

American Heritage School Board Committee Assignments 2007-2008

Board Members and Assignments

Board Members

Laurie Swim, chair:	Administration Liaison, Compensation, Design & Facilities (chair)
Kathleen Bahr:	Family Education Center
Paula Christensen:	Alumni Relations (chair), Curriculum, Library (chair),
Jenet Jacob:	Curriculum (chair)
Curtis Miner:	Design & Facilities, Development, Scholarship
Brad Nielson:	Audit, Compensation (chair), Investment (chair)
Dan Roberts:	Development (chair), Investment, Legal (chair)
Bob Sorensen:	Audit (chair), Compensation, Investment
Karen Turner:	Alumni Relations, Library
Nathan Welch:	Audit, Compensation, Development

Full Board Description

- Members: At least 5, no more than 12 (Bylaws 3.02)
- Meets: Currently 8 times per year, additionally as needed
- Duties:
 - ✓ Provide general vision and direction for the school
 - ✓ Develop and oversee implementation of strategic plan
 - ✓ Hire and evaluate school director
 - ✓ Develop and approve major school policies, including budget, calendar and curriculum guidelines
 - ✓ Provide counsel and support to administration

Committees & Descriptions

Alumni Relations Committee

Paula Christensen, chair
Grant Beckwith*
Trudy Pace*
Karen Turner

Alumni Relations Committee Description

- Members: At least one Trustee; others as needed
- Reports to and appointed by: Board of Trustees
- Meets: as needed
- Duties:
 - ✓ Maintain relationship and contact with alumni through organizing alumni events and overseeing alumni correspondence
 - ✓ Work with administration and parents to develop and maintain alumni tracking and interaction tools (database, website, etc.)

* = Non-Trustee Committee Members

Audit Committee

Bob Sorensen, chair
Brad Nielson
Nathan Welch

Audit Committee Description

- Members: At least 2 Trustees
- Reports to and appointed by: Board of Trustees
- Meets: Once per year following external audit, additionally as needed
- Duties:
 - ✓ Recommend audit firm to Board of Trustees
 - ✓ Outline scope of audit
 - ✓ Review audit report with auditors
 - ✓ Report on audit to the Board of Trustees
 - ✓ Make recommendations to the Board of Trustees and Administration based on audit findings

Compensation Committee

Brad Nielson, chair
Bob Sorensen
Laurie Swim
Nathan Welch

Compensation Committee Description

- Members: At least 2 Trustees
- Reports to and appointed by: Board of Trustees
- Meets: Two to four times per year in connection with budget approval (winter) and performance evaluations (spring), additionally as needed
- Duties:
 - ✓ Review and approve administrative proposals regarding compensation and benefits for Administration and Faculty
 - ✓ Develop and oversee professional development incentives and programs
 - ✓ Conduct performance evaluation of school director
 - ✓ Approve school director's compensation and execute employment agreement with school director
 - ✓ Make recommendations to Board of Trustees as necessary and appropriate

Curriculum Committee

Jenet Jacob, chair
Grant Beckwith*
Paula Christensen
Lynette Carver*
Debbie Geslison*
Blaine Hunsaker*
Shirley Kauffman*
Trudy Pace*
Mary Kay Ware*

Curriculum Committee Description

- Members: At least 2 Trustees and one Administrator; others as desired
- Reports to and appointed by: Board of Trustees
- Meets: Two to three times per year
- Duties:
 - ✓ Develop and evaluate scope and sequence of curriculum
 - ✓ Evaluate major curricular programs (FACE, Saxon, Riggs, etc.) and make recommendations for improvement or refinement of those programs as applied in the classroom
 - ✓ Approve major texts used in classrooms
 - ✓ Approve school-sponsored reading lists
 - ✓ Provide training to teachers and administration as needed
 - ✓ Make recommendations to the Board of Trustees

* = Non-Trustee Committee Members

Design & Facilities Committee

Laurie Swim, chair
Curtis Miner
Blaine Hunsaker*
Toni Handy*

Design & Facilities Committee Description

- Members: 2 or more members (Trustees optional)
- Reports to and appointed by: Board of Trustees
- Meets: as needed
- Duties:
 - ✓ Select and place art work
 - ✓ Identify areas of need and communicate with administration and appropriate board committees (Development, Library, FEC, etc.)
 - ✓ Recommend design and facilities policies for Board approval

Development Committee

Dan Roberts, chair
Grant Beckwith*
Will Frazier*
Keith Jacobsen*
Danny Mason*
Curtis Miner
Fred Roberts*
Martha Sutton*
Quinn Sutton*
Mike Thomas*
Nathan Welch
Tony Ricco*

Development Committee Description

- Members: At least 2 Trustees, one administrator, others as needed
- Reports to and appointed by: Board of Trustees
- Meets: Regularly as needed
- Duties:
 - ✓ Develop and direct fundraising and “friend-raising” opportunities
 - ✓ Involve the school community, including Trustees, faculty/staff and parents, in peer-to-peer networking
 - ✓ Coordinate with administration to leverage school and FEC activities for fundraising and networking purposes
 - ✓ Organize and execute fundraising events
 - ✓ Produce promotional literature and direct general advertising campaigns
 - ✓ Inform Trustees of development opportunities

Family Education Center Committee

Grant Beckwith*, chair
Kathleen Bahr
Shirley Kauffman*
Larry Hilton*

Family Education Center Committee Description

- Members: At least one Trustee, others as needed
- Reports to and appointed by: Board of Trustees
- Meets: as needed
- Duties:
 - ✓ Adult education, particularly parent training to strengthen families and facilitate education in the home.
 - ✓ Develop and execute the Center’s mission and strategic goals
 - ✓ Provide counsel and support to the Center’s director
 - ✓ Approve the Center’s programs and policies

* = Non-Trustee Committee Members

Investment Committee

Brad Nielson, chair
Bob Sorensen
Dan Roberts

Investment Committee Description

- Members: At least 2 Trustees
- Reports to and appointed by: Board of Trustees
- Meets: As needed
- Duties:
 - ✓ Recommend investments, investment advisors/managers, and investment strategies to the Board of Trustees
 - ✓ Review investment reports and statements
 - ✓ Report on investments to the Board of Trustees

Legal Committee

Dan Roberts, chair
David Handy*
Grant Beckwith*

Legal Committee Description

- Members: At least one Trustee, school director, and others as needed
- Reports to and appointed by: Board of Trustees
- Meets: as needed
- Duties:
 - ✓ Work with administration to review and respond to legal issues.
 - ✓ Review current policies for legal compliance
 - ✓ Make reports and recommendations to the Board of Trustees, as necessary and appropriate

Library Committee

Paula Christensen, chair
Grant Beckwith*
Shirley Kauffman*
Tammy Morse*, Librarian
Karen Turner

Library Committee Description

- Members: At least one Trustee, librarian, and others as needed
- Reports to and appointed by: Board of Trustees
- Meets: as needed
- Duties:
 - ✓ Review and evaluate library content, policies and technology
 - ✓ Make recommendations to the Board of Trustees regarding various library policies and initiatives (book donation and acceptance, content, circulation, security, technology)

Scholarship Committee

Grant Beckwith*, chair
Curtis Miner
Trudy Pace*

Scholarship Committee Description

- Members: At least one Trustee, school director, and others as needed
- Reports to and appointed by: Board of Trustees
- Meets: Once or twice in the Spring during the admission process.
- Duties:
 - ✓ Establish policies and procedures for screening and approving scholarship applications
 - ✓ Make scholarship awards based on established criteria
 - ✓ Report to the Board of Trustees regarding scholarship awards
 - ✓ Make financial aid recommendations to the Board of Trustees

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