



An Environmentally Integrated K-8 A+ Charter School
16215 Hanna Road
Lutz, Florida 33549
Tel: 813-948-4190 Fax: 813-948-7587
www.learninggate.org

"The First LEED Platinum Public
School in the Nation"



LEARNING GATE COMMUNITY SCHOOL Call for Committee Members

Learning Gate Community School (LGCS) operates as a charter school sponsored by Hillsborough County Public Schools and governed by the State of Florida. LGCS operates under the authority of a Board of Directors. The Board accepts collective responsibility for governance, uses expertise of individual board members to enhance the work of the board as a body, and operates in awareness of its obligation to its charter and stakeholders.

The board carries out operation through three types of committees: **Standing**, **Ancillary**, and **Ad hoc**. *Standing Committees* carry out ongoing decision making for the school's operation through reviewing, monitoring, and making recommendations to the board for action. *Ancillary Committees* provide a supplementary or supporting role to the school operation. *Ad hoc Committees* are appointed as needed and given a single focus, and when work is completed, they are terminated.

The board is committed to maintaining a membership that reflects a wide range of professional expertise, knowledge, cultural and ethnic diversity, and representation from the community. To accomplish needed work, as well as to grow the pool from which prospective board members are identified and recruited, diverse committee members are sought to become acquainted with board duties and responsibilities while contributing to the success of LGCS. Additionally, diversity and objectivity are further enhanced by ensuring there is some community participation from individuals who do not have a child enrolled at Learning Gate.

Experience/Expertise Needed:

The following skills/expertise are being sought, in order of priority:

1. Banking, Trusts, Investments
2. Insurance
3. Technology Infrastructure and Systems
4. Physical Facilities, Engineering, Maintenance
5. Business and Accounting
6. Law
7. Charter School Laws and Regulations
8. Public Relations and Marketing
9. Financial Management (general)

Committee Member Responsibilities:

1. Attends regular committee meetings and related meetings as needed/requested.
2. Makes serious commitment to participate actively in committee work.
3. Volunteers for/or willingly accept assignments related to committee's work.
4. Completes assignments in a timely manner.
5. Stays informed about committee matters, prepares for meetings, reviews and responds to committee reports and minutes as requested.
6. Alerts committee to issues that committee should address.
7. Builds a collegial working relationship with other committee members that encourages discussion, thoughtful work, and consensus building.
8. Actively participates in committee's annual evaluation and planning efforts.

Committee Meetings and Compliance:

1. In accordance with the Florida Sunshine Law, all committee meetings with two or more board members must be posted.
2. Minutes of meetings are reported at regular Board of Director meetings.
3. Minutes of a committee meeting must comply with public records regulations.
4. Minutes will be posted on the school web-site as part of the Board of Directors Minutes.
5. Board and Committee Compliance with "Sunshine Law" and Public Records Act, Chapter 119

Standing Committees (2014-2015)

Responsibilities of each committee:

Responsibilities are specific areas that need attention. As the committee works, they may find other issues that need to be addressed and should report those to board for direction. Other issues may arise and be referred to the committee.

BUSINESS / FINANCE COMMITTEE

Purpose: The committee is responsible for the fiscal year budget, presenting budget recommendations to the board; monitoring implementation of the board approved budget on a regular basis and recommending proposed budget revisions; recommending to the board appropriate policies for the management of the school's assets. The school principal and fiscal officer shall assist the business and finance committee in planning, monitoring, and presenting budget related information.

Responsibilities:

1. Prepare a detailed annual budget for the school in collaboration with the school principal and fiscal officer. Submit to board for approval.
2. Develop and annually revise, in collaboration with principal and fiscal officer, a long-range financial plan.
3. Analyze budget to determine the percentages of allocations to each detailed budget category. Make recommendations to board based on analysis.
4. Provide oversight of procurement process, review all bid services and make recommendation to board regarding contract award.

5. Review all non-budgeted expenditures over \$1,000 and recommend action to the board. In emergency situation, executive committee action is acceptable.
6. Review monthly financial statements, including any variances from budget and report same to board, provide financial report and recommended action to the board for approval.
7. Arrange for an annual audit and submit report to board and sponsor.
8. Review grant proposals and recommend board action when required.

EDUCATIONAL PROGRAM COMMITTEE

Purpose: The Educational Program Committee has responsibility to work with the school leadership team in defining the mission and goals of the school, to ensure that all board members understand the school's commitment to the constituents and sponsor, that board members are kept abreast of the school's educational program, and that a supportive relationship between school personnel and board is maintained, and that measures are in place to monitor progress toward goals.

Responsibilities:

1. Ensure that board members understand the key commitments, regarding educational program for children, which have been made to the community and the sponsor.
2. Work with school leadership to set annual goals for school and board that support educational excellence.
3. Work with school leadership to device clear and consistent ways to assess progress toward stated goals.
4. Work with school leadership in building a strong communication system with parents and community.
5. Apprise the board of on-going successes, projects, educational experiences, and school needs.
6. Work with school leadership to share with the board annual successes, barriers to reaching educational excellence, and strategies to overcome barriers.
7. Work with school leadership to develop a short-term and long-term plan related to school curriculum, software, hardware or other needs for implementing a program that supports high quality performance.
8. Arrange for training or informational sharing opportunities related to educational oversight and educational achievement for board members, as needed.

GOVERNANCE / BOARD DEVELOPMENT COMMITTEE

(Also functions as the NOMINATING COMMITTEE)

Purpose: The board governance/development committee assumes primary responsibility of matters pertaining to board of director's recruitment, nominations, orientation, training, and evaluation in accordance with the by-laws of the school as well as the established policies and practices approved by the board. Additionally, this committee prepares presents the slate of Officers voted upon at the annual meeting in July.

Responsibilities:

1. Analyze the current composition of the board to determine skills and experience; identify expertise needed.
2. Create a short and long-term recruitment strategy.
3. Recruit members to serve as members of the board and develop a slate of potential members for consideration in accordance with the by-laws.
4. Develop an orientation and training plan for new board members.
5. Develop a succession plan for board officers.
6. Plan and implement an annual board self-evaluation.
7. Update and disseminate the board handbook annually.
8. Annually review the by-laws, charter school regulations, and other regulatory matters for currency. Make recommendations to board for updates as needed.
9. Evaluate its work as a committee annually and the objectives it has committed itself to and report findings and recommendations to the board.
10. Report to the board at regular meetings.
11. Submit Annual Report for future planning.

PERSONNEL COMMITTEE

Purpose: The personnel committee assumes the responsibility for advising the board on policy matters pertaining to personnel administration and staffing. The committee's authority should not interfere with the school principal's responsibility to hire, supervise, and evaluate personnel and make staffing determinations that are to be submitted to the board for approval. The board hires the school principal and defines policies applicable for other employment of personnel.

Responsibilities:

1. Provide overall policy guidance for personnel matters related to the operation of the school.
2. Submit recommendations on personnel policy matters to the board for action.
3. Provide policy recommendations to the board in areas of professional preparation, employee benefits, employee relations, legal issues related to employees, recruitment, interviewing, selection procedures, etc.
4. Review school's personnel policies for compliance with board and sponsor's policies.
5. Review all professional personnel contracts, principal's contract, chief financial officer's contract, and development specialist's contract for currency and compliance with board policy. Make recommendations for change as needed.
6. Review all support staff contracts for compliance with regulatory guidelines and board policy. Make recommendations for change as needed.
7. Conduct the annual principal's evaluation in accordance with procedures set forth by the school's sponsor.
8. Determine committee's objectives for the year, report progress to board, and identify recommendations that would have fiscal impact.
9. Evaluate its work as a committee and make recommendations for future work.
10. Report to the board at regular meetings.
11. Submit Annual Report for planning

RESOURCE DEVELOPMENT COMMITTEE

Purpose: The resource development committee is responsible to the board and is to collaborate with the Development Specialist and assist with raising additional resources to support the school's mission.

Responsibilities:

1. Collaborate with the Development Specialist in developing both annual and multi-year fundraising plans that will generate funds needed to support the school.
2. Coordinate the implementation of the fundraising plan with fundraising efforts by staff, parents, and volunteers.
3. Develop the necessary sub-committee system to successfully carry out the fundraising events and activities that are a part of the annual plan and supervise the sub-committees.
4. Develop a plan for involving all board members in the resource development activities of the school.
5. Update the board on a regular basis.
6. Evaluate its work as a committee and submit an Annual Report with recommendations for future work.

FACILITIES COMMITTEE

Purpose: The committee is charged with locating an improved educational site for a second campus and related development and management issues for both campuses.

Responsibilities:

1. Coordinate major project initiatives related to building and grounds maintenance and upkeep.
2. Work in concert with Administration/Maintenance personnel to gather appropriate bids for projects.
3. Ensure all relevant budget related items are supplied to Business/Finance Committee for approval.
4. Update board on status of major initiatives and projects.
5. Review/approve standard checklist daily/weekly/monthly/annual maintenance checklists.

FOUNDATION BOARD

Purpose: The purpose of the Foundation is to support and foster the operations, programs and welfare of the Learning Gate Community School by furnishing financial, advisory and other support.

Responsibilities:

1. Support the fundraising efforts of LGCS.
2. Ensure that LGCS is financially in good standing.
3. Update the LGCS Board on a regular basis.

**Learning Gate Community School Board of Directors
Committee Member Application**

Name: _____

Employer and Title: _____

Address: _____
Street City Zip

Phone: (W)(_____) _____ (H)(_____) _____
(C)(_____) _____

Email _____

Committee/Board Interest (please check one or more):

Business and Finance _____ Educational Programs _____

Governance and Board Development _____ Personnel _____

Resource Development _____ Foundation Board _____

Facilities Management _____

Describe your skills, expertise, and background: _____

Why are you interested in serving on a committee? _____

Do you currently have a child enrolled at Learning Gate Community School?

Yes _____ No _____

Please email this form, with a résumé/CV, to board@learninggate.org or fax to (813) 948-7587.