

**Governing Board**

**1. Governance Philosophy. Explain the general philosophy of governance that will guide the proposed school, including the nature and extent of involvement by key stakeholder groups. Please make sure to distinguish management versus governance responsibilities.**

The board of Vine's Preparatory Charter School will be responsible for the oversight and governance of the school, its operations, and its administration. The overarching philosophy of governance that will guide the proposed school is to operate in an open and transparent way utilizing integrity to ensure that parents, teachers and stakeholders have a clear understanding of the school's academic standing, financial stability, and have access to all governance functions, as prescribed by law.

Key stakeholder groups may participate at the school by serving as members of advisory groups or on the Citizen's Budget Oversight Committee, or the Family Engagement Committee. Further discussion of these bodies may be found in the Advisory Groups section below.

**2. Structure and Composition. Describe the size, current and desired composition, powers, and duties of the Board. Identify key skills, areas of expertise, and constituencies that will be represented on the Board. Explain how this governance structure and composition will help ensure that:**

**a. The school will be an educational and operational success;**

The general governance structure, board size and composition may be found in Articles IV and V of the By-Laws (Attachment 9). Following approval of the school's charter, the 'Founding' Board will be reconstituted into a 'Governing' Board. The Governing Board will be responsible for oversight and governance of the school, its operations, and its administration to ensure the school is meeting its obligations outlined in its charter and Performance Agreement with DDOE. To ensure adequate governing representation once the school's charter is approved, the Board President will evaluate the Board's membership based on experience and the school's mission and vision, and will develop a recruitment plan to fill vacancies/gaps in areas requiring specific expertise consistent with Delaware regulations for a charter school board. The Board will be responsible for evaluating the performance of the School Leadership Team and will hold these individuals accountable for the school's success.

**b. There will be active and effective representation of key stakeholders. (Note: Pursuant to 14 Del. C. § 512(1), the Board must ensure representation by an educator from at least one of the charter schools operated by the Board and at least one parent of a student enrolled in a charter school operated by the Board.)**

The Board President will develop a recruitment plan to fill gaps in areas requiring specific expertise consistent with Delaware regulations for a charter school board. Each member of the Board – as key stakeholders representing Delaware teachers, parents and community members – intends to remain actively engaged in

the development and start-up operations of the school. This will ensure that there will be active and effective representation of key stakeholders serving on the board.

**3. Roles. Describe the primary roles of the Board and how it will interact with the Principal/School Leader and any advisory bodies. List all currently-identified Board members and their intended roles, and summarize their interests in and qualifications for serving on the school’s Board.**

The following list identifies board members along with their areas of expertise/role:

<b>Founding Group Member</b>	<b>Board Position</b>	<b>Profession</b>	<b>Expertise &amp; Roles they will Play to VPS</b>
<b>Chanda Jackson-Short, Ph. D.</b>	Board of Directors Chairperson Founding Group	Social Worker	<b>School Leader</b> , Organizational Leadership, Charter School Start Up, VPS Developer, Parent & Community Engagement Governance
<b>Orlando Short</b>  <b>Community Member</b>	Board Member  Founding Group	Constable, Security Specialist	Security & Discipline, Outreach
<b>Alan Cobb</b>	Board Member  Founding Group	Assistant Vice President Of Facilities Delaware State College	<b>Treasurer</b> , Planning, Design & Engineering, Negotiations & Purchasing
<b>Sharon Conaway</b>  <b>Educator</b>	Board Member  Founding Group	Elementary Education  Certified in Math and Reading	Educator, Curriculum Development & Instructional Strategies, Planning,
<b>Nakia McNair</b>  <b>Educator</b>	Board Member  Founding Group	Elementary Education	Educator, Curriculum Development & Instructional Strategies, Planning, Marketing
<b>DaShaunna Harris</b>	Board Member  Founding Group	Collegiate Student  Educational Leadership	<b>Secretary</b> , Educational & Organizational Leadership, Operations, Student Life, Administration
<b>Aldrich M. Hines</b>	Board Member/ Founding Group	Chief Para Transit Supervisor DART	Transportation Specialist, Community Engagement

<b>Rev. Carol E. Harris Community Member</b>	Board Member  Founding Group	Senior Pastor, Pastoral Counseling, Religious Education, Chaplain	Board Development & Expansion, Community Liaison, School Leadership, Fundraising
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A list of current board members, their intended roles, and the constituencies they represent may be found in Attachment 1. Board resumes, professional biographies and the Charter

Board Information Forms collectively provide evidence the founding group is committed to govern the school effectively, and will ensure the achievement of the school’s mission and goals. These supportive documents may be found in Attachments 1.

**4. As Attachment 11, provide a completed and signed Charter School Board Member Information Form for each proposed Board member.**

The signed Charter School Board Member Information Forms can be found in Attachment 11.

**5. As Attachment 12, provide a completed and signed Charter School Board Member Disclosure Form for each proposed Board member.**

A completed and signed Charter School Board Member Disclosure Form for each proposed Board member can be found in Attachment 12.

**6. Procedures. Explain the procedure by which Board members have been and will be selected. How will the Board fulfill its responsibilities? What will be the planned frequency and focus of meetings? Identify any standing subcommittees the Board expects to have. Describe how the school and Board will comply with Freedom of Information Act, 29 Del. C.Ch. 100 (related to public bodies, public records, and open meetings).**

During the application process, VPS’ Board of Directors has been meeting on a biweekly basis during the planning phase of developing the application, lending valuable expertise to develop clarity around the vision and mission, establish protocols, and thoughtfully review and advise on various sections of the application. Following the approval of the school’s charter, the frequency of board meetings will remain at biweekly meetings to begin the planning and school start-up process.

During planning process, the Board will have four subcommittees: (1) Academic, (2)

Personnel, (3) Finance and Facilities, and (4) Marketing and Student Recruitment. Each committee will meet monthly or as often as needed to perform the necessary work to open the school, including securing a school building, hiring a principal and staff, conducting community outreach and recruiting for student enrollment, and planning the school’s academic program. As the school nears its opening, a Citizen’s Budget Oversight Committee and Family/Community Engagement Committee will be added.

In compliance with FOIA, the Board will continue to meet monthly in regularly scheduled open meetings and workshops to review and discuss reports on school operations, finances, and academic performance. The school leader will be expected to report at these monthly meetings on student performance in areas such as attendance, academic achievement, and family engagement. Monthly financial reports shall also be presented to the Board and to the

Citizen's Budget Oversight Committee. A schedule of Board meetings will be posted on the school's website at least seven days before the meeting so that members of the community may attend; and 20 minutes per meeting will be reserved for public comment. Board minutes of monthly meetings, along with the monthly financial reports, will be posted on the school's website and shared with staff and parents to ensure transparency and integrity. Twice annually, the Board and Citizen's Budget Oversight Committee will also meet to review the school's financial health and progress. The Board will ensure compliance with the Freedom of Information Act (FOIA) and public bodies, public records, and open meeting laws.

## **7. School Oversight**

**a. Describe how the Board will approach its oversight role. Describe the metrics or progress indicators that the Board will consider in its analysis of the school, as well as how the Board will receive this information (i.e., dashboard) and from whom (i.e., Principal/School Leader, Business Manager, committees). Be sure to include both the academic, financial and operational metrics, and the frequency with which the Board will review these metrics.**

VPS will use Data Service Center as an aid in school oversight. The Board Members will have ongoing access to data center allowing them to follow the health of the school on a daily basis. Once hired and in place the school's principal will be responsible for ensuring data entry and accuracy. Data Service Center provides an overview of all school areas listed in this question. Data will be analyzed by the board during it's by weekly meetings and areas of concern will be held to vote and adjustments on a monthly basis.

**b. Describe the financial policies and procedures that the Board and administration will implement and follow in order to ensure that the school remains fiscally solvent and that appropriate internal controls are implemented.**

The board intends to operate within the parameters of the projected budget. Monthly reviews of VPS fiscal health during Board meetings will aid the board in ensuring that we remain accountable to the projected budget and afford insight on our spending practices. Together the board will make changes accordingly. During year 0 when expanding the Board, a conscious effort will be made to ensure that we recruit members of the financial community who have proven histories with fiscal responsibility and integrity. The board also intends to utilize Data Service Center that will allow the board as well as the school leader track and maintain the budget daily as needed.

**b. Describe an, at a minimum, annual process for evaluating whether financial allocations have effectively supported the school in carrying out its mission and meeting its goals.**

Monthly reports will be compiled and used to compose an Annual Fiscal Report for the school. When meeting to discuss the Annual report, Board Members will also consider the success of the programming implemented using school funds. The board will vote on the continuance and changes to programs that may not meet the proposed standard of excellence by which VPS will require of its school and programming. Adjustments and addendums will be made if necessary.

- c. Identify the enrollment threshold that would compel the Board to delay opening the school and explain why.**

VPS will only delay opening if the 80% threshold is not met within the allotted time frame. Upon approval of VPS as a Charter School in the state of Delaware, VPS's founding board will begin to operate more aggressively for recruitment of students. Frequenting the community, its businesses, religious institutions and town meetings where allowed in efforts to expose the community to the school and invite applicants to enrollment days and open houses. Considering the current interest of Sussex county residents in the prospect of additional school options to those currently available, VPS intends to saturate the community, thus avoiding any enrollment issues that would hinder opening by our proposed date.

- d. Describe how the Board and School Leadership Team will utilize the school's mission in everyday practice and decision-making?**

VPS's Mission Statement is the guiding structure for how the school will operate and what it is that we will offer as an educational body. It defines the educational "product" that VPS intends to offer the Sussex County community. The School Leadership team will be intensively trained and often reminded of our focus. Our mission statement will also be a guide post by which we will make decisions that directly affect the school, its students and the community that has received us.

- e. Describe the School Leader contract. Identify whether there will be performance targets in that contract and, if so, what they are.**

The school leader will have the responsibility in developing the face and recruitment platform of VPS. They will need to lead the board in the recruitment of both teachers and students. The School leader will adhere to the target dates as identified in the school's start-up plan **Attachment 15**.

- 8. Board Improvement. Explain the plan for increasing the capacity of the Board. What kinds of orientation or training will new Board members receive? Describe how the Board will evaluate itself and what steps it will take to continually improve its capacity to govern. Describe how current and future Board members will comply with any statutory or regulatory requirement related to the training of Board members.**

The board intends to fully comply with all required training for board members, as defined in statutory and regulatory requirements. The Board will follow best practices for on-boarding new members to ensure consistency in the governing structure. Over time, the Board will continue to evaluate the

success of plans and processes for recruiting Board, Advisory Board, and the Citizen's Budget Oversight Committee members and make adjustments as necessary.

**9. Board Continuity. Describe how, and on what timeline, new Board members will be recruited and added. Explain how the Board will screen successor members of the Board to ensure continuing compliance with the requirements that the Board be qualified to operate a charter school and to implement the school's proposed educational program.**

Board members shall serve a term of three (3) years. A board member may serve for an unlimited number of terms, providing that a minimum period of one year's absence from the Board shall occur after any two (2) consecutive full three-year terms. Each member, including a member elected to fill a vacancy, shall hold office until the expiration of the term for which elected and until a successor has been elected and taken office. If possible, terms shall be staggered so that approximately one-third (1/3) of the Board shall stand for nomination and election each year to assure some continuity. The parent or guardian's term shall be for one (1) year. The term shall expire on June 30 of each year. The teacher's term shall be for one (1) year. The term shall expire on June 30 of each year.

Nomination and election protocols for open positions on the Board and Committees will be posted on Vine's website (to be developed following charter approval) and, as openings arise, communications will be sent directly to all school stakeholders to ensure a fair, open, and transparent recruitment and election process. As new Board and Committee members are brought on, they will be expected to participate in workshops and trainings to ensure all members have adequate knowledge and understanding of the academic program, as well as Board roles and strategies that support effective governance.

**10. Ethics and Conflicts of Interest. Describe the Board's ethical standards and procedures for identifying and addressing conflicts of interest and compliance with the State Code of Conduct.**

Pending the approval of the school's charter, the Board will adopt a formal policy on board ethics and conflicts of interest.

The Board will be required to disclose all financial interests they have in any service provided to the school. An initial screening process is used as part of this charter application and may be found in the Charter School Board Member Information Form-Disclosures in Attachment 11. For future board members, the Board will make use of the same Conflict of Interest Disclosure form as part of the onboarding process when adding new members.