



Committee Descriptions and Members

According to our by-laws, The Galileo School Board has the right to create committees in order to address various aspects of school requirements. Any decisions that will bind the School in contract, or that pose conflict or divergence from the stated mission of the School, or that exceed the current fiscal constraints outside the Board, shall be presented to the Board for final approval. All other matters brought before the committees shall be decided and voted upon in the committee.

Committee meetings that involve decision making or voting must be announced via the Galileo School Board Calendar preferably 5 days in advance of the meeting and be open to the public. Committee minutes should be kept and uploaded to the Board folder on the website.

Board of Director Committees at the Galileo School for Gifted Learning include:

- Curriculum
 - Development & Grants
 - Marketing
 - Budget and Finance
 - Special, Ad Hoc Committees
 - Strategic Planning
 - Facilities
 - Board Nominating Committee
 - School Finance Committee
 - Hiring
- I. **Curriculum** (Michele Gill-chair, Christine Ortiz, Michelle Nunez, Jana Spitalnick, Amanda Romano (upper elem rep), Nicole Bronga (middle school rep), Crystal Varnadoe (early elem rep) Aryn Davis-parent representative, Dumarie Rodriguez-Dillard—outside member). Ex officio: Alysia Murray, Tim Hurd, Eric Huet, Alisha Kearns. Non-voting member: Nicole Howard. Student Rep:
- a. The purpose of the Curriculum Committee is to review all curriculum recommendations for the school from teachers and the Principal, and to ensure that the curriculum is line with the School’s vision and mission statement. In addition, the Curriculum Committee reviews research and data on the existing curriculum to determine its effectiveness in meeting the needs of the School’s students.
 - b. Duties: Review research on current and possible future curriculum. Vote on all new curriculum adoptions. Advise on new curriculum purchases.

- c. Number of members: 7 (one Board member, School Principal, the Gifted Coach, three teachers—one from lower elementary, one from upper, and one from middle school, and a parent—and such other persons as the Board may from time to time appoint to assist with committee duties).
- d. Reporting Requirement: Standing committee, so it must report at each Board meeting.

II. **Development & Grants** (Trevia Marshall-chair, Lisa Bengel, Joshua Truitt, Jayaram Brindala)

- a. Purpose: To oversee fundraising, capital campaign, and grant efforts for the school
- b. Duties: To define the short- and long-term fundraising needs of the School; to manage any running capital campaign projects, to educate the Board on the techniques of planned giving, seeking grants, and soliciting corporations and individual donors; identify, solicit, plan, and execute fundraising (which may include grants from external sources and/or fundraising events) to raise revenue for the general operations of the School.
- c. Number of members: 2 minimum (one Board member, one parent representative and such other persons as the Board may from time to time appoint to assist with committee duties)
- d. Reporting requirement: Standing committee, so it must report at each Board meeting.

III. **Marketing** (Debbie Hahs-Vaughn, chair, Rafael Castillo, Art McCarty, Cristina Lehman)

- a. Purpose: To oversee marketing efforts for the school
- b. Duties: To work with the Development and Grants committee and the School Principal to get the word out about Galileo School. To develop a relationship with the press, prepare press releases, and invite the press to relevant events. To monitor Galileo School's social media coverage and help improve it. To prepare marketing materials for use in advertising Galileo School and to promote fundraising efforts and any capital campaigns.
- c. Number of members: 2 minimum (one Board member, one parent representative and such other persons as the Board may from time to time appoint to assist with committee duties)
- d. Reporting requirement: Standing committee, so it must report at each Board meeting.

IV. **Budget and Finance** (Joe McLaren-chair, Michelle Nunez)

The finance committee shall be assisted by the School Principal and bookkeeper.

- a. Purpose: The budget and finance committee is commissioned by and responsible to the Board of Directors. It has the responsibility for:
 - i. Working with the School Principal and Office Manager to advise and provide oversight to the creation of the upcoming fiscal year budget;
 - ii. Presenting budget recommendations to the Board;
 - iii. Monitoring implementation of the approved budget on a regular basis and
 - iv. Recommending proposed budget revisions; and
 - v. Recommending to the Board appropriate policies for the management of the charter school's assets.
- b. Duties: Responsibilities
 1. Review the annual budget for the charter school and present the budget to the Board of Directors.
 2. 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 Directors.
 4. Review all non-budgeted expenditures over \$2,500.00 and inform the board.
 5. Review monthly financial statements and variances from budget, and recommend action to the Board, as appropriate.
 6. Provide recommendations on a board-level training program to ensure that all board members (especially those without a financial background) can be effective stewards of the school's financial resources.
 7. Report to the Board of Directors 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 of Directors.
- c. Appointments and Composition
 1. The members of the finance committee shall assist the treasurer of the Board who shall serve as chair, the School Director, Office Manager, a parent, and other members appointed by the Chair of the Board of Directors with the advice and consent of the Board in accordance with the bylaws. Ex

- officio members of the committee include the Chair of the Board of Directors and a representative from the school's accounting firm.
2. Additional committee members may be appointed and need not be members of the Board of Directors.
- d. Reporting requirement: Standing committee, so it must report at each Board meeting.

SPECIAL COMMITTEES

I. Strategic Planning Committee (Christine Ortiz, chair, Javier Rivera, Michelle Nunez, Kristin Ripley, Kelly Brecht, Amber Brownell, Carrie Powers, Dena Pfenning, Jana Spitalnick, Eric Huet)

- a. Purpose: Organize and lead the strategic planning process for Galileo School. Develop recommendations for the future direction of the School for consideration by the Board.
- b. Duties: Meet at least once a year to facilitate the strategic planning process at Galileo School
- c. Number of members: 8 (two Board members, the School Principal, the Office Manager, teacher representative from primary grades, teacher representative from upper grades, PTA representative, and an additional parent representative), and such other persons as the Board may from time to time appoint to assist with committee duties.
- d. Reporting requirement: Report as needed; must report after any committee meetings are held to update the Board.

II. Facilities (Jonathan Wilkes-chair, Kevin Miller, Michelle Nunez, Javier Rivera, Justin Varnadoe, Joe MacLaren, Michael Urchuk)

- a. Purpose: Review and recommend facility for use by the school for approval by the Board. Search for new facilities as the need arises. Attend to facility needs to support the School Principal.
- b. Duties: Search for qualified locations to house the Galileo School. Review contracts, rent, ongoing costs, implementation costs, general lease terms and any other criteria.
- c. Number of members: 4 (one Board member, the School Principal, the Office Manager, and a parent representative), and such other persons as the Board may from time to time appoint to assist with committee duties.

- d. Reporting requirement: Report as needed; must report after any committee meetings are held to update the Board.

III. **Board Nominating Committee** (Michele Gill and Javier Rivera)

- a. Purpose: Recruit potential Board members to serve on the Board. Identify the Board's needs and recruit accordingly.
- b. Duties: Obtain a list of potential nominees to the Board. Invited nominees to be part of the work of the Board in a voluntary capacity as committee members or through other such service. After a reasonable period of time, bring the nominees to the Board meeting for a vote.
- c. Number of members: 2 (two Board members), and such other persons as the Board may from time to time appoint to assist with committee duties.
- d. Reporting requirement: Report as needed; must report after any committee meetings are held to update the Board.