

CCS COLLABORATION COMMITTEE CHARGE DOCUMENT

PURPOSE

The CCS Collaboration Committee is an Ad Hoc Committee charged by the Board of Education (BOE) Directors to do the following:

1. The primary purpose of the Collaboration Committee is to work together collaboratively to strengthen the relationships, understanding, and practices between our online and seat-based program. The Committee will identify potential opportunities to leverage across both programs to improve the success of our entire CCS school, students, staff, families and communities. Considerations may include, but are not limited to:
 - a. Expanded opportunities for our students and staff to learn, grow and build relationships across our programs.
 - b. Better understanding of programs to seize opportunities for shared experiences, resources, celebrations, goals, measurements, outcomes, etc.
 - c. Common policies, protocol and practices across programs, with differentiation where necessary.

The Collaboration Committee serves in an advisory role to the CCS BOE and has no authority of its own to act on behalf of the BOE. The BOE is ultimately responsible for making the decision regarding the Committee's recommendation. As an Ad Hoc Committee, the Committee will disband once they have completed their defined purpose. If, however, it is decided that this Committee should serve as an ongoing BOE-approved Committee, this will be taken to a vote by the BOE Directors.

MEMBERSHIP

1. The Collaboration Committee shall be composed of no fewer than five members and not to exceed thirteen members in total.
2. Members will be appointed by the regular BOE meeting on May, 10, 2021; however, additional or new members shall be appointed by the Committee itself without prior approval of the BOE.
3. Membership shall include at least one Board member, a Committee Chair and a balance of online and seat-based staff members (both teaching and non-teaching).
4. The Committee may include parent and community members.

PRODUCTS

The work product(s) of the Committee shall include:

1. Recommendations to the BOE of any improvements to CCS which may require changes to CCS policies, practices, protocol, financial, operational, academic procedures, etc. which requires BOE approval. This may include, but is not limited to:

- a CCS resources, curriculum, goals, expectations, measurements, budget, contracts, bylaws, partnerships, leases, etc.

NOTE: Improvements which do not require BOE approval, such as combined professional development events for online and seat-based staff members, should go through normal approval/implementation processes.

ACCOUNTABILITY

The Committee shall comply with the requirements of MN Statute 13D [Open Meeting Law] and the provisions of the CCS By-Laws & BOE Policies, including posting meeting dates and times at least 72 hours in advance. The Committee shall submit written reports to the BOE after all meetings. The Committee Chair and Members shall make themselves available for presentations upon request.

DURATION

1. The Committee will be in place for a year upon approval date, unless it is decided to disband earlier or be considered as an on-going standing Committee, which would require BOE approval.