Fox River Academy
Governance Board Handbook

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What does it mean to be a Charter School?

Fox River Academy is an Instrumentality Charter School. This means it is part of the Appleton Area School District and the school's administrator and staff are district employees. Even so, it is still a Charter School and that means:

- It is exempt from significant State and local rules that inhibit flexible operation.
- It is a public school operated under public supervision and direction.
- Its educational objectives are determined by the school's Administrator, Lead Teacher, Staff, and Governance Board.
- Parents freely choose to send their children to the school.
- The school has a written performance contract with the school district.
- The Governance Board plays a meaningful role in directing and supporting the Fox River Academy as a school.

Mission, Purpose, Core Beliefs

Mission: The Fox River Academy will foster in its students the passion necessary for lifelong learning, and will, through an integrated multi age curriculum, increase students' proficiencies in the use of strategic learning processes and a higher order of thinking skills needed to be stewards of the environment and the community.

Purpose: The purpose of the Fox River Academy is to provide relevant instruction through hands-on, real world experiences relating to the students' place in the community and environment, for the betterment and understanding of their home, the Fox River Valley and their world beyond.

Core Beliefs:

We believe that connected learning occurs when:

- Topics of study are important and have value beyond school, and are taught where they fit most logically, rather than at specific grade levels.
- Tasks are authentic and relate to students' own environment, utilizing the talents of expert learners in the community.
- Time is spent in integrated, multiage learning experiences, offering opportunities for cognitive and social connections necessary for high student achievement.

The History of Fox River Academy

The Fox River Academy was started by two motivated traditional teachers, Sandra Benton and Julie Spalding, who noticed at the end of the year what their students remembered the most from the past year were the hands-on lessons that often incorporated outdoor activity. With the support of the Appleton Area School District and community the Fox River Academy was started with the goal of providing real-world experiences.

Students develop the ability to make connections, transfer their knowledge from familiar to unfamiliar contexts, and learn to "do science" rather than just "learn about science." The Fox River Academy uses a broad, encompassing question or essential questions, to guide learning. These essential questions, based on major science and social studies themes, direct the focus of all core subjects. Reading, writing, math, and technology are taught as supportive thinking skills needed by informed citizens. Students participate in at least one weekly outdoor field experience. Most of these outdoor field experiences happen in their local school neighborhood. This style of teaching has opened a whole new dimension of teaching and learning for the staff and students at the Fox River Academy.

Fox River Academy Academic Overview

What is Fox River Academy's academic program?

ELA: Fox River Academy students use a comprehensive curriculum for language arts called EL Education. This is a content-based curriculum that has focus units for each grade level centering around reading, writing, language, foundational, and science/social studies standards. This integrated curriculum allows for students to connect their reading and writing to the science and social students content standards.

Math: Our K-4 students use the Illustrative Mathematics curriculum. This is a problem-based curriculum built on the principle that all students are capable learners of mathematics. Our 5-8 students use the Big Ideas math curriculum. This curriculum provides students with diverse opportunities to develop problem-solving skills and communication skills through deductive reasoning and exploration.

Seeds of Adventure: We celebrate our students for their creativity, stewardship, empathy & teamwork, motivation & leadership, grit, peace, direction & planning, and curiosity.

What makes Fox River Academy unique?

Students experience a multi-age classroom with opportunities to learn from an integrated curriculum. We focus on the Fox River watershed with emphasis on empowering students to make critical connections between hands-on observations and learned knowledge. Weekly field experiences bring the classroom outdoors and inspire students to be passionate stewards and involved students.

What clubs do we offer at Fox River Academy?

- Battle of the Books
- Arctic Fox Ski Club
- Student Council
- Magic Club
- Girls on the Run
- Music Club or Musical
- Strings and Band
- K-Kids
- Shine - Girl Scout group

How does Fox River Academy ensure a sense of community?

- We work to build a sense of belonging through our Social Emotional Literacy and our Lifelong Skills curriculums.
- We do monthly multi age-level house activities each month.

Governance Board Responsibilities

The Fox River Academy Governance Board consists of staff, parents and community members and is responsible for determining and overseeing the mission and strategic plan of Fox River Academy.

The Governance Board is responsible for:

- Submit, maintain, and comply with contractual obligations as required by the Appleton Area School District (hereafter AASD)
- Collaborate with the AASD in selecting the Fox River Academy Administrator
- Work closely with the Administrator to ensure all educational goals are met
- Ensure school is following all applicable policies
- Approve and oversee the site budget and annual school calendar
- Coordinate public relationships, collaborations, and strategies

Governance Board Members agree to:

- Attend regular meetings of the Governance Board, which are each approximately one hour in duration. The Governance Board meets a minimum of five (5) times per year and must be accessible for personal contact in between meetings.
- Provide leadership to Governance Board subcommittees. Each Governance Board member is expected to serve as an active, ongoing member of at least one subcommittee.
- Commit time to developing financial and other resources for Fox River Academy.
- Review and act upon subcommittee recommendations brought to the Governance Board for action.
- Prepare in advance for decision-making and policy formation at Governance Board meetings and taking responsibility for self-education on the major issues before the Governance Board.
- Participate in the annual Governance Board member self-review process.
- Participate in the annual Governance Board development and planning retreat held prior to the beginning of each school year.
- Utilize personal and professional skills, relationships, and knowledge for the advancement of Fox River Academy.

Framework of the Governance Board

Fox River Academy (hereinafter “FRA”) shall be directed and controlled by a Board, which shall consist of no more than 11 voting board members. Four of the voting members will consist of Executive Officers. The remaining members will be considered Board Representatives. The Board may not consist of more than 49% of Appleton Area School District employees.

Appointment of Executive Officers

a. Elections will take place in April of each year if there are any vacancies on the board. On even years, the president and secretary positions will be up for appointment. On odd years, the vice president and treasurer positions will be up for appointment.
b. If there is more than one person interested in being an Executive Officer position, then each will be asked to speak to their qualifications and background prior to a vote being taken.
c. Robert’s Rules of Parliamentary Procedures will be followed when voting occurs.

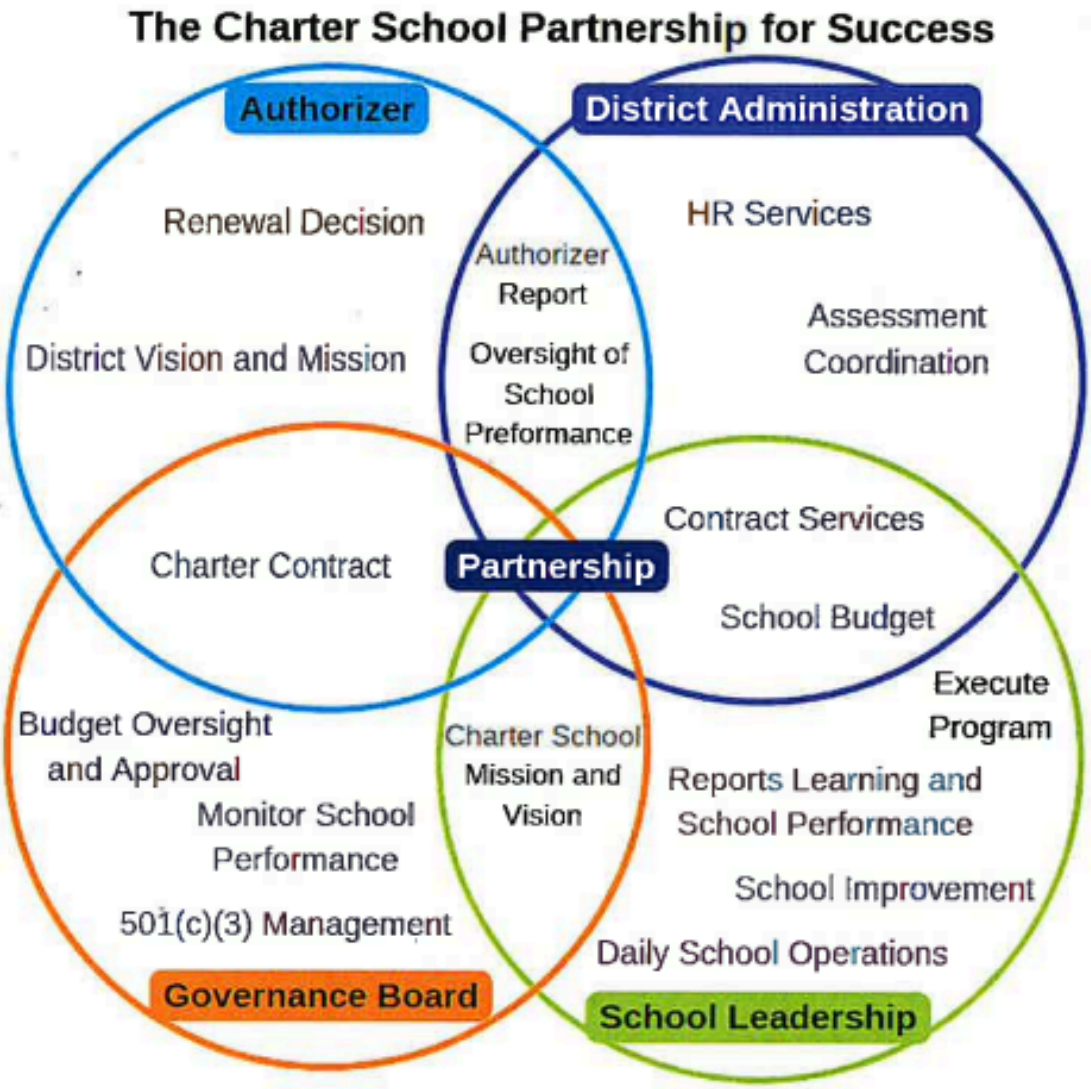
Appointment of Board Representatives

When a Board Representative opening occurs, applications will be sought. All applications will be reviewed by the Executive Officers and they will select candidates to be interviewed. Applicants who have been active on subcommittees and/or within the school community will be considered first.

Board Makeup

A. Executive Officers
    a. The executive officers will consist of a President, Vice President, Treasurer, and Secretary.
    b. FRA staff will not hold the positions of President or Vice President.
B. Board Representatives
    a. The Board Representatives will consist of up to seven voting members from the FRA community and may consist of staff members.
C. Subcommittee Team Members
    a. Each subcommittee will be chaired by a board member.
    b. Any interested parent, community member, and/or staff may serve on a subcommittee.
    c. Subcommittees will keep record of meetings that will be available upon request.
    d. Each subcommittee will provide an update at the Governance Meeting.
D. Administrator
    a. The Administrator is the principal of the Fox River Academy. There may be more than one Administrator if Fox River Academy is housed in more than one building.
    b. The Administrator will work in conjunction with the Board, but is not a board member.

Roles and Responsibilities Within a District Charter School



Key:
Authorizer - Appleton Area School District
District Administration - Assistant Superintendent, Nan Bunnow
Governance Board - Fox River Academy
School Leadership - Principal, Melissa Chrisman

Fox River Academy Division of Roles

Responsibility	AASD Board	Governance Board	Administrator	Lead Teacher
Planning	Establishes the purpose and mission of the District	Create the mission and purpose of the school.	Work with the Governance Board to create the mission and purpose of the school.	Work with the staff, Administer and Governance Board to create the mission and purpose of the school.
		Reviews and evaluates continuous school improvement plan on an annual basis.	Brings to the Governance Board the continuous improvement plan and its goals and updates the board on progress.	Works with the staff and Administrator to review and update the continuous improvement plan and its goals.
	Monitors student progress as outlined in charter contract and holds charter school accountable for learning outcomes as defined by contract.	Assesses compliance/progress in achieving academic progress and other outcomes related to charter contract.	Develops specific goals and objectives as they pertain to the charter school.	Works with the Administrator to develop a professional development plan for staff as they work toward their goals and objectives.
Policy	Establish District Policies	Develop and adopt written Governance Board policies and Bylaws.	Identifies the need for new policies and presents them to the Governance Board.	
	Negotiates charter contract with the Governance Board.	Reviews Governance Board policies and updates bylaws as needed.	Assures the implementation of policies and assists the Governance Board in making new ones.	
Resource Development	Implements long-range budget plans of the district and subsequent schools.	Assures long-range commitments of resources; establishes a fund development plan and participates in its implementation.	Maintains information on current needs of the school and the resources available.	Works with staff and Administrator to identify classroom needs.
	Receives notification of any large grant awarded to the charter school.	Reviews and approves all major grant proposals.	Assists in any fund development efforts.	Assists in any fund development efforts.
		Develops grants and other funding applications, fundraising events, and businesses that raise funds to support the charter school.		

Board Accountability		Establishes and communicates clear expectations of the Governance Board members.	Works with the Governance Board President to facilitate training of board members prior to members selection for board member roles.	
		Assures effective participation of Governance Board members.	Facilitates effective communication among Governance Board members.	
Community Relations	Acts as an ambassador of all of the district schools, including charter schools.	Promotes the charter school to prospective parents and the general public including serving as a delegate of the charter school to the broader community.	Interprets the mission of the charter school to the community through direct involvement.	Interprets the mission of the charter school to the community through descriptive program literature, working with the media, and working closely with the Governance Board and Administrator to determine roles of staff.
		Promote cooperative and positive relations with other charter schools when opportunities arise to work together for the better of all schools involved.		

Roles and Responsibilities within Fox River Academy

Role	Responsibility
GTB Launching Area contact person for needs and repairs	Building Engineer
Tours	Lead Teacher & Staff
Public Relations - Website & Facebook	Staff - Deanna Widman (stipend position)
Build and Maintain Partnerships with community members	Staff, Board, Principal
Recruitment - Follow up emails to families, answering questions, etc,	Lead teacher and Office Staff (Maggie)
Fundraising	Committee
Governance Board Report	Lead Teacher/Principal
Governance Board Agenda	Governance Board President/Lead Teacher/Principal
Guardians	Parents & at least one Governance Board member
Staff Meeting Agenda & Minutes	Lead and Principal
Council of Charters Meeting	Governance Board President, Principal, Lead Teacher
Budget & Finances	Principal and Lead Teacher
Shadow Days	Staff
Charter Fair	Staff
Lottery	Office Staff (Maggie) and Lead Teacher
Staff Development Opportunities	Lead teacher and Principal with staff input
School Calendar	Staff (Joann) and Principal
In's & Out Report to Downtown	Office Staff (Maggie)
Charter Contract	Lead Teacher, Principal, Governance Board
Governance Board Nominations	Governance Board
Coordinating Capstone/Graduation Night	Middle School - all staff

Setting up and confirming Use of Building Agreements for Special Events	Office Staff (Katie)
Coordinating IEP Meetings for new students	Classroom teacher
Order Tables and Chairs for Events	Building Engineer
Charter Schools Newsletter - Updated Annually	Lead Teacher and Principal
Initial contact with interested families	Office Staff (Maggie) and Lead Teacher
Continuous School Improvement Plan	Lead Teacher and Principal
Coordinate Community Service Projects	Teachers
School Supply Lists	Classroom teachers and Office Staff (Katie)
Order/Approve Materials for Classrooms	Principal
Draft budget for Proposal	Lead Teacher and Principal
Approve Annual Budget	Governance Board
Update Job Descriptions for Open Positions	Lead teacher and Principal
Fill positions as outlined in the AASD handbook	Principal
Interview Potential Candidates	Principal, Lead Teacher, One staff member, and possibly Governance Board Member
ISC - PBIS	Lead Teacher (stipend position)
Yearbook	Teacher - Meghan McCallum (stipend position)
Student Council	Teacher (s) - Deanna Widman & Amanda Voss (stipend position)

Roles of the Board Members

President

- Oversee the Governance Board Meeting
- Works with the Fox River Academy Administrator and Lead Teacher to see that Governance Board resolutions are carried out
- Call special meetings, if necessary.
- Will serve on at least one subcommittee of the Governance Board
- Meets monthly with Administrator and Lead Teacher
- Works with the Administrator and Lead Teacher to prepare agendas for Governance Board meetings
- Represents Fox River Academy at public events, both within and outside of the school.
- Coordinates periodic Governance Board assessment with Fox River Administrator
- Consults with Governance Board members on their roles and helps them assess their performance.
- Should the office of the President become vacant, the Vice President shall become President immediately and shall continue to serve in that office for the remainder of that current term.
- Shall not be served by a Fox River Academy staff member

Vice President

- Serves as an Executive Officer
- If the President is absent or disabled, the Vice President shall perform all the President's duties and, when so acting, shall have all the President's powers and be subject to the same restrictions.
- Will serve on at least one subcommittee of the Governance Board
- The Vice President shall have other such duties as the Board may prescribe.
- Shall not be served by a Fox River Academy staff member

Secretary

- Serves as an Executive Officer
- Posts the Governance Board agenda following the parameters identified in the Bylaws
- Keeps the minutes of all meetings of the Board and Board Subcommittees, noting the time and place of meeting, whether it was a regular or special (and if special, authorized), the notice given, the names of those present, and the proceedings
- Keeps a copy of the organization's Bylaws
- Will serve on at least one subcommittee of the Governance Board
- Assumes responsibilities of the President in the absence of the President and Vice President

Treasurer

- Serves as an Executive Officer
- Manages the finances of the Governance Board’s 501.c.3 including filing taxes yearly
- Gives a financial report at each Governance Board meetings
- Will serve on at least one subcommittee of the Governance Board
- Will send letters for donations by January 31st each year

Board Representative

- Votes on action items at the Governance Board meetings
- Will serve on at least one subcommittee of the Governance Board

Governance Board Subcommittees

Responsibilities of Subcommittee Chair:

- Call and preside over meetings of the subcommittee
- Set the agenda for subcommittee meetings and record decisions and recommendations made by the subcommittee
- Report the subcommittee's recommendations to the Governance Board
- Delegate responsibilities to other subcommittee members and encourage their full participation.

Teaching and Learning Subcommittee:

- Connect our students and staff with relevant speakers, community events, opportunities for all Appleton Area School District students, connect FRA middle school students with middle school opportunities, etc.
    - **Neurodiversity Collective Subcommittee:**
        - Connect families with opportunities within the Fox River Academy and throughout the community
        - Provide educational resources to parents and staff
    - **Guardians Subcommittee:**
        - Work with the Lead Teacher and Administrator to coordinate opportunities and celebrations for our school community.

Communications Subcommittee:

- Provide communication via Fox River Academy's school website and social media accounts
- Advertise events and opportunities
- Identify and Implement recruitment strategies

Resource Subcommittee:

- Develop a plan for the long term sustainability and success of Fox River Academy
- Identify financial and other educational resources to match the needs of the school
- Actively seek to raise financial and other resources (i.e.volunteers) for the school through personal appeals, media, grants, and other events.
    - **Fundraising Subcommittee:**
        - Explore, implement, and coordinate fundraising opportunities for the Fox River Academy school community

Governance Subcommittee:

- Consists of principal, lead teacher, and two board members
- Plan summer retreat
- Educate new members of the Governance Board
- Meet 4-5 times per school year
- Review applications for board positions and make recommendation to the Board
- Reviews each board member's self-review
- Monitors the subcommittees

Governance Board Meeting Agenda Format

Public Input
Prior to the call to order, any guests in attendance will be asked if anyone has any public input to give before the formal meeting begins.

Call to Order
Welcome by the President, who shares the objectives of the meeting and reviews the Agenda**.**

Consent Agenda Items
The consent agenda includes items that are approved by consent (without a vote, if there is no objection) or by formal vote. Single items can be taken off calendar in considered separately, if even one member wishes to do so. Typical items in this calendar are:

- Minutes.
- Routine ratifications.
- Governance Board approval required by the bylaws, such as the approval of banking regulations

Charter School Administrator and Lead Teacher Report
Opportunity for Governance Board members to ask questions on the written report and for the charter school Administrator and Lead Teacher to share any confidential items she/he did not want to put in writing. The Administrator and Lead Teacher can also use time to update the Governance Board on broad educational issues and trends.

Subcommittee Reports
Begin with subcommittees that have action items that allow time for questions on other subcommittees' reports. Subcommittees do not need to be on every agenda if they have not sent out a report or have action items.

Old (Unfinished) Business
Items that have been postponed from or not finished from previous meetings are discussed.

New Business
This is an opportunity for a Governance Board member to bring up items that have not been placed on the agenda. In the case of major issues, there likely would not be enough time for a thorough discussion of the item. The Governance Board could agree that such an issue would be scheduled for discussion at future Governance Board meeting or delegated to the appropriate subcommittee for initial discussion with a report back to the Governance Board at a future meeting.

Evaluation of the Meeting
This can be a quick, two-minute appraisal. Governance Board members answer to questions: "What went well?" and "What did not?"

Adjournment

Fox River Academy Financial Policies and Procedures

Spending of the District allocated funds will follow the District procedures and protocol with oversight by the Governance Board. Spending the Governance Board's 501.c.3 funds will follow the procedures listed below:

All spending should be aligned with the goals, policies, procedures, and further the mission of Fox River Academy. All spending should also be prudent, equitable, consistent with commonly accepted business practices and professional ethics including but not limited to: checks and cash are deposited regularly and promptly, any checkbooks or debit cards are kept in a secure location, and blank checks should not be pre-signed. Passwords should be kept secure and changed yearly or with changing of authorized users.

All expenses need the following supporting information:

- Receipt/documentation of purchase
- Date
- Check number if applicable, or note that was debit purchase
- Description of purpose for expenditure
- Appropriate approvals noted:
    - Previous board approval yes/no
    - Preparer information, name and title, signature (physical or electronic)

It is acceptable to submit the supporting information with a physical piece of paper, or electronically to the treasurer within a week of the purchase. These records will be kept physically or electronically by the treasurer. Once the fiscal year end has been processed, all physical records will be uploaded to be stored electronically, if they have not already been saved.

The authorized signers will be the President, Vice President, Lead Teacher, and Secretary. The Treasurer and President have authority to review accounts. The Treasurer has authority to open accounts on behalf of Fox River Academy.

Budgeted expenses and expenses over $25 approved by the board may be paid by any single authorized board member with signing privileges. Unbudgeted expenses $25 or under can be approved at the discretion of the Lead Teacher or Secretary.

All deposits should be made for deposit only, for the entirety of the amount on the check. No cash can be withdrawn. A notification to the treasurer must be submitted as well with details about deposit.

Treasurer should make reports at the first and last board meetings of the year on the state of the budget as well as monthly updates.

Enrollment and Lottery Process

Student Enrollment Requirements

Applicants must be K - 8 and must complete an Admission Application for each child requesting first-time admission to Fox River Academy. Siblings of current students must complete an application. However, these students receive immediate acceptance if space allows per Fox River Academy's Bylaws.

Non-Appleton Area School District (AASD) students must also complete the AASD Open Enrollment Application. More information about open enrollment can be viewed at -- https://dpi.wi.gov/open-enrollment. The out of district Open Enrollment application forms are also available in any public school district attendance office. Open enrollment forms are usually available near the end of January for the upcoming school year. If you miss the Open Enrollment window, you may not apply to the Fox River Academy (or any other public school) until the following year (following the guidelines and procedures of open enrollment).

Students with Individual Educational Plans (IEPs) are welcome at Fox River Academy. Accommodations for students with special needs will be provided according to each student's IEP or physical disability. You will receive written confirmation upon the receipt of the completed application.

Attributes of Students Who Thrive at Fox River Academy

- Have an affinity nature and the outdoors
- Be prepared to be outdoors in any weather
- Must be creative, be able to think critically, and problem solve
- Be naturally inquisitive, have an interest in working in teams, and have a desire to learn.

Lottery Process

- The lottery will be recorded and kept on file for one calendar year.
- Students' names will be sorted by grade level.
- Names are on slips of paper and drawn one at a time. If there are siblings also applying, it is identified on the slip of paper.
- If one sibling is drawn, the other sibling(s) will be placed on a class roster as space permits or will be placed on the waiting list at that time.
- The slips will be drawn,randomly, one by one, and recorded in the order in which they were drawn on a class list or on a waiting list.
- Parents will be notified within two weeks of the lottery process. Parents must respond in writing within 2 weeks of being notified that their child has a spot at Fox River Academy.
- Sibling Rule - Siblings of current Fox River Academy students will be given preference in the lottery as space permits. Sibling applications must be received prior to the lottery application deadline in order to receive preference. After the lottery occurs, siblings of current FRA students will be placed on the waitlist in the order their application is received.
- Waitlist process - The waitlist is created after all available spots have been offered. This waitlist does not roll over from year to year. A new waitlist will be created at each year's lottery process in March. Students will be called up from the waiting list in the order in which they are placed on the list as positions on the Fox River Academy class lists become available.
- The lottery will be conducted by the principal, lead teacher, secretary, and any available staff members.
- Fox River Academy lottery procedures will be reviewed annually by the Fox River Academy Governance Board and is dependent on classroom space available.

Governance Board Member Self Review

Are you satisfied with your performance as a Fox River Academy Governance Board member in the following areas: (rate your performance in the spaces that apply below):

	Very Good	Adequate	Needs Work
Attendance:			
● Full Board Meetings	☐	☐	☐
● Committee Meetings	☐	☐	☐
● Charter Fair	☐	☐	☐
● Other	☐	☐	☐
Input in policy development and decision making	☐	☐	☐
Fund development	☐	☐	☐
Strategic relationship building	☐	☐	☐
School promotion	☐	☐	☐
Time spent in the school	☐	☐	☐

Please Respond to these questions.

1. What factors contributed to your performance or lack of performance in the area above: (please be specific)?

2. Here's what I would need from the Governance Board to maintain/increase my level of commitment:

3. Do you have any comments or suggestions that will help the Governance Board increase its effectiveness?

Your name: _____ Date: _____

Governance Board Member Conflict of Interest Form

Purpose

To avoid conflict of interest or the appearance of such conflict, each Fox River Academy Governance Board member shall disclose in writing to the Governance Board any existing or potential conflict of interest that might harm the Governance Board or school.

If a matter should arise before the Governance Board or within a committee in which an affected member is involved, the member shall disclose the potential conflict and refrain from participating in the discussion of the issue, except to respond to any questions. An affected member shall not vote on any matters involving a conflict of interest. This policy, by its intent and administration, does not limit normal cooperation between the Governance Board and affiliated organizations.

Policy

Members in leadership roles are responsible for governing the Governance Board's affairs honestly and economically, exercising their best care, skill, and judgment for the benefit of the organization. The Governance Board is committed to identifying and resolving situations of real or perceived conflict of interest involving the Board or school, to assure that such real or perceived conflicts of interest are fully disclosed, so that the appropriate action can be taken.

A conflict of interest can be considered to exist in any **economic, professional, business, political, volunteer, or personal** instance in which the actions or activities of an individual on behalf of the Governance Board could involve obtaining personal gain or advantage to the individual or the individual's immediate family, business partners, employers, and employees, and could be unfair to the organization.

Therefore:
Governance Board members and other persons representing the Governance Board shall exercise good faith in all transactions touching upon their duties. They shall not use their position in such a way as to obtain unfair personal advantage or financial gain and all their acts shall be for the best interest of the school.

The Governance Board shall not enter into agreements with entities whose partners, members, owners, significant investors or executive employees are Governance Board members unless specific authorization is obtained from the Governance Board.

It is the responsibility of individual Governance Board members to disclose when there is or may be a perception of a conflict of interest. None of these members shall accept gifts, favors, or hospitality that might influence their decision-making or action affecting the organization. It is assumed that common hospitality extended to an organization's representative, such as a lunch or dinner, will not influence the representative's decision-making action.

Any Governance Board member having a potential or actual conflict of interest in any matter shall not vote or participate in discussion of that matter unless such participation is required to reach an informed decision. A person identified as having a potential or actual conflict may be requested to leave the meeting during subsequent discussion and voting. The minutes of the meeting shall reflect the disclosure and abstention.

Any circumstances, financial or otherwise, that might lead to a conflict of interest shall be disclosed to the Governance Board through the following annual disclosure procedure or be declared prior to any discussion or action.

Reporting

Each year, the Governance Board's members will disclose any situations or areas of actual or potential conflicts of interest using the approved disclosure form to disclose a perceived conflict of interest or to state that they have none to disclose.

Conflicts or potential conflicts shall be evaluated thoroughly, when they arise, using the assistance of legal counsel if necessary, and resolved appropriately.

Special attention should be given to ensure that any members engaged as vendors provide full disclosure and avoid participation in related issues at the Governance Board.

Signed disclosure statements are maintained on file at the Fox River Academy office.

Governance Board Conflict of Interest Disclosure Form

This form must be filed annually by all specified parties, as identified in the Fox River Academy Governance Board's Conflict of Interest Policy.

- ☐ I have no conflict of interest to report
- ☐ I have the following conflict of interest to report (please specify):

_____
_____
_____
_____
_____
_____
_____
_____
_____

The undersigned, by their affixed signature, note their understanding of the implications of this policy.

_____ _____
Signature Date

_____
Printed Name

Governance Board Member Acknowledgement Form

I acknowledge that I have reviewed the Fox River Academy Governance Board Handbook and I understand the expectations outlined in this handbook.

_____
Signature

_____
Date

Appendix A

FOX RIVER ACADEMY
Bylaws

For the regulation, except as otherwise provided by the statute of its Articles of Incorporation

Of

Fox River Academy
A Wisconsin nonprofit school organization.

This nonprofit school organization shall not discriminate on the basis of race, color, national or ethnic origin, gender, age, disability, religion, marital status, or sexual orientation in administration of its educational policies, admissions policies, selection of faculty and staff, election of officers and Governance Board, use of facilities, scholarship and loan programs, and athletic or other school-administered programs

MISSION AND PURPOSE

Mission: *The Fox River Academy will foster in its students the passion necessary for lifelong learning, and will, through an integrated multi age curriculum, increase students' proficiencies in the use of strategic learning processes and a higher order of thinking skills needed to be stewards of the environment and the community.*

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    b. The Administrator will work in conjunction with the Board, but is not a board member.

Board Powers

The Board shall conduct or direct the affairs of the organization and exercise its powers. The Board may delegate the management of the organization to others, so long as the affairs of the organization are managed, and its powers exercised, under the Board's ultimate jurisdiction. Without limiting the generality of the powers here granted to the Board, but subject to the same limitations, the Board shall have all powers enumerated in these Bylaws, and the following specific powers:

1. *To carry out the FRA's Mission and Purpose*
   The Board will review the Mission and Purpose of the school annually at its retreat.

2. *Support the charter school staff and administrator*
   The Board will provide support to the FRA staff and administration in pursuing the Mission and Vision of the school.

3. *Ensure effective organizational planning*
   As stewards of FRA, the Board will participate with staff at the board retreat to review the Continuous School Improvement Plan.

4. *Resource Management*
   One of the Board's foremost responsibilities is to provide adequate resources for FRA to fulfill its mission. The Board will work in partnership with the school community and the broader community to raise funds.

   The Board will review the district allocated resources and determine if the school needs any further resources to fulfill its model. The FRA Board will determine if there is a need to fundraise for identified needs of the school.

5. *Determine and monitor FRA's programs and services*
   The Board will review the district FTE allocation and work with the FRA staff and Administrator to determine how the FTE will best meet the needs of the school in order to service all students.

6. *Enhance FRA's Image*
   The Board will clearly articulate the school's mission, accomplishments, and goals to the public, as well as garner support from important members of the community. In short, the Board should be the biggest cheerleaders of the school.

7. *Self-assess its performance*
   The Board members will annually do a self evaluation that is reviewed by the Board President and FRA Administrator. The annual review is an important tool to ensure adequate board participation.

Appointment of Executive Officers

a. Elections will take place in April of each year if there are any vacancies on the board.
b. If there is more than one person interested in being an Executive Officer position, then each will be asked to speak to their qualifications and background prior to a vote being taken.
c. Robert's Rules of Parliamentary Procedures will be followed when voting occurs.

Appointment of Board Representatives
When a Board Representative opening occurs, applications will be sought. All applications will be reviewed by the Executive Officers and they will select candidates to be interviewed. Applicants who have been active on subcommittees and/or within the school community will be considered first.

Term of Office

a. The term of office for Secretary and Treasurer shall be two years and they may serve consecutive terms.
b. The term of office for the Vice President and President shall be at a minimum of two years and they may serve consecutive terms.
c. All board representatives are not bound to any term limits.

Removal from the Board
At any time, the Board may remove any Executive Officer or Board Representative(s) who fails to attend and participate in regular board meetings or for any other justifiable reason which may be deemed as inappropriate or not being in the best interest of the school, as determined by the majority vote of the Board.

Resignation from the Board
Members of the Board may resign by giving written notice to the Board President and/or FRA Administrator. The resignation is effective on the date of the notice or at any later date specified in the notice.

Compensation
Members of the Board shall serve without compensation. However, the Board may approve reimbursement of a member's actual and necessary expenses while conducting organization business.

MEETINGS OF THE BOARD

Place of Meeting
Board meetings shall be held at FRA or at any other reasonably convenient place as the Board may deem appropriate. Board meetings may also be held virtually if so decided by the Board President.

Notices
Notice of Board meetings will be given at the previous meeting and sent via email with not less than 48 hours notice. Meeting notices will also be posted on the FRA website. Board meetings will also follow the Appleton Area School District open meetings record laws.

Quorum
Except as otherwise provided herein, a quorum, consisting of a majority of the Board Members (more than half) must be present before business can be transacted. A majority vote of the Board is sufficient for any action.

Regular Meetings
Regular meetings are held monthly when there is business to be discussed. On occasion, the Board President may cancel a meeting due to lack of agenda items.

Board Meetings By Telephone or Video Conferencing
The Board may participate in a board meeting through the use of conference telephone or similar telephone equipment so long as all in such meetings can hear each other. Participation in a meeting, pursuant to this method, constitutes in-person presence.

Special Meetings
A Special Meeting shall be held at any time called by the President or a majority of the Executive Officers.

Public Participation at Board Meetings
In order to provide full and open communication between the public (students, teachers, administrators, and members of the community) and the Board:

a. Written correspondence may be directed to the Board, through its President or Vice President, for consideration at a meeting. Statements of two pages or less are encouraged.

b. At the beginning of each regular meeting of the Board, there will be a period of time set aside for public participation. Citizens may address the Board on items of school business. Such requests can be made by filling out the appropriate request form which will be made available before the meeting begins. Each person may have up to three minutes to address the Board. The Board may comment or answer questions that the citizen may have, but are not required to.

Adjournment
A majority of the Board present at a meeting, whether or not a quorum, may adjourn the meeting to another time or place.

Action Taken At Board Meetings
The actions done and decisions made by a majority of the Board present at a meeting, duly held at which a quorum is present, are the actions and decisions of the Board. The Board may continue to transact business at a meeting where a quorum was originally present, even though members of the Board withdraw or resign, provided that any action taken is approved by at least the minimum of the quorum required.

Executive Session
The Board may meet in Executive Session (closed to the public) only for purposes consistent with State law, and after proper notice as defined in the Statutes. Notice shall be included on the board meeting's agenda (Wisconsin State Statute Chapter 19, Subchapter V). All attempts will be made to avoid closed sessions in order to allow for public input and communication.

Appointment of Subcommittees
The Board may create board subcommittees by a majority vote. All subcommittees will be chaired by a board member and follow the expectations outlined in the Bylaws.

Summer Retreat
At the summer retreat, board members will receive reports on the school's affairs, review goals, and plan for the upcoming year. This is also a time to review Bylaws and identify any needs for the school. The Board will be involved in creating an action plan to address any needs.

Standard of Care

a. Performance of Duties
   Each member of the Board shall perform all duties, including duties on any board subcommittees, in good faith and in the manner believed to be in the organization's best interest, including reasonable inquiry.

b. Reliance on Others
   In performing the Board duties, each member shall be entitled to rely on information, opinions, reports, or statements, including financial statements and other financial data, presented or prepared by any person of the Board.

Right of Inspection
Every member of the Board has a right to inspect and copy all books, records, and documents. They may also inspect the physical properties of FRA, provided that such inspection is conducted at a reasonable time and after reasonable notice. This right of inspection and copying is subject to the obligation to maintain the confidentiality of the reviewed information.

Participation in Discussions and Voting
Every member of the Board has the right to participate in board discussions. Only Executive Officers and Board Representatives can vote on issues before the Board or any board subcommittees except as noted below:

a. Any member of the Board shall be excused from the discussion and/or voting
on any matter involving: (a) a self-dealing transaction; (b) conflict of interest; (c) indemnification from the Board; (d) or any other matter at the discretion of the Board President.

Actions Without A Meeting
The Board may take any required or permitted action without a meeting if all the Board members individually or collectively consent in writing or by email to the taking of the action. Notice of the proposed action shall be given not less than 48 hours prior to the action to all Board members and the Administrator prior to any vote. Any action taken in this manner shall require a quorum and a majority vote to be binding. This said vote shall be filed with the minutes of the Board.

Voting By Email
Email votes may only be used when a vote/decision cannot wait until the next regularly scheduled board meeting.

a. Only the Board President (or Vice President pursuant to Section 6.A.2 acting as the replacement of the President) can initiate an email vote. Any request for email votes by board members must be forwarded to the Board President with a detailed description of the item to be voted on. The President will forward the request to all board members via email. A motion and a second must be made before discussion can take place on the vote in question. All board members must be copied on all discussions. A minimum of 48 hours are required for discussion. After discussion, voting will be called by the President and will take place in the regular order. Votes must be emailed to the President and Secretary. After 48 hours of the call to vote, the votes will be tallied by the Secretary.

b. Votes by email must be recorded in the minutes of the following regular Governance Board Meeting. Dates of the initial email, the motion and the 2nd, and the result of the voting must be documented.

Duty to Maintain Board Confidences
Every member of the Board has a duty to maintain the confidentiality of all board actions, including discussions and votes. Any members violating this confidence may be removed from the Board.

FOX RIVER ACADEMY'S PRIMARY OFFICE

FRA's primary office shall be at 1000 S. Mason St, Appleton, WI 54914 or any place as the Board may select by resolution or amendment of the Bylaws. The Secretary shall note any change in the office on the copy of the Bylaws maintained by the Secretary.

NON-LIABILITY OF BOARD

The Members of the Board shall not be personally liable for the FRA's debts, liabilities, or other obligations.

OTHER PROVISIONS

Fiscal Year

The fiscal year begins on July 1 of each year and ends on June 30 of the following year.

Execution of Instruments

Unless so authorized, no Officer shall have any power to bind FRA by any contract or engagement, to pledge FRA's credit, or to render it liable monetarily for any purpose or any amount.

Interpretation of Charter

Whenever any provision of these Bylaws is in conflict with the provisions of the Charter, the provisions of the Charter supersede the Bylaws.

AMENDMENT

A majority of the Board may adopt, amend, or repeal these Bylaws.

Certificate of Secretary

The undersigned does hereby certify that the undersigned is the Secretary of the Fox River Academy, a non-profit organization organized and existing in Wisconsin, that the foregoing of the Bylaws of said organization were duly and regularly adopted as such by the Governance Board of said organization, which persons of the Board are the only individuals of said organization; and that the above and foregoing Bylaws are now in full force and effect.

Name _____

Signature _____