Arizona School for the Arts

The Corporate Board

ASA's Board of Directors is both the Governing and Corporate Board for the school. The Board is authorized to manage and direct the affairs of the corporation (Arizona School for the Arts) and is the Charter Operator. It holds a Charter Contract with the Arizona State Board for Charter Schools. The Board has fiscal and legal responsibility for the school, insures the charter contract is fulfilled, and reviews and sets policies for the school.

The strength and stability of the Board of Directors relies on the combined experiences of the Directors, on-going Board recruitment process to sustain and improve the quality of the Board of Directors, and the clear structure within which the Board operates.

Directors
The Board of Directors is composed of individuals with specific skill sets and experiences that contribute to the overall health and sustainability of the school. A matrix is used to identify areas of strength and needed improvement within the Board and as a guide for recruiting. Important areas of Board expertise include the following: corporate governance; finance, law; real estate; facilities and construction; education or charter schools; marketing technology; arts; human resources; risk management; community relations; and politics. The Board Matrix is attached separately.

Officers
President – Joseph Hagen (finance)
Vice President – John Snider (finance, charter schools, development)
Treasurer – Laura Kozel (finance, facilities, risk management, charter schools)
Secretary – Sam Younger (medical, strategic planning, human resources)

Additional Directors
Paul Blavin (corporate governance/CEO)
Javier Cardenas (medical, non-profit, technology, education/special education)
Suzanne Dohrer (legal)
Jeana Jones (real estate and construction, marketing, community relations)
Don Keuth – (government, politics, education, non-profit)
Dan Schay – (arts, development/fundraising)
Claire West – (arts, fundraising, grants, marketing, government)
Paul Winslow – (construction, strategic planning, education, technology)

Board Development

Recruiting: The Board Membership Committee is in charge of recruiting and cultivating new Directors on an on-going basis. The Board Matrix described above

is one of the tools used to guide recruiting efforts. As current Directors complete their terms or leave the organization, individuals with appropriate expertise are recruited to assume the role(s) vacated. Potential new Directors receive a job description prior to their nomination to set expectations and assure there is a match between the individual and the Board. Development is an on-going process to insure consistency and stability of the organization. More details on Board Membership will be found in the Succession Plan portion of this plan.

Board Training: Upon accepting an invitation to join the Board, new Directors receive a Board Manual and training to educate them on the mission and goals of the school and the responsibilities of the Board. Training is provided yearly for the Board at large and addresses the Board's legal and fiduciary responsibilities, as well as compliance with procedural requirements such as Open Meeting Law. Please see the supporting documentation attached: Board Manual; New Member Training Handbook; and Board Training PowerPoint.

Governance Structure

Board Roles and Responsibilities: As both the Corporate and Governing Body for Arizona School for the Arts, the Board of Directors is responsible for providing educational services according to the educational standards established by law (applicable federal, state, and local) and the Charter Contract, and the Board has fiduciary responsibility for the school. Its primary responsibilities are to:

1. Establish annual and long-term organization goals (academic goals are set by the school's Instructional Leaders);
2. Approve corporate and organizational policies;
3. Monitor academic and arts program performance;
4. Develop comprehensive financial procedures, expenditures, and record keeping;
5. Approve the annual organizational budget and significant adjustments thereto, regularly monitor the organizational financial status, and ensure organizational financial stability and transparency;
6. Participate actively in fundraising and resource development;
7. Shepherd organizational development and strategic planning;
8. Monitor organizational operations and performance and ensure quality control and risk management; and
9. Evaluate the performance of the Head of School.

Executive Committee: The Executive Committee consists of the elected officers of the Board of Directors of ASA (President, Vice President, Secretary, and Treasurer). The Executive Committee may exercise the authority of the Board of Directors in between meetings of the Board. Decisions of the Executive Committee may be overruled by the vote of the full Board of Directors.

Board Committees: There currently are six additional BOD Committees which function on an on-going basis. Current Committees include: Finance; Facilities;

Development/Fundraising; Compliance; Growth and Replication; Technology and Membership. Directors chair Board committees and the Head of School or a senior administrator designated by the Head of School serves as school liaison for each committee. Committees are organized according to the Board's responsibilities and strategic priorities. They collect and analyze information, report to the Board monthly and make recommendations to the Board for approval.

Decision Making: The Board must have a quorum constituted of a majority of the number of Directors in order to hold its monthly meetings and to transact business. Board Committees report to the Board and make recommendations as appropriate to the goals, objectives and responsibilities of the Board. Decisions are made by vote of a majority of directors. Committees, with the exception of the Executive Committee, may not make decisions for the Board.

Head of School: The Head of School serves as the Board's liaison with the school and is evaluated by the Board. The HOS is responsible for all school operations and for achieving the strategic goals and objectives. The HOS, or a senior administrator designated by the HOS, sits on each Board Committees and implements Board decisions regarding issues of finance, legal compliance, policy and student achievement. The HOS leads the school instructional team in setting academic and arts goals for the school.

Parent Committee: The Arizona School for the Arts Parent Committee serves as a separate support organization to ASA involved in its own fundraising and social events. A parent liaison from the committee attends Board meetings but is not a voting member.

Attached:
Bylaws
Articles of Incorporation
Conflict of Interest Policy
Student/Parent Handbook
Employee Handbook
Board Matrix
Board Biographies
ASA Parent Committee Mission