



Small is Mighty

# Agenda

- I. Record Meeting
- II. Call meeting to order
- III. Approve agenda
- IV. Approve meeting minutes
- V. Establish members and quorum
- VI. Build Website
- VII. Maintain website (Lisa White)
- VIII. Identify community events to be sure we have a presence
- IX. Create and put into action a Marketing Plan
- X. Social Media
- XI. Fundraise
- XII. Create enrollment policy and manage lottery
- XIII. Action / Owner / Due date
- XIV. Next meeting
- XV. Adjournment

From the Bylaws Article VI

**COMMITTEES AND PURPOSE**

1. Standing Committees. The Board of Directors may maintain committees, including, without limitation, the following committees:
  - a. *Academic Excellence Committee*. The Academic Excellence Committee shall be responsible for ensuring that overall curricular policy remains faithful to the Corporation's mission, for reviewing specific curriculum choices on a regular basis and making recommendations to the Board of Directors on adoption of curriculum materials, and such other duties as are deemed appropriate and necessary by the Board of Directors.
  - b. *Budget and Finance Committee*. The Budget and Finance Committee shall be responsible for presenting an annual budget to the Board of Directors, making recommendations to the Board of Directors on long-range financial and facilities planning, monitoring contracts for bookkeeping services, ensuring compliance with state financial procedures, and such other duties as are deemed appropriate and necessary by the Board of Directors. The Budget and Finance Committee shall be chaired by the Treasurer.
  - c. *Facilities Committee*. The Facilities Committee shall investigate facilities options for the school, including, without limitation, management and operation of existing facilities as well as searching for new facilities if needed, and, on request by the Board, report to the Board with respect to its findings.
2. Election and Removal of Standing Committee Chairs. Except for those standing committee chairs designated in Section 1 above, standing committee chairs shall be elected and removed in the same manner as officers of the Corporation.
3. Ad Hoc Committees. The Board of Directors may, at its discretion, create *Ad Hoc* Committees to address specific subjects of concern to the Board. The resolution creating a committee shall specify the purpose, duration, powers, and responsibilities of the committee. The Board of Directors shall appoint a chair, who may, but need not be a Director. The Board of Directors may remove an Ad Hoc committee chair at its discretion.
4. Advisory Committees. The Board of Directors may, at its discretion, create Advisory Committees to keep the Board informed and to make recommendations on an ongoing basis in any area of the operation and management of the Corporation that it deems desirable. The resolution creating the committee shall specify the purpose, duration, powers, and responsibilities of the committee. The Board of Directors shall appoint a chair, who may, but need not be a Director. The Board of Directors may remove an Advisory committee chair at its discretion.
5. Committee Membership. Except as otherwise specified in these Bylaws, the chair of any Standing, Ad Hoc, or Advisory Committee of the Board may determine the membership of such committee with the advice and consent of the Board of Directors. Each committee chair shall

maintain a record of the voting members of the committee and shall submit such records to the Secretary of the Corporation.

6. Action by Committees. Unless otherwise stated in the resolutions creating it, or in these Bylaws, committee actions shall be taken only upon the affirmative vote of a majority of the members of the committee. Failure of a committee to reach an agreement upon any issue before it shall require referral of such issue to the entire Board of Directors. Committee actions are recommendations until approved by the full Board of Directors.
7. Committee Meetings. The activities of all committees of the Corporation shall be conducted in such manner as will advance the best interests of the Corporation. Except as specifically set forth herein, the provisions of these Bylaws shall apply to committees and members thereof to the same extent they apply to the Board of Directors and Directors. Each committee shall meet at such times and places as agreed by all the members of the committee, or otherwise as provided by its rules or by resolution of the Board of Directors. Notice of committee meetings shall be given to each committee member a reasonable time in advance of such meeting, except that (a) if the time, date, and location of a committee meeting was announced at a previous committee meeting, no notice is required, and (b) if all committee members attend the meeting, notice is deemed to have been waived by all members. The calendar of committee meetings will be posted on the Corporation's web site. The meetings of all committees shall be open to attendance and participation by all Directors, but only members of the committee may vote. Committee chairs shall submit minutes of all committee meetings to the Secretary of the Corporation, who shall post them on the Corporation's web site.
8. Quorum. A quorum for any committee meeting shall be a majority of the voting members of the committee of record.
9. Control by the Board of Directors. Each committee shall be under the direction and control of the Board of Directors and shall keep regular minutes of their proceedings, and all actions of each committee shall be reported to the Board of Directors and shall not be effective until approved by the Board, subject to revision and alteration by the Board of Directors.