

# BOARD COMMITTEES

**Section 1** Committees. The following committees are hereby established in accordance with and subject to the LMS Bylaws.

## **I. Finance Committee**

### A. General Purpose

The finance committee is commissioned by and responsible to the Board of Directors. It has the responsibility for working with the school's Executive Director and financial consultant/accountant to create the upcoming fiscal year budget; presenting budget recommendations to the Board; monitoring implementation of the approved budget on a regular basis and recommending proposed budget revisions; recommending to the Board appropriate policies for the management of the charter school's assets. The finance committee shall be assisted by the Executive Director and financial consultant/accountant.

### B. Appointments and Composition

1. The members of the finance committee shall be the treasurer of the Board who shall serve as chair, the Board Chair who shall serve in an ex officio capacity, and at least one other member of the Board. Board members shall be appointed to this committee annually by the Chair with the advice and consent of the Board in accordance with and subject to the LMS Bylaws.
2. The school's Executive Director shall be a member of the finance committee.
3. Additional committee members may be appointed and need not be members of the Board of Directors, in accordance with the LMS Bylaws. Non-board members may be appointed for a one-year term by a majority vote by Board members, and may be removed at any time by a majority vote by Board members, in accordance with the bylaws. There is no limit to the number of terms which a board member or non-board member may serve on a committee.

## C. Responsibilities

1. Collaborate with the school's Executive Director and financial consultant/accountant to prepare an annual budget for the school.
2. Collaborate with the school's Executive Director and financial consultant/accountant to develop and annually revise a five-year financial forecast and develop long-range financial plans based on the forecast.
3. Assist the school's Executive Director arrange for an annual audit of the school, meet with the auditors regarding audit results, and report said results to the Board.
4. Provide oversight of the procurement process.
5. Review monthly financial statements and variances from budget, and recommend action to the Board, as appropriate.
6. Create specific measurable board-level goals for the year as part of the full board planning process. (This means we need a planning process)
7. Develop and implement a board-level training program to ensure that all trustees (especially those without a financial background) can be effective stewards of the school's financial resources.
8. Report to the Board of Directors at regular meetings of the Board in a manner as described below in Section 3 of this policy.
9. Annually evaluate its work as a committee and the objectives it has committed itself to and report on same to the Board of Directors.

## **II. Governance Committee**

### A. General Purpose

The governance committee is commissioned by and responsible to the Board of Directors to assume the primary responsibility for matters pertaining to Board of Directors recruitment, nominations, orientation, training, and evaluation in accordance with the bylaws of the school as well as established policies and practices approved by the Board of Directors.

## B. Appointments and Composition

1. Appointments of the chair and members of the Board governance committee shall be made annually by the Chair of the Board with the advice and consent of the Board in accordance with the Bylaws.
2. The chair of this committee shall be a member of the Board of Directors.
3. At least two members (including the Chair) of this committee must be members of the Board of Directors, in accordance with the LMS Bylaws.
4. Additional committee members may be appointed and need not be members of the Board of Directors, in accordance with the LMS Bylaws. Non-board members may be appointed for a one-year term by a majority vote by Board members, and may be removed at any time by a majority vote by Board members, in accordance with the bylaws. There is no limit to the number of terms which a board member or non-board member may serve on a committee.

## C. Responsibilities

1. Analyze the skills and experience needed on the Board.
2. Create a short and long-term board recruitment strategy.
3. Work with Board Chair and school's Executive Director on a succession plan for board officers.
4. Recruit members to serve as members of the Board and develop a slate of candidates for consideration in accordance with selection/election and appointment procedures outlined in the bylaws.
5. Develop and review annually the procedures for Board recruitment.
6. Develop an orientation and training plan for new Board members.
7. Assist in the planning of an annual Board retreat and other deeper strategy sessions as needed.
8. Develop and revise a Board member handbook outlining the responsibilities of the Board and Board members, Board policies, and other relevant information.

9. Conduct board education as needed.
10. Create specific measurable board-level goals for the year as part of the full board planning process.
11. Regularly evaluate the effectiveness of board meetings, and make recommendations for improvement to the chair and the full board as needed.
12. Annually coordinate an evaluation of the full board.
13. Report to the Board of Directors at regular meetings of the Board in a manner determined by the Board.
14. Annually evaluate its work as a committee and the objectives it has committed itself to and report on same to the Board of Directors.

### **III. Academic Excellence Committee**

#### **A. General Purpose**

The Academic Excellence Committee is commissioned by and responsible to the Board of Trustees to assume the primary responsibility for working with the school leader to define academic excellence, ensure that all board members know the charter promises that were made to the community and the authorizer and to devise clear and consistent measures to monitor these goals.

#### **B. Appointments and Composition**

1. Appointments of the chair and members of the Academic Excellence Committee shall be made annually by the chair of the Board with the advice and consent of the Board, in accordance with the bylaws, and also with the advice of the school Curriculum Director/Coach.
2. The chair of this committee shall be a member of the Board of Directors.
3. At least two members (including the Chair) of this committee shall be members of the Board of Directors, in accordance with the LMS Bylaws. The school Curriculum Director/Coach shall also be a member of this committee.

4. Additional committee members may be appointed and need not be members of the Board of Directors, in accordance with the LMS Bylaws. Non-board members may be appointed for a one-year term by a majority vote by Board members, and may be removed at any time by a majority vote by Board members, in accordance with the bylaws. There is no limit to the number of terms which a board member or non-board member may serve on a committee.
5. Members of this committee are not required to have an academic or education background. However, at least one member of this committee must have either a Montessori teaching/administrative background, a child with more than three years of Montessori education, or a demonstrated strong interest in Montessori.

### C. Responsibilities

**It is important to note that this is a governance function, not a management function, and it is anticipated that the school Curriculum Director/Coach will have a great deal of input into the work and composition of this committee. The committee's main role is to assure that academic excellence is defined, and that the board approves annual goals to attain academic excellence.**

1. Define and continue to refine what academic excellence means for our school.
2. Ensure that all board members understand the key charter promises we have made to our community and to our authorizer.
3. Work with school leadership to set annual academic achievement goals, to be presented to and approved by the full board.
4. Work with the school leadership to devise clear and consistent ways to measure progress towards stated goals.
5. Work with school leadership to share with the board annual successes, barriers to teaching academic excellence, and strategies to overcome these barriers.
6. Arrange for Board training on issues related to academic oversight and academic achievement, as needed.
7. Create specific measurable board-level goals for the year as part of the full board planning process.

**Section 2** Meetings. Committees should meet as often as needed to accomplish their work.

**Section 3** Minutes. Minutes, generally no longer than one page, shall be taken at each Committee meeting detailing attendance, recommendations for the board's consideration, high-level overview of discussions, and action steps. The written minutes should be shared with the full board in a timely fashion; verbal reports to the board are needed only for recommendations for the board's consideration or key strategic issues that require board discussion.