DVMS BOARD OF DIRECTORS

Roles Needed for 20-21 School Year

- **Treasurer** – Chair of finance committee works closely with head of school & Bookkeeper on school financials
- **Secretary** – takes notes at board meetings, keeps calendar and organization of board
- **Long Range Planning** – plans and monitors campus capital improvement projects
- **Policy & Procedures** – legal background that chairs the P&P Committee, advises school and board on legal matters
- **Auction Chair** – key part of the fundraising committee and responsible for yearly school auction

**Commitment**

Monthly meetings  
Committee Meetings – occurrence varies  
*Time commitment roughly 6 hours / month*

**Duties and Functions of Board Members:**

The Board of Directors has a responsibility to carry out its functions to the best of its ability. The Board also has the responsibility to allow others to perform their functions such as day-to-day operations, establishing curriculum, etc.

The Board of Directors is limited to the following functions unless elsewhere specified in the DVMS Bylaws:

- Ratify broad policy and goals within the scope of the stated purpose;
- Ensure that the school follows the stated purpose in it programs, activities and other functions;
- Fundraise;
- Promote the long term quality of education at the school;
- Help develop, approve and periodically review the budget;
- Hire, evaluate and terminate the head of school;
- Approve personnel policy such as benefits and salary;
- Support the DVMS Parents' Club and approve changes to such club's "Article of Organization";
- Initiate and continue long range planning for site, facilities and school growth;
- Appoint new members of the Board of Directors as vacancies occur or terms end;
- Develop and amend DVMS policies and procedures;
- Accept the ultimate authority for collecting delinquent accounts and writing off bad debts;
- Assume responsibility for the investment, re-investment and management of the funds and other assets of DVMS;
- Ensure minimum statutory or legal requirements are met (i.e. withholding employee taxes);
- Monitor the school's financial condition;
- Incur debt on behalf of the corporation for the proper purposes of DVMS;
- Maintain complete and accurate minutes;
- Award scholarships;
- Address issues related to any specific DVMS safety or security emergency
- Help facilitate the technology and infrastructure for the school
- Create such committees as the Board deems advisable.
- The Board has the responsibility to review with the head of school
  - any unusual incidents which occur with a given family or staff member of DVMS. The Board President also reviews all Issue Resolution Forms filed;
- Any other function not specified herein upon written agreement of the head of school, or in clear emergencies.

**Standing committees of the Board of Directors:**

**A. Finance Committee (Treasurer)**

1. The Finance Committee shall be an ongoing committee with at least three (3) and no more than four (4) members at all times. The
treasurer of the Board will chair this committee. Only Board members or parents whose spouses are not employed at the school may sit on this committee.

2. Responsibilities:
   a. Prepare annual budget and review monthly;
   b. Prepare summer budget;
   c. Present financial reports to the Board quarterly;
   d. Approve all non-recurring expenditures over $2,500;
   e. Review Section One of the current Policy and Procedures Manual.
   f. Analyze financial matters as directed by the Board, or as the Committee deems necessary.
   g. Prepare and present for Board approval a schedule of fees (Work Hours Deposit, Capital Maintenance, returned check fee, and late payment fee).

B. Policy and Procedures Committee
   1. The Policy and Procedures Committee shall be an ongoing committee with at least three (3) members and no more than four (4) members. There shall be at least one (1) Board member and at least one (1) staff member on the committee who is a Montessori certified teacher and has at least two (2) years experience at DVMS.
   2. Responsibilities:
      a. Revise and recommend policies and procedures for Board approval;
      b. Interpret and clarify the DVMS policies and procedures;
      c. Act as liaison between the Board and the head of school regarding DVMS policies and procedures;
      d. Maintain the DVMS Policy and Procedures Manual and the DVMS Staff Handbook, and assist the head of school to update the Parent Handbook.

C. Fundraising Committee
   1. The Fundraising Committee shall be an ongoing committee with at least two (2) members, at least one (1) of whom shall be a Board member
   2. Responsibilities:
a. Work with the Parents' Club to establish fundraising activities;
b. Coordinate with the Long-Range Planning Committee to establish fundraising goals;
c. Plan and execute major fundraising activities e.g. auction

3. All funds raised shall be used for expenditures other than operating expenses unless approved by the Board.

D. Long-Range Planning Committee

1. The Long-Range Planning Committee will be an ongoing committee with at least two (2) members, at least one (1) of whom shall be a Board member.

2. Responsibilities:

   a. Project, anticipate and prioritize maintenance, repairs and improvements of the physical plant;
   b. Obtain bids for approved projects;
   c. Coordinate with Fundraising Committee to establish fundraising goals.

E. Nominating Committee

1. The Vice President of the Board shall head the Nominating Committee on a permanent basis. The Nominating Committee shall be an ongoing committee with at least two (2) members.

2. Responsibilities:

   a. Recruit and nominate potential Board members;
   b. Keep a resource file of all potential Board members and their background information sheets;
   c. Nominate and be responsible for filling Board vacancies, and maintain an equal division of new and returning Board members;
   d. Make the Board aware of upcoming educational or developmental events or opportunities, and provide relevant information.

F. Marketing & Technology Committee

1. This committee shall be an ongoing committee with at least three (3) members but no more than six (6). The committee shall consist
of at least (1) Board member, the administrator and one DVMS staff member.

2. Responsibilities:

   a. Coordinate efforts to promote the school through various marketing and communication methods while working with the Administration, Board of Directors, Parent’s Club, and any other interested parties.

   b. Support and enhance efforts to recruit new students and foster community public relations.

   c. Create communication vehicles such as newsletters, websites, information packets, etc. to spread school information and publicize school accomplishments, milestones or community events.

   d. Recruit committee members with diverse backgrounds and skills to assist in the achievement of committee goals and objectives

G. Safety and Security Emergency Committee

At the beginning of each board year a Safety and Security Emergency Committee (composed of the President, Vice President, Head of School, Parent’s Club Representative, a Teacher’s Representative and one long range planning member) shall be established. The committee shall convene in two manners: (1) as a follow up to any real or potential threat of violence against staff/students, or the physical facility, and (2) annually (August/September) to review and update the DVMS Emergency Preparedness Program (EPP).

In the event of a safety/security emergency the committee shall convene within 36 hours. Every act or decision done or made by a majority of the Directors present and acting, shall be regarded as an act of the Board of Directors. The committee may request that outside legal counsel, police, or other experts attend committee meetings to address issues related to any specific DVMS safety or security emergency.

Written documentation of any decisions shall be filed with the secretary. The full Board shall be informed of the event and any emergency committee decisions within 24 hours of any Safety/Security Emergency Committee meeting.

For more information or interest in joining please reach out to Brian Caughell bcaughell@gmail.com