

**DDLHS Standing Board Committees
2016-2017**

Executive and Governance Committee:

**Paul Miller, Chair
Rebecca Collins, Co-Chair
Matt Urban**

Policy Committee:

**Rebecca Collins, Chair
Rebecca Girten
Mary Diamond**

Academic Excellence Committee:

**Aileen Murray, Chair
Joseph Mock
Joe LoPorto
Teacher (TBD)**

Facilities Committee:

**Paul Miller, Chair
Rebecca Collins
Matt Urban**

Finance Committee:

**Rebecca Girten, Chair
Aileen Murray
Rebecca Collins**

XQ Committee:

**Joe LoPorto, Chair
Paul Miller
Mary Diamond**

**Board Oversight Accountability Committee – All Board Members
Ad Hoc Renewal Committee - TBD**

Governance Committee

General Purpose

The governance committee is commissioned by and responsible to the Board to assume the primary responsibility for matters pertaining to Board recruitment, nominations, orientation, training, and evaluation in accordance with the Bylaws of Delaware Design-Lab High School (the "School"), as well as established policies and practices approved by the Board

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.
3. Other members of this committee shall be members of the Board.
4. There shall be at least one (1) and no more than five (5) members of this committee; provided, however, that at all times the total number of member on this committee shall be an odd number.

Responsibilities

1. Analyze the skills and experience needed on the Board.
2. Create a short and long-term Board recruitment strategy.
3. Develop and review annually the procedures for Board recruitment.
4. Recruit members to serve as members of the Board
5. Develop a slate of officers for consideration by the membership at the annual meeting in accordance with selection/election procedures outlined in the Bylaws.
6. Work with Board Chair and School leaders on a succession plan for Board officers.
7. Develop an orientation and training plan for new Board members.
8. Develop and maintain 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. Regularly evaluate the effectiveness of Board meetings, and make recommendations for improvement to the chair and the full Board as needed.
11. Report to the Board at regular meetings of the Board in a manner determined by the Board.
12. Annually evaluate its work as a committee and the objectives it has committed itself to and report on same to the Board of Trustees.

Policy Committee

General Purpose

The policy committee is commissioned by and responsible to the Board to (i) assemble and document existing policies and procedures in a format that provides historical perspective, ensures continuity of purpose, and facilitates training for new Board members and (ii) identify and establish policies that ensure compliance with Delaware Design-Lab High School's (the "School") charter and alignment with the School's mission and values.

Appointments and Composition

1. Appointments of the chair and members of the Board policy 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.
3. Other members of this committee may, but need not, be members of the Board.
4. There shall be at least one (1) and no more than five (5) members of this committee; provided, however, that at all times the total number of member on this committee shall be an odd number.

Responsibilities

1. Assemble all existing policies and procedures.
2. Create a repository of existing policies and procedures in a format accessible to members of the Board and the School leadership.
3. Create a system for adding new policies to the aforementioned repository as such policies are drafted and approved by the Board.
4. Review, analyze, and revise existing policies as necessary to addressing emerging issues and meet changes in applicable laws, mandates and guidelines relevant to the School.
5. Draft, as necessary, new policies and procedures as may be requested by the Board.
6. Annually evaluate its work as a committee and the objectives it has committed itself to and report on same to the Board.

Academic Excellence Committee

General Purpose

The Academic Excellence Committee is commissioned by and responsible to the Board 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 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 and the school leaders and in accordance with the Bylaws.
2. The chair of this committee shall be a member of the Board.
3. Other members of this committee may, but need not, be members of the Board.
4. There shall be at least one (1) and no more than seven (7) members of this committee; provided, however, that at all times the total number of member on this committee shall be an odd number.

Responsibilities

1. Define and continue to refine what academic excellence means for Delaware Design-Lab High 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. Report to the Board at regular meetings of the Board in a manner determined by the Board.
8. Annually evaluate its work as a committee and the objectives it has committed itself to and report on same to the Board.



Facilities Committee

General Purpose

The Facilities Committee is commissioned by and responsible to the Board to assume the primary responsibility for annual review of all physical plant needs, including maintenance of all land, buildings, facilities, and equipment owned by DDLHS, Inc. (the "School"). The committee advises the Board on building related issues, ongoing maintenance and planning, and planning for long-term improvements or alternative sites.

Appointments and Composition

1. Appointments of the chair and members of the Facilities Committee shall be made annually by the chair of the Board with the advice and consent of the Board and in accordance with the Bylaws.
2. The chair of this committee shall be a member of the Board.
3. Other members of this committee may, but need not, be members of the Board.
4. There shall be at least one (1) and no more than five (5) members of this committee; provided, however, that at all times the total number of member on this committee shall be an odd number.

Responsibilities

1. In conjunction with school leadership and staff, develop and recommend a maintenance schedule for current buildings and grounds.
2. Inspect school facilities as needed and report findings to the Board.
3. Plan for new construction, minor and major renovations, or minor and major improvements to current school grounds and facilities.
4. In conjunction with school leadership and staff, recommends additions, deletions or changes to current facilities to support school programs.
5. Acts as Board liaison to school leadership on matters pertaining to security, space, and non-school related use of facilities.
6. In conjunction with all relevant stakeholders, development, implementation, and oversight of long-range facilities plan.
7. Report to the Board at regular meetings of the Board in a manner determined by the Board.
8. Annually evaluate its work as a committee and the objectives it has committed itself to and report on same to the Board.

Finance Committee

General Purpose

The Finance Committee is commissioned by and responsible to the Board to assume the primary responsibility for providing appropriate Board oversight of school finances, ensuring accurate and comprehensive financial reporting to the board, and raising strategic financial issues for Board discussion.

Appointments and Composition

1. Appointments of the chair and members of the Finance Committee shall be made annually by the chair of the Board with the advice and consent of the Board and in accordance with the Bylaws.
2. The chair of this committee shall be a member of the Board.
3. Other members of this committee may, but need not, be members of the Board.
4. There shall be at least one (1) and no more than five (5) members of this committee; provided, however, that at all times the total number of member on this committee shall be an odd number and the total number of voting Board members on this Committee shall not exceed a quorum of the voting members of the Board.

Responsibilities

1. Ensure that the annual budget is prepared in a timely manner, allocates resources to support the school's strategic direction, and drives improved student achievement.
2. Review and recommend to the full board approval of the annual budget.
3. Recommend the selection of an auditor, ensuring the school changes auditors (or audit partner) every five or so years.
4. Meet with auditor prior to full board audit review and approval.
5. Ensure that either the Finance Committee or the full board annually meets in executive session with the auditor.
6. Provide recommendations to ensure appropriate financial policies and procedures are in place and help the Policy Committee draft polices accordingly.
7. Identify strategic and long-term financial issues to address before they become urgent issues.
8. Set annual committee goals and regularly monitor progress against those goals.
9. Serve as an ongoing resource and advisor to staff on financial issues.
10. Work closely with staff on financial issues/oversight .
11. Report to the Board at regular meetings of the Board in a manner determined by the Board.
12. Annually evaluate its work as a committee and the objectives it has committed itself to and report on same to the Board.

Board Oversight Compliance Committee

This Committee will meet on a quarterly basis to review the operations of the School to ensure that the School is complying with all Policies, Procedures, Regulations and State of Delaware Law. The Committee has Board of Directors' authorization to access any and all operations, and/or records of DDLHS, Inc. The Committee will submit a written report to the Board of Directors during the next regularly scheduled Board Meeting after the review is complete. The Committee shall be comprised of three Board Members, rotating on a quarterly basis, the Head of School and a staff member to record information.