**Roles and Responsibilities of the**

**Board of Trustees, Parents, and Staff**

**of the**

**Frederick Classical Charter School (FCCS)**

**Context**

Now that FCCS has been operating for a year, we thought it prudent to provide some guidance about our new school community after a sufficient number of practical issues have arisen. Specifically, we wish to provide additional clarity about the roles and responsibilities unique to the Board of Trustees (BOT) and those roles and responsibilities of the Head of School, Leadership Team, Staff, Parents, and Students. Additionally, the BOT wishes to clarify the role of its committees, as well as how to coordinate their activities with the staff of FCCS. If approved, the statement below will be in effect immediately and will be reflected in the next printing of the FCCS handbook.

**Overview**

The role~~s~~ of the Board of Trustees of the Frederick Classical Charter School is analogous to the role of an architect. The Board is responsible for the vision and overall design of the academic program, the school culture, the facility, the school’s goals and purpose, and policies and procedures under which the school will operate. The Head of School is akin to a general contractor who is hired to implement the design of the architect. The staff are analogous to the trade specialists with specific expertise to implement all the features included in the original blueprints of the architect. The Board oversees and evaluates the Head of School’s ability to utilize staff to implement the Board’s vision. Parents, who are analogous to customers paying for a certain kind of house to be built, elect Board members who have the knowledge and skill to design the school and oversee its implementation. In addition—and very much unlike paying customers—parents are expected to volunteer their time, talents, and treasure to help the school succeed. The relationship between the Board of Trustees and the Head of School has the same structure as the relationship between the Frederick County Board of Education and the Superintendent.

**Vision and Accountability**

The Board, not staff, are responsible for the vision of the school. Though staff are welcome to make suggestions about how to best implement the vision, the Board has the ultimate authority and responsibility for defining what constitutes the kind of classical education to be offered at FCCS. The Board is responsible for continually articulating to staff and the larger school community its vision for FCCS, resolving philosophical issues regarding the school’s values and approach to education, and ensuring the Head of School implements the vision of the school with evident results. Parents are responsible for becoming educated about classical education—especially those who are elected to serve on the Board and are responsible for ensuring that the original vision of the school’s founders comes to fruition.

To ensure that its vision for education is fulfilled, the Board may work with staff directly or through the Head of School. In the vast majority of cases, the Board will work through the Head of School. The Head of School has the responsibility to lead staff and coordinate the activities of the school.

**Personnel**

The Board is responsible for all hiring decisions, in accordance with the charter contract and the charter application. The Board and Head of School will participate in the interview process together and confer about which candidates to hire. The Board makes the hiring decision after considering the recommendation of the Head of School. Due to the unusual arrangement in which Maryland’s charter school law has made employees at charter schools employees of the local school Board instead of employees of the charter school itself, the Board’s decision to hire must be ratified by the local school system. (In practice, FCPS historically has not used its veto power to prohibit any of its charter schools from selecting the candidates the charter school prefers.) In the event that the Head of School recommends that a staff member be removed from his or her position, the Board will consider this recommendation and decide how to proceed. In an emergency, the HOS can request an immediate meeting to be held within 24 (or 48 hours) from the time of the request to discuss emergency personnel matters.

**Evaluations**

The Board evaluates the Head of School. (To clarify, the Board submits it evaluation of the Head of School to his or her supervisor within FCPS, and FCPS does not share the final evaluation with the Board.) The Head of School evaluates the staff. Per our charter contract, the Board oversees the staff evaluations to ensure staff are evaluated in accordance with the criteria set by the Board. Staff evaluations are confidential, but per our contract with FCPS, the Board can receive anonymized copies of the evaluations.

**Policy Setting and Operations**

The Board sets the policy for the school’s operations, including, but not limited to, disciplinary policy, financial policy, facility policies, extracurricular activities, academic policy, and all matters relevant to the staff and student handbooks. Staff are responsible for operating the school in accordance with the Board’s policies and vision statements.

**Contractual Obligations**

The language of the charter school contract with FCPS outlines a number of roles and responsibilities for the Board of Trustees.

“Duties and responsibilities include, but are not limited to, the following:

1. Defines mission, vision, and goals for the School.
2. Submits charter application to Board for approval.
3. Functions as the operator of the School and the legal entity entering into this Charter agreement with the Board.
4. Approves Charter amendments, waiver, and annual budgets and submits them to the Board for approval/negotiation
5. Negotiates terms and use of facilities.
6. Approves Annual Report for submission to the Board.
7. Provides annual audit to the board, as required by law. Given, however that the current FCPS procedure is for FCPS to retain in its accounts the Section V funding allocation and for charter operators to use the FCPS procurement system, which creates a record of each transaction accessible to FCPS; that this process requires approval from FCPS employees; and that, unlike other counties in Maryland, FCPS does not disburse funds directly to bank accounts of charter school operators. FCCS plans to request a state waiver from the requirement that FCPS-provided funds be audited. If this waiver is approved, FCCS shall abide by the terms and conditions of the waiver with regard ot the audit of FCPS funds. *Board’s response: In general, the Board does not support waivers of audit requirements. FCPS-provided funds are automatically audited so it is unclear why a waiver is necessary.*
8. Carrying responsibility for FCCS policy decisions and monitoring the operational decisions of the principal.
9. Determining FCCS Policies, (e.g. discipline, school calendar, length of instructional day, extracurricular activities), provided that a waiver is granted if FCCS’s proposed policies conflict with Board policy of regulation.
10. Determining staffing levels.
11. Create position descriptions in consultation with FCPS Human Resources staff.
12. Allocating annual budget for FCCS, based on academic needs and goals, and providing financial reports to the Corporation through the Treasurer.
13. Determining curriculum and monitoring its implementation.
14. Appointing committees to support School operations and receive regular committee reports.
15. Developing a culture consistent with mission and vision of the School in collaboration with parents, faculty, and students.
16. Provide input to the instructional director regarding expectations and overall evaluation of the principal.”[[1]](#footnote-1)

**Implementation**

The Head of School and staff are responsible for implementing the day-to-day operations of the school in accordance to the Board’s charter application, the charter agreement established by FCPS, policies, and specific direction the Board may give from time to time as the need arises. The Head of School is responsible for reporting progress toward the Board’s goals at a frequency that the Board sets. The Head of School and staff have academic freedom and exercise their professional judgment within the parameters that the Board of Trustees have set through their policies, approved application, stated goals, and specific direction given to the Head of School.

**Specific Roles and Responsibilities by Position for 2014-2015 School Year**

Please note that Trustees, staff, and parents are welcome to participate in several committees and areas of the life of the school and the responsibilities below are meant to define the primary responsibility and not limit participation to formally defined roles.

*Board of Trustee Officers*

All Officers

* Fulfill all contractual and other obligations already mentioned in this document.
* Meet with the staff regularly
* Address parent, student, and staff concerns and recommendations with regard to the school’s polices
* Re-direct parent, students, and staff concerns and recommendations with regard to specific, day-to-day situations to the Head of School.
* Serve as the representatives of the school and support the school’s mission and vision
* Serve as ex officio member of all committees

President

* Lead the Executive Committee, presiding over all meetings to ensure they are efficient and that all viewpoints are considered
* Serves as the primary contact for the Head of School
* Leads the process of evaluating the Head of School and delivering the results
* Works with the Governance Committee to develop a plan to increase the Board’s knowledge of classical education, charter schools, and Board governance.
* Oversee the Academic Committee and the Advocacy Committee
* Acts as the school’s primary recruiter for new Trustees
* Leads the effort to produce the school’s annual report

Vice-President

* Oversee the Social Committee and the Volunteering Committee
* Coordinate with Library Sub-Committee to establish library
* Coordinates with Head of School and Procurement Officer to order supplies

Secretary

* Oversee the Communications Committee
* Send out official Board communications using the email blast system and other means of correspondence
* Produce and/or disseminate the agenda and all documents for each public Board meeting two weeks prior to the meeting.
* Serve as the primary point of contact on the Board for the Interior Designer and Board Correspondence Secretary (support position)

Treasurer

* Oversee the Facility Committee, Finance Committee and the Fundraising Committee
* Produce monthly reports comparing projected to actual spending
* Prepare annual budget for submission to the Frederick County Board of Education
* Ensures the school takes a fiscally conservative approach
* Serve as the primary contact on the Board for the Bookkeeper

Non-Officer Trustee #1

* TBD

Non-Officer Trustee #2

* TBD

Non-Officer Trustee #3

* TBD

*Positions that Support the Board of Trustees (may be voluntary or paid)*

Facility Manager

* Manage and oversee the condition of the building on a day-to-day basis. Report any problems or concerns to the Head of School and/or the Facility Committee.
* Support the efforts of the Interior Designer to ensure the building is decorated in a way that reflects the school’s mission.
* Serve as the primary point of contact for St. John’s properties for day-to-day issues

Interior Designer

* Decorate the building in a manner that reflects the school’s mission, including coordinating with staff to help with displaying student work and bulletin boards as needed
* Advise the Board on furniture purchasing

Bookkeeper

* Ensures that the Frederick Classical Charter School, Inc’s bookkeeping is done in accordance with generally accepted accounting principles.
* Works with the Treasurer to ensure that the school continues to take a fiscally conservative approach and meets its financial goals.

Correspondence Secretary

* Write the meeting minutes for each Board meeting and submit them to the Board to be disseminated two weeks prior to each Board meeting.
* Assists the Board in drafting correspondence as needed.

Procurement Officer

* Order all needed supplies from vendors and coordinate with the Bookkeeper to ensure that all necessary accounting entries are made.
* Regularly communicates with Head of School about needed supplies
* Takes inventory of supplies as needed

Contract Compliance Officer

* Produces a checklist of all contractual obligations
* Provides a report to the Board on at least a quarterly basis as to the attainment of the goals in the checklist.

*Staff*

All Staff

* Model and live out the mottoes and slogans described in the application

Head of School

* Meet or exceed all of the criteria listed on the evaluation for the Head of School
* Approve all expenditures that are in accordance with the Boards’ annual budget; each year the Board may approve a discretionary budget for the Head of School to use as needed and without approval from the Board.
* Works in conjunction with the Board as needed to plan and execute professional development.
* Regularly communicate with the Board
* Work with the Board to plan the content of the Summer Institute, and execute the plan
* Acts as the primary recruiter for new staff

Leadership Team

* Ensure that all aspects of our academic program outlined in our application are fulfilled
* Monitor progress of the academic program, presenting a report on what topics were able to be taught and how subjects were integrated three times per year: by November 15, February 15, and the end of the school year.
* Make recommendations to the Board with regard to additional books and materials needed.
* Gather suggestions from teachers in their team and propose needed curricular changes and adjustments to the Board.

Teachers

* Implement the academic program as described in the application, making recommendations to the Leadership Team in terms of adjustments.
* Emphasize the true, the good, and the beautiful in everything they do
* Encourage students to develop their talents and virtues, and reinforce positive behavior through positive praise and by developing relationships with students and engaging them in conversation.

Secretary

* Acts as the face of the school and creates an atmosphere of hospitality the moment students, teachers, and others enter the school
* Perform all duties as described in the job description, with the caveat that in the second year of operation the secretary will need to spend less time managing procurement.

Custodian

* Assumes primary responsibility for ensuring the beauty and cleanliness of the school
* Assists the Head of School in monitoring resource consumption, including utilities, and suggests ways to reduce it.
* Perform all duties as described in the job description.

*Parents*

* Serve as your child’s primary teacher
* Encourage your children to develop their talents and virtues, and reinforce positive behavior through positive praise and by developing relationships with them and engaging them in conversation.
* Help the school in various ways at least 20 hours per year.
* Become educated about classical education, school choice, and charter schools by attending school events and through self-study.

*Students*

* Always do their best
* Complete all assigned work with a positive, productive attitude
* Comport themselves well
* Seek to develop their talents and virtues
* Ask for help when they need it

**Committees**

The Board of Trustees encourages parents to be involved with its committees, which provide opportunities for involvement similar to a PTA/PTO. The current standing committees are: "Executive", "Nominating", and "Finance and Audit". The Board will also establish a Governance Committee, the charter of which is to ensure the Board members both individually and collectively are fulfilling their roles and responsibilities. The Nominating committee will become active as our first election—to be held in fall 2017—approaches. The Executive committee consists of the officers of the corporation. The Finance and Audit committee is chaired by the Treasurer.

Per our bylaws, “The Board of Trustees, or the President acting under the authority of the Board, shall annually appoint such standing and special committees as the Board may deem proper and necessary and prescribe their membership, powers and duties.” The Academic, Advocacy, Communication, Facility, Finance, Fundraising, Social, and Volunteering committees have been appointed to focus on specific issues and opportunities for the school and the non-profit corporation. Each committee has a "Chair", who leads the activities of the committee, and a Board of Trustee’s member who serves as a liaison to the Board. Each committee Chair is responsible for submitting meeting minutes to the Board after each meeting, so the Board can be aware of each committee’s activities. Committees may establish sub-committees as needed. Committees will coordinate with the Head of School, staff, the Board, and other committees as needed to meet their goals. Each committee shall have a charter that describes its roles, responsibilities, budget, calendar of events, and other items the Board requests; this charter must be approved by the Board. The committee Chairs will be selected by the participants in the committee. In the event that a committee Chair is not successfully fulfilling the committee charter, the Board reserves the right to assign a different Chair to lead the committee.

Additional committees may be started. Parents with an interest in starting another committee are encouraged to submit a proposal to the Board of Trustees.

The committee Chairs will meet with the Board of Trustees at least once per month. By the end of May of each year, the Board of Trustees will hold a retreat with all committee members to plan the schedule of activities for the upcoming school year.

**Committee Structure for 2014-2015 School Year**

**Academic Committee Charter**

Charter

The Frederick Classical Charter School academics committee is responsible for

* ensuring the academic vision is implemented as determined by the Board of Trustees and embodied in the FCCS charter.
* making recommendations to the Board of Trustees regarding the school's academic program
* serving as a liaison between the Board of Trustees, Head of School, and parents, especially for the communication of curriculum and academic-related matters; coordinate with Head of School ahead of time if faculty are needed to be present at committee meeting
* assisting (and coordinating with) faculty and staff to help implement high academic standards.

Duties and Authority

* ensure the academic vision is implemented as determined by the Board of Trustees and embodied in the FCCS charter.
  + to communicate and, with the assistance of the Head of School only, resolve any variances between the academic vision established in the charter and how that vision is practically implemented in the classroom.
* Make recommendations to the Board regarding the school's academic program and implementation
  + Recommend updates and modifications of curriculum (e.g. introduction of logic into curriculum)
  + Help to select course textbooks and other academic media
  + Recommend improvements concerning other issues directly and indirectly related to academics (e.g. integration of coursework, development of academic schedule, and implementation of discipline and character-building)
* Serve as a liaison among the Board of Trustees, Head of School, and parents in communication of curriculum and academic-related matters
  + Assist parents and community to better understand facets of FCCS classical education curriculum, and associated assessments
  + Assist parents to better understand Singapore Math, DIBELS Reading, and curriculum based measurement (CBM) mathematics assessments
  + Under the direction of the Head of School, assist in academics orientation for kindergarten families and for other new students
* Assist (and coordinate with) faculty and staff to help implement high academic standards
  + Organize parent-led tutoring during weekends, summer vacation, and/or other appropriate times
  + Organize academic enrichment activities during summer vacation and/or other appropriate times

Committee Member Roles and Responsibilities

*Chair* – Organizes and coordinates the committee’s activities; schedules monthly meetings, and emails meeting agenda

*Subject specialists* (focus extra attention on matters related to specific disciplines):

*Recorder* – Drafts and emails minutes from the meeting promptly; simultaneously emails a draft of meeting minutes to both Chair and Board liaison officer for any corrections. Upon resolution of any differences in the draft copy, the Board liaison officer will post the minutes to the FCCS website and/or the weekly school-wide update to parents.

Measurements of Success

* Year over year increases in student academic performance
* Year over year increases on parent surveys in the area of academic support
* Year over year increases on teacher surveys in the area of academic support

Major Recurring Events by Month

* August – Kindergarten Orientation
* September –hold information night on DIBELS; organize parent-led tutoring and begin offering tutoring
* October – hold information night on easyCBM
* November – hold information night on academic program
* December – hold information night on academic program
* January – finalize orders for books for next school year
* February – hold information night on academic program; finalize plans for Summer Institute by coordinating with Head of School and Board
* March – assist Board in placing orders for books for next school year
* April – hold information night on academic program
* July – Assist Board in preparing academic portion of annual report

Budget Items

No budget requested at this time

**Admissions Committee Charter**

Charter

The Admissions Committee is responsible for planning and coordinating admissions to the school and providing prospective parents with appropriate information to make an informed decision. The Admissions Committee will be responsible to administer the lottery process, work with FCPS to message prospective parents with dates and times of the lottery. We will also work with the FCCS Head of School and the Administrative Secretary to support them in the lottery notifications. We will host several informational nights and student orientation throughout the year.

Duties and Authority

* Maintain a committee binder with meeting minutes
* Organize and execute the lottery process in support of the Head of School
* Organize and plan FCCS informational nights
* Organize and plan student orientation and informational nights in support of the Head of School and BOT
* Communicate with other committees to provide support for building community through other activities where admissions may be needed to support events (ie. coordinate with Social and Fundraising Subcommittee on combined events)
* Create and maintain a welcome packet for all newly enrolled students
* In coordination with the Head of School, organize a new student mentor program. This program will ask for current students in each class to volunteer to mentor any new students to the class. The goal would be that the current student would assist the newly enrolled student by showing them around the school, helping them get to know other friends, include them at lunch or at recess to help the student get acclimated to the new environment.

Committee Member Roles and Responsibilities

*Chair* - Plan and hold quarterly meetings. Additional meetings may be added at times where the admissions committee is more active, such as during the time in which the Lottery is conducted. Coordinate with the Head of School and Administrative Secretary to support them in the process of managing and planning the Lottery, Wait List, and Student Orientation.

*Lead* - Take lead of one Admissions committee responsibilities (Welcome Packet, inserts, student orientation, informational nights)

*Member* - Be part of a team to assist leads with events

*Board of Trustee Liaison* – Provide guidance and facilitate communication between the Board and the committee to ensure that implementation of committee duties are in keeping with the mission and vision of the organization

Measurements of Success

* The lottery process was executed and completed successfully without any major issues.
* Prospective parents have been provided with the appropriate information to make an informed decision and to be ready to make a decision to enroll their child should they receive a spot.

Major Recurring Events by Month

* September – Information Night for prospective parents
* November – Information Night for prospective parents
* January – Information Night for prospective parents; begin planning for lottery
* February – Information Night for prospective parents; continue lottery planning
* March – Information Night for prospective parents; execute lottery
* April – Orientation Night for accepting families

Budget Items

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| --- | --- |
| **Item** | **Cost** |
| Printing of Welcome Packets | $300 |
| Handouts for Informational Nights and Student Orientation | $200 |
| Lottery Website/Data Base | $0 |
| Printing and other assorted office supplies | $200 |
| **Total** | **$700** |

**Advocacy Committee Charter**

Charter

The advocacy committee is responsible for developing a detailed and strategic plan, addressing public policy, that promotes equitable and fair school choice.

Duties and Authority

* Develop skills to ensure our advocacy is effective
* Clarify goals for policy work, and how it will advance our mission
* Build an organizational infrastructure to support our mission
* Create a strategic plan for advocacy and lobbing
* Build and mobilize supporters to advance our agenda
* Use the media to build awareness and support for our school
* Formulate a plan to sustain our long term success
* Develop a crisis plan for legislative or policy issues so we are ready to react
* Develop relationships with local, state, elected officials
* Implement our plan
* Communicate with the BOT on current work and planned strategies for advocating and lobbying efforts.
* Advertise Advocacy Committee meetings on the school’s web site
* Maintain a binder with all meeting minutes and post minutes on the school’s web site

Committee Member Roles and Responsibilities

* *Chair–*organize, plan and research strategies to promote advocacy
* *Member—*offer input, actively participate in planning and implementing policies.

Measurement of Success

* Increased awareness of our school and policies affecting school choice
* Building an active committed committee, who will pursue, a long term cycle of planning, engaging and advancing our mission.
* Gaining political awareness and support for our mission

Monthly Recurring Events

* September-December – legislative lobbying
* January – Promote School Choice Week
* May – Promote Charter School Week

Budget

No budget requested at this time

**Communications Committee Charter**

Charter

The communication and marketing committee is responsible for ensuring that the school community and beyond has positive and accurate perceptions of our school, classical education, charter schools, and school choice.

Duties and Authority

* Maintain an elegant web site and update it as needed within 24 hours of events occurring
* Draft Board Updates and send via email blast system after BOT approval
* Research perceptions of our school, classical education, and school choice in our community, and make recommendations to the BOT to ensure the Board of Trustee’s message is understood by school staff, parents, prospective parents, FCPS central administration, and elected officials at every level of government.
* Promote our school culture of hospitality and involvement to parents
* Help parents to understand and act upon the idea that they must continually work for to make it successful, instead of one where parents can merely drop off their children.
* Act on the Board’s behalf as needed to deliver Board-approved presentations to community members
* Develop a relationship with the Frederick County Chamber of Commerce

Committee Member Roles and Responsibilities

* *Chair* – Organizes the committee’s activities
* *Webmaster* – Maintains the web site, Twitter feed, and Google applications administration, and reports monthly traffic statistics.
* *Writer* – Drafts the Board Updates and other communications for approval
* *Reader* – Monitors the local papers and other publications for articles about education, charter schools, our school, and school choice that may need to be responded to.

Measurements of Success

* Year over year increases in web site traffic
* Year over year increases in the communication section of the annual survey to parents and teachers

Major Recurring Events by Month

* September to December– Assists Advocacy Committee to promote Board’s Legislative/Advocacy Priorities
* January – Promoting School Choice Week by conducting planned events for it
* January to February – Assists Admissions Committee in promoting the Lottery in March
* May – Promoting Charter School Week and conducting events for it

Budget Items

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| --- | --- |
| **Item** | **Cost** |
| Squarespace web site | $300 |
| Google apps for business | $0 |
| Twitter | $0 |
| Vertical Response | $0 |
| Chamber of Commerce membership fee | $500 |
| Printing and other assorted office supplies | $200 |
| **Total** | **$1,000** |

**Finance Committee Charter**

Charter

The Finance Committee provides the Board, the school, and the committees with a wide variety of financial services to help achieve financial accountability, sustainability, and transparency. Fee-based services will ultimately provide the concrete financial structure, as the Finance Committee focuses on reducing operational cost while building a self-sustaining organization in order to improve the school's ability to meet its educational mission and make progress towards academic excellence.

The Finance Committee is responsible for helping the organization to maintain a strong financial position at all times. The Grants Subcommittee and the Fundraising Subcommittee are specific branches of the Finance Committee.

Duties and Authority

* Prepares the long range budget and provides either the oversight or the manpower for reconciling this budget and all accounts monthly
* Present monthly financial statements to the Board of Trustees for review
* Provides, in specific, multi-year budget creation and cash flow projections
* Advises the Board and then establishes all approved insurance coverage
* Advises the Board and then establishes all approved financial accounts
* Ensures the accuracy and full representation of financial activities and claims of FCCS and manages the annual audit
* Preparations for submission of all federal and state financial reports
* Establish financial and accounting procedures for corporation, school based, and committee activities, including procurement procedures, accounts receivable, accounts payable, time sheets, payroll, sales tax submission, and recordkeeping standards for each
* Maintains all financial accounting data for the corporation which includes, but is not limited to, all general corporation, school based, and committee data
* Develops internal control tools through structure, policies, and procedures designed to provide reasonable assurance that all parts of the organization are compliant
* Assist with the efficient management of grants or loans
* Coordinates the borrowing and management power needed for business financing
* Assist with enhancement of revenues and reduction of costs
* Attend business management workshops to ensure the latest changes in education funding are part of the members’ knowledge base
* Communicate with staff and other committees to understand the organization’s financial needs
* Inform Board of Trustees (BOT) and school administration of committee meetings and advertise them on the school website
* Maintain a committee binder with meeting minutes, contracts, insurance policies, tax statements, and all other applicable financial data. This may also be stored in electronic formats.

Committee Member Roles and Responsibilities

* *Chair* – organizes the committee’s activities, records the meeting minutes or delegates the responsibility to another member present at the meeting, maintains the committee binder, sends updates of meeting activity to the Treasurer, and attends Grants and Fundraising Subcommittee meetings periodically and other school meetings as needed
* *Treasurer* - oversees the work of the committee and may attend Grants and Fundraising Subcommittee meetings periodically and other school meetings, in addition to BOT meetings, as needed; acts as a liaison to the BOT for the Finance Committee
* *Grants Subcommittee Chair* – attends monthly meetings of the Finance Committee
* *Fundraising Subcommittee Chair* – attends monthly meetings of the Finance Committee
* *General Members* – it is preferred that most members have bookkeeping, accounting, or office management experience; attend monthly meetings, attend training workshops as needed

Measurements of Success

* Year over year improvement according to the audit management letter
* Year over year improvement in the communication of the financial position and needs of the organization to the membership as evidenced by revenue growth and cost reductions
* Year over year improvement in the number and kind of financial tools available to FCCS based on an ever improving financial position

Major Recurring Events by Month

* Committee meetings – monthly – Treasurer, Chair, Fundraising Subcommittee Chair, Grants Subcommittee Chair, Finance Committee members
* Subcommittee meetings (Grants, Fundraising) – periodically – Treasurer, Chair, designated members
* Tax filings – 990, property, list them
* Nonprofit filings – renewal of fundraising, list them
* Insurance policy renewals – general liability and D&O, possibly workers comp if taking on employees
* Budget submission to Board of Education
* Audit

Budget Items

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| --- | --- |
| **Grants Subcommittee Items** | **Cost** |
| Grant writing training workshops | $500 |
| Grant application fees | $300 |
| Printing and other assorted office supplies | $200 |
| **Subtotal** | **$1,000** |

|  |  |
| --- | --- |
| **Fundraising Subcommittee Items** | **Cost** |
| Printing and other assorted office supplies (labels, paper, etc.) | $250 |
| Event Venue | $1,000 |
| Auction or Raffle Items | $500 |
| Other | $0 |
| **Subtotal** | **$1,750** |

|  |  |
| --- | --- |
| **General Finance Committee Items** | **Cost** |
| Nonprofit accounting workshops | $500 |
| Printing and other assorted office supplies | $300 |
| Other | $0 |
| **Subtotal** | **$800** |
|  |  |
| **TOTAL** | **$3,550** |

**Finance Committee**

**Fundraising Subcommittee**

Charter

The Fundraising Subcommittee is responsible for raising funds for Frederick Classical Charter School, Inc. Funds may support all aspects of school operations by supplementing the funding authorized by the school district. Funds will also support extracurricular activities for students, parent education and professional development for school and nonprofit staff. The general operating expenses and any capital needs of the nonprofit organization will also be supplemented through the fundraising efforts of this subcommittee.

Duties and Authority

* Develop a comprehensive fundraising plan that includes events, direct giving campaigns, and sales which will supplement the comprehensive Frederick Classical Charter School, Inc., budget
* Present fundraising plan and specific item plans to the Board of Trustees for approval by July of the upcoming school year
* When necessary, conduct surveys of parents, administration, staff and students and review the data in order to recommend changes to the fundraising plan
* Inform Board of Trustees (BOT) and school administration of subcommittee meetings and advertise them on the school website
* Send subcommittee updates to the Treasurer for incorporation into Finance Committee reports which will be shared with parents and staff
* Maintain a subcommittee binder with meeting minutes and records of all fundraising activity
* Plan and execute a Capital Campaign to support the expansion and upkeep of the current FCCS facility
* Plan and execute a Capital Campaign to support the expansion of FCCS, Inc., offerings (multiple elementary schools, high school)

Committee Member Roles and Responsibilities

* *Chair* – Organizes the subcommittee’s activities; records the meeting minutes or delegates the responsibility to another member present at the meeting, maintains the committee binder, sends updates of meeting activity to the Treasurer, and attends Finance Committee meetings regularly and other school meetings as needed; oversees all fundraising activities
* *Committee Members* – Serve as the lead for or assist in fundraising activities
* *Treasurer* – oversees the work of the Fundraising Subcommittee and may attend regular subcommittee meetings; acts as a liaison to the BOT for the Finance Committee

Measurements of Success

* Successfully raise funds through fundraising activities to maintain a $20,000 contingency fund at all times
* Year over year increases in the number of participants outside of the school parent population who contribute to fundraising activities or direct giving campaigns
* Year over year improvement in the communication between the subcommittee and the school and other committees which will facilitate the collection of needed information for successful fundraising activity
* Continuous improvement of the fundraising plan to increase funds raised versus funds expended for the activities of the subcommittee
* All financial records for fundraising activity will be in keeping with standards for nonprofit organizations

Major Recurring Events by Month

* Monthly – Fundraising Subcommittee meetings
* Monthly -- Finance Committee meeting
* Ongoing -- Capital Campaign
* August -- Annual Direct Giving Campaign launch
* February – Cabin Fever Bingo/Silent Auction
* TBD – Silent Auction Gala or other major fundraising event

Budget Items

|  |  |
| --- | --- |
| **Item** | **Cost** |
| Misc. Office Supplies (labels, paper, etc.) | $250 |
| Event Venue | $1,000 |
| Auction or Raffle Items | $500 |
| Other | $0 |
| **Total** | $1,750 |

**Finance Committee**

**Grants Subcommittee**

Charter

The Grants Subcommittee is responsible for gathering data about the school community and its needs in order to research and apply for quality grant opportunities.

Duties and Authority

* Locate and track grant announcements that come in through e-mail, grant databases, mail, committee member research, etc.
* Communicate with other committees to understand school needs and gather needed information to research and write grant applications
* Present applications to the Board of Trustees for approval
* When necessary, conduct surveys of school parents/students and review the data in order to recommend helpful programs and identify grants
* Seek out connections outside of the school community to discuss potential grant opportunities to underwrite the cost of school programs
* Inform Board of Trustees (BOT) and school administration of subcommittee meetings and advertise them on the school website
* Send subcommittee updates to the Treasurer for incorporation into Finance Committee reports which will be shared with parents and staff
* Maintain a subcommittee binder with meeting minutes and records of all grants researched and applied for

Subcommittee Member Roles and Responsibilities

* *Chair* – organizes the subcommittee’s activities, records the meeting minutes or delegates the responsibility to another member present at the meeting, maintains the committee binder, sends updates of meeting activity to the Treasurer, and attends Finance Committee meetings regularly and other school meetings as needed
* *Grant Writers* – attend monthly meetings, attend training workshops as needed, research grant opportunities, and write quality grant applications
* *Treasurer* – oversees the work of the Grants Subcommittee and may attend regular subcommittee meetings; acts as a liaison to the BOT for the Finance Committee

Measurements of Success

* Year over year increases in the number of grant applications that are approved by funding organizations, thus increasing revenue for FCCS, Inc.
* Year over year improvement in the communication between the subcommittee and the school and other committees which will facilitate the collection of needed information for grant applications and needs assessments
* Increasing data collection of information needed for future grant applications

Major Recurring Events by Month

* Monthly – Grants Subcommittee meetings
* Monthly – Finance Committee meeting
* June to August – meetings as needed for grant deadlines during summer months

Budget Items

|  |  |
| --- | --- |
| **Item** | **Cost** |
| Grant writing training workshops | $500 |
| Grant application fees | $300 |
| Printing and other assorted office supplies | $200 |
| **Total** | **$1000** |

**Library Committee Charter**

**Library Committee**

Charter

The Library committee (LC) is responsible for the maintenance, procurement, and expansion of the FCCS library collection; the LC will also provide students the opportunity to access literature for reading not exclusively as directed by academic assignments (leisure reading); the LC will investigate varied opportunities and/or services for FCCS to offer in support of research for school-related projects.

Duties and Authority

* Provide a written email request to the Board liaison officer of LC for the purchase of any additional media (book titles, movies, databases, downloads) and associated costs. Ensure that officer replies in the affirmative before purchasing any materials.
* Monitor library use and materials circulation
* Monitor materials for relative usage in the FCCS library
* Comply with FCPS and FCCS policies regarding library media center operations
* Provide requests for budgeted items as needed to proper authorized purchaser
* Set library circulation procedures and policies

Committee Member Roles and Responsibilities

* Chair – Organizes the committee’s activities and sets committee meeting schedules.
* Co-chair – Volunteers in the library to check books in and out; this individual will serve as the main liaison between FCCS and FCPS.
* Scheduler – Is responsible for monitoring volunteer work schedules, library use schedule with flexibility in classroom scheduling and other group usage of library.
* Volunteers—They will be trained to check in and out library materials to students and staff. They will re-shelve books as needed, repair library materials as needed, and assist students with selecting appropriate reading level materials.

Measurements of Success

* Maintain current and relevant materials that correspond to, support, and do not undermine the concept of a classical education as defined in the FCCS charter.
* Year over year increases in media materials for students and teachers, primarily the usage of books, and only secondarily digital materials and downloads, DVDs, newspapers and magazines for the first 5 years, after that maintain currently relevant materials that correspond to the concept of a classical education as defined in the FCCS charter.
* Year over year increases in circulation use of media materials to students and teachers.
* Increase use of the library for the classroom enrichment activities such as research reports, group presentations, and special events.

Major Recurring Events by Month

* August/September – Training volunteer staff to run circulation desk for check-in and check- out of student books. Train volunteers to shelve books and organize library for other class works such as computer testing. Teach students to use the library, follow library protocols, and properly treat books.
* April – Library use report for Maryland State Department of Education Public School Annual Library Media Center Report.
* Late May –Date set by FCPS - Return of all books to library. Inventory books.

**Social Committee Charter**

Charter

The Social Committee is responsible for planning and coordinating social activities in order to create a welcoming environment for our members and to foster a greater sense of community and kinship. The Social Committee also aids in creating student spirit and pride in the school through a variety of events. Encouraging and facilitating appreciation, recognition, and overall wellness is an integral part of all the events planned by the committee.

Duties and Authority

* Inform Board of Trustees (BOT) and school administration of monthly committee meetings and advertise them on the school website
* Maintain a committee binder with meeting minutes
* In coordination with the Head of School, organize and execute events that show appreciation for staff, including ongoing activities such as beautifying the restrooms and lounge area and organizing daily events for Teacher Appreciation Week
* Organize and advertise monthly events for families to interact
* Under the direction of the Head of School, organize school events, in conjunction with school administration and leadership team, to promote school spirit and pride, including events for the annual School Spirit Week
* Communicate with other committees to provide support for building community through social activities which can occur in conjunction with the other committee’s projects and events (ie. coordinate with Fundraising Subcommittee on combined events)
* Present calendar of events to the Board of Trustees for approval by July of each upcoming school year
* When necessary, conduct surveys of members ( parents, students, staff) and review the data in order to recommend changes to social events or the events calendar

Committee Member Roles and Responsibilities

* *Chair* - Plan and hold monthly meetings. Ensure all events have a lead to plan and organize. Ensure leads have support needed and assist as possible. Distribute meeting minutes to Board of Trustees and school administration and leadership team members
* *Lead* - Take lead of one Social Committee activity including planning, organizing and creating the communication (flyers, email announcements)
* *Member* - Be part of a team to assist leads with events
* *Board of Trustee Liaison* – Provide guidance and facilitate communication between the Board and the committee to ensure that implementation of committee duties uphold the mission and vision of the organization.

Measurements of Success

* Year over year increase in participation at events by all members of the organization (parents, students and staff)
* Results of annual parent and staff satisfaction surveys indicate that FCCS is a warm, welcoming place to learn and work.

Recurring Events by Month

* August – Picnic to welcome new families; FCCS Open House
* September – Back to School Night; Potluck dinner and Fall Celebration at Gaver Farm in Mount Airy, MD; Fair Day activity
* October – Community Movie Night October; Halloween Parade or Trunk or Treat
* November – Provide staff meals during Parent/Teacher conferences; Community Game Night
* December – Student participation in Kris Kringle Parade; Winter Concert
* January - Student Art Fair; Assist the Admissions Committee with social aspects of pre-lottery Community Information Nights
* February - Sock Hop - for 5th through 8th ;Valentine’s Day Celebrations K-4
* March – Community Bowling Night
* April - Spirit Week – five days of events
* May - Teacher Appreciation Week – five days of events; National Charter School Week – one major event; Spring concert
* June – Field Day; End of Year Potluck Picnic; Last day of school Kona Ice

Budget Items

|  |  |
| --- | --- |
| **Item** | **Cost** |
| Gaver Farm Potluck and Fall Celebration ($5/attendee); financial assistance (estimate 20 attendees in need) | $100 |
| Paper products for all social events | $300 |
| Powdered lemonade for all events | $50 |
| Community Movie Night (estimate $5 for discounted movie ticket, snack and drink/attendee); financial assistance (estimate 10 attendees in need) | $50 |
| Treats for Halloween Parade or “Trunk or Treat” | $0 (businesses or parents provide donated treats) |
| Community Game Night and Art Fair snacks or cookies | $100 (BYOG) |
| Art Fair supplies for stations | $150 |
| DJ/supplies for Sock Hop | $350 |
| Community Bowling Night (estimate $5 for discounted game of bowling and shoe rental); financial assistance (estimate 10 attendees) | $50 |
| Spirit Week freebies | $300 |
| Field Day water and transportation | $250 |
| Kona Ice | $300 |
| Printing and other assorted office supplies | $200 |
| **Total** | **$2,200** |

**Volunteer Committee Charter**

Charter

The Volunteer Committee is to provide support and assistance to the school as a whole.

Duties and Authority

* Provide assistance to all teachers and administrative staff with classroom related projects, photocopying, and assistance with students
* Assist school personnel to monitor students during recess when necessary
* Assist other school committees with the implemtation of their projects
* Provide coverage for Administrative staff as needed

Committee Members Roles and Responsibilities

* *Chair* – Meet with Administrators and Teachers to determine the coverage and assistance needed by volunteers; Create a coverage chart for Leads and Volunteers to follow; Create a monthly schedule of volunteers to cover the school’s needs; Manage all volunteer hours and maintain the school check in computer ; Schedule FCPS volunteer training for all volunteers; Plan monthly meetings with Lead Volunteers
* *Lead* – Coordinate the daily task assigned during the school day; attend scheduled meetings with BOT Liasion and Volunteer Coordinator; Document any changes to the volunteer coverage chart and upcoming projects in the volunteer log
* *Volunteer* – Check in with Lead Volunteer for assigned task; assist the school where needed. Note that there will be opportunities to volunteer from home.

Measurement of Success

* The ability to supplement the efforts of the FCCS staff, as evidenced by staff survey results
* Year over year increases in the volunteer hours logged and the percentage of parents participating

Major Recurring Events by Month

* Volunteer Meetings – monthly – Board Liasion, Coordinator, Leads
* Volunteer Training – at least 2 training held in September/October

Budget Items

No budget requested at this time.

1. Charter contract with FCPS, as updated 6/18/2012. [↑](#footnote-ref-1)