

## **Draft of Description of the Mission Committee 3/8/2007**

### **Purpose of the Mission Committee**

The Mission Committee supports the policy and educational objectives of the Board of Trustees with regard to Mission and Curriculum. It accomplishes these tasks through: information gathering, crafting documentation of the Mission program, deliberation to investigate new proposals, strategic planning to identify and recommend implementation objectives, and collaborative efforts with faculty and staff to provide educational materials that support and promote the mission within our community.

As a board level committee its purview does not include the day-to-day operations of the school. Implementation of the Mission is carried out by staff and parents operating under the direction of the Head of Schools. However, the HOS may at his/her discretion request assistance from the committee for particular issues as they arise.

The Mission Committee provides an optimal a cross-roads for investigating the varied perspectives of board members, faculty/staff and parents on Mission and Curriculum issues. The committee supports the Board of Trustees' need to reflect in their Mission and Curriculum policy decisions, understanding of the views of all stake holders.

### **Specific Responsibilities for the Mission Committee**

Create detailed documentation on the web site clarifying how the general ideas of the four pillars translate into the daily lives of students. The documentation should clarify the board's expectations for results of Mission programs and describe specific programs put in place to reach those objectives.

Recommend to the Board of Trustees a strategic plan for mission objectives and implementation programs.

Create an Annual Report on the State of the Mission. Objectives measures for success in the Mission will be recommended to and approved by the Board of Trustees. The report shall document the existing program, report on the measures of success, highlight areas for improvement and outline an improvement plan.

Investigate parent and teacher recommendations for additions to the curriculum program that represent substantial changes to the existing program. (The Head of Schools shall determine what represents a substantial change.) The investigation shall reflect: examination of consistency with mission and board of trustee objectives, consideration of need for additional financial resources, ability to fit with existing program and faculty interest.

Draft  
7/15/2006 Mission Committee Description

Collaborate with the implementation group, operating under the Head of Schools to provide educational materials and programs for families in the school. This shall include a Mission news letter with success stories, suggestions home efforts, resources for additional family projects, etc. It shall also include events such as outside speakers and family fun nights oriented around Mission.

Support role of charter schools as in proving and promulgating programs in support of their Mission. This means engaging with other charter schools, having similar objectives in their mission to exchange ideas. Working in conjunction with the Head of Schools to educate state legislators about the programs in

### **Composition of the Mission Committee**

The committee is composed of the Chairperson, who must be a member of the board of trustees, the Head of School and other individuals selected to provide a balanced, productive dialog representing the each of following three groups:

- The Board of Trustees
- Staff/Parents carrying out implementation of the Mission under the direction of the Head of Schools.
- Parents who are not members of either of the preceding groups.

The committee is formed in accord with the Board of Trustees policy on committee formation.

### **Scheduling of Meetings and Reports to the Board**

The Mission committee chairperson shall schedule monthly meetings and special sessions of the committee.

All meetings of the Mission Committee shall take place on the grounds of the Benjamin Franklin Classical Charter Public School. Public notice of the meetings shall be posted 48 hours in advance of the meeting in the Pink Sheets and on the BFCCPS web site. Meetings are open to the public.

The chairperson of the mission committee shall file a report on the committee's activities and recommendations at each of the meetings of the Board of Trustees. If there is no new business to report, that shall be read into the record. As part of it's report, the mission committee will include questions, suggestions and issues received from the community.

Draft  
7/15/2006 Mission Committee Description

**Communication Guidelines**

Parents, teachers and students will from time to time have questions about curriculum, mission and implementation. Dependent upon the question, the most appropriate person to handle the issue may be a teacher, the Head of School, the chairperson of the mission committee or the board of trustees. The Head of School will be the first contact for new questions on curriculum and mission directed to the Mission Committee. Items that do not fall under the heading of day-to-day operations shall be passed onto the Mission Committee chairperson. This should assure efficient handling of these questions and minimize cross over of the Mission committee into data-to-day affairs.