



**The Governance Charter of the Educational Programming Committee**

Subcommittee of the School District of Tomahawk Board of Education

Adopted October 21, 2014 (or whenever it is adopted)

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## **I) Context**

Prior to the adoption of this document, the name of this committee was the Curriculum and Assessment committee, which was formed during a board committee reorganization that took place during the 2008-2009 school years. The Educational Programming committee is a subcommittee of the School District of Tomahawk Board of Education.

## **II) Mission**

To boldly empower all students to be socially responsible life-long learners in an ever changing world by reviewing and maintaining a vision for the overall direction of the School District of Tomahawk's educational program.

## **III) Committee members**

Members of this committee are members of the School District of Tomahawk Board of Education who have been appointed by the president of the Board of Education. The District Administrator of the School District of Tomahawk, or designee of the District Administrator, will act in a consulting role. All other persons, including district employees and other board members, are considered to be members of the public and are not members of this committee.

## **IV) Purpose and Empowerment**

### **The Educational Programming Committee will:**

- screen ideas and streamline information around district curriculum, instruction, assessment, extra/co-curricular programming, before/after school student based activities, community education, and the overall educational program for the entire school board.
- strive to deal with issues and information at the committee level and not simply repeat issues and information verbatim at the meetings of the whole board.
- act as a sounding board for educational ideas between members of the committee and school district administration.
- serve to help educate board members on the important workings of the school district and how the Educational Programming Committee conducts its business.

### **The Educational Programming Committee does not:**

- permit its meetings to become a forum for airing complaints, regardless of who is complaining. This includes the public, school district employees, members of this committee, and members of the board.
- deal with building use issues as this is the work of the Operations Committee.

## **V) Operation**

The Educational Programming Committee will abide by Roberts Rules of Order with the following exceptions which are additional rules or interpretations that will take precedence over Roberts Rules of Order.

### **A. Motions and Voting**

- The Educational Programming Committee has the power to refer items to the board of education or other committees. All motions and actions of this committee are advisory to the whole of the board of education.
- Committee members that abstain from voting, agree to abide by and support the decision of the majority of the committee.
- Committee members who were absent and missed the information gathering process or discussion agree to abstain from the voting.
- The committee will strive to achieve unanimous consensus on motions, but in situations where this is not possible, the committee must come to at least a majority consensus. If there is an even number of members and a vote is a tie then the motion either dies or is put on the next agenda at the discretion of the committee chair or by a majority decision of the committee.

### **B. Meeting Agenda**

- The committee chair is responsible for compiling the agenda and will work in collaboration with the District Administrator or designee in the setting of the agenda.
- The committee chair will confer with the District Administrator or designee prior to finalizing the agenda.
- If a committee member cannot be present at a meeting, they may request that the committee chair consider moving important agenda items to the next meeting. If the agenda has already been posted, the committee chair should make a motion at the meeting to move the important items to the next meeting if this is at all possible. The agenda item will be moved by a majority vote. If the agenda has not been posted, the committee chair may move the item at his/her discretion.
- Meetings will be no longer than 90 minutes. Agenda topics will be set with times allocated for presentation and time for questions. A time keeper will inform the committee chair when time is up and the committee chair will enforce time limits. Presenters must fit the presentation time. Committee members who have questions that exceed the time limit for such have two options:
  - 1) Schedule an appointment to meet or talk with appropriate school personnel to have questions answered. The District Administrator will be notified of these requests.
  - 2) Ask the committee chair to have the item added to the next committee meeting agenda.
- The District Administrator or designee is the meeting time keeper.

### **C. Discussion and Comment**

The Educational Programming Committee is a subcommittee of the Board of Education. As long as the membership of this committee is less than a quorum of the Board, this committee may choose to meet publicly or privately. Meetings held in public are not public meetings, thus public participation must be through permission of the committee.

- The Educational Programming Committee is not required to have public comment on its agenda.
- Members of the public who attend these meetings may submit suggestions and input to the chair via paper at the end of the meeting if they choose.
- Members of the public who speak without recognition of the committee chair will be found out of order and asked to write down and submit their questions or comments to the committee chair.
- Members of the public refusing to abide by these rules will be asked to leave the meeting.
- The No Surprise Rule: If someone wants to speak at this committee, they will need to seek prior approval from the chair, at least a week in advance of the meeting, to be considered for addition to the committee agenda. The specific issue will need to be submitted to the chair in order for the chair to consider adding the person and topic to the agenda. The chair will talk with appropriate personnel to make sure that the committee is prepared to address ideas or concerns that may be presented.
- Non-committee Board members who attend this meeting are considered members of the public.
- Administrators are members of the public. They will follow the same rules as the public. They will be recognized for agenda items when they are presenting information.
- The District Administrator or designee will assist to facilitate this committee and may act in the role of consultant to the committee and thus are neither full voting members of the committee or members of the public.
- Presenters who have been recognized by the committee chair may recognize other members of the public to help with their presentation.

### **D. Committee Communication at meetings of the Entire Board**

- It is the responsibility of the chair to present a condensed version of the committee meeting to the Board of Education's regular meeting. The committee chair will present any items that the Board must consider for action.
- The committee can recommend full presentations of important items to the board. If this recommendation is not made, the committee chair will strive to present key information and not replicate committee presentations.
- If a non-committee Board member seeks more in-depth information he/she is encouraged to attend the committee meeting or to communicate with the committee chair for additional details.

### **E. Internal Committee Communication**

- Committee members who receive feedback from the public, including district personnel, will not offer a solution to those individuals; but refer the individual to the appropriate school personnel and may notify the individual that they will bring those concerns to the committee chair.

- Concerns with committee decisions will be voiced at the committee meeting and all attempts at achieving unanimous consensus will be made on all issues. Consensus may not always be achieved which is okay. Issues that cannot be resolved will be handled in a professional manner and will stay within the committee.

**VI) Agreement:**

Board members who are appointed to this committee hereby agree that they have read The Governance Charter of the Educational Programming Committee and agree to abide by the rules and terms outlined in this document and will signify this by signing the documents signature page. This page will be kept on file in the school district office. Appointees who do not agree to follow the terms and rules outlined in this document are requested to resign from participation in this committee. Committee members do have the power to vote to change this document, and all members are encouraged to do so in the attempt to make the committee work efficiently and effectively in the pursuit of this committee's mission statement and purpose.

**Signature Page of the Governance Charter of the Educational Programming Committee**

By signing below, I hereby agree that I have read the: **The Governance Charter of the Educational Programming Committee** and agree to abide by the rules and terms outlined in this document and will signify by signing the documents signature page. This page will be kept on file in the school district office. If I do not agree with the terms of this document, I agree to discuss my appointment to this committee with the School Board President.

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_