

**DRAFT 060308 GOETHE BOARD AND ADMINISTRATIVE COMMITTEES**

COMMITTEE	DESCRIPTION	DUTIES/RESPONSIBILITIES	CHAIR ( IN CAPITAL LETTERS) VOTING	
FINANCE (B)	School budget and cash flow, facilitate stakeholders input Review funding alternatives such as implementation grant Review financial benchmark report and prepare for board hearings	In the Interim: Evaluate loan options for first few months' operation: teachers, facility, supplies; Transfer account to bank with loan; Balance check book Check Non-profit status , interface with Walton Foundation	FRANK, Elke, 2 parents, Greta	
COMMUNITY RELATIONS (B)	In charge of outreach to community in Westchester and Palms / Mar Vista including specialized outreach to important subgroups. In charge of establishing and maintaining relationships with important stakeholders and the media.	Flier distribution to community, FRL, ELL, presentations, attendance of events in community, media articles	KARIN, Jose, Natalie, John, Elke,	
SCHOOL GOVERNANCE COMMITTEE (B)	The governance committee's main roles are to 1.) recruit new board members and to ensure that each board member is equipped with the proper tools and motivation to carry out his or her responsibilities. 2.) Develop operational policies of the school. 3.) Align by-laws with charter	Some specific duties: <ul style="list-style-type: none"> <li>• assessing the board's current composition and identifying missing qualities and characteristics</li> <li>• drafting a recruitment plan and continuously cultivating new prospects</li> <li>• developing job descriptions for board members</li> <li>• orienting new board members and continuing to educate all members on their responsibilities</li> <li>• ensuring that the board regularly engages in self-assessment</li> <li>• grievance procedures, election process for board</li> </ul>	ELKE, Luci, Kami, 2 Attorneys	
FACILITIES (A)	Start up of facilities and ongoing beautification / improvements & respond to code violations with Building and Safety	Lease agreement Compliance with safety requirements Repairs and cosmetic improvements Certificate of Occupancy, Permitting, Landscaping, Clean up, Paint, Check plumbing, Check Electricity, Check Roof, Emergency/Disaster Plan, order furniture for start up for the school (for classrooms, office, library)	JOHN, Jose, Bernhard,	
SITE COMMITTEE (A-AD HOC)	It only exists when we are looking for another site		JOHN, Jose, Bernhard	

CURRICULUM DEVELOPMENT (A)	In charge of providing support for teachers in development of curriculum and supporting materials	BEFORE TEACHERS ARE THERE: coordinate ordering of textbooks (operations committee), begin developing a book list of German titles (interface with AEACS) and creating teacher binders that include curriculum materials for teachers (such as CA standards). AFTER TEACHERS ARRIVE: create scope and sequence that aligns the immersion program with the CA State Standards. Research supporting materials for teachers to use in classroom (i.e. kids websites)	KIKI, Greta, 2 teachers, 1 coordinator, 4 parents	
HUMAN RESOURCES (A)	In charge of supporting principal in hiring process of all teachers and office staff, as well as supporting professional development efforts	Write job descriptions, Post jobs on local and international websites, receive applications, create substitute list, develop matrix for Greta, set up interviews for Greta, follow up, references and background check certificates, Interface with Amity for Visas, set up teachers upon arrival from Germany, contracts for teachers, organize professional development retreat in August, create personnel files	KIKI, Anne, Kami, Greta, 2 parents, 2 teachers	
FUNDRAISING (A)	Develop and implement fundraisers	Create annual fundraising calendar, Develop and execute fundraisers	Renate / Johannes, Natalie, 4 parents	
OPERATIONS COMMITTEE (temporary until principal and office staff have been hired and things are running smoothly)	In charge of development and set up of office / classrooms / library. In charge of enrollment process and processes development (forms at the offices)	Order all supplies, office supplies, Coordinate with community relations committee the publication of enrollment periods, develop and duplicate application form and all enrollment / parental forms, Order all supplies, office supplies, Coordinate with community relations committee the publication of enrollment periods, develop and duplicate application form and all enrollment / parental forms, develop other forms (attendance etc.) for teachers and administrator, emergency/disaster plan, develop other forms (attendance etc.) for teachers and administrator, emergency/disaster plan, parent handbook,	GRETA, Luci, Anne, 4 parents	

BY-LAWS REGARDING BOARD AND ADMINISTRATIVE COMMITTEES:

1. All Board Committee meetings are Brown - acted and therefore public.
2. President is a voting member on all Board Committees.
3. Board Committees must be created and members thereof appoint by resolution adopted by a majority of the number of trustees then in office.
4. Principal shall appoint members to serve on administrative committees, and shall designate the committee chair.