



## **Board of Directors Standing Committees Practices and Procedures PROPOSED COMMITTEES**

### Management Committee

- Human Resources (School Director, certificated and non-certificated staff positions)
- School Administration and Practices (Safety Plan, Technology Plan, Health and Wellness)
- Policy Development
- Charter Review and Renewal
- School Governance (Board bylaws, elections)

### School Development Committee

- Facilities Review, Planning and Augmentation
- Growth Models
- Enrollment Efforts
- Community Partnerships
- Public Outreach (recruitment, advertising)
- Special Programs

### Educational Practices Committee

- Curriculum Development
- Incorporation of Montessori Methods and Best Practices
- Testing and Performance Measures

### Finance Committee

- Audit Preparation
- Budget Development and Implementation
- Fundraising

## **PRACTICES AND PROCEDURES**

### Purpose

- Committees are considered an extension of the Board, established by the Board, and charged with considering matters referred to them by the Board.
- Committees are advisory in nature and are intended to serve as an informal forum that allows for more focused review of issues affecting the school.
- Committees are expected to provide the Board with a summary analysis of the issue referred to them and provide recommendations to the Board as to the preferred course of action.
- Committees are expected to seek the widest possible range of input from staff, students, parents and the general community so as to increase the value of its recommendations.

### Structure

- Committees are to have three Board members each.
- Each Committee will select a member to act as chair of the Committee and a secretary to be charged with keeping records.
- Committees shall post agendas for each meeting and maintain minutes of each meeting.
- The School Director shall serve as primary staff to the Committee although all school staff and teachers may be requested to provide assistance as appropriate.
- Only the Board can determine and direct an issue to a Committee to ensure that resources are used the most efficiently and all activities are integrated into a larger work plan.
- Committees will report out to the Board as to their activities, if any, at each Board meeting if appropriate.