

New Century School Policy No. 213

Adopted: 6.22.15

Revised: 3.7.16

213: BOARD OF DIRECTORS COMMITTEES

I. PURPOSE

The purpose of this policy is to provide for the structure and the operation of committees or subcommittees of the board of directors.

II. GENERAL STATEMENT OF POLICY

It is the policy of the board of directors to designate board of directors of director's committees or subcommittees when it is determined that a committee process facilitates the mission of the board of directors.

The board of directors has determined that certain permanent standing committees, as described in this policy, do facilitate the operation of the board of directors and the school.

A committee or subcommittee is advisory in nature and has only such authority as specified by the board of directors. The board of directors will receive reports or recommendations from a committee or subcommittee for consideration. The board of directors, however, retains the right and has the duty to make all final decisions related to such reports or recommendations.

The board of directors also may establish such ad-hoc committees for specific purposes, as it deems appropriate. The board of directors reserves the right to limit, create or abolish any standing or ad-hoc committee, as it deems appropriate.

A committee of the board of directors shall not appoint a subcommittee of that committee without approval of the board of directors.

III. APPOINTMENT OF COMMITTEES

The board of directors hereby appoints the following standing committees:

BUDGET AND FINANCE

The Budget and Finance Committee includes, but is not limited to, the Treasurer of the board, the Chair of the board, the school Director, a member of the finance management personnel, and a member of the community at large. The school Director and member of the finance management personnel are non-voting members. The Budget and Finance Committee is chaired by the Treasurer of the board.

The responsibility of the Budget and Finance Committee is to assure a financially sound and stable future for the school.

The Committee recommends policies to the board of directors regarding the financial operation of the school. The Committee, in consultation with the school Director, prepares these policies. The committee's tasks include, but are not limited to, review and recommendation with respect to the following:

- All budgets, changes or alterations to the budget
- Selection and ongoing monitoring of performance of professional contracts
- Employee compensation and benefits
- Audit procedures, results of audits, and selection of auditors
- Material contracts, building property leases, and loan payments
- Financial considerations in developing a long-range plan
- Evaluation of long term financing options

GOVERNANCE

Membership shall include but not necessarily be limited to two members of the board, the Vice Chair of the board, the school Director, members of the administrative team, and a community member. The school Director is a non-voting member of this committee. The Governance Committee is chaired by the Vice Chair of the board.

The Governance Committee shall be responsible ~~is~~ to support the effective performance of the board by designing needed board policies to ensure legal compliance with all applicable statutes. It is also the function of this committee to identify new board members, educate, mentor, and evaluate new and current members.

The Committee recommends policies to the board of directors regarding the operation of the school. These policies are prepared by the Committee in consultation with the Director. It is also this committee's function to ensure the health of the board of directors. The committee's tasks include, but are not limited to, review and make recommendation with respect to the following:

- Structure and manage a process for selection of new board members
- Develop an overall plan for board make-up; include issues of size, skill, diversity, and balance among the school constituencies
- Forecast upcoming board needs, and ensure that effective membership is in place to assume leadership roles
- Develop a pool of appropriate candidates
- Regularly review and adopt procedures for nominating, interviewing, and finalizing selection and election of candidates
- Orient new members to their roles and integrate them into the existing board. Provide on-going Board training as required by law. Update all board manuals
- Monitor ad-hoc committee's goals and action plans
- Monitor and evaluate communication channels between committees and the Board
- Develop a process for on-going Board member evaluations
- Annually review and suggest updates to the by-laws of the board
- Annually review and suggest updates to the policies of the board
- Assure that the school policies and board policies are in alignment, and are followed consistently

DEVELOPMENT

Membership shall strive to include but not necessarily be limited to at least one ~~staff~~ member of the Board, one community member, one parent a member of the administrative team, and any additional staff or community partners as requested by the chair of the committee.

The Development Committee shall be responsible to support the school by ensuring strong marketing and recruitment efforts, seeking out extra resources (financial and other), and building strong community partnerships.

The Committee is tasked with, but not limited to:

- Recruitment and Marketing – Ensure that proper recruitment and marketing efforts are in place so that enrollment goals are being met
- Cultivate marketing strategies
- Development – Seek out additional monies and resources for the school
- Community Outreach – Build beneficial relationships within the community

The board of directors will establish, by resolution, for each standing committee the number of members, the term, and the charge or mission of each such committee. Additional committees may be added as needed.

The board of directors Chair shall appoint the members of each standing or ad-hoc committee and designate the chair thereof.

CURRICULUM

Membership shall include but not necessarily be limited to the school Director, a member of the board, a teacher, and a community member. The school Director chairs the Curriculum Committee.

The Curriculum Committee shall be responsible for ensuring that overall curricular policy remains faithful to the Corporation’s mission, for reviewing specific curriculum choices on a regular basis and making recommendations to the Board of Directors on adoption of curriculum materials, and such other duties as are deemed appropriate and necessary by the Board of Directors.

FACILITIES

Membership shall include but not necessarily be limited to two members of the Board, a member of the administrative team, and a community member. The Director is a non-voting member of this committee. A member of the board chairs the Facilities Committee.

The Facilities Committee shall be responsible for identifying suitable facility/facilities for the school, researching and recommending building and maintenance contracts, and developing strategies to address future facility needs – short and long term.

IV. PROCEDURES FOR BOARD OF DIRECTORS COMMITTEES

All meetings of committees or subcommittees shall be open to the public in compliance with the Open Meeting Law, and notice shall be given as prescribed by law.

A committee or subcommittee shall act only within the guidelines and mission established for that committee or subcommittee by the board of directors.

Actions of a committee or subcommittee shall be by majority vote and be consistent with the governing rules of the board of directors.

The committee or subcommittee shall designate a secretary who will record the minutes of actions of the board of directors committee. The power of a committee or subcommittee of the board of directors is advisory only and is limited to making recommendations to the board of directors.