

Ridgeway Elementary Autonomous School Committee

Bylaws

Revised 5/3/2022

Mission Statement

The mission of the Ridgeway Elementary Autonomous School Committee is to collaborate towards the successful development of and implementation of the Ridgeway Elementary School Mission Statement.

Ridgeway Mission Statement: The mission of Ridgeway IGE School is to help each student become a self-directed, self-motivated, lifelong learner, capable of meeting the challenges faced during a lifetime.

Belief Statements: We believe:

- Successful learning experiences build successful learners,
- Family Engagement encourages and nurtures student learning,
- Children learn best in environments that utilize multiage and flexible grouping,
- Children benefit from being part of a learning community and developing relationships with a variety of teachers, and
- Teachers need to have opportunities to learn and collaborate.

Article I

Name and Location

Section 1. Name

The name of the entity shall be "Ridgeway Elementary Autonomous School Committee", also referred to as the "ASC".

Section 2. Location

The location of Ridgeway Elementary School is at 107 E. Sexton Road Columbia, MO 65203.

Article II

Purpose

The roles and responsibilities of the ASC shall be to provide programming feedback and oversight at the building level, subject to and in implementation of [Columbia Public Schools Board Policy IGBM](#). To carry out its purpose and achieve the mission, the ASC shall provide support for the efficient management and operation of the school by providing guidance on the following:

- A. Maintaining the IGE learning model
- B. Student recruitment and enrollment
- C. Columbia Community Involvement
- D. Budget and Financial Management
- E. Facilities
- F. Transportation
- G. Screening and recommendation of the Ridgeway Elementary Principal
- H. Evaluation of the Ridgeway Elementary Principal

The primary responsibility for the management and operations of the Ridgeway Elementary School will reside with the Principal of Ridgeway Elementary, hereinafter referred to as the “Principal”. The Principal will work with the ASC to provide oversight in regards to aforementioned roles and responsibilities. The ASC shall not create policies or regulations that conflict with the Columbia Public Schools Board of Education policy. Should Columbia Public Schools Board of Education instantiate any policy that places the bylaws, or any enacted ASC policy, in conflict; the ASC will correct its policy or bylaws within three (3) months of notice of the conflict.

Article III

Autonomous School Committee Membership

Section 1. Number and makeup

The number of Autonomous School Committee members shall be no more than thirteen (13) members. Additionally, the committee will be composed of no fewer than five (5) members. The committee shall be comprised of an odd number of members. In the event the ASC membership drops below five members, the school principal will appoint committee members up until the number of members of the committee are sufficient to conduct business. Every effort will be made to balance school employees with non-school employee members. ASC members will be allocated among different member types in accordance with the following list:

- four (4) current teachers (1 from each unit, plus one specialist teacher)
- two (2) current Ridgeway parents
- one (1) former Ridgeway student

- one (1) member-at-large of the Ridgeway membership (as defined by Article IV, Section 3) excluding current Ridgeway Staff
- one (1) current Ridgeway principal
- one (1) central office administrator
- one (1) former Columbia Public Schools elementary administrator
- one (1) academic Partner in Education Representative
- one (1) industry Partner in Education Representative

The Academic Partner in Education is defined in **Appendix A**; and the Industry Partner in Education is defined in **Appendix B**.

Section 2. General qualifications for ASC members

ASC Members shall:

- Have the capacity to collaborate towards the successful development and implementation of the Ridgeway Elementary School Mission Statement
- be residents of the district
- be at least 24 years old
- not be related by blood, marriage, or reside in the same household to other ASC members

Note: A person is not eligible to serve on an ASC if they have pled guilty, pled *nolo contendere*, been convicted or given a suspended imposition of sentence under Missouri law or the law of another jurisdiction for a felony; is a registered sex offender; or is required to register for a sexual offense.

Section 3. Assignment and Election. Positions in the ASC will be elected or assigned by the Schedule of Terms Years as shown in Appendix C.

School Membership as defined in Article IV, Section 3 may vote for positions as designated in Appendix C. Each member may cast one vote for each vacancy being filled.

Open ASC positions for full terms will be appointed or elected in the spring at the annual meeting or by online voting as recommended by the ASC Nominations Committee and approved by the ASC. For each open position, the person receiving the highest number of votes shall be instated to said ASC position for the ensuing term.

Section 4. Term of Office. Each ASC position term shall be two (2) years. ASC Members may be re-elected. ASC Member may not serve more than three (3) elected or appointed consecutive terms. All ASC members shall hold office until their respective successors are elected, except in the case of resignation, death, disability or removal.

Election of ASC Member shall be staggered so that approximately one-half of the elected ASC Members are elected in even numbered years and the remaining are elected in odd numbered years. The Nominations Committee shall select a slate of candidates based on qualifications and present

those candidates for election. Candidates for the Committee shall be nominated only with the consent of the nominee. **Appendix C** includes the schedule of terms, which will facilitate the initialization of said term staggering.

Section 5. Vacancy. Any vacancy or unfilled position on the ASC shall be filled for the unexpired term by appointment within two (2) months. The Principal shall be responsible for recommending the appointee who must be ratified by a majority of the Officers. In the event the Officers are unable to reach agreement on the appointee for a vacant ASC position, the Principal shall make the appointment. The Principal of Ridgeway Elementary shall work to maintain a full committee roster so that the purpose of the committee can be carried out.

Section 6. Resignation and Forfeiture. Any ASC Member may resign at any time by giving written notice to the committee President. If the President resigns, they will give notice to the Principal. Any ASC Member may be removed from the Committee for any reason whatsoever by an affirmative vote of two thirds (2/3) of the total number of ASC.

Section 7. Compensation. Committee members shall not receive any salary or compensation for their services.

Section 8. Contracts. The ASC Member may not authorize any officer or officers, agent or agents of the ASC, to enter into any contract or execute and deliver any instrument in the name of and on behalf of the ASC or Ridgeway Elementary.

Section 9. Conflict of Interest. Each member of the ASC shall be responsible for identifying and stating any conflicts of interest when pertinent issues are discussed and voted on by the Committee. The conflict of interest shall be noted in the ASC's minutes and if a vote on the matter is taken the results will note the outcome and that the member with a conflict has not cast a vote. All ASC members must follow district policies regarding conflict of interest of school board members, [CPS Policy BBFA](#), as if the ASC member was an elected Board member.

Article IV

Ridgeway Elementary School Membership

Section 1. Definitions. The following definitions shall apply to the bylaws of the Ridgeway Elementary Autonomous School Committee.

- A. Students.** "Students" shall include all current students who are officially enrolled and have completed all the enrollment documents for Columbia Public Schools or former students who have graduated from Ridgeway Elementary School.
- B. Family Members.** "Family Members" shall be defined as parents, stepparents, educational decision-maker, guardians, and/or foster parents of Students.

- C. Ridgeway Staff.** Current and former Ridgeway Elementary School certified and classified employees as defined by Columbia Public Schools.
- D. School Membership.** “School Membership” shall be defined as Students, Family Members and Ridgeway Staff.

Section 2. School Membership Participation at ASC Meetings

During the portion of the Committee agenda designated for “School Membership Comment,” members of the School Membership may address school related matters which are not specifically related to agenda items.

School Membership has the right to comment on all action items on the Committee’s agenda in open session which will be voted upon by the Committee. Such comment will take place after the Committee’s discussion and prior to the Committee’s vote on each item.

The ASC may limit comments of School Membership to 3 minutes per individual or total comment time to no more than 30 minutes.

Section 3. School Membership Voting Privileges.

All School Membership who are 18 years of age or older are eligible to vote in the elections of the ASC Members based on their membership category as defined by Position Type in Appendix C. School Membership will vote via secret ballot in the spring at the annual meeting or via online vote as determined by the ASC in Article III, Section 3. If the ASC indicates voting will be held online, any former school member shall indicate their intention to vote to the Principal or the ASC President by the date of the annual meeting.

Section 4. School Membership Order of Voting. ASC Member elections will follow the order below:

Order of ASC Member Voting
Former Ridgeway Elementary Student
Current Ridgeway Elementary Parent [1]
Current Ridgeway Elementary Parent [2]
Member-at-Large

Article V
Officers of the Committee

Section 1. Officer Membership. The officers of the ASC shall be elected from among the currently serving members of the ASC. The officers of the ASC shall be a President, Vice-President, Secretary and Treasurer.

Section 2. Election and Transition. The Officers shall be elected by May 20 of each year by the ASC, to begin immediately upon election. The outgoing Treasurer will maintain the records of the ASC until the end of the current fiscal year. (June 30) The incoming Treasurer will work with the outgoing Treasurer in an advisory capacity. The outgoing Treasurer will not vote on matters before the new Committee unless they are also a member of the new Committee.

Section 3. Term of Office. Each of the President, Vice-President, and Secretary shall hold an office for one year or until their successor shall have been duly elected and qualified. The term of the Treasurer will extend from their election, until the end of next fiscal year, as defined in Section 2. An Officer shall not hold the same position for more than three consecutive terms. An officer may be re-elected into their current office as long as they have not met the three consecutive year term.

Section 4. Removal . An Officer of the Committee may be removed when:

- a) An Officer fails to attend two (2) consecutive meetings without notice; or
- b) An Officer is not fulfilling the responsibilities of the office as prescribed in the Bylaws; or
- c) An Officer engages in conduct which the ASC determines to be injurious to the organization or its purposes.

The ASC, at a duly noticed meeting, may by a vote of two-thirds (2/3) affirmative vote, take such action as it determines appropriate.

Section 5. Vacancy. A vacancy in any office may be filled through appointment by the President and ratified by the Committee.

Section 6. Elected Officer Roles.

- A. President.** The President shall preside over all meetings of the ASC. The President shall work with the members of the ASC to help fulfill the duties of the Committee outlined in Article II. They shall be an ex-officio member of all committees except the nomination committee.
- B. Vice-President.** The Vice-President shall, in the absence of the President, or in event of their inability or refusal to act, perform the duties of the President, and when so acting, shall have all the powers of and be subject to all the restrictions of the President. The Vice-President shall perform such other duties from time to time as may be assigned to him/her by the President.
- C. Treasurer.** Working under the requirements and direction of the Columbia Public Schools Treasurer, the ASC Treasurer shall be responsible for providing the school membership with all financial reporting required of ASC.
- D. Secretary.** The Secretary shall keep the minutes of the annual meeting and ASC meetings, see that all notices are duly given in accordance with the provisions of these Bylaws, be custodian of the ASC's records, and in general perform all duties incident to the office of Secretary.

Article VI

Autonomous School Committee Voting Privileges

Section 1. Voting privileges. ASC Member's voting privileges will be limited to:

- A. electing the Officers
- B. voting on any motion made during committee meetings
 - o ASC members must abstain if a conflict of interest exists
 - o ASC members may abstain from voting if they do not have sufficient information to make an informed decision
- C. only one vote per ASC Member
- D. voting virtually is allowed if the ASC member is visible during the vote
- E. any electronic voting must be sent to all ASC officers in order to be independently confirmed and counted as a valid vote

In the event of an even number of members present, the Principal will abstain from voting.

Article VII

Meetings

Section 1. Annual Meeting. The annual meeting of the Ridgeway Elementary Membership shall be held at Ridgeway Elementary prior to April 30 each year. Notice of the annual meeting shall be published no less than ten (10) calendar days before the meeting. The next fiscal year budget will be reviewed and voted on at this meeting.

Section 2. Budget Advisory Meeting. A meeting shall be held between February 14 and April 1 of each year; at which time the principal will present budget recommendations for the next fiscal year. The committee will discuss and propose necessary changes to prepare the budget for presentation at the Annual Meeting of full Ridgeway Elementary Membership. Notice of the advisory meeting shall be published no less than ten (10) calendar days before the meeting.

Section 3. Budget Approval Meetings.

- A. Each year at the Annual Meeting, the School Membership will approve the ASC proposed budget. The principal and the ASC Treasurer will present the budget during the meeting. An open vote, with a simple majority of approval, will pass the budget with consent from the School Membership in attendance at the meeting. In the event that the Budget is not approved during the vote, the principal and the Treasurer will collect feedback and the ASC will schedule a Budget Revision meeting within 14 days.
- B. Budget Revision Meetings will include the School Membership and seek the simple majority approval of the budget. Should the budget still fail to receive approval; additional Budget Revision Meetings will be scheduled until the budget is approved.

Section 4. Regular and Special Meetings. Regular meetings of the ASC shall be held at least four (4) additional times during the fiscal year. The President or any two (2) Committee members can call special meetings of the ASC. Meetings are open to the public, but only members of the Ridgeway Elementary Membership may speak, unless permission to speak is specifically granted by the President. Members will request time on the agenda by asking the President at least forty-eight (48) hours prior to the meeting. No Member may speak for more than 3 minutes, unless more time has been specifically granted by a majority vote of the Officers.

Section 5. Notice of All Meetings will comply with the Missouri Sunshine Law. Notice of a time, place and agenda of any regular or special meeting of the ASC is posted on the door of the building at least 24 hours in advance. Notice of a time and place for any regular meeting or special meeting of the ASC shall be delivered personally, by telephone, or electronic mail by the Secretary to each Committee Member at least 24 hours prior to the meeting.

Section 6. Quorum. A simple majority of the ASC shall constitute a quorum for the transaction of business at any meeting of the ASC. Unless otherwise specified, a majority vote of the ASC.

Article VIII

Ad hoc Committees

Section 1. Ad hoc Committees. There shall be such ad hoc committees created by the President as may be required to carry on the work of the ASC. The quorum for an ad hoc committee meeting shall be a majority of its members. At least one (1) ad hoc committee member must be a member of the ASC. All other committee members must be members of the School Membership.

- Required Ad hoc committee: Nominating.
- Other special ad hoc committees may be developed as the School Membership community identifies needs.

Section 2. Appointment. The President shall appoint the chairperson and members of ad hoc and special committees.

Section 3. Term. The chairperson and members of ad hoc or special committees shall serve for one year, or until their assignments have been completed, whichever comes first.

Article IX

Financial Administration

Generally,

The Board will designate funding for autonomous schools in the district budget annually. The ASC will have the authority to make decisions regarding the use of the funds designated for that school and may always make recommendations to the Board regarding other district financial

decisions impacting the autonomous school. By law the ASB cannot enter into contracts but may recommend or request that the Board enter into contracts for products and services on its behalf. Funds designated for autonomous schools will remain deposited in district accounts, will be disbursed by the district in the same manner as other district funds, and are subject to the same audit as all district funds. However, at the end of each school year if there are funds remaining in an Autonomous School's budget, those funds will carry over to the autonomous school's budget the following year.

Section 1. Use of Funds:

The ASC will use funds:

- (a) To fund projects that support the specific goals of the school.
- (b) To fund educational improvements based on input from the Principal and Staff.
- (c) In a manner that does not conflict with the Columbia Public Schools Policy, ASC Bylaws, Public Policies, or an existing Memorandum of Understanding which is in effect.

Section 2. Books and Record. The ASC shall keep correct and complete books and records of account and shall also keep minutes of the proceedings of its Officers and committees having any of the authority of the Officers. All books and records of the ASC may be inspected by any member, or their agent or attorney, authorized representative for any proper purpose at any reasonable time, and upon reasonable notice.

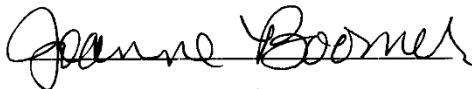
**Article X
Parliamentary Authority**

The rules contained in ASC meetings shall be governed by the current edition of the Robert's Rules of Order Newly Revised in all cases in which they are applicable and in which they are not in conflict with these Bylaws and existing policy of the ASC.

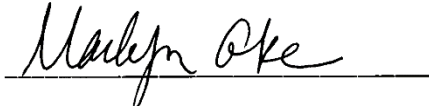
ARTICLE XI
Amendment to Bylaws

These Bylaws may be altered, amended, or repealed and new Bylaws may be adopted by an affirmative vote of two-thirds of the ASC voting at a duly called meeting, provided a quorum is present. All prior and existing Bylaws are hereby repealed and rescinded effective immediately on the latter of the date of adoption by these bylaws or the date of agreement by the ASC.

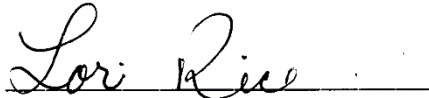
Adopted on **May 3, 2022** by the Ridgeway Elementary Autonomous School Committee.



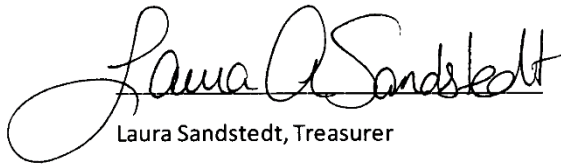
Joanne Boomer, President



Madalyn Gramke, Vice-President



Lori Rice, Secretary



Laura Sandstedt, Treasurer

Appendix A

Academic Partner in Education

The current *Academic Partner in Education* for Ridgeway Elementary is **Columbia College**, of Columbia, Missouri. This partnership is codified in a Partnership Agreement between **Ridgeway Elementary** and **Columbia College**.

Appendix B

Industry Partner in Education

The current *Industry Partner in Education* for Ridgeway Elementary is **Ameren of Missouri**. This partnership is codified in a Partnership Agreement between **Ridgeway Elementary** and **Ameren of Missouri**.

Appendix C

Autonomous School Committee Term Schedule

The following is the term schedule of ASC position terms, which defines the orderly staggered turn-over of one-half of elected positions each year. In the table below, the Current Ridgeway Elementary Teachers and Current Ridgeway Elementary Parents are considered multi-slot positions, with the slots denoted in square brackets, [#]. The Position Type will indicate who may elect or appoint each position. The nomination committee will produce viable candidates for selection of the remaining slots by the school membership during the annual meeting.

Committee Member Position [Slot]	Position Type	Schedule of Terms (re-election years)
Ridgeway Principal	By title	N/A
Current Ridgeway Elementary Teacher [Unit A]	Elected by current Unit A faculty	Odd years
Current Ridgeway Elementary Teacher [Unit B]	Elected by current Unit B faculty	Even Years
Current Ridgeway Elementary Teacher [Unit C]	Elected by current Unit C faculty	Odd years
Current Ridgeway Elementary Teacher [Specialist]	Elected by current Specialist faculty	Even years
Central Office Administrator	Appointed by CPS district office	N/A
Former CPS Elementary Administrator	Recommended by Principal, approved by vote of ASC	Even years
Current Ridgeway Elementary Parent [1]	Elected by parents of current Ridgeway students	Even years
Current Ridgeway Elementary Parent [2]	Elected by parents of current Ridgeway students	Odd years
Former Ridgeway Elementary Student	Elected by Former Students, Current Ridgeway Staff, and Family Members of currently enrolled Students	Odd years
Member-at-large	Elected by School Membership, excluding current Ridgeway staff	Even years
Academic Partner	Appointed by Academic Partner organization	N/A
Industry Partner	Appointment by Industry Partner organization	N/A

Appendix D
Autonomous School Committee Yearly Calendar

The following is the standard school/fiscal year calendar for the ASC meeting schedule and operations.

Academic Year	
Event	Date
Start of fiscal year	July 1
At minimum, 4 regular meetings	During year
Budget Advisory Meeting (next fiscal year)	Between February 14 and April 1
Annual Membership Meeting <ul style="list-style-type: none"> • Annual Report to Membership • Budget Approval Meetings 	Prior to April 30
Officers Elections	by May 20
End of fiscal year	June 30