

FEASTER CHARTER BOARD By-Laws

ARTICLE I – PURPOSE

Feaster Charter shall be operationally independent of the Chula Vista Elementary School District. Feaster Charter will be operated by a cooperative governance structure involving all parties pertaining to the educational process of students.

ARTICLE II – GOVERNANCE STRUCTURE

Feaster Charter Board members must have a relevant interest in the organization and will govern Feaster Charter.

The Feaster Charter Board consists of seven members. The composition is two school staff representatives, three parents, and two community members. The Feaster Charter **Executive Director or** principal will serve as secretary to the board but is not considered a member of the board. He/she will coordinate meetings, and prepare board elections. This group will represent a cross-section of the school community. The Feaster Charter Board will be selected through nominations and voted by Feaster Charter parents and staff. The election process will consist of two different processes.

a. Election of Board Members

1. Certificated/Classified:

- Announcement of vacancy shall be posted in staff lounge prior to nomination process. The announcement will be posted 10 school days prior to nomination deadline.
- Nomination process- The Feaster Charter Board shall establish a standing nominating committee of three members, consisting of Feaster Charter Certificated/Classified members. In addition, staff members may nominate candidates or themselves.
- A ballot will be distributed to all certificated/classified employees.

- Ballots will be provided to the school secretary and placed in the “election box” in a place designated for such purpose.
- The **Executive Director or** principal will appoint a nominating committee consisting of 3 board members and the principal, who will count the votes and report the results.
- All ballots will be retained for 60 calendar days.
- If only 1 candidate is interested for a board position, an election will still be held.

2. Parent Member:

- Announcement of vacancies and nomination form will be posted on the school website, flyer, phone messenger, and Feaster Charter Board meeting.
- Nomination process - complete and submit the nomination form to Feaster Charter school secretary within 10 school days of initial posting.
- All nominations received will be placed on a ballot including each nominee’s statement of qualifications and shall be sent home with the students.
- All ballots must be received by Feaster Charter school secretary no later than 10 school days after ~~the mailing~~ **distribution** and placed in the “election box” **in the front office**.
- The **Executive Director or** principal will appoint an election committee consisting of 3 board members and the **Executive Director or** principal, who will count the votes and report the results.
- All ballots will be retained for 60 calendar days

3. Community Member:

- Announcement of vacancies and nomination form will be posted on the school website, flyer, phone messenger, and Feaster Charter Board meeting.
- Nomination process - complete and submit a statement of interest form to Feaster Charter school secretary within 10 school days of initial posting.
- Once nominations are received, the nominee shall be approved by a simple majority (51% or more) vote of the charter staff.

- If more than two candidates are nominated, the charter staff will receive a ballot with those candidates and vote. The two candidates with majority votes will be presented to the Board for their simple majority (51% or more) approval.
- All ballots must be received by Feaster Charter school secretary no later than 10 school days after ~~the mailing~~ distribution and placed in the “election box” in the front office.
- The **Executive Director** or principal will appoint an election committee consisting of 3 board members and the principal, who will count the votes and report the results.
- All ballots will be retained for 60 calendar days

Commented [LM1]:

ARTICLE III - ROLE OF FEASTER CHARTER BOARD

The Feaster Charter Board is elected by the community to provide oversight, leadership and guidance to Feaster Charter. The Feaster Charter Board shall work in collaboration with the Chula Vista Elementary School Board of Education, school staff, students, parents and community to fulfill its major roles, which include but are not limited to the following:

1. Establishing a long-term vision for Feaster Charter
2. Providing community leadership and advocacy at the local, state and national levels on behalf of Feaster Charter long-term vision
3. Ensuring accountability to the local community for the education and advancement of the Feaster Charter student body in accordance with the measurable benchmarks and standards established by the staff and cognizant regulatory bodies (including GATE, Special Education, English Language Learner, other)
4. Establishing and maintaining a basic organizational structure for the Advisory Board and appointed committees
5. Oversight and approval of all Feaster Charter **ADhoc** committees. ~~activities~~

6. Facilitating open dialogue and involvement on the part of parents, staff, students and the local community
7. Monitoring the fiscal health of Feaster Charter and adherence to recognized accounting practices.
8. This Board has the responsibility to approve the annual school budget and to ensure that budget expenditures are in alignment to the Charter and focused on the Student Achievement Plan. The budget must be fiscally sound, and meet the requirements of the Charter. The role of the Board is to develop the overall budget, the expenditure of funds needed in the daily operating of the school are the responsibility of the **Executive Director or** Principal.
9. Expenditure of funds – all site expenditures outside of what is already in the budget over the amount \$5,000 shall need approval of the Feaster Charter Board. These expenditures shall be presented to the Board with appropriate documentation justifying the need for said expenditure.
10. Establishing complaint procedures that ensure due process and facilitate the satisfactory resolution of issues
11. Work with Feaster Charter **Executive Director or** Principal to ~~establish~~ **support** employment policies, practices and procedures.

ARTICLE IV – MEMBERS

Each position will be held for a two-year term.

The Feaster Charter Board will be responsible for:

- The general policies of the school
- Approving and monitoring the school's budget and expenses.
- Receipt of funds for the operation of the school in accordance with charter school laws

- Solicitation and receipt of grants and donations consistent with the mission of the school
- ~~Approving~~ Supporting the school's personnel policies and monitoring their implementation
- Contracting with Chula Vista Elementary School District for operations oversight and direct services
- Conduct appropriate complaint procedures that ensure due process and facilitate satisfactory resolution of issues related to employees, administration, and parents
- ~~The selection of the school principal and/or any other administrative personnel in collaboration with the Chula Vista Elementary School District~~

The Feaster Charter School will have advisory boards consisting of three entities: the Parent Teacher Organization, the Lead Teacher Team, and student representatives (Student Council). ~~These advisory boards will advise the~~ Updates will be provided to the Feaster Charter Board on the operations and activities of the school, staff, teachers, and students. The Board will review and provide input on curriculum, fundraising, and governance ideas for increasing performance. Final decisions will be made by Executive Director or Principal.

ARTICLE V – DUTIES OF BOARD AND SCHOOL OFFICIALS

The Chairperson shall preside at all Feaster Charter Board meetings. He/She shall:

1. Call the meeting to order at the appointed time
2. Announce the business to come before the Board in its proper order
3. Enforce the Board's policies relating to the order of business and the conduct of the meetings
4. Recognize persons who desire to speak, and protect the speaker who has the floor from disturbance or interference

5. Explain what the effect of a motion would be if it is not clear to every member
6. Restrict discussion to the question when a motion is before the Board
7. Rule on parliamentary procedure (the Board shall be governed by Roberts Rules of Order)
8. Put motions to a vote, and state clearly the results of the vote
9. Consult with the school **Executive Director or** principal or designee on the preparation of the Board's agenda
10. Appoint and disband all committees, subject to Board approval
11. Call such meetings of the Board, as he/she may deem necessary outside of the regular meeting
12. Confer with the school **Executive Director or** principal or designee on crucial matters which may occur between Board meetings
13. Be responsible for the orderly conduct of all Board meetings
14. Share relevant information with other Board members and present a monthly report sharing progress on Board business, projects and any other relevant school business

The chairperson shall have all the rights of any member of the board, including the right to move, second, discuss, and vote on all questions before the Board.

Vice-Chairperson

1. Maintain board records and documents
2. Log all motions and maintain binder in front office
3. Maintain binder of all meetings of current and prior year meetings

~~4. Develop/maintain School policies-~~ (Already stated on board roles)

5. Support Chairperson in any matter deemed necessary

6. Perform all duties of chairperson when chair is absent

~~7. Submit monthly report detailing progress of any committees he/she leads as well as any progress related to any school issues/business~~

Teacher/Classified Representative (2)

1. Chair meetings of the Teachers/Classified Committee on a routine basis as established by the committee.

2. Consult with the Feaster Charter Board on Teacher/Classified initiatives and issues

~~3. Submit a monthly report related to any teacher/classified related issue including field trip, trainings and any other matter~~

Parent Representative (3)

1. ~~Conduct regular meetings with~~ Consult with the Parent Teacher Organization on a routine basis

~~2. Inform~~ Work with parents and community members with regard to the school's instructional focus and student ~~achievement incentives~~ activities

3. Provide fun opportunities for parent/student/staff interaction to facilitate a sense of family and community within Feaster Charter

Executive Director or Principal of Feaster Charter

1. Directs the daily operations of the Feaster Charter
2. Provides input to the Feaster Charter Board on the schools status and issues requiring Board support
3. Provides a report to the board detailing progress, obstacles, upcoming events and any other pertinent school business

Director of Finance

1. Act as the Board's banker, paying bills and dispensing funds at the Board's direction
2. Report all income received, its source as well as money spent and why; include fundraiser, grants, donations and any other funds received by school
3. Submit a monthly report detailing financial status, expenses, monies received from any school related account or fund
4. Maintain Board records and documents;
5. ~~Conduct fundraising activities to support Feaster Charter Board events~~
6. Attend all budget meetings
7. ~~Chair fundraising committee and give monthly reports~~
8. Other duties assigned by the Board

When the Chairperson resigns or is absent or disabled, the Vice Chairperson shall perform the Chair's duties.

The Feaster Charter School Board will be responsible for:

1. **Supporting** the general policies of the school
2. Approving and monitoring the school's budget
3. Receipt of funds for the operation of the school in accordance with charter school laws
4. Solicitation and receipt of grants and donations consistent with the mission of the school
5. ~~Approving~~ **Support** the school's personnel policies and monitoring their implementation
6. Contracting with Chula Vista Elementary School District for operations oversight and direct services
- ~~7. Responsible for the selection of the school principal and/or any other upper management personnel~~

Term of Office

The term of office of all members of the Feaster Charter Board shall be 2 years. Following the expiration of their original term, the member will be eligible to be nominated for a second two year term for a total of four years.

Every Member has the right to participate in the discussion and vote on all issues before the Board, except as noted below:

1. Any Member shall be excused from the discussion and vote on any matter involving: (a) a self-dealing transaction; (b) a conflict of interest (c) any other matter at the discretion of a majority of the Trustees then present

The Board may remove any member who:

1. Has failed to attend two or more of the Board's Regular Meetings in any ~~calendar~~ **school** year
2. Has been declared of unsound mind by a final order of court

3. Has been convicted of a felony
4. Has been found by a final order or judgment of any court to have breached any duty imposed by the California Nonprofit Public Benefit Corporation Law
5. For such other good causes as the Board may determine

A member may resign by giving written notice to the Board Chairperson. The resignation is effective on the giving of notice, or at any later date specified in the notice.

A vacancy is deemed to occur on the effective date of the resignation of a member, upon the removal of a member, upon declaration of vacancy pursuant to these Bylaws, or upon a member's death. A vacancy is also deemed to exist upon the increase by the Board of the authorized number of members.

Membership in the Board is not transferable or assignable.

Board members may be removed by a two-thirds majority vote of the members.

ARTICLE VI - BOARD COMMITTEES

The Feaster Charter Board may establish committees as necessary **with a two thirds majority votes of the members**. The Board shall determine the duties of the committee at the time of its appointment. Unless specifically authorized by the Board to act on its behalf, Board committees shall act in an advisory capacity. When its duties have been completed or determined by the Board to be no longer necessary, the committee shall be dissolved **and placed in the minutes**.

ARTICLE VII – BOARD MEETINGS

The Feaster Charter Board ~~and its committees~~ shall provide public notice of their meetings and conduct these meetings in accordance with the state open meeting laws.

~~Whenever so charged~~ **When necessary**, committees may actively seek input and participation by parents/guardians, staff, community and students, and may consult with local public boards and agencies.

Public notice shall be given 72 hours in advance of meetings in a manner that optimizes delivery to all members of the community.

All meetings shall occur on the premises of the Feaster Charter School.

The Chairperson may call a special meeting with 24 hours notice to the members of the Feaster Charter Board and the community.

The presence of 50% of the members plus one shall be required in order to constitute a quorum necessary for the transaction of the business of the Feaster Charter Board. ~~Depending on the magnitude of the issue(s) at hand, the Chairperson at his/her discretion may require additional attendance prior to consideration of the issue before the Feaster Charter Board.~~

The Feaster Charter Board will use the following order in conducting its meetings:

~~1. Reading of the minutes of the previous meeting~~

~~2. Reports of Standing Committees~~

~~3. Reports of Select Committees~~

~~4. Unfinished Business~~

~~5. New Business~~

1. Opening Procedures

2. Approve Agenda

3. Special Recognition, Oral Presentations, Written Reports, Awards, Honors

4. Communications

5. Approve Consent Calendar

6. Action Items

7. Items Scheduled for Information

8. Board Communications

9. Adjournment

The agenda must be presented to the Chairperson, the School **Executive Director or** Principal/Designee, or the Vice Chairperson a minimum of 72 hours before a regular Feaster Charter Board Meeting. ~~Requests for activity/event approval must have been coordinated with all appropriate entities by the meeting date and a checklist submitted to the Director of Finance prior to the Feaster Charter Board meeting.~~ If appropriate coordination has not taken place the item will not be considered at the meeting in question.

All confidential/privileged information and records shall be released only as allowed by law.

Confidential/privileged information which is produced for or which comes out during closed sessions of the Feaster Charter Board shall not be divulged or released unless a majority of Board members agree to release

the information, subject to applicable laws (i.e., education and government codes) regarding closed sessions and confidential records.

This policy is not intended to cause the withholding of information about the purpose and subject(s) of the closed session as required for public information. Information from closed session shall be released by the Chairman of the meeting in which the closed session is held.

Any Feaster Charter Board member who willfully and for monetary gain used or discloses confidential/privileged information could be guilty of a violation of law and subject to the consequences associated with that violation.

Any Feaster Charter Board member who releases confidential/privileged information contrary to the provisions of this bylaw may be publicly censured by a majority vote of the members of the Feaster Charter Board.