



Charge Statement for Accountability Committee Carbon Valley Secondary Academy

Mission:

To insure the proper oversight of the development and implementation of Carbon Valley Secondary Academy's (CVSA) accountability process, including the Annual Report and the integration of the accountability process with all other data driven decision making processes, from curriculum, program, and professional development to strategic planning.

Products:

Products: The CVSA Accountability Committee is to develop two products for the Board:

- 1) CVSA Annual Report as required by the authorizer and CDE.
- 2) Reports on the effectiveness of intentional linkages designed to share data between and among:
 - a) Carbon Valley Academy Accountability Committee (Elementary School)
 - b) Student assessment process;
 - c) Curriculum development;
 - d) Professional development, including the Personalized Professional Development Plan;
 - e) Staff evaluation; and
 - f) Strategic planning.

Authority:

To recommend to the Board and the Executive Director for joint approval the CVSA Accountability Report and reports as scheduled by the Board and Executive Director on the effectiveness of linkages (Product #2 above).

The committee chair is to act in role of the executive of the committee in close collaboration with the Executive Director and/or his or designees. As such, the chair is responsible for directing the processes of the committee, convening the committee and managing the resources of the committee. All official communication with the Board and Board Chair will be through the committee chair unless otherwise delegated to another committee member. Nothing in this charge statement is intended or should be interpreted to limit the communication or the activities of the Executive Director and/or designees as outlined in the Executive Director position description.

Accountability/Accountable To:

The committee is a joint committee and as such is accountable both to the Board as a whole and to the Executive Director. Because this is a joint committee, the Board as a whole and the Executive Director and/or his or her designees must approve the recommendations of the CVSA Accountability Committee. The committee is not accountable to the board chair, the principal, individual board members, or the Executive Director individually.

Membership:

The committee will be constituted of at least five and no more than seven members. The make-up of the committee must meet the following guidelines:

- One or more parents;
- One or more community representatives;
- The principal or his or her administrative designee; and
- Two or more teachers.

The chair of the committee will be a non-staff member. The committee may have a Board member serving in an ad hoc role, but this is not a requirement.

Completion Date/Milestones Timeline:

The completion dates for all products will be determined by an annual calendar of CVSA Accountability Committee reports, as recommended by the committee to the Board and the Executive Director for their joint approval. All CVSA Accountability Committee reports will be prepared in time to be included in the Board packet distributed prior to Board meetings.

Resources Requested:

The CVSA Accountability Committee will submit a request for expenditures in each annual budget. Activities to be funded through this budget request will include but not be limited to:

- 1) Consultant's, if any, used in developing CVSA Annual Report; and
- 2) Production costs of CVSA Annual Report document.

Additional resources include but are not limited to:

- 1) Access to and up to two hours per month for consultation and meetings with principal (or designee) and teachers serving as members of the committee; and
- 2) Access to and consultation and meetings as needed with the Coordinator of Student Assessment and other staff members leading processes listed in Product #2 above.