

## Board Committee Charges and Chairpersons

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### **Administrative: Scott Mack**

- Maintain board policy manual
- Maintain faculty handbook
- Maintain family handbook
- Maintain administrator evaluation
- Explore new administrative initiatives

### **Building and Grounds: Dave Speigle & Aaron Yoder**

- Develop plans and budgets for improvements to property
- Advise as to contractors for capital improvement projects
- Advise and assist the Maintenance Supervisor on maintenance projects as needed
- Provide appropriate input for crisis management plans
- Form ad-hoc committees for capital projects

### **Finance: Jessica Daily**

- Develop and maintain a realistic and fiscally conservative budget
- Provide oversight of the financial operations of JCS including, but not limited to, all accounts, investments, and accounts payable
- Maintain a good testimony of fiscal responsibility with the community and with government agencies
- Assist potential and current patron families with the tuition process including, but not limited to, EITC scholarships
- Prepare and present financial reports to the patron body on an annual basis
- Make recommendations for policy and oversee continuing negotiations regarding past-due accounts
- Oversee the securing and updating of all needed insurances
- Make recommendations to the JCS Board of Directors concerning pay scale change

### **Involvement & Events (IE): Emily Cooper & Michael Dean**

- Facilitate the “Buddy” system for new patrons to our school
- Recruit patron volunteers for all whole-school events
- Serve as Liason between teachers/staff and volunteers before, during and after events
- Provide support to the Public Relations staff
- Facilitate teacher and staff appreciation

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### **Fund Development: Chellie Hurt & LaShae Jeffers**

- Work with Development Director to increase EITC and OSTC funds
- Support the planning and purpose of fund development events including magazine sale, Fall Banquet, Winter Fund Drive, and the Spring Festival
- Develop plans for sustainable funding and new revenue streams
- Develop plans for funding of capital improvements
- Consider and plan for avenues of funding academic improvement projects
- Support grant writing opportunities

### **Athletics: Angie Williams**

- Develop plans for supplemental funding of the athletic program
- Assist concessions coordinator with scheduling and operations
- Athletic banquet planning and coordination with the athletic director
- Provide general and administrative support to the athletic director

### **Technology: Advisory Team**

- Insure Technologies provides third party oversight of technology operations
- Review and evaluate proposed upgrades to hardware, software, and security
- Provide expertise and support to the administrator and technology staff