

GOVERNANCE HANDBOOK

For Edison School of the Arts



EDISON
SCHOOL OF THE ARTS
SCHOOL 47

777 S. White River Parkway W. Dr., Indianapolis, IN 46221

LEADING WITH INTENT

EXCEPTIONAL GOVERNANCE FOR AN EXCEPTIONAL SCHOOL

If you've seen the transformation taking place in Indianapolis Public Schools to benefit kids, you've seen the result of a high performing board hard at work in partnership with the school's district leader to make that change. Time and again, there is an irrefutable connection between the effectiveness of a board of directors and the success of the school.

By Indiana law, schools boards are held accountable by the authorizers, the state, the federal government, and the public to ensure that the school is operating in accordance with its original purpose and doing so in a responsible manner. Edison, however, is also accountable to Indianapolis Public School District that owns the building and grounds, and to MindTrust that invested in the transition to becoming an Innovation Network School..

A board's legal and fiduciary responsibilities are just the beginning. An innovation school board cannot be truly effective and meet all the state of Indiana standards unless it has also focused on exemplary governance practices. These practices, when combines, create a core foundation and synergy that allow the board to advance on mission and ensure high student achievement.

A high performing innovation school board focuses on student achievement, acts strategically, recruits an exceptional school leader, raises and uses resources wisely, and fulfills all compliance expectations - However, it only **manages two things: the Head of School, and itself**. Innovation school boards must manage themselves by investing in proven governance best practices regarding board composition, committee structure, meetings, and dynamics.

2017-2018 School Board Members:		
Ernest Disney-Britton	ernest@disneybritton.com	2017-2020 (3-terms)
Kay Feeny-Caito	kfcpublicrelations@gmail.com	2017-2019 (2-terms)
Ted Givens	tgivens@comcast.net	2017-2018 (1-term)
Greg Wallis	greg.wallis@harrison.edu	2017-2018 (1-term)
Tanya Stuart Overdorf	tanyastuartoverdorf@hotmail.com	2017-2018 (1-term)
Henry Leck	hleck@butler.edu	2017-2019 (2-terms)
<i>Nathan Tuttle, Head of School, TuttleNL@myips.org, 317-226-4992</i>		

The mission of Edison School of the Arts:

To continue to be an educational and artful resource for all students, parents, community, and staff members by consistent and focused professional development, invitational practices by all, utilizing quarterly and annual reviews. We will continue to develop our educational and arts aesthetic by expanding our arts experiences, exposure, and partnerships.

DUTIES OF BOARD CHAIR

Board Member Management

- Holds members accountable for carrying out roles and responsibilities
- Is the contact for board members on board issues
- Ensures a board assessment process occurs
- Ensures board members understand that the board is empowered to act as a collective entity and that individuals board members have authority only when the board so delegates

School Leader

- Cultivates a constructive partnership with the Head of School
- Participates in the monitoring, evaluation, and if necessary, the hiring of the Head of School
- Meets or talks regularly about monitoring Head of School's progress and challenges around goals

Community Relations

- Cultivates relationships with arts organizations, donors, funders, and stakeholders
- Serves as community ambassador
- Speaks at annual meeting and community events when appropriate

Meeting Management

- Helps develop meeting agendas with the Head of School
- Presides at all meetings of the board and may serve as a committee chair
- Promotes meaningful dialogue at board meetings
- Gives every board member an opportunity to contribute but does not allow any one member, including him/herself, to dominate or derail discussions

Board Committees

- May appoint board committee and task force chairs
- Ensures ongoing communication between committees and the board
- Facilitates committee's of the board, by the board, and for the board.
- Serves as ex-officio of all committees

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BOARD COMMITTEES

Every standing committee of the Edison board should have clarity on its purpose, authority level, leadership, and membership, to whom it is accountable, and frequency of meetings. The Board Chair appoints the chair for each committee. Each committee consists of all the other board members, and is chaired by a board member.

ACADEMIC EXCELLENCE COMMITTEE

The Academic Excellence Committee provides appropriate board oversight of the academic program by ensuring that the school's educational program is positively impacting student achievement and by raising strategic issues for board discussion. The Academic Excellence Committee chair meets with staff as often as necessary to conduct its work, and will present a monthly board report.

Academic Excellence Committee Chair Responsibilities, include:

- Assume responsibility for ensuring that students are achieving at the highest levels
- Agree on a definition of academic excellence for Edison School of the Arts
- In partnership with the Assistant Head of School & Director of Academics, monitor student achievement by reviewing and analyzing external, standardized tests and internal assessments, deeply understanding the factors affecting performance data and sharing updates with the full board
- Verify that Edison uses student data constructively and routinely to inform decisions
- Evaluate student achievement at Edison in comparison to other IPS schools, national standards, and other *Any Given Child* schools

Committee Chair: Henry Leck, member of the board

Staff liaison: Amy Berns, Assistant Head of School & Director of Academics

FACILITIES COMMITTEE

The Facilities Committee provides appropriate board oversight of the building & grounds in which Edison leases from Indianapolis Public Schools to positively impact student achievement by raising strategic issues for board discussion. Its purpose is to provide appropriate board oversight to ensure that the facility is responsive to the changing programs of educational delivery, and at a minimum provides a physical environment that is safe, secure, accessible, comfortable, well illuminated, well ventilated, and aesthetically pleasing. The Facilities Committee chair meets with staff as often as necessary to conduct its work, and will present a monthly board report.

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Facilities Committee Chair Responsibilities, include:

- Preliminary review of building & grounds prior to board review
- Presentation of findings on facility planning to board for discussion
- Review and recommend to the full board approval of the investments in the assets owned by Indianapolis Public Schools
- Ensure that the full board annually receives a report on the maintenance and management of the building & grounds
- Works closely with Head of School on building & grounds oversight

Chair: Ted Givens, AIA, member of the board

Staff liaison: Nathan Tuttle, Head of School

FINANCE COMMITTEE

The Finance Committee, chaired by the Treasurer, will meet as often as necessary to conduct its work, at minimum before every board meeting. Its purpose is to provide appropriate board oversight of school finances, ensure accurate and comprehensive financial reporting to the board, and raise strategic financial issues for board discussion. The Finance Committee chair meets with staff as often as necessary to conduct its work, and will present a monthly board report.

Finance Committee Chair Responsibilities, include:

- Preliminary review of monthly financial statements prior to board review
- Presentation of financial statements to board for discussion
- Review and recommend to the full board approval of the annual budget
- Ensure that the full board annually meets in executive session with the auditor
- Works closely with Head of School on financial issues/oversight

Committee Chair: Greg Wallis, member of the board

Staff liaison: Nathan Tuttle, Head of School

ADVANCEMENT COMMITTEE

The Advancement Committee works closely with staff to provide leadership in engaging the collective board and individual board members in regular fundraising activities for the school and in providing strategic direction, oversight, and accountability for the board's fundraising activities. The Advancement Committee chair meets with staff as often as necessary to conduct its work, and will present a monthly board report.

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Advancement Committee Responsibilities, include:

- Involving and motivating board members in the cultivation, solicitation, and stewardship of gifts
- Ensuring the case for support is strong, compelling, and accurate
- Ensuring that 100% of board members give each year
- Helping to develop strategies for major gift cultivation and solicitation
- Holding the board accountable in reaching its giving and fundraising goals

Committee Chair: Kay Feeney-Caito, Secretary and member of the board

Staff liaison: Penny Guthrie, Director of Advancement & Engagement

GOVERNANCE COMMITTEE

The Governance Committee is the committee of the board, by the board, and for the board. Its primary responsibility is to ensure the board is governing effectively and revitalizing itself. It is the responsible for providing leadership for board education, ensuring a strategically composed and diverse board is in place to govern the institution, nominating candidates for officer positions and committee membership, nominating and orienting new board members, ensuring an effective governance structure, and ensuring an effective board self assessment process. The Governance Committee, chair meets with staff as often as necessary to conduct its work, and will present a monthly board report.

Governance Committee Chair Responsibilities, include:

- Developing and nominating board members to serve as officers including, Chair, Secretary, and Treasurer
- Leading the board in the identification, cultivation, and nomination of new board members to ensure a strategically composed board of nine members.
- Conducting an annual board self assessment
- Ensuring new board members are effectively orientated to Edison, the board, the community, and the responsibilities and expectations of board service
- Monitoring the ongoing performance of current board members and evaluating performance before renewing board terms

Committee Chair: Tanya Stuart Overdorf, member of the board

Staff liaison: Nathan Tuttle, Head of School

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2017-2018 BOARD CALENDAR

JULY 2017

- ✓ Tuesday, July 18, 2017 • 3:00 pm
- ✓ Review board-wide dashboard for prior year (Begins 2018)
- ✓ Review preliminary year-end financial review
- ✓ Review progress against strategic plan goals, if finalized (Begins 2018)

AUGUST 2017

- ✓ Tuesday, August 15, 2017 • 3:30 pm
- ✓ Review preliminary standardized test results for prior year

SEPTEMBER 2017

- ✓ Tuesday, September 19, 2017 • 3:30 pm
- ✓ Review updated standardized test results
- ✓ Review Head of School's progress against goals
- ✓ Review board's progress against goals

OCTOBER 2017

- ✓ Tuesday, October 24, 2017 • 3:30 pm
- ✓ Review and accept audit (Begins 2018)

NOVEMBER 2017

- ✓ Tuesday, November 14, 2017 • 3:30 pm
- ✓ Review final standardized test results and reports

DECEMBER 2017

- ✓ Tuesday, December 12, 2017 • 3:30 pm
- ✓ IPS BOD Annual LEA Meeting
- ✓ Review board's progress against goals
- ✓ Host/participate in school holiday party

JANUARY 2018

- ✓ Tuesday, January 16, 2018 • 3:30 pm
- ✓ Review and approve preliminary enrollment and budget assumptions for next year

FEBRUARY 2018

- ✓ Tuesday, February 20, 2018 • 3:30 pm
- ✓ Complete review of by-laws and board policies, as appropriate
- ✓ Review Head of School's progress against goals
- ✓ Form CEO Evaluation Committee
- ✓ Collect annual conflict of interest disclosure forms

MARCH 2018

- ✓ Tuesday, March 13, 2018 • 3:30 pm
- ✓ Select auditor

APRIL 2018

- Tuesday, April 17, 2018 • 3:30 pm
- Complete annual board self-assessment
- Review preliminary budget for next year

MAY 2018

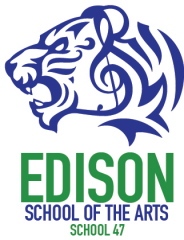
- Tuesday, May 10, 2018 • 3:30 pm
- Complete Head of School annual performance evaluation
- Confirm annual board member commitments
- Approve annual budget for next year
- Review board's progress against annual goals

JUNE 2018

- Tuesday, June 20 (Annual Meeting), 2018 • 3:30 pm
- Establish Head of School leader goals for next year
- Establish board goals for next year
- Establish Head of School professional development plan for next year
- Elect new board members
- Elect board office

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EXAMPLE AGENDA

For Day, Month, Date, 3:30 p.m.

- I. Call to Order – Board Chair
- II. Guest Comments/ or Mission Moment
- III. Adoption of the Agenda (Action)
 - a. Approval of last meeting's minutes
 - b. Head of School written report
 - c. Committee reports (written)
- IV. Finance Committee Report (presentation and discussion)
 - a. Income Statement
 - b. Balance Sheet
 - c. Strategic financial considerations
- V. Academic Excellence Committee Report (presentation)
- VI. Facilities Committee Report (presentation)
- VII. Advancement Committee Report (presentation)
- VIII. Governance Committee Report (presentation)
- IX. Board Chair Report
 - a. Final board actions required
- X. Head of School Report
 - a. Personnel
 - b. Leadership Development
 - c. Innovation Schools & IPS
- XI. Adjournment

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