

Riverside Drive Charter School
Governing Council Bylaws

**ARTICLE 1
NAME**

The name of this Council shall be Riverside Drive Charter School Governing Council (hereafter referred to as the Governing Council).

**ARTICLE II
PURPOSE**

A. The purpose of this Council shall be to focus on the establishment of local policy planning, direction and involvement in connection with the determination of the following:

- Developing and implementing schedule of school activities, events, special schedules, policies and procedures
- Establishing and maintaining fiscally-sound budget practices
- Facilitating communications and collaboration among members of the school community and between the school and the community at large
- Interviewing and selecting personnel
- Developing school curriculum, programs and appropriate assessments. Evaluating the effectiveness of school curriculum, programs and assessments. Establishing a discipline policy with a code of student conduct, parent conduct, and faculty conduct
- Coordinating needs with site maintenance and operations
- Assuring compliance to categorical programs
- Establishing and maintaining the effectiveness of school committees. Developing and implementing site safety procedures
- Amending and revising the charter and its bylaws
- Facilitating professional development
- Implementing and monitoring programs funded by private donations. Developing a dispute-resolution process for staff, students, and parents. Developing and implementing a locally-designed progress reporting system. Facilitating innovation, consensus, and problem-solving

Additionally, in the event that campus issues or controversies are not successfully resolved by the appropriate parties using the appropriate channels, the Council shall serve as the forum for discussion, mediation and/or decision-making, as appropriate.

Riverside's Governing Council activity shall be focused upon establishment of local policy and planning direction rather than day-to-day administration or execution of policy and plans.

All stakeholder groups should have a voice as members of the school community.

B. The Governing Council shall have the following functions and responsibilities:

- Developing and implementing schedule of school activities, events, special schedules, policies and procedures
- Establishing and maintaining fiscally-sound budget practices
- Facilitating communications and collaboration among members of the school community and between the school and the community at large
- Interviewing and selecting personnel
- Developing school curriculum, programs and appropriate assessments. Evaluating the effectiveness of school curriculum, programs and assessments. Establishing a discipline policy with a code of student conduct, and parent conduct and faculty conduct
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All Riverside Drive Charter School members will monitor, support, and assist in the execution of Riverside Drive Charter policies and plans.

ARTICLE III MEMBERSHIP

Successful school governance is dependent on active staff, parent and community collaboration. Collaboration between parents and staff as well as community interest, enables us to provide the best education possible for all students.

A. The membership of this Council shall include the following:

5 Staff Members:

The Principal

1 UTLA Chapter Chair

2 Teachers (one General Education Teacher; one Special Education/GATE teacher)

1 Classified Representative (to be elected by Classified staff)

Five staff and two alternate teacher representatives, who shall be elected from and by the credentialed teachers employed at the school.

5 Parent Members:

1 PFRD Representatives (Appointed by PFRD Executive Committee)

1 ELAC Representatives (elected by ELAC)

3 At-large Parent Representatives

Five parent representatives who shall be elected from and by parents whose children are enrolled in the school.

If no ELAC representative is nominated, a nominated parent at-large representative may fill the ELAC vacancy. This rule will also apply to the alternate ELAC vacancy.

Alternates: There shall be up to four (4) alternate Parent council members designated. The "First" alternate shall be the alternate with the most votes as compared to the other alternates. Alternates are only called upon if an elected council member elects to step down.

C. Elections: Elections for the Parent Members of the Riverside Drive Charter School Council will be held for the following year before the end of the current year. Each elected term will be for two years. Each parent nominee must submit his or her name, contact information and a paragraph stating why he or she wishes to run for a seat on the Riverside Drive Charter Council (the paragraph must be 120 words or less, anything longer will be edited). The completed forms must be submitted to the school office at least seven days before the scheduled election.

D. Termination of Membership:

1) Any elected Council member who misses two consecutive meetings without communication to the Council will become an alternate; the First alternate will assume the vacant seat.

2) Any elected Council member or alternate who misses three consecutive meetings without communication to the Council shall be terminated.

3) Any other termination shall be effected by a majority of voting members. Written notice shall be given.

E. Vacancies: All vacant seats shall be filled within one month by a special election called by the Chair. Elections shall be conducted according to guidelines set forth below in Paragraph 6.

F. If so requested, members and Alternates will serve on at least one of the Council Committees

ARTICLE IV: OFFICERS

A. The officers of the Board shall be a chair, a vice-chair, a secretary and a parliamentarian. These officers shall perform duties prescribed by the Bylaws and "Roberts Rules of Order." The officers shall be elected during the first Board meeting after the new Board has been elected.

B. The chair, the vice chair, the secretary and the parliamentarian shall be on the Board and shall be elected by a majority of the Board members each year as noted above. The term of each officer shall be for one year. Only Board members who will be commencing their second year of service on the Board are eligible to be chair; there are no eligibility requirements for the other officers. The duties of the chair shall be to:

1) Oversee and direct the timely implementation of all decisions and actions taken by the Board.

2) Prepare an agenda and distribute it to the members prior to all meetings. Said agenda is to be distributed at least five working days before each meeting.

3) Conduct all meetings in accordance with these Bylaws.

C. There will be a recording secretary who will record the proceedings of all meetings of the Board, then distribute to stakeholders. The secretary will keep each agenda, sign-in sheet, and minutes in a file, and will return all such documents from the school year to the main office at the end of such school year.

ARTICLE V: AGENDAS

A. An agenda shall be prepared by the chair and posted at least five working days prior to the Board meeting.

B. Agenda items, support documents, and committee reports may be submitted by Board Members at least 48 hours prior to the meeting.

C. Concerned individuals, not members of the Board, who wish to speak to the Board may place themselves on the agenda by calling the school prior to the preparation of the agenda.

D. The agenda will have sufficient particularity so that, prior to the meeting, Board members will have had an opportunity to meaningfully consult with all interested parties.

ARTICLE VI: MEETINGS

A. This Board shall meet at least nine (9) times per school year, on a monthly basis. The duration of each meeting shall be no longer than two hours.

B. Each meeting of the Board shall include a time for summarizing the proceedings of the meeting.

C. Each meeting will follow the agenda, but will allow time for individuals to present issues that are not on the agenda to the committee (each such speaker will be limited to three (3) minutes).

D. All business not completed shall be tabled until a future meeting. Items presented that were not on the agenda but are presented at a meeting as noted in Section 3 above may be discussed but will be officially tabled until the next meeting, allowing other stakeholders to consider the feasibility of the item. The speaker may be asked to return and present further at a future meeting. A vote will not be taken on any such items until a future meeting.

E. The minutes of each meeting shall be circulated electronically to the Board members in advance of the next scheduled meeting. At the next scheduled meeting the minutes shall be approved by the Board members and then posted in paper form on a designated bulletin board or such other location as the Board determines. Special meetings may be called by the chair at any time, as long as all members and alternates are notified at least twenty four (24) hours in advance of the meeting.

F. A decision-making quorum shall consist of at least 50% of the board, including the chair, or the chair's designee.

**ARTICLE VII:
PARLIAMENTARY AUTHORITY**

A. Decisions shall be made by the attainment of consensus whenever possible. Only if consensus cannot be reached shall decisions be made by simple majority vote at the next meeting.

B. In the event consensus fails at a meeting, Robert's Rules of Order shall be used to conduct any procedures requiring a vote of the members.

**ARTICLE VIII:
COMMITTEES**

A. Executive Committee

Riverside Drive Charter School shall have an Executive Committee comprised of the Principal, one teacher elected yearly by the teachers who are voting members of the Governing Board, and one parent elected yearly by parents who are voting members of the Board. Vacancies on the Executive Committee shall be filled immediately.

The Executive Committee shall:

- Set the agenda for Governing Board meetings.
- Deal with routine matters not requiring the attention of the full Governing Board or its committees.
- Refer issues to the Governing Board or its committees as may be appropriate.

The Executive Committee may not exercise the authority of the Governing Board with respect to material issues concerning the school's operation nor the terms and conditions of the Charter.

The Executive Committee will normally meet weekly but may convene more or less frequently as necessary to conduct its business. Members of the Governing Board shall excuse themselves from participating in decisions about matters that may involve potential or actual conflicts of interest. Such conflicts may arise whenever a board member may either receive some advantage or suffer some disadvantage because they have personal, business, or monetary interests in a matter before the Governing Board. Board members shall either excuse themselves voluntarily or be excused by a majority of voting representatives if the Governing Board determines that there is an actual or potential conflict of interest, which may be brought to the attention of the Governing Board by any person.

B. Committee Operations

1) The Board, in order to promote its goals and objectives may, from time to time, establish and abolish standing and ad hoc committees as it deems necessary.

2) Committees are advisory.

3) Committee chairperson must have a meeting agenda and submit a summary of all meetings to the chair and/or the secretary.

4) Committees may elect the chairperson at their first meeting. In the event that no one accepts chairperson position, the Riverside Drive Charter chair will appoint a chairperson.

5) Committee meeting days and times to be determined by the Board as needed.

C. Purpose of the Committees

- To research issues and obtain input from all affected groups.
- To ensure participation of all stakeholders.
- To present findings to the Board for a decision.
- To create a more efficient way to handle decision-making and provide more effective way of communication.
- To assist in the selection of the Principal, Administrative Staff, Teaching Staff.

D. Examples of Committees/Responsibilities

1) Curriculum

Development and evaluation of academic programs
Development and evaluation of special programs
Facilitate testing
Recommend course offerings
Focus on literacy
Monitor student outcomes

2) Student Activities

Inform Board of school-wide activities and concerns

3) School Climate/Safety

Monitor plant management as it pertains to safety
Develop School Safety/Discipline plan
Parking
Earthquake Preparedness

4) Human Resources

Principal /Administrative Staff/Teaching Staff Hiring committee (see below for more information)
Support for new teachers

5) Community Involvement

Promote and coordinate school community activities
Recruit and coordinate volunteers
Develop public relations strategies
Coordinate school/community support services

6) Communications/Calendar

Calendar events, such as Open House, Pupil-free days, Minimum Days, and Back-toSchool Night

7) Strategic Planning

Coordinate satisfaction survey and other necessary surveys
Grant Writing
Monitors Site Plan
Recommendations to appropriate committees

8) Technology

Survey technology inventory

Develop technology plan
Coordinate technology grant writing

E. Committee Composition

- 1) Standing committees may be composed of members and alternates, each serving with equal standing.
- 2) Additional participants, as needed, may be appointed by the Board as resource personnel for service on ad hoc committees.
- 3) Finance/Budget committee will be composed of the entire governing board.

F. Committee Limitations

No standing or ad hoc committee may exercise the authority of the Board, unless otherwise specifically authorized by the Board.

ARTICLE IX: HUMAN RESOURCES GUIDELINES

The Governing Board and its Personnel Committee shall have all responsibility for personnel selection decisions, including the setting of applicable interview and selection procedures and determination of prerequisite job qualifications.

A. Selection Committee Composition

All candidates for the position of Principal /Administrative Staff/Teaching Staff will be interviewed and selected for recommendation to the district by a selection committee. The selection committee shall be composed as follows:

- 1 Administrator
- 1 School Administrative Assistant
- 1 Teacher at the same grade level as the open position
- 1 Union Representative/Designee
- 1 Parent Representative from Parents for Riverside Drive

Committee members must commit to interviewing all candidates in the pool for a particular position. As much as is possible, Committee members will use the same questions for all candidates they interview. If a committee member cannot make an interview, the interview will go on without that member. No one person can represent more than one group. If a replacement needs to be selected, it is done by simple majority vote of the represented stakeholders on the committee.

B. Process

- Form a standing Staff Selection Committee
- Develop a list of preferred professional and personal qualifications for open positions and a timeline of interviewing activities
- Prepare notification flyer and/or distribute such flyer where appropriate; all in accordance with district procedures.
- Review resumes, statements and applications as received and screen according to pre-established criteria.
- Establish interview schedule, criteria (questions which reflect preferred

qualifications) and process (i.e., time limits, environment, ground rules - not side conversations, share questions among interview panel, time limit on portfolio presentation, confidentiality)

Duties of the Principal

The Principal of Riverside Drive Charter School shall be the chief academic and financial officer responsible for both day-to-day and long-term operation of the school. The broadly defined duties of the Principal shall include but not be limited to the following:

- Implement the Charter Affiliation and its philosophies and practices.
- Participate in the Governing Board of the School
- Supervise the school's curriculum and academic policies
- Prepare and manage the school's budget.
- Supervise the preparation of the Annual Financial Audit and Programmatic Performance Report.
- Represent the school in fundraising efforts, including grant applications and solicitations for support from private and public entities.
- Interact with LAUSD, local private and public schools, Charter School organizations, and the community on matters related to the school's operation and educational program.
- Serve as an ombudsperson to investigate, mediate, or otherwise resolve complaints and problems that may arise between school community members.
- Evaluate the job performance of all school employees annually.
- Communicate with all stakeholders on a regular basis.
- Manage the daily operations of the school.

Qualifications of the Principal

The Governing Board shall determine the qualifications of the Principal based on the school's needs at the time it is necessary to fill the position. In general, Riverside Drive Charter School will expect its Principal to have the following abilities and experience:

- A visionary who is on the cutting edge of educational reform
- Fluent with current educational theory and curriculum development
- Knowledgeable about Charter Schools
- Demonstrated leadership and decision-making skills
- Demonstrated managerial skills to include goal setting, budget control, team building, and corrective actions.
- Demonstrated ability to collaborate with parents, students, staff, and the community
- Demonstrated teacher advocacy skills
- Demonstrated accountability and communication skills. Ability to demonstrate skills in utilizing "broad vision"
- Demonstrated ability to work with special education, low achieving, and gifted/talented students.
- Specific ability to fulfill the Principal duties described above
- Principal shall possess an administrative credential in accordance with Los Angeles Unified School District policies

ARTICLE IX: AMENDMENTS

1. Amendment to these Bylaws shall be made by a two-thirds vote of the Board.