

Wright City R-II School District Community Advisory Team CHARTER

Approved by BOE on January 19, 2010

Chartered by: The R-II Board of Education and Superintendent in 2010.

Mission: The Community Advisory Team (CAT) mission is to facilitate communication, advise and partner with the R-II Board of Education, Superintendent and community to ensure a successful and innovative school system that maximizes each student's potential.

Outcomes:

- Review, discuss and analyze topics as requested by the Board of Education;
- Provide recommendations to the Board of Education on requested topics;
- Report CAT business to the community through variety of avenues, including CAT website and one-on-one communication with stakeholders;
- Provide an avenue for CAT members to bring topics to the entire CAT for review.
- Maintain active involvement of community stakeholders by bringing community perspective into processes through surveys and other feedback methods.
- Maintain active and diverse membership.
- Meet at least twice annually.

Boundaries: The CAT takes direction from the Board of Education and makes recommendations to the Board of Education.

Resources: CAT budget is through the R-II central office.

Membership: To include a broad-based, diverse membership of community members including two persons nominated from each of the following groups: Neighborhood Churches Group, Economic Development, Scouts, Chamber of Commerce, Wright City NEA, Wright City MSTTA, Innsbrook Residents, Incline Village Residents, Student Council, PTO, Band Boosters, Athletic Boosters, and Blue and Gold Scholarship Foundation. Additionally, fourteen parents will be selected through an application process. Wright City R-II staff members serving on the group include the Superintendent, Assistant Superintendent, and two building/department level administrators. Members may be designated alumni or inactive upon request. New members should join the CAT at the beginning of CAT study cycles, although exceptions may be made at discretion of the Steering Committee. Representative sample of CAT will serve as Steering Committee for group and shall be limited to 12 members.

Meeting framework: CAT will meet at least twice annually with meetings no longer than two hours each. The CAT Steering Committee will work with R-II administration to determine frequency of meetings dictated by the necessity of the CAT to accomplish its mission. Study groups

may be formed as necessary to accomplish the work of the CAT in a timely manner. CAT meetings are open to the public.

Decision-making

Process: After an appropriate amount of discussion, decisions will be achieved by consensus of the CAT members. If a vote of members is required, it will be decided by a simple majority of members attending the meeting.

Channels of

Communication: Members are responsible for sharing information from meetings with the groups they represent and with other district parents and patrons, making regular attendance at meetings imperative. The R-II central office will provide publicity on CAT activities to the local media and within R-II community and staff communication avenues. The local media is also invited to attend CAT meetings. Information about the CAT organization and meetings will be posted on the CAT website.

Agenda

development: Agendas will be developed collaboratively by the CAT Steering Committee.

Facilitation of

Meetings: Meetings will be facilitated by the Chair, Co-Chair(s) or Assistant Chair.

Maintaining records: Minutes will be taken by a district employee, distributed to CAT members and Board of Education members electronically, included on the CAT web page and kept at the central office.

Review of charter: The CAT charter will be reviewed at the discretion of the membership. Changes to the charter will be made by consensus.

Evaluation: CAT membership will determine evaluation methods for the group.

Norms:

- **Agenda:** The agenda should be established at least one week in advance, so members of the CAT can receive a copy of the agenda prior to the meeting. Agenda and supporting materials will be developed by CAT Steering Committee.
- **Non-agenda items:** There should be a space in the published agenda that non-agenda items can be introduced, but not discussed in detail. If a majority of the CAT decides to accept the non-agenda item for business, it will become part of the agenda.
- **Attendance:** Attendance at the scheduled CAT meetings is expected. Members of the CAT Steering Committee will annually contact individual CAT members to confirm their active participation for each school year. Steering Committee members may place a CAT member on "alumni" or "inactive" status for one-year periods, reviewing this status annually. Members are asked to contact the R-II central office if they are unable to attend a meeting.
- **Punctuality:** Meetings should start and end at the published time and stay on the published agenda. Members, if at all possible, should be in attendance early enough to be properly prepared for the start of the meeting.

- **Leaving early:** It is understandable that some members may need to leave a meeting early. The Chair(s) of the meeting should be informed prior to the meeting if members need to leave a meeting early. If there is an item on the agenda to be discussed after a member needs to leave, the member should have his or her ideas written down and give them to the Chair(s) prior to the start of the meeting.

- **Being called out of meetings:** If a member is called out of a meeting, please be considerate of other members, and be as unobtrusive as possible.

- **Participation:** Participation of all members is greatly encouraged. It should be a priority of the Chair(s) or the meeting moderator that all members have an opportunity to discuss an issue, and not have the discussion monopolized by one person or group. All members are equal. Each member should ask questions if they do not understand. All members should assume a positive attitude; no fault should be given or taken. Members should be open to new and different ideas to help visualize and understand "the big picture."

- **Confidentiality:** Some agenda items may require confidentiality. This will be reviewed and stated at the conclusion of the meeting by the Chair(s). Members will know what and when to communicate. The reason for the confidentiality should be discussed by the group and if agreed by the members, the item will not be discussed outside of the meeting. All votes should become the decision of the group and not discussed outside the meeting. R-II central office will develop brief talking points following each meeting to be included with minutes so members will know what and when to communicate. PLEASE NOTE that CAT meetings are open meetings by law and that members of the general community and the press may be in attendance.

- **Disagreements:** In trying to achieve the CAT's mission, proper discussion of issues is encouraged, but personal disagreements should not become part of the discussion. If necessary, the Chair(s) will stop any personal disagreements.

- **Anger/Defensiveness:** Personal anger or defensiveness will be discouraged and proper meeting decorum will be maintained. If a member's action is disruptive to the process and cannot be resolved, the member will be asked to leave the meeting or end such discussion.

- **Interrupting the speaker/side conversations:** Not allowed; be courteous and aware of the discussions to expedite the agenda. Members will speak respectfully to each other. Members will not talk down to other members. Members will listen without interrupting and will not have side conversations while another member is speaking.

- **Orientation:** New members will receive the charter and minutes from three previous meetings when they join the team. At beginning of each CAT cycle, members will receive and review the charter and norms. The CAT will initially be training in collaborative decision making.