

## Board Committee Meeting Agenda

Focus Area: Governance, Finance or Academic Achievement

Date

# OUR MISSION

Kansas City International Academy is committed to excellence in education, inspiring and empowering children from all nationalities and diverse backgrounds, giving them the foundation they need to achieve the highest level of success in life.

Time	Agenda Item	Who
	<ul style="list-style-type: none"><li>● Opening of Meeting</li><li>● Welcome of Guest</li><li>● Approval of Agenda</li><li>● Approval of Minutes</li></ul>	Committee Chair
	<b>Celebrations</b>	Committee Chair
	<b>Unfinished Business</b> <ul style="list-style-type: none"><li>●</li></ul>	Committee Chair
	<b>Current Happenings – Director(s) Update</b> <ul style="list-style-type: none"><li>●</li></ul>	
	<b>Future Planning – Strategic Plan Follow Up</b> <ul style="list-style-type: none"><li>●</li></ul>	
	<b>Request for Discussion Items for the Next Committee Meeting</b> <ul style="list-style-type: none"><li>●</li></ul>	Committee Chair
	<b>Closing (self assessment)</b> <ul style="list-style-type: none"><li>● How did we do?</li></ul>	Committee Chair

Notes:

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### **Governance Committee:**

In addition to developing and reviewing board policies, the purpose of the Governance Committee is to lead your board's recruiting strategy, lead new board member orientation, organize your board's annual retreat, assess the board's strengths, and ensure the board receives necessary professional development. The scope of the duties of the Governance Committee shall include, but not be limited to:

- Board policies
  - develop and review policies of the Board of Education to ensure an enabling environment for all students to learn and thrive
  - solicit public and stakeholder input to inform new policies or policy amendments
  - translate governmental and legislative mandates into meaningful policy to positively impact district programs and services
  - monitor and hold the district accountable for proper implementation of all Board of Education policies
  - ensure the policies align with student outcomes governance and KCIA strategic plan
- Ensure that all trustees understand their roles and responsibilities; and that there is an established process for holding individuals accountable for fulfilling their obligations
- Finding, recruiting, and screening new board members
- Establishing succession planning for board members and officers
- Providing orientation for new board members and holding exit interviews with departing ones
- Organizing board retreats and board training
- Conducting annual assessments of the full board and individual board members

Members: BOD Vice-President – Facilitator  
BOD Member – Committee Member  
Admin Assistant to the Superintendent – Committee Member  
Superintendent – Committee Member  
Directors Representing Board Policy area – Ad-hoc Committee Member(s)

### **Finance Committee:**

The purpose of the Finance Committee is to monitor the district's financial and operational performance. The scope of the duties of the Finance Committee shall include, but not be limited to:

- Make recommendations to the local school board in the following areas:
  - o financial planning, including reviews of the school district's revenue and expenditure projections
  - o review of financial statements and periodic monitoring of revenues and expenses
  - o annual budget preparation and oversight
  - o procurement
- Serve as an external monitoring committee on budget and other financial matters

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- Ensure budget preparation and financial planning align with student outcomes focused governance and the APS District Strategic Plan

Members: BOD Treasurer – Facilitator  
BOD Member – Committee Member  
BOD Member – Committee Member  
Director of Finance – Committee Member  
Ed Ops Representative – Committee Member  
Superintendent – Committee Member

### **Performance Committee:**

The purpose of the Performance Committee is to measure the academic results of the organization against the goals established in your charter, accountability plan, and annual superintendent goals. The scope of the duties of the Performance Committee shall include, but not be limited to:

- Measure organizational outcomes against stated goals for metrics such as performance on state tests, national standardized tests, or interim assessments.
- Review attendance, student and staff retention, and family and staff satisfaction surveys.
- Review data, identify trends, and give the CEO a place to think out loud about what's working and not working.
- Ensures the creation and implements of staff evaluation and feedback procedures.

Members: BOD Secretary – Facilitator  
BOD Member – Committee Member  
Director of C&I – Committee Member  
Director of Special Services – Committee Member  
Director of Student Services – Committee Member  
Superintendent – Committee Member