Development Committee Agenda
Thursday October 11, ISL
Committee Members meeting rescheduled:

Grant Ligon, Committee Chair
Sean Wilson, Head of School
Karen Dwyer, Board Member
Gina Warner, Board Member
Dina LeBlanc, Committee Member

- Strengthen functioning of the board and establish mechanisms to ensure that strategic plan is implemented by:

1. Review and update board membership criteria and responsibilities to include:
   - Insure necessary policies and legal requirements are adopted and/or met.
   - Promote strategic partnerships with other organizations.

2. Refining committee structure and responsibilities of chairs. Timeline: Complete formal structure by December 31. Anticipate working with parent with appropriate skill set to accomplish.
3. Develop orientation program for new board members. Timeline: October Board meeting Anticipate this will be done by January. Nothing done yet, but will locate persons to accomplish task and commense.
4. Ensure ongoing board education about governance, including finances and fundraising. Timeline: organize at least one professional development seminar by March, 2008. Spoken with Gerald Duhon and will work with him on Board Education issues.
5. Establish annual evaluation process to assess board performance. Timeline: Anticipate progress on this by December Board meeting. Have source material to begin construction of the evaluative matrix

Objective 2

Expand the board: identify, cultivate and recruit new trustees according to established criteria for board membership. Goal of three candidated added to Board by end of Novembet. One added at this meeting, discussion are being held with three others at this time.

Objective 3

- Sustain partnership between head and board to support head in leading school according to strategic plan.

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2. Executive committee of Board to meet monthly with Head of School two weeks prior to Board meetings

3. Develop Board evaluation tool for Head of School. Timeline: Dina LeBlanc is assembling evaluative tools. We are working towards a January completion.
4. Clarify oversight role between board and school administration; maintain formal "reporting to" and "oversight of" structure at Board meetings. This is an ongoing discussion that will be further clarified by the new Board President.

Objective 4

- Establish and continue to develop a shared vision among trustees, faculty and parents through effective communication between board and school. Timeline- Ongoing discussion and we'll refine the vision in the coming months.

1. All board-related documents (all reports, agenda items, etc. for use at Board meetings) must be delivered to secretary by Friday AM before Wednesday board meetings. All documents will be circulated to Board members by Friday PM and delivered to school for distribution to parents (by internet and on bulletin board at school) at least 48 hours prior to monthly Board meeting. Implemented
2. Improve communication between Board Committees, ISL Board, and ISL community; work with committee chairs to publicize committee meeting times and agendas at least 72 hours in advance of committee meetings.

Timeline- Marc Rosenblum spearheading scheduling of meeting per rules and Committee minutes submitted when due.

Objective 5

- Ensure professional faculty and administrative staff.

1. Ensure faculty professional development training occurs once per semester. Timeline: Annual professional development plan reviewed at September Board meeting.
2. Review management plan for administrative staff. Timeline: Annual administrative management plan reviewed at December Board meeting.
3. Review annual faculty recruitment plan. Timeline: January Board meeting.

Objective 6: Mainatin integrity of charter

- Annual review of charter. Timeline- Anticipate having a team assigned to this in the next three months and a goal of Annual Review by May 08