

# DSST PUBLIC SCHOOLS

## **Executive Committee** Charter, Goals and Objectives Fiscal Year 2015

### **Charter:**

The Executive Committee is responsible for strategic oversight of Board matters. It is comprised of the Board Chair, the Board Vice Chair, and the Chairs of each of the Board Committees as well as the immediate past Board chair. The CEO of DSST is the staff liaison and attends meetings of the Committee.

The Committee will oversee the annual evaluation by the Board of the CEO. It will approve the Management Succession Plan prepared from time to time by Management. The Executive Committee will assign Committee Chairmanships. It will hold Committee Chairs accountable for aligning Committee Charters, Goals and Objectives with DSST's strategic and operating plans, and for achieving annual goals. The Committee will provide input into the Board agendas and will plan the annual Board retreat. With the Nomination and Governance Committee, the Executive Committee will interview, evaluate and, if appropriate, re-nominate Directors whose terms are expiring. At the discretion of the full Board, the Committee may act between meetings in the Board's stead as regards certain matters specifically delegated to it by the Board.

The Executive Committee will be a resource to the other standing Committees of the Board and will support the Chairs of those Committees in fulfilling their Charters, Goals and Objectives. It will work with those Committees and with the staff of DSST in fulfilling its own Charter, Goals and Objectives. It will work with Management to support DSST's annual Operating Plan.

### **General Long Term Goals:**

1. Insure that the Board accurately and fairly assesses the performance of the CEO, and holds the CEO accountable for performance.
2. Assure that DSST has an approved Management Succession Plan, which includes interim management and recruiting plans, to deal with the unexpected loss of key executives and managers at both the CMO and school levels.
3. Involve the Board regularly in providing strategic input to Management around critical issues affecting DSST. However, the Board's role is to govern, not manage the organization. Thus strategic and operating plans will be prepared by Management and approved by the Board.
4. Work with the Nominations and Governance Committee to create the best and most highly coveted non-profit Board in Denver.
5. Create a Board culture of engagement and accountability that supports DSST's core values of respect, responsibility, integrity, courage, curiosity and doing your best.

### **Executive Committee Fiscal Year 2015 Objectives:**

1. Oversee the evaluation of the CEO's performance for Fiscal 2014. Completed by October 2014.
2. Work with Committee Chairs on Membership, Charters, Goals and Objectives aligned with DSST's values, strategy and Operating Plan. Completed by October 2014.

3. Plan, conduct and publish results from the annual Board Retreat, designed to provide strategic input to Committees and Management. Completed by November 2014.
4. Work with management on updating, and approve a Management Succession Plan. Completed by March 2015.
5. With Nominations and Governance interview and evaluate Board members whose terms are expiring. Completed June 2015.
6. Periodically evaluate the performance of each Committee of the Board. Work with Committee Chair and CEO to insure they have resources to succeed. Hold Chair accountable for results. Completed July 2015.
7. Assign or re-confirm Chairs for each Committee for FY2015. Completed by July 2015.
8. Prepare a self assessment of Executive Committee performance for FY 2014. Completed by July 2015.
9. Conduct regular Executive Committee meetings; set Board agendas at such meetings. Completed by June 2015.
10. Assign Advisory Council members to each Committee Chair for annual contact as personal liaison. Completed by October 2014.

**Deliverables:**

October 2014	CEO Performance and Committee Charters
November 2014	Results from BOD Retreat
March 2015	Management Succession Plan Update
June 2015	Evaluate BOD Members whose terms expire
July 2015	Evaluate Committee Performance and Assign Committee Chairs
July 2015	Self-Assessment of Executive Committee Performance

**Meeting Schedule / Key Topics**

	Generally two weeks before Board meetings, already scheduled:
September 9, 2013	10:00 AM
November 5, 2013	2:00 PM
January 7, 2014	10:00 AM
March 10, 2014	2:00 PM
May 19, 2014	2:00 PM
June 3, 2014	11:00 AM

**Members:**

Steve Halstedt (Chair)  
David Greenberg (past Chair, Education)  
Teresa Berryman (Vice Chair, Finance)  
Tanya Kelly Bowry (Advancement)  
Matthew Schnittman (Advancement)  
Don Kirkpatrick (IT)  
Heather Lamm (Nom/Gov)  
Stephen McConahey (Nom/Gov)  
Norwood Robb (Audit)

**Key Staff:**

Bill Kurtz