



BYLAWS

VERONA AREA CORE KNOWLEDGE® CHARTER SCHOOL GOVERNING COUNCIL



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I. Role and Functions of Governing Council

- A. The Verona Area Core Knowledge® Charter School Governing Council (GC) will govern the school in accordance with the Mission Statement, the current Renewal Agreement between Verona Area School District and Core Knowledge Charter School (Agreement), the Management Plan, applicable collective bargaining agreements, District policy and state and federal law. This includes, but is not limited to:
1. Budget allocations, capital expenditures, and grant proposals.
 2. Personnel
 3. Curriculum, standards and student assessments
 4. Direct committee responsibilities
 5. CKCS policies and procedures
 6. CKCS goals and objectives
- B. No decisions can be made in the areas of hiring, budget (in excess of \$200), curriculum, or scheduling without the majority approval of the GC. PASS, INC must first approve all decisions that affect compliance with the Agreement.
- C. The Mission Statement, Goals, and Objectives shall be reviewed annually with PASS, Inc. No changes can be made without the approval of the majority of the GC.

II. Governing Council Members and their election

- A. The GC will consist of eight voting members and two non-voting members representing the Community. Five of the eight voting members will be parents of children in the school. The intent is to have a balanced representation between elementary and middle school Parent Representatives. The remaining three voting members will be VASD staff. The members of the GC are:
1. Director
 2. President (CKCS Parent)
 3. Vice President (CKCS Parent)
 4. Secretary (Teacher Representative will represent K-8 or CKCS Parent Representative)
 5. Treasurer (CKCS Parent)
 6. Parent Representative (CKCS Parent) or Teacher Representative if not serving in the Secretary position
 7. Parent Representative (CKCS Parent)
 8. Badger Ridge Middle School (BRMS) Representative
 9. Community Representative (non-voting)
 10. Community Representative (non-voting)



- B. Each voting member shall have one vote. The BRMS Representative, at his or her discretion, will vote only on issues directly related to BRMS.
- C. The Parent Round Table (PRT) will establish written procedures for all elections for the parent representatives. These procedures will be distributed to all parents and staff prior to the start of the annual elections process. The elections will take place in May, with office effective on the date of the first GC meeting in July. The representative will be the candidate receiving the most votes. Candidates not chosen as representatives may be asked to serve as alternates, according to the number of votes they received in the election.
- D. Parent representatives will be elected by their peers. All terms will be staggered for continuity. Parent Representative terms are for three years, and a parent may serve more than one term. Community representatives will be for one year, and a Community Representative may serve more than one term.
- E. Teacher representative will be elected by teachers and staff. The teachers and staff will conduct all elections for the teacher representative. Teacher Representative term is for one year. A teacher may serve up to three consecutive terms. Teacher Representative has the authority to assign a proxy (must be a teacher) to vote in their absence.
- F. Community Representatives will be elected by Governing Council.
- G. Resignation from the Governing Council. In the event that a member of the GC chooses to resign, s/he will submit a letter of resignation to the GC President. The current alternates, in the order of election votes received, will be notified of the opening, and given the opportunity to fill the vacancy. If the candidates from the previous election decline to hold the office, The Parent Round Table will solicit names to replace the resigning member. The Governing Council will vote to select a solicited candidate to serve the remainder of the three year term.



III. Parliamentary Authority

A. The GC shall follow Robert's Rules of Order

B. Meetings

1. Business will be conducted in a manner consistent with the open meetings provisions of the Wisconsin Open Meetings Laws.
2. The GC will meet a minimum of once a month during the school year, unless otherwise agreed upon by a majority vote at least 24 hours prior to the scheduled meeting.
3. The Executive Committee shall meet prior to each GC meeting to set the agenda. Agenda items will be solicited from the GC members.
4. The President will preside at all GC meetings. In the absence of the
5. President, the Vice-President will preside. In the absence of both the President and the Vice-President, any duly elected officer may preside, upon the consent of the other members present.
6. The August meeting shall be designated the Annual Meeting.
7. Open discussion will be at the discretion of the President.
8. Parties wishing to address the GC must sign in on a request form to be placed on the agenda, prior to the start of the meeting. Up to ten minutes will be allocated at the start of each meeting for this purpose.

C. Officers

1. GC will elect a President, Vice President, Secretary and Treasurer at the July meeting each year. Terms for these offices are one year. At the last meeting prior to the July meeting, the newly elected and returning GC Representatives will state their intention regarding the office they wish to be elected to. The outgoing officers will meet with all the candidates for their office prior to the July meeting to advise and orient them to the position.
2. Duties of Officers
 - a. President: chair Executive Committee, set agenda, run meetings, serve on PASS, Inc.
 - b. Vice President: assist chair
 - c. Secretary: takes minutes at all meetings, maintains all relevant files and documents, timekeeper
 - d. Treasurer: oversees all budgetary issues, serves on PASS, Inc.



D. Quorum

1. One more than half of the voting GC members will constitute a quorum.
2. A quorum is needed to make decisions.
3. Decisions will be made by a majority vote, unless otherwise indicated in these bylaws. Hiring Committee hiring recommendations/motions can be voted on by email. The procedures for that email vote:
 - a. All CKCS Governing Council members must have email in order to utilize email for the approval of the Hiring Committee recommendations.
 - b. The Director will forward to the GC President the hiring recommendation of the Hiring Committee with a brief background of the selected candidate.
 - c. The GC President will immediately send via email the recommendation and background information to all GC members. If the GC President is not available, the responsibilities listed in this section will go to the GC Vice-President.
 - d. From the time the President's email is sent to all GC Members, they will have 72 hours to discuss the recommendation.
 - e. After 72 hours, the President will call for a vote. Members will have 48 hours to vote. Within that 48-hour voting window, the President can email all members who have not voted to please vote.
 - f. All emails and replies to emails must be directed to all GC members. The GC Secretary will keep copies of all emails.
 - g. After 48 hours, the President will announce the vote total via email. A motion/recommendation is passed if at least 5 yes votes are received. At the next GC meeting, the vote will be read into the minutes.

E. Amendments to the Bylaws

1. These bylaws and any amendments thereto, shall be in effect upon the vote of majority approval of the GC.
2. Bylaw changes must be submitted and discussed at least on meeting prior to vote.

IV. Committees

A. The five regular committees of the GC are:

1. Executive Committee
2. Budget Committee
3. Hiring and Personnel Committee



4. Curriculum, Standards and Assessments Committee
 5. Community Outreach Committee
- B. The Executive Committee will be chaired by the President, the Budget Committee will be chaired by the Treasurer, the Hiring Committee will be chaired by the Director, the Curriculum Committee will be co-chaired by the CKCS Curriculum Coordinators, and the Community Outreach Committee will be chaired by the Program Support Manager. The President shall be an ex-officio member of all committees.
- C. Each committee, except for the Budget Committee will have a minimum of two members: the Director, and a Parent Representative.. The President will be the Parent Representative on the Executive committee. The Treasurer will be the Parent Representative on the Budget Committee. In the event an elected Governing Council Representative is not available to serve on a committee, the GC will use its best efforts to recruit a volunteer from outside the GC. All committees may seek additional membership as needed. The Budget Committee members will be as follows:
1. Director
 2. Curriculum Coordinator
 3. Treasurer of Governing Council
 4. PRT Representative (Treasurer Preferred)
 5. Elementary School Teacher Representative
 6. Middle School Teacher Representative
 7. Elementary School Parent Representative
 8. Middle School Parent Representative
- D. Committee Formation:
1. All committees will be reformed yearly.
 2. Membership on all CKCS committees except the Executive Committee and the Budget Committee is voluntary and is open to all CKCS parents, teachers and staff on an equal basis.
 3. With input from each Committee chairperson, the CKCS president will prepare and distribute a “committee formation” announcement detailing the specific goals and estimated time requirements for each CKCS standing committee. This announcement will be as near as possible distributed to all CKCS parents, teachers and staff no later than the last day of September.
 4. Committee Chairpersons are responsible for follow up contacts with all CKCS parents, teachers and staff expressing an interest in serving on the committee they chair.
 5. Committees will have their first informational / organizational meeting no later than the last day of October. In addition to



confirming membership, the Committee will also discuss and agree on a tentative list of specific goals and timetable that their committee intends to address during the current school year.

6. Committee chairpersons will report in writing to the GC the membership of their committees and a list of their committees specific goals for that school year at the regularly scheduled November GC meeting

E. Each GC Representative shall serve on at least one committee, except the BRMS Representative, who is not required to serve on any committees.

F. Committee Roles:

1. Committees are the principle means, which the GC will use to investigate CKCS issues, problems and opportunities. Committees will be charged with collecting the facts and reporting these findings along with possible recommendations to the GC for action.
2. CKCS committees do not make policy – only the GC has the authority to make policy. The GC may choose to adopt some, all or none of the committees’ recommendations; or the GC may instruct the committee to continue their fact-findings and prepare new recommendations.

G. Committee Rules, each committee shall fix its own rule governing the conduct of its activities, with the following exceptions:

1. All committees recommendations presented to the GC will be prepared in written form and will be signed by all Committee members in agreement.
2. All Committee recommendations to be presented to the GC will be reviewed and discussed in an open committee meeting with requests to change or amend the committee recommendation voted on by the members of the committee.
3. Committee members not in agreement with the official recommendation(s) of the Committee may prepare and forward an alternative recommendation to the Committee Chairperson who will include this alternative recommendation in the written recommendation presented to the GC.
4. Each Committee Chairperson shall provide an update to the GC on a monthly basis, detailing at a minimum, (1) meetings held the preceding month; (2) information pertinent to the GC; (3) status of committee goals.



V. Fiscal Year

A. CKCS GC shall follow the same fiscal year as VASD.

VI. Appendix – Amendments and Revisions

- 1) Bylaws approved by CKCS Governing Council 9/10/96
- 2) Revised 10/13/97
- 3) Revised 9/8/98
- 4) Approved as revised 6/11/01
- 5) Approved and revised 1/9/06
- 6) Approved 9/11/06
- 7) Revised 9/15/06
- 8) Revised 6/7/2011