members to review and approve all just claims against the school corporation (279.29) on a bi-weekly basis.
2. Specify bi-weekly financial reports to be given to the full board. These reports would include, but are not limited to:
  - A listing of receipts, disbursements, and balances for District funds from the preceding period (291.7)
  - Bills paid by the treasurer showing the number of the check, fund upon which was drawn, date, purpose, and amount (291.8).
3. The Committee will meet as a whole at least once per academic year.

### **PROCESS:**

#### **Membership:**

The committee will be renewed each year during the fall Board retreat. The committee will consist of all Board Members with one member designated as the Committee Chair.

#### **Classification:**

The committee will be a standing Board Committee. No regular meeting of the committee is required, however, should the committee require a formal meeting, an agenda will be posted at least 24 hours in advance, the meeting will be held in accordance with Iowa Code, and meeting minutes will be taken and archived for the historical record.

Approved: 10/10/17