

1.A.01 Excelsior Academy Board Bylaws

Article I

Purposes

The purposes for which Excelsior Academy is organized are to educate scholars with a broad classical foundation of knowledge, assisting them with opportunities to learn at their challenge level, in an intentionally inviting environment to help scholars acquire a life-long love of learning.

It is the Board of Trustees purpose to ensure the student outcomes for which Excelsior Academy was chartered are being achieved, while simultaneously ensuring that no laws are broken, no ethical standards are being violated, and nothing imprudent is being allowed by management to exist in the school.

Article II

Board of Trustees

Section 1: The Board of Trustees (“the Board”) shall consist of at least five (5) and no more than eleven (11) Trustees. All Trustees shall have identical rights and responsibilities.

Section 2: Trustees shall be sought who reflect the qualities, qualifications and diversity determined by the Board.

Section 3: Trustees may nominate potential Trustees and officers for election by the Board of Trustees. The Board will take action on these nominations within one month of being presented to the Board. New Trustees will be seated at the annual June meeting of the Board.

Section 4: Trustees shall serve a term of three (3) years. A full three-year term shall be considered to have been served upon the passage of three (3) annual meetings. After election, the term of a Trustee may not be reduced, except as specified in these bylaws. Trustees shall serve staggered terms with one-third of the board renewed at each annual meeting in June to balance continuity with new perspective as specified in Article II Section 10 of these Bylaws.

Section 5: Any vacancy occurring in the Board of Trustees and any position to be filled by reason of an increase in the number of Trustees may be filled, upon recommendation of a qualified candidate, by the affirmative vote of the majority of the current Trustees. A Trustee elected to fill the vacancy shall be elected for the unexpired term of his/her predecessor in office.

Section 6: A Trustee may resign at any time by filing a written resignation with the Chair of the Board.

Section 7: The Board may remove any Officer or Trustee by a two-thirds (2/3) vote of the entire Board at any regular or special meeting of the Board provided that a statement of the reason or reasons shall have been presented to the Officer or Trustee proposed for removal. The Officer or Trustee shall be given an opportunity to be heard and the matter considered by the Board.

Section 8: Members of the Board of Trustees:

Shall receive no payment of honoraria, excepting reimbursement for expenses incurred in performance of voluntary Excelsior Academy activities in accordance with Excelsior Academy policies.

Shall serve Excelsior Academy with the highest degree of undivided duty, loyalty, and care and shall undertake no enterprise to profit personally from their position with Excelsior Academy.

All participants in Board work are bound by the Code of Conduct, Conflict of Interest and Confidentiality policy statements.

Shall have no direct or indirect financial interest in the assets or leases of Excelsior Academy; any Trustee who individually or as part of a business or professional firm is involved in the business transactions or current professional services of Excelsior Academy shall disclose this relationship and shall not participate in any vote taken with respect to such transactions or services.

Section 9: In the event the composition of the Board does not comply with any applicable Utah law or rule, a majority of the Board shall vote to replace or add Trustees as necessary to bring the composition of the Board into compliance with such applicable Utah law or rule.

Section 10: Each of the up to eleven Trustees shall be assigned a letter A through J. This designation is made solely to clarify the term of each board member, and shall be recorded in the minutes of the first board meeting that a Trustee is appointed to the Board.

The following Board Member seats will expire in June 2010, and every three years thereafter: A, D, G and J.

The following Board Member seats will expire in June 2011, and every three years thereafter: B, E and H.

The following Board Member seats will expire in June 2012, and every three years thereafter: C, F and I.

The Board Member seat filled by the PTO representative shall expire in June 2010, and every one year thereafter.

The Secretary shall keep track of these designations at all times and shall include a current copy of the chart attached to these Bylaws showing the name, letter assignment (A-J), and expiration date of the term for each Trustee, and shall include an updated copy of such chart in the minutes of any Board meeting when a change is made.

Article III ***Officers***

Section 1: There shall be four (4) elective Officers of the Board: a Chair, a Vice Chair, a Secretary a Treasurer, and a Parent Advocate.

Section 2: The Board shall create a Governance Committee which shall present a slate of Officers to the Board of Trustees. The nominated Officers shall be drawn from among the members of the Board of Trustees. The election of the Officers shall be held at the annual meeting of the Board.

Section 3: The newly elected Officers shall take office immediately following the close of the meeting at which they are elected and the term of office shall be one year, or until respective successors assume office. A Trustee may serve more than one (1) term in the same office, but not more than three (3) consecutive terms in the same office.

Section 4: In the event that the office of the Chair becomes vacant, the Vice Chair shall become Chair for the unexpired portion of the term. In the event that the office of Vice Chair, Secretary, or Treasurer becomes vacant, the Chair shall appoint interim Officers to fill such vacant offices until a scheduled meeting of the Board can be held.

The Secretary shall keep track of these designations at all times and shall include a current copy of the chart attached to these Bylaws showing the name for each Officer and shall

include an updated copy of such chart in the minutes of any Board meeting when a change is made.

Article IV

Meetings

Section 1: The annual meeting of the Board shall occur in the last quarter of the fiscal year. There shall be at least five (5) other regular meetings of the Board held each year. Notice shall be given to each Trustee as required by applicable law prior to the date of every regular meeting of the Board, but in no event less than forty-eight (48) hours prior to the meeting.

Section 2: Special meetings of the Board may be called by the Chair or by a majority of the Trustees by filing a written request for such a meeting with the Chair and stating the object, date, and hour therefore, due notice having been given each Trustee twenty-four (24) hours prior to the meeting.

Section 3: More than fifty percent of the Trustees then in office shall constitute a quorum for the transaction of business at any regular or special meeting of the Board, except where otherwise required by these Bylaws.

Section 4: The Board shall select its own meeting format in any method allowed by the laws of the state of Utah. Any such meeting, whether regular or special, complying with Sections 1 or 2 of Article IV, shall constitute a meeting of the Board and shall subscribe to the policies, procedures, and rules adopted by the Board.

Section 5: Notice of all regular and special meetings of the Board, an agenda of all items to be discussed at such meetings, and agenda support materials shall be circulated to all Trustees prior to the meeting. Any Trustee may waive notice of any meeting. The attendance of a Trustee at any meeting also shall constitute a waiver of notice of such meeting, except where a Trustee attends a meeting for the express purpose of objecting to the transaction of any business because the meeting is not lawfully called or convened.

Section 6: Any action required to be taken by the Board may be taken without a meeting if all Trustees consent in writing to such action. Such written consent or consents shall be filed with the minutes of the proceedings of the Board. Such action or written consent shall have the same force and effect as a unanimous vote of the Board. All such action must be presented at the next meeting of the Board.

Section 7: Voting by Trustees by proxies shall not be permitted.

Article V

Staff

The Board of Trustees shall have the discretion to appoint a chief staff person, who shall be responsible for carrying out the work of Excelsior Academy in accordance with the policies established from time to time by the Board of Trustees.

Article VI

Executive Committee

Section 1: There shall be an Executive Committee comprised of the officers of the Excelsior Academy Board. The Executive Committee shall be convened by the Chair when it is not possible to convene the Board in a timely fashion, or shall be authorized to act on behalf of the Board by action of the Board. Actions of the Executive Committee shall require ratification by the full Board of Trustees at its next meeting.

Section 2: The Executive Committee shall not serve as an intermediary between the Board and its committees or task forces. The Board of Directors may delegate to the Executive Committee, to the extent provided in a specific resolution, any of the Board's powers and authority, except with respect to:

the filling of vacancies on the Board of Trustees or in any committee which has the authority of the Board;
the amendment or repeal of Bylaws or the adoption of new Bylaws;
the amendment or repeal of any resolution of the Board which provides that such resolution may not be amendable or repealable by the Executive Committee;
the approval of any self-dealing transactions;
the sale, transfer, or distribution of all or substantially all of the assets of the corporation;
the sale, transfer, or purchase of real property;
the merger or dissolution of the corporation;
the appointment of committees of the Board or the members thereof;
the setting of the budget or approval of audits; and
any action prohibited by the Articles of Incorporation, these Bylaws, or the laws of the state of Utah.

Article VII

Other Committees and Task Forces

Section 1: The Chair shall appoint committees or task forces of the Board. Committees may be composed of Trustees or community members, or both. The Board may prescribe the need and/or the composition of such committees.

Article VIII

Fiscal Year

The fiscal year of Excelsior Academy shall begin on July 1 on each calendar year and terminate on June 30 of the following year.

Article IX

Rules of Order

Except where they may be in conflict with the Articles of Incorporation, these Bylaws of Excelsior Academy, or applicable law, the rules of order in the current edition of Robert's Rules of Order shall govern the conduct of all meetings of Excelsior Academy.

Article X

Indemnification

Excelsior Academy shall, to the maximum extent permitted by law, indemnify each of its Trustees and Officers against expenses, judgments, fines, settlements and other amounts actually and reasonably incurred in connection with any proceeding arising by reason of the fact that any such person is or was a Trustee or Officer of Excelsior Academy and shall advance to such Trustee or Officer expenses incurred in defending any such proceeding to the maximum extent permitted by law.

Article XI

Amendments

These Bylaws may be amended at a regular meeting by a two-thirds vote of all Trustees then in office.

Article XII

Subordinate

At all times, these Bylaws shall be subordinate to Excelsior Academy's Charter as granted by the Utah State Charter School Board. In the event of a conflict between these Bylaws and the Charter, the provisions of the Charter shall control.

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CERTIFICATION

THE UNDERSIGNED officer and/or director of Excelsior Academy, a Utah nonprofit corporation, hereby certifies that the foregoing Amended and Restated Bylaws were duly adopted as of the 28th day of October, 2009 and amended the 19th day of October, 2009 (to remove term limits).

Signature

Print Name

Title

Board Job Descriptions¹

Chair

Member of, Elected by and Reports to: The Board of Trustees

Supports: The Executive Director

General Responsibilities:

The Chair is the senior volunteer leader of Excelsior Academy who presides at all meetings of the Board of Trustees and other meetings as required. The Chair is an ex officio member of all committees of the organization. The Board Chair oversees implementation of board and school policies and ensures that appropriate administrative practices are established and maintained.

Specific Responsibilities:

1. Works with the Executive Director, other board officers, and committee Heads to develop the agendas for Board of Trustees meetings, and presides at these meetings.
2. In consultation with other board officers, appoints volunteers to key leadership positions, including positions as Head of board committees and task forces, and cultivates leadership succession.
3. Works with the Board of Trustees and paid and volunteer leadership, in accordance with the Charter School's bylaws and mission, to establish and maintain systems for:
 - Planning the organization's human and financial resources and setting priorities for future development.
 - Reviewing operational effectiveness and setting priorities for future development.
 - Ensuring the legal and ethical standard.
 - Hiring and evaluating the school's Executive Director.
 - Developing and maintaining an effective board culture.
 - Developing an effective pipeline of future leaders of the board.
4. In conjunction with the Governance Committee, manages the development of the Board in order to help it work more effectively and efficiently.
5. Works with the Executive Director and other board officers to develop both immediate and long-term goals and expectations for the board that support organizational priorities and governance concerns.
6. Communicates effectively with and supports the Executive Director in his/her job as manager of the school. In this capacity, focuses on ensuring that the board governs rather than manages.
7. Works with the Committee Heads and the Executive Director to keep apprised of committee work and to ensure that committees have the resources needed to do their job. Also, works to ensure effective and efficient communications between the committees and the Board.
8. Creates a safe environment for decision-making by inviting participation, encouraging varying points of view and stimulating a frank exchange of ideas in an effort to provide shared decision-making.
9. Communicates with the Board effectively so the board information system focuses on decision-making, stimulates participation and supports an appropriate balance of responsibility between board and staff.
10. Links with major stakeholders when it is agreed that the Chair is the most appropriate person to represent the organization at a key meeting, write an editorial for a newspaper or thank a major donor.

Qualifications:

- Commitment to and energy to support Excelsior Academy and its values; an understanding of the school's mission and goals, and the responsibilities and relationship of paid and volunteer staff.
- Strong leadership skills to inspire a shared vision for the school and for the Board's work. Stimulated by a commitment to the mission, the Chair should guide the Board toward articulating and committing to a commonly held perception of the future of the School.
- Strong network of relationships within the greater community to leverage resources (money, people) for the organization.

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- Strong shared vision with staff about school mission and goals for student learning.
- Strong facilitation and communication skills and an understanding of group process.
- Objectivity so that dialog is productive and contributions are encouraged from all sides of an issue.
- Decisiveness in order to tackle and resolve difficult issues and to keep the business of the Board moving.
- An ability and willingness to support, encourage and develop a strong, entrepreneurial school leader.
- Strong organizational skills.

Indicators of effectiveness:

- Meets annual goals as identified and adopted at the beginning of the leadership term, including specific goals for development.
- Is perceived by other board members as being fair, open to all points of views, decisive, and contributing to a culture that focuses on results and student needs.
- Is perceived by staff as supporting and adding value to their work.
- Is perceived by a majority of parents and other community members as being accessible, fair, constructive, and representative of the interests of the broader school community.

Vice Chair

Member of, Elected by and Reports to: The Board of Trustees

Supports: The Chair

General Responsibilities:

The Vice Chair is the secondary volunteer leader of the Charter School and as such, discharges the duties of the Chair as required in the Chair's absence. The Vice Chair supports the activities of the Chair including sharing responsibilities as appropriate.

Specific Responsibilities:

1. In Chair's absence:
 - Presides at meetings of Board of Trustees.
 - Serves as ex officio member of standing committees.
2. Works with the Chair to assist in developing the agendas for Board of Trustees meetings.
3. Advises the Chair on appointing volunteers to key leadership positions, including positions as Head of board committees and task forces.
4. Assists the Chair by taking on responsibility as necessary for communication with Committee Heads.
5. Supports and challenges the Chair in all his/her responsibilities to ensure organizational priorities and governance concerns are addressed in the most effective and efficient manner.
6. Represents the board in the community, especially at events at which the Chair cannot attend.
7. Other duties as delegated by the Chair.

Qualifications:

- Commitment to and energy to support the Charter School and its values; an understanding of mission and goals, and the responsibilities and relationship of paid and volunteer staff.
- Strong leadership and collaborative skills to support the Chair and to offer alternative proposals in the interest of best serving the organization.
- Strong facilitation and communication skills and an understanding of group process.
- Objectivity so that dialog is productive and contributions are encouraged from all sides of an issue.
- Decisiveness in order to tackle and resolve difficult issues and to keep the business of the board moving.
- Strong organizational skills.

Indicators of effectiveness:

- Meets annual goals as identified and adopted by the board at the beginning of the leadership term.

- Is perceived by other board members as being fair, open to all points of views, decisive, and contributing to a culture that focuses on results and student needs.
- Is perceived by staff as supporting and adding value to their work.
- Is perceived by a majority of parents and other community members as being accessible, fair, constructive, and representative of the interests of the broader school community.

Treasurer

Member of and Elected by: The Board of Trustees

Reports to: The Chair and the Board of Trustees

Supports: Executive Director, Business Manager, accountant or bookkeeper, and auditors as necessary.

General Responsibilities:

Provides direction for the financial management of the school and facilitates the board in meeting its financial oversight responsibilities.

Specific Responsibilities:

1. Head of the Finance Committee.
2. Provides direction for the oversight of the school's record keeping and accounting policies.
3. Ensures the presentation of timely and meaningful financial reports to the board.
4. Ensures the development of annual budget and its submission to the Board for its approval. Leads the monitoring of budget implementation.
5. Oversees development and board review of financial policies and procedures. With the Finance Committee, monitors the adherence to financial policies and procedures adopted by the Board.
6. Develops and monitors any investment policies adopted by the Board.
7. Ensures that assets are protected and invested according to board policy.
8. Leads the board in assuring compliance with federal, state and other financial reporting requirements.
9. Presents the recommendation of the auditor to the Board for their approval. With the Finance Committee reviews the results of the audit including the management letter, develops a plan for remediation, if necessary, and presents the results to the Board.
10. Recognizes his or her responsibility to set the example for other board members by contributing financially at a level that is meaningful to him/her and by playing a major role in fundraising activities.
11. Takes responsibility for designing an annual board education program so that all board members can effectively conduct oversight of the financial health of the organization.

Qualifications:

- The treasurer must display a commitment to Excelsior Academy and its principles, mission and goals, and the responsibilities and relationships of governance and management and paid and volunteer staff.
- An understanding of the record keeping, accounting systems, and financial reports.
- An ability to focus on both the short-term and long-term financial health of the organization.

Indicators of effectiveness:

- Meets annual goals as identified and adopted by the board at the beginning of the leadership term.
- Is perceived by other board members as being transparent and efficient in delivering financial reports and as being aggressively protective of the integrity of the organizations fiscal management.
- Is perceived by staff as supporting and adding value to their work.
- Is perceived by a majority of parents and other community members as being accessible, fair, constructive, and representative of the interests of the broader school community.

Secretary

Member of and Elected by: The Board of Trustees

Reports to: The Chair and the Board of Trustees

Supports: Member of the staff or volunteer taking minutes.

General Responsibilities:

Provides direction for the keeping of legal documents including minutes of all meetings of the Excelsior Academy Board.

Specific Responsibilities:

1. Certify and keep at the school's office the original or a copy of the By-Laws as amended or otherwise altered to date.
2. Keep at a place designated by the Board, a book of minutes of all meetings of the Trustees and meetings of committees. Minutes shall record time and place of meeting, whether regular or special, how called, how notice was given, the names of those present or represented at the meeting and the proceedings thereof.
3. Present for approval by the Board copies of all minutes of meetings of the board.
4. Ensure that all notices are duly given in accordance with the provisions of the By-Laws or as required by law.
5. In general, serves as the protocol officer of the board, ensuring that the keeping and posting of meeting minutes, meeting notifications, and committee report, the adherence to open meeting laws, and other procedural requirements are followed legally and ethically.
6. In general, perform all duties incident to the office of the Secretary and such other duties as may be required by law, by the Articles of Incorporation or By-Laws, or which may be assigned to him or her from time to time by the Board of Trustees.

Qualifications:

- A commitment to the school and an understanding of the school and its values, mission and goals and the responsibilities and relationships of governance and management and paid and volunteer staff.
- An understanding of the required record keeping and the laws of the jurisdiction (city, state) in which the school operates.
- A capacity for attention to detail.

Indicators of effectiveness:

- Meets annual goals as identified and adopted by the board at the beginning of the leadership term.
- Is perceived by other board members as being an accurate and reasonable steward of the decision-making history of the organization and as being ever mindful of the duties and requirements of public service.
- Is perceived by staff as supporting and adding value to their work.
- Is perceived by a majority of parents and other community members as being accessible, fair, constructive, and representative of the interests of the broader school community.

Parent Advocate

Member of, Elected by and Reports to: The Board of Trustees

Supports: The Parents

General Responsibilities: Hearing parents concerns or grievances and working to get them resolved.

Specific Responsibilities:

Asking parents if they have taken the concern to the person most able to address it. If not, helping the parent to do this by telling them who the appropriate person is and how they can contact them. If they have already done this, the parent advocate takes the concern back to the school administrator WITH the parent to try to get it resolved. The parent advocate reports to the board on situations that they assist in resolving.

Board Committee Descriptions²

Academic Excellence Committee

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.

Appointments and Composition

1. Appointments of the Head and members of the Academic Excellence Committee shall be made annually, or as necessary, by the Chair of the Board with the advice and consent of the Board and the school leader and in accordance with the bylaws.
2. The Head of this committee shall be a member of the Board of Trustees.
3. Members of this committee shall be members of the Board of Trustees, subject to the conditions stated in the bylaws. Additional committee members may be appointed and need not be members of the Board of Trustees. It is anticipated that given the nature of this committee that it maybe necessary to have several outside academic leaders on the committee.

Responsibilities

It is important to note that this is a governance function, not a management function, and it is anticipated that the school leader 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 charter 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 the school leadership to devise clear and consistent ways to measure progress towards stated goals.
4. Work with school leadership to set annual academic achievement goals, to be presented to and approved by the full board.
5. Work with school leadership to share with the board annual successes, barriers to reaching 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. Annually evaluate its work as a committee and the objectives it has committed itself to and report on same to the Board of Trustees.
8. Report to the Board of Trustees at regular meetings of the Board in a manner determined by the Board.

Governance Committee

General Purpose

The Governance Committee is commissioned by and responsible to the Board of Trustees to assume the primary responsibility for matters pertaining to Board of Trustees 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 Trustees. This committee is also responsible for developing and revising a Board handbook as needed.

Appointments and Composition

1. Appointments of the Head 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.
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2. The Head of this committee shall be a member of the Board of Trustees.
3. Other members of this committee shall be members of the Board of Trustees.
4. Additional committee members may be appointed and need not be members of the Board of Trustees.

Responsibilities

1. Analyze the skills and experience needed on the Board.
2. Recruit people to serve as members of the Board and develop a slate of trustees for consideration by the membership at the annual meeting in accordance with selection/election procedures outlined in the bylaws.
3. Develop and review annually the procedures for Board recruitment.
4. Develop an orientation and training plan for new members and assist in the planning of the annual Board retreat.
5. Develop and revise a Board member handbook outlining the responsibilities of the Board and Board members, Board policies, and other relevant information.
6. Conduct board education as needed.
7. Coordinate board retreats with the Board Chair as needed.
8. Annually conduct an evaluation of the full board and individual trustees.
9. Annually evaluate its work as a committee and the objectives it has committed itself to and report on same to the Board of Trustees.
10. Report to the Board of Trustees at regular meetings of the Board in a manner determined by the Board.

Finance Committee

General Purpose

The Finance Committee is commissioned by and responsible to the Board of Trustees. It has the responsibility for working with the School Leader and Business Manager 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 School Leader and Business Manager.

Appointments and Composition

1. The members of the finance committee shall be the treasurer of the Board who shall serve as Head, the Chair who shall serve as an ex-officio member, together with other trustees appointed by the Chair of the Board with the advice and consent of the Board in accordance with the bylaws.
2. Both the School Leader and the CFO will be members of the finance committee.
3. Additional committee members may be appointed and need not be members of the Board of Trustees.

Responsibilities

1. Prepare an annual budget for the charter school in collaboration with the School Leader and Business Manager.
2. Also in collaboration with the School Leader and Business Manager, develop and annually revise a five-year financial forecast and develop long-range financial plans based on the forecast.
3. Arrange for an annual audit to be provided to the Board of Trustees.
4. Provide oversight of the procurement process.
5. Review monthly bank reconciliations.
6. Review quarterly financial statements and variances from budget, and recommend action to the Board, as appropriate.
7. Annually submit objectives as part of the planning and budgeting process.
8. Annually evaluate its work as a committee and the objectives it has committed itself to and report on same to the Board of Trustees.
9. Report to the Board of Trustees at regular meetings of the Board in a manner determined by the Board.

Resource Development Committee

General Purpose

The Resource Development Committee is commissioned by and responsible to the Board of Trustees to assume the primary responsibility for raising non-grant funds to meet the budgeted needs of the charter school. The Board of Trustees, in consultation with the Resource Development Committee, Finance committee, School Leader, and Business Manager will determine the fundraising goal for the resource development committee, as well as for school-based committees and grants.

Appointments and Composition

1. Appointments of the Head and members of the resource development committee shall be made annually, or as necessary, by the Chair of the Board with the advice and consent of the Board in accordance with the bylaws.
2. The Head of this committee shall be a member of the Board of Trustees.
3. Members of this committee shall be members of the Board of Trustees, subject to the conditions stated in the bylaws. Additional committee members may be appointed and need not be members of the Board of Trustees.

Responsibilities

1. Develop an annual fundraising plan that will generate the funds needed to meet the non-public and non-grant fundraising goal.
2. Coordinate fundraising plan with fundraising efforts by staff, parents, and other volunteers.
3. Develop the necessary sub-committee systems to successfully carry out the fundraising events and activities that are part of the annual fundraising plan; supervise the functions of the sub-committees; develop a plan for involving Board trustees in the non-grant resource development activities of the charter school.
4. Investigate new resource development projects, activities, and ideas for possible use in the future.
5. Cultivate large financial and in-kind donors.
6. Arrange for Board training on development issues, as needed.
7. Annually submit objectives as part of the planning and budgeting process.
8. Annually evaluate its work as a committee and the objectives it has committed itself to and report on same to the Board of Trustees.
9. Report to the Board of Trustees at regular meetings of the Board in a manner determined by the Board.

Facilities Taskforce

General Purpose

The Facilities Taskforce is commissioned by, and responsible to, the Board of Trustees to assume the responsibility for overseeing the acquisition, renovation, or construction of an appropriate facility for the school. It will work closely with the school leadership team in carrying out these responsibilities. The Taskforce will exist only as long as there is a defined need.

Appointments and Composition

1. Appointments of the Head and members of the Facilities Taskforce shall be made annually, or as needed, by the Chair of the Board with the advice and consent of the Board in accordance with the bylaws.
2. The Head of this Committee shall be a member of the Board of Trustees.
3. The Business Manager, School Leader, and Charter School Building Officer will be members of this Taskforce.
4. Members of this taskforce shall be members of the Board of Trustees, subject to the conditions stated in the bylaws.
5. Additional committee members may be appointed and need not be members of the Board of Trustees.

Responsibilities

1. Identify appropriate facilities that would meet the needs of the school.

2. Develop a timeline for the acquisition, construction, and/or renovation of an appropriate facility for the school.
3. Acquire adequate funding and prepare necessary paperwork to ensure an appropriate building can be acquired.
4. Work closely with the architect and engineers to develop an appropriate design for the building.
5. Monitor the construction/renovation process, ensuring the project is adhering to agreed upon timelines and budget.
6. Identify and acquire temporary facilities, if necessary, while a permanent facility is pursued.
7. Coordinate with other Board committees on relevant issues, such as budget and community outreach.
8. Report to the Board of Trustees on a regular basis in a manner determined by the Board.

Expansion Taskforce

General Purpose

The Expansion Taskforce is commissioned by, and responsible to, the Board of Trustees to assume the responsibility for overseeing the charter amendment request for expansion of the student population or grade configuration for the school. It will work closely with the school leadership team and Facilities Taskforce (if a new facility is warranted) in carrying out these responsibilities. The Taskforce will exist only as long as there is a defined need.

Appointments and Composition

1. Appointments of the Head and members of the Expansion Taskforce shall be made annually, or as needed, by the Chair of the Board with the advice and consent of the Board in accordance with the bylaws.
2. The Head of this Committee shall be a member of the Board of Trustees.
3. The Business Manager, School Leader, and Charter School Building Officer (if a new facility is warranted) will be members of this Taskforce.
4. Members of this taskforce shall be members of the Board of Trustees, subject to the conditions stated in the bylaws.
5. Additional committee members may be appointed and need not be members of the Board of Trustees.

Responsibilities

1. Identify need or interest in expanding the current student population and/or grade configuration.
2. Develop a timeline for the expansion.
3. Prepare necessary paperwork to submit charter amendment to State Charter School Board.
4. Work closely with the Facility Taskforce to enable them to develop an appropriate design for the building.
5. Coordinate with other Board committees on relevant issues, such as budget and community outreach.
6. Report to the Board of Trustees on a regular basis in a manner determined by the Board.

Director Evaluation Taskforce

General Purpose

The Director Evaluation Taskforce is commissioned by, and responsible to, the Board of Trustees to assume the responsibility for evaluating the School Leader. It will work closely with the school leadership team in carrying out these responsibilities. The Taskforce will exist only as long as there is a defined need.

Appointments and Composition

1. Appointments of the members of the Director Evaluation Taskforce shall be made annually, or as needed, by the Chair of the Board with the advice and consent of the Board in accordance with the bylaws.
2. The Head of this Committee shall be the Chair of the Board of Trustees.
3. The Business Manager, Governance Committee Head, and Academic Excellence Head will be members of this Taskforce.

4. Members of this taskforce shall be members of the Board of Trustees, subject to the conditions stated in the bylaws.
5. Additional committee members may be appointed and need not be members of the Board of Trustees.

Responsibilities

1. Review the School Leader's performance quarterly as soon as is feasible after each school term.
2. Evaluate the School Leader with a rubric based on the Director Job Description.
3. Coordinate with other Board committees on relevant issues.
4. Report to the Board of Trustees on a regular basis in a manner determined by the Board.

Trustee Tracking Chart

This chart shall be updated by the Board's Secretary and included in the minutes of the Board's next meeting whenever a change is made to such chart.

The term of the Current Occupant for each Trustee position (A-J or PTO) shall end in June in the year marked with an X, and every three years subsequent to that. Thus the schedule for the terms of the Trustee positions until 2015 are as follows:

<u>Position</u>	<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>Current Occupant</u>
A			X			X		Sonia Liddiard
B								
C		X			X			Katie Redmond
D			X			X		Shelly Taylor
E		X			X			Mike Begay
F				X			X	Alex Jackson
G				X			X	Cullen Archer

Officer Tracking List

This list shall be updated by the Board's Secretary and included in the minutes of the Board's next meeting whenever a change is made to such list. The term of the Current Occupant for each Officer position shall end in June each year:

<u>Office</u>	<u>Name</u>
Chair	Shelly Taylor
Vice Chair	Mike Begay
Secretary	Sonia Liddiard
Treasurer	Alex Jackson
Parent Advocate	

Committees

Governance	Sonia Liddiard
Special Ed	Katie Redmond
IT	Mike Begay
Finance	
Academic Excellence	Shelly Taylor