

Fox West Academy

Governance Council Bylaws

Article I Name

The name of this organization shall be the Fox West Academy (FWA) Governance Council (Council).

Article II Mission Statement

The mission of the Governance Council of Fox West Academy is to support and promote the mission of Fox West Academy

The mission of Fox West Academy, in partnership with the community, is to provide project-based learning opportunities that strengthen each individual learner's unique learning styles, intelligences, and interests.

Article III Purpose of Organization

The FWA Governance Council requires bylaws to formalize the composition, scope, and procedures of the Council. With these bylaws, the Governance Council is established to provide guidance, support, and initiative in accomplishing the mission of Fox West Academy.

The Governance Council, with its parents, teacher, and community members, will reflect the interests of Fox West Academy and be a vehicle for strong school/community management of the charter vision. The Council members will collaborate to address school issues that come before them, work to sustain and, where needed, improve overall academic achievement. They will, develop policies and protocols necessary for the success of the mission, and extend public relations and academic leadership to the Hortonville Area community.

The primary role of the Governance Council will be to assist with and/or participate in the development of:

- Yearly plans;
- School improvement and innovation;
- Charter School policies;
- An annual school report;
- Efforts among the school, school organizations, the community, area businesses, and the local school board to best meet the educational needs of the students;
- The school calendar and budget.

To support the purpose of Fox West Academy, the Governance Council's members will:

- Represent Fox West Academy in a positive and supportive manner;
- Exercise duties in a spirit of cooperation with the students' best interest at heart;

- Prepare for and contribute to the discussion and business of the Council in a timely and respectful manner;
- Attend Council meetings
- Participate in school events and activities, when available;
- Attend monthly Board of Education meetings, as needed;
- Avoid conflicts of interest and reveal them when they arise;
- Maintain confidentiality of all discussion items concerning issues with personnel or students;
- Agree to act as a liaison for committees, task forces or other educational groups as the Council deems necessary;
- Listen actively to the interest of students and needs of parents in the learning community.

The council does not have any of the duties and powers reserved by law or regulation of the Hortonville Area School District Board of Education.

Article IV Representation

Representation on the Governance Council is open to teachers, parents or guardians of students, community and business members, and shall include the Charter School Lead Teacher (also referred to as Lead Teacher) of Fox West Academy as a non-voting member. Members of the Governance Council shall be 18 years of age or older. The majority of Governance council members will be non-District staff.

The Governance Council will consist of an odd number not less than seven (7) nor more than eleven (11) members, each serving a one/two-year term.

1. The voting members shall include at least two (2) parents or guardians of Fox West Academy students, at least three (3) community members, and at least one (1) Fox West Academy teacher.
2. Community members will be selected through an application and interview process. Selection will be determined by a simple majority vote of a quorum of the Governance Council members. Community members will serve staggered 2-year terms such that no more than two (2) terms will expire each year. Initial members will be assigned either a one or two year term to begin this staggered rotation. A community member may re-apply to serve additional terms.
3. Parent members will be selected through an application and interview process. Selection will be determined by a simple majority vote of a quorum of the Governance Council members. Parent members will serve staggered 2-year terms such that no more than two (2) terms will expire each year. Initial members will be assigned either a one or two year term to begin this staggered rotation. A parent member may re-apply to serve additional terms.
4. The FWA teacher representative will be nominated from the charter school staff. The teacher representative will serve a 2-year term. A teacher representative may be re-nominated to serve additional terms.
5. The majority of the voting members will be non-district employees.
6. Applicants will be required to undergo a background check.

Article V Appointment Procedures

Council appointments will take place no later than the end of the first quarter of the school year. Council members will assume their responsibilities at the next scheduled Governance Council meeting after their appointment. A letter of commitment will be signed at that time.

Following a nomination process, a simple majority of the Governance Council members shall be necessary and sufficient to constitute a quorum for the appointment of new members.

Members of the Governance Council shall not receive compensation to serve on the school council or its committees.

The Governance Council calendar runs from the start of the academic year through the Council meeting that fills appointments of vacancies. The first meeting after the appointment meeting designates the beginning of the Governance Council calendar.

Article VI Committees

The Nomination Committee will be a standing committee. The Nomination Committee will be composed of one parent representative, one teacher representative, and one community representative from the regular Council members. The duties of the Nominating Committee are to recruit and nominate new members for the Governance Council annually or as needed.

The Governance Council may establish committees on an as-needed basis to study specific issues and make recommendations to the Governance Council. These committees will be chaired by a Governance Council member and may include non-Council members.

The committee chairpersons' duties include organizing meetings, reporting, and making recommendations at regular Council meetings, and working closely with the Council President. The Chairperson of any standing or ad-hoc committee will be appointed by the Council's Executive Team. Committees, aside from standing committees, will not be permanent and will have no responsibilities beyond those outlined by the Governance Council.

Article VII Tenure

All members of the Governance Council will serve two year terms with the exception of the initial Governance Council. Terms will be on a staggered basis where approximately one-half of the members' terms will expire each year. Community and parent members may reapply to serve additional terms. The teacher representative may be re-nominated to serve additional terms.

Membership on the Governance Council will terminate when:

- Parent member(s) no longer have a student enrolled in the school;
- Teacher member(s) no longer hold a teaching position at the school;
- Member(s) have more than three unexcused absences at regularly scheduled meetings during an academic year
- Member(s) submit a letter of resignation to the Governance Council President.

| In the event of any of the above situations, a replacement will be made with approval of the Council. Candidates for such a position will be submitted by the Nominating Committee. The replacement will not serve a full term, but finish the term of the person replaced.

Article VIII Officers

The officers of the Governance Council will consist of a President, Vice-President, Secretary, and Treasurer. The President will be elected by the previous year's Council. The remaining officers will be elected at the first meeting of the Council's new calendar year.

Article IX Duties of Officers

The President will preside at all meetings and have general supervision of the activities of the Council. The President will work with the FWA Governance Council Teacher Representative in planning and directing the activities of the Governance Council.

The President will prepare an agenda for all Council meetings, and have the authority to modify the agenda if it is determined to be in the best interest of the Governance Council's work. The President will appoint temporary or standing committees as needed. The President will also appoint a Nomination Committee as stated in Article VI.

The responsibilities of the President are as follows:

- Oversee council and executive committee meetings.
- If the President chooses, serve as an ex-officio member of any committee.
- Work with the Lead Teacher to see that council resolutions are carried out.
- Call special meetings if necessary.
- Appoint committee chairs and recommend who will serve on committees.
- Work with the FWA Administrative Advisor on questions relating to the Master Agreement between the Board of HASD and the Hortonville Federation of Teachers.
- Collaborate with the Lead Teacher and/or FWA teacher representative in preparing the agenda for council meetings.
- Assist the Lead Teacher in conducting new council member orientation.
- Work with the Nominating Committee to recruit new council members.
- Present the annual school report to the Hortonville Area School District Board as outlined in the contract.
- Coordinate periodic Council assessments with the Lead Teacher.
- Periodically consult with council members on their roles and help them assess their performance.

The responsibilities of the Vice-President are as follows:

- Carry out special assignments as requested by the council president.
- Perform the responsibilities of the council president in the president's absence.
- Participate as a vital part of the council leadership.

The responsibilities of the Secretary are as follows:

- Serve on the executive committee.
- Ensure an accurate record is kept of the proceedings and transactions of all Council meetings;
- Provide copies of the minutes to the Council members, all faculty members, and/or other appropriate district administrative staff within one week of the last meeting;
- Prepare any official correspondence that the President may request;
- Maintain a file in the school's office and/or website containing copies of all minutes, Council correspondence, the annual charter school report, the annual budget summary, and the current Governance Council bylaws;
- Have meeting minutes and agendas posted at the school and/or website;
- Maintain a listing of the Governance Council membership with current contact information.
- Provide necessary information regarding the Governance Council and its role to the school Lead Teacher or designate, as needed, to be included in things like newsletters and website articles.

The responsibilities of the Treasurer are as follows:

- Serve on the executive committee.
- Understand financial accounting.
- Serve as financial officer of the Charter School.
- Manage the council's review of and action related to the council's financial responsibilities.
- Work with the Lead Teacher to ensure that appropriate financial reports are made available to the Governance Council and/or HASD Board on a timely basis.
- Assist the Lead Teacher in preparing the annual budget and presenting the budget to the council for approval.
- Review the annual audit and answer the Governance Council's questions about the audit.

Article X Governance Council Job Description

As an active member of the Governance Council, position responsibilities include:

- Attend regular meetings of the council, which are each approximately 2-3 hours in duration. The council meets up to 12 times per year. Be accessible for personal contact in between council meetings.
- Commit time to overseeing the operational, financial, educational, and collaborative aspects of the school.
- Prepare in advance for decision-making and policy formation at council meetings; take responsibility for self-education on the major issues before the council.
- Provide leadership to council committees. Each council member is expected to serve as an active member of at least one committee. This requires attending committee meetings and investing the time needed for task completion.
- Responsibly review and act upon committee recommendations brought to the council for action.
- Participate in the annual council member self-review process.
- Participate in an annual council development and planning retreat each year.
- Visit the school, classrooms, and/or school events, at least 4 times each year.
- In general, utilize personal and professional skills, relationships and knowledge for the advancement of the Charter School.

Article XI

Meetings

The Governance Council will conduct a minimum of six meetings and attend a council retreat each school year. Additional meetings may be requested by the Lead Teacher, FWA Teacher Representative, or President as long as all Council members and the public are notified of the meeting at least 24 hours in advance. If for good cause this is impossible or impractical, shorter notice may be given, but never less than 2 hours in advance. All meetings of the Governance Council will be held at a location designated by the President and meeting agendas and minutes will be posted at the school and/or on the website

A majority of council members need to be present to hold a meeting. Council decisions will be made by consensus. Consensus occurs when a group reaches a conclusion, which has blended the best ideas into a decision that all members of the group will support.

When consensus is met, the issue passes. If consensus is not met, the issue may be referred back to the originating subcommittee for revisions and/or reconsideration or a vote can be called. If voting becomes necessary, a simple majority of the voting members of the Council present at a meeting will be sufficient for a vote on any issue. Each voting member has one vote, which is indicated by saying aye. The President of the Council may vote on all actions placed before the Council. A tie vote will be tabled until the next scheduled meeting.

Council meetings are open to the public. Anyone showing an interest in the council and its activities will be encouraged to attend. Any discussion items concerning issues with personnel or students will be confidential and held in a closed session.

Persons interested in presenting at a council meeting may request to be put on the agenda by contacting the President at least 2 work days prior to the scheduled council meeting.

Article XII Training

An orientation session will be held annually during the first meeting for all council members. The orientation will include information about council roles, responsibilities, and functions as well as information about the charter for Fox West Academy and Hortonville Area Schools.

Article XIII Amendments

To take effect, this document must be ratified by a two-thirds vote of the Governance Council. These bylaws may be amended at any regular meeting of the council by a majority vote of those present provided that the specific amendments have been introduced at a prior meeting, included in the minutes of that meeting, and are listed on the agenda for the current meeting.

These bylaws and any amendments thereto, shall become effective immediately upon their adoption.

Bylaws approved by Fox West Academy Governance Council on this __4th__ day of __April__ of __2011__.