B.2 Governing Body

The Board of Directors of Tucson Country Day School, Inc. will serve as the governing body for the school. This School Governing Board (the "Board") will act with the best interests of the organizations in mind and consistently acts in a way that is consistent with the central goals of the organization.

A. Governing Board Responsibilities

The Board is accountable for all governing issues related to the school and will create and approve policies pertaining to such, as per **ARS §15-183(E)(8)**. It will govern according to the Bylaws within this application and will comply with Open Meeting Law. Further, the Board is responsible for the school's overall academic performance, financial, and ethical success, and thus will take on additional responsibilities as described below.

The Governing Board will have the following responsibilities:

Mission Alignment

The Board will ensure that the school's operations are consistently aligned and focused on the school's mission and vision. The Board will ensure effective organizational planning by creating and revising policies, while using the school's mission to guide the process. The Board will set aside time to strategically plan and review the school's progress each month in order to monitor and strengthen the school's progress towards its goals.

Academic Oversight

The Board will consistently evaluate academic data and academic progress of Tucson Country Day School students and will assess the effectiveness of instruction, curriculum, and supervision based on this information. The Board will manage resources in order to best support student learning and will hold staff and directors responsible for delivering results. It will also make recommendations for improvements based on an academic dashboard.

Board Effectiveness and Succession Planning

The Board will also be responsible for recruiting and orienting new Board members and assessing the Board's performance. The Board will seek out opportunities for training related to its responsibilities, as needed.

Financial Oversight

The Board will be responsible for guaranteeing that the school maintains a balanced budget, manages its resources effectively, and is in good financial health. The Board will participate in fundraising through donations from external sources such as grants as well as personal donations.

Policy Development and Legal Compliance

The Board will ensure that the school is in compliance and is accountable to State and Federal laws at all times. The Board will review this compliance on a regular basis and will ensure that all legal documents are properly filed and the school maintains legal and ethical integrity. The Board

will also be responsible for ensuring policies and procedures are developed to ensure compliance, maximum safety, and minimum risk.

Oversight of the Director(s)

The Board will select, manage, support, and evaluate (based on previously agreed upon criteria) the performance of the Chief Executive Officer, Chief Operations Officer, and the school principal.

Public Promotion

The Board will be responsible for enhancing the school's public standing by helping the school to network, forge relationships within the community and respond to concerns.

Governing Board General Practices

The Board will meet monthly to monitor student achievement and financial stability of the school. A majority of Board members constitutes a quorum, and all actions will require a majority vote of a quorum of the Board. All Board meetings will be posted and conducted in accordance with Open Meeting Law regulations.

The Board will be responsible for all matters related to governance of the school, while school leadership will be responsible for daily operations and management of the school. The Board will elect officers and may establish committees to facilitate organization and implementation of key duties.

B. Governing Board Composition

As stated above, the Board of Directors of Tucson Country Day School, Inc. will serve as the Governing Board for the school. These boards will be one in the same. The Board will consist of a minimum of 3 and no more than 7 Directors. The Board will maintain an odd number for voting purposes when at all possible.

Current voting Board members include:

Richard Cooper – *President*

- Masters degree in Educational Administration. Bachelors degree in Education.
- 34 years of experience operating a private school and summer camp, 14 years of experience operating a charter school

Cindy Kappler – *Director*

- Masters degree in Public Policy. Bachelor Degree in Education.
- Seven years of school administration experience. Experience with large operating budgets and running a 1,200 person company.

Mark Saliba – *Director*

- Doctorate in Education.

- Experience serving as a vice principal and now as a principal for the last eight years.

C. Filling Board Vacancies

In order to ensure a knowledgeable and robust governing board is created, it is imperative that potential board members are thoroughly evaluated by the school founders to determine their fit with the school mission and vision. The school founders will evaluate potential board members based on four specific qualifications:

1. A strong belief in the school's mission and vision
2. Ability to facilitate group conversation (especially for the board chair) and be an active participant in group conversations;
3. A concrete skill that complements the skills of the founding school leaders, such as finance, legal, or curricular knowledge;
4. No personal agenda.

A board member recruitment plan is currently in process to ensure that the Governing Body of Tucson Country Day School includes individuals with a variety of skills that combine to create a robust and knowledgeable Governing Board. School founders have thus far identified three potential board members, who are listed below**.** The current Governing Board is in the process of determining which of these members would best fit the mission and vision of the school as well as meeting with community leaders to identify additional prospective board members. The process for selecting board members is described below.

The following steps will be taken:

1. The potential board member may be invited to serve on a committee first to determine fit and evaluate the assets they would bring to the Board.
2. Current board members and/or the school leaders will interview the potential board member, evaluating for mission and vision fit, possession of a concrete skill that complements current board member skills, and ability to engage and facilitate group conversations.
3. Current Directors shall elect, by an affirmative vote of a majority, new Directors consistent with the process described in its Bylaws
4. New Directors shall be entitled to vote at the meeting, a quorum being present.
5. Orientation process will be conducted for new board members as described below.

Figure B.2.1 Potential Future Board Members & Relevant Skills

Name	Title, Organization	Relevant Skills
Bill Iveson	Retired Educator	• Experience in the trenches of a school
Don Lawhead	Educator, Businessman	• Experience with counseling program in schools; excellent businessman
Mark Tronziger	Parent, Real Estate Agent	• Backgound in running a business, experience with finances, parent of a student.

Recruitment of Board Members

Tucson Country Day School recognizes that three voting members is only the minimum number of board members the school can possess and that as the school transitions into a governing body, it will add additional members that come from the community and reflect a variety of skills sets to help ensure the board is able to fulfill its governance and oversight role. Therefore, from June 1st, 2014 to June 1st, 2015, the current board will aggressively network and meet with potential new board members in order to create a larger, more diverse board. In order to do this, the Board will network with various Tucson community members to determine who can best contribute additional perspectives and expertise. In their search, the Board will look for those who can give time, talent, or treasure to the organization.

The Board will ensure, through conversation and research with potential Board Members, that each individual candidate is completely committed to the school and its mission. Each potential board Member must see himself as part of a collective whole.

Developing Board Members

In year one, the Board, and any new member thereafter, will undergo an orientation in which they are familiarized with the mission and vision of the school, understand the roles and responsibilities of Board members, and have a comprehensive understanding of Open Meeting Law. At the end of each year, the Board will do a self-evaluation and a formal evaluation of each member. This evaluation will be a clear and consistent process. Professional development may include training offered by the Arizona Charter Schools Association or legal counsel pertaining to conflict of interest, open meeting law, or academic and financial oversight, among other topics.