

Section 4: Governance

a. **Governing Board: roles, responsibilities, qualifications, skillset, experience.** **Ed318.09(e)(2)**

The operating bodies of the school are the Gathering Waters Chartered Public School Board of Trustees, the Administration (consisting of the Lead Administrator, Business Administrator, Administrative Assistant and Enrollment and Development Coordinator), the Leadership Council (consisting of the Lead Administrator and Faculty Chairs) and the Faculty. The Parent Council, and in the High School, Student Council play an advisory and supportive role. All governance bodies will adhere to democratic processes and principle. Implementation of governance is characterized by collaboration, effective leadership, and accountability.

Our school leadership process follows the guidelines of the Alliance for Public Waldorf Education, which recommends the principle of shared responsibilities within established legal structures, for school governance. In Public Waldorf Schools collaboration among teachers, staff, administration and boards, with stakeholders' input, is the rule. A core organizing principle of Waldorf education is that decisions related to educational programming are best made by the teachers who are working directly with students every day. When possible those responsible for making such decisions act from knowledge and experience working with Rudolf Steiner's educational insights.

The Leadership Council made up of the Lead Administrator and the Lower (1-5) and Upper School (6-12) Faculty Chairs is responsible for training, supervising, supporting and reviewing all faculty members as well as supporting students and families who may require special care. The Council develops, monitors, and reviews the curriculum as well as the daily schedule and future planning. It is the responsibility of the Board to approve recommendations regarding hiring of faculty submitted by the Leadership Council. In the event of a disagreement on the leadership council, the Lead Administrator shall make the final decision. Since there will be no Leadership Council prior to having hired teachers, the initial recruitment and hiring of Faculty will be the sole responsibility of the Board.

The Lead Administrator is responsible for the day-to-day-work of the school and direct supervision of the Faculty (in conjunction and consultation with the Faculty Chairs), the Business Administrator, the Office Assistant, and the Enrollment and Development Coordinator.

The Board of Trustees has the final responsibility for fiscal and legal matters and is accountable for the school and its operations. The Board of Trustees is made up of four parent representatives, one or two teacher representatives appointed by the Faculty, the Lead Administrator as a non-voting member, Business Administrator, and four community members. We will attempt to ensure highly qualified Board Members with expertise and skills in the following areas: law, finance, fundraising, education, marketing, development, information technology and administration. Trustees should show dedication to the mission and vision of the School and possess the following personal characteristics:

- Honesty, sensitivity to and tolerance of differing views, a friendly, responsive and patient approach, community-building skills, personal integrity, a developed sense of values, a sense of humor and a commitment to professional standards of confidentiality.

- Willingness to prepare for and attend Board and committee meetings, ask questions, take responsibility and follow through on a given assignment, contribute personal and financial resources according to circumstances, open doors in the community, evaluate one's own performance.
- Willingness to develop certain skills not already possessed, such as: to cultivate donors and solicit funds, cultivate and recruit Board members and other volunteers, read and understand financial statements, learn more about the substantive program area and issues pertaining to the school.

The Board meets on a monthly basis throughout the year and is an open public meeting (in accordance with RSA 91 A-2, except for those meetings or proceedings designated as nonpublic sessions as defined in RSA 91-A:3, II). Board members are expected to attend meetings regularly and will be subject to replacement if absences reach 50 percent or more of meetings in a six-month period. For purposes of conducting business, the Board will follow New Hampshire Right to Know Law, RSA 91-A. For purposes of lawful meetings, a quorum is defined as a majority of Trustees physically present or participating through video or voice communication systems. Records and minutes of meetings will be kept in accordance with statutory guidelines.

It is the responsibility of the Board to develop policies and put them in writing, so they serve as guidelines and goals for the successful and efficient functioning of the school. It will annually evaluate and update its policies and ensure compliance with RSA 194 B:5. If in express conflict, compliance to NH state regulations will take precedence. The Board's functions include:

- Overseeing that the school's program and operation are faithful to the terms of its charter, bylaws, policies, and its mission statement.
- Adopting policies that further clarify and assist in maintaining the mission and educational program of Gathering Waters.
- Ensuring that the school's academic programs are successful. All academic programs are evaluated and reviewed annually by the Board. These evaluations are used to determine the effectiveness of the programs and provide direction for improvements.
- Ensuring that the school is financially solvent by planning and budgeting to meet the school's goals, approving an annual budget for the school as well as a long-range strategic growth plan.
- Ensuring proper accounting and reporting policies
- Hiring the Lead Administrator, Office Coordinator, Enrollment and Development Coordinator, and Business Administrator and evaluating their performance annually; hiring faculty upon recommendations by the Faculty Chairs and Lead Administrator.
- Creating, serving on, and appointing people to necessary committees.
- Providing Board orientation to all members, which includes introduction to the school and curriculum, classroom visits, and copies of Board by-laws and Employee and Student-Parent Handbooks

Prior to opening the Board of Trustees of Gathering Waters will develop policies regarding:

- Budget, fund-raising and growth,
- Records Retention,
- Promotion of School Safety,

- Reporting of suspected abuse or neglect,
- Sexual Harassment,
- Pupil safety and violence prevention,
- Limiting the use of child restraint practices,
- Developmentally appropriate daily physical activity,
- Grievance and complaints process.

These policies will be compiled in a binder and included as appropriate in the Student-Parent and Employee Handbooks.