



**VERONA AREA
CORE KNOWLEDGE® CHARTER SCHOOL**

**GOVERNING COUNCIL
BYLAWS**

Table of Contents

I. ROLE AND FUNCTIONS OF GOVERNING COUNCIL	3
II. GC MEMBERSHIP, ELECTIONS, AND RESIGNATIONS	3
III. PARLIAMENTARY AUTHORITY.....	5
IV. COMMITTEES	6
V. FISCAL YEAR.....	8
VI. APPENDIX – AMENDMENTS AND REVISIONS.....	8

I. Role and Functions of Governing Council

1. The Verona Area Core Knowledge® Charter School (CKCS) Governing Council (GC) will govern the school in accordance with the Mission Statement, the current Renewal Agreement between Verona Area School District (VASD) and CKCS (hereafter known as “Agreement”), the Management Plan, applicable collective bargaining agreements, District policy, and applicable state and federal law. This includes but is not limited to:
 - A. Budget allocations, capital expenditures, and grant proposals
 - B. Personnel
 - C. Curriculum, standards, and student assessments
 - D. Direct committee responsibilities
 - E. CKCS policies and procedures
 - F. CKCS goals and objectives
2. No decisions can be made in the areas of hiring, budget (in excess of the annually approved rate), curriculum, or scheduling without the quorum approval of the GC. If the rate is not annually approved, the prior year’s approved rate is assumed. All decisions that affect compliance with the Agreement held with VASD first must be approved by PASS, Inc.
3. The GC Mission Statement, Goals, and Objectives shall be reviewed annually with PASS, Inc. No changes can be made without the approval of a quorum of the GC.

II. GC Membership, Elections, and Resignations

1. MEMBERSHIP

- A. The GC may consist of up to eight voting members and two non-voting members in the positions provided for in Table 1 below. The non-voting members shall represent the community, defined as parents or guardians of students in CKCS or the VASD.
- B. A minimum of five of the eight voting members will be parents or guardians of children in the school. The intent is to have a balanced representation between the elementary and middle school. The remaining voting members will be VASD staff.
- C. The Badger Ridge Middle School (“BRMS”) Representative position is optional. This position, at their discretion, will vote only on issues directly related to BRMS as determined by the GC.
- D. The Teacher Representative will be appointed by teachers and staff. The teachers and staff will determine their appointment for the Teacher Representative in May to ensure the individual is available at the July GC meeting. The Teacher Representative has the authority to assign a proxy (must be a teacher) to vote in their absence. The Teacher Representative may serve more than one term.
- E. Terms will be staggered for continuity.

- F. Each voting member shall have one vote.
- G. The Director, President, Vice President, Secretary, and Treasurer will comprise the Executive Committee.

Table 1. Governing Council					
	Position	Elected by	CKCS Parent Requirement	Voting Rights	Minimum Term Length
1	Director/Principal		No	Yes	NA
2	President	Peers*	Yes	Yes	3 years
3	Vice President	Peers	Yes	Yes	3 years
4	Secretary	Peers	Yes	Yes	3 years
5	Treasurer	Peers	Yes	Yes	3 years
6	Teacher Rep	Teachers & Staff	No	Yes	1 year
7	Parent Rep	Peers	Yes	Yes	3 years
8	Community Rep	GC	No	No	1 year
9	Community Rep	GC	No	No	1 year
10	Badger Ridge Middle School (BRMS) Teacher Rep (optional)	BRMS Teachers & Staff	No	Yes	1 year

* Peers are defined as parents and guardians of CKCS students.

2. ELECTION PROCEDURES

- A. The Parent Round Table (PRT) will establish documented procedures for all elections; these procedures will be available on the CKCS website.
- B. Elections will take place in May, with the candidate receiving the most votes for a position elected into such position.
- C. Table 1 defines by whom GC members are elected and their terms.
- D. New council members will assume their duties on the date of the first GC meeting in July. Candidates who lost the election may be asked, according to the number of votes they received in the election, to shadow or serve as alternates, as may be determined by the GC.
- E. Outgoing GC members shall meet with incoming GC members for their office prior to the July meeting to advise and orient them to the position.
- F. All representatives may serve more than one term.

3. RESIGNATION

- A. In the event that a member of the GC chooses to resign, they will submit a letter of resignation to the GC President. If the GC President resigns, they will submit a letter of resignation to the Director.
- B. Should a position be vacated mid-term, existing members of the GC will be offered the opportunity to assume the vacated role. If multiple members are interested, the GC will vote, with the member receiving the most votes assuming the role.
- C. A GC member may serve in only one GC role or office. For any GC positions thereafter left open, alternate candidates from the most recent election will be notified of the opening(s) in the order of election votes received and given the opportunity to fill the vacancy.

- D. If the candidates from the previous election decline to hold the office, PRT will solicit names and nominate the same to replace the resigning member. The GC will vote to select a solicited candidate to serve the remainder of the term.

III. Parliamentary Authority

1. MEETINGS

- A. Business will be conducted in a manner consistent with the open meetings provisions of the Wisconsin Open Meetings Laws.
- B. The GC shall follow Robert's Rules of Order to run meetings.
- C. The GC will meet a minimum of once a month during the school year, unless cancelled by a majority vote of the GC at least 24 hours prior to the scheduled meeting.
- D. The GC will have the ability to call a special meeting should an emergency issue arise.
- E. GC members will notify the GC President of agenda items a week or more prior to each meeting. The agenda shall be sent to the GC members and posted on the CKCS website prior to the meeting.
- F. The President will preside at all GC meetings. In the absence of the 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 majority consent of the other members present.
- G. The August meeting shall be designated the Annual Meeting.
- H. Parties wishing to address the GC should contact the GC President directly, in advance of a monthly meeting, for their issue to be included on the GC agenda. Alternatively, parties may attend a GC meeting and announce their topic and intention to address the board during the Audience portion of the meeting agenda. Existing agenda items may be prioritized, however, and the GC President will have the discretion to allocate up to ten minutes during the Parking Lot portion of the agenda for parties to address the GC or to table discussion until the following meeting.
- I. Open discussion will be at the discretion of the GC President.

2. OFFICER DUTIES

- A. President: Chairs Executive Committee; sets GC monthly agenda; runs GC meetings; serves on Board of Directors of PASS, Inc.; serves on the Alignment Committee (with the Director and presidents of PASS and PRT); and such other duties as required to operate the GC.
- B. Vice President: Assists President; serves on Hiring Committee.
- C. Secretary: Takes minutes at all meetings; posts agendas and minutes on the respective CKCS website; maintains all relevant files, documents, and emails relating to votes, committees and recommendations; GC liaison to PASS webmaster; timekeeper.
- D. Treasurer: Serves on the Budget Committee; oversees and reports on all budgetary issues; serves on Board of Directors of PASS, Inc.

3. QUORUM

- A. One more than half of the elected voting GC members will constitute a quorum.
- B. A quorum is needed to make decisions unless otherwise indicated in these Bylaws.
- C. Hiring Committee recommendations/motions may be voted on by email:
 - i. All GC members must supply their preferred email address to the President in order to use email for the approval of Hiring Committee recommendations.
 - ii. The Director will forward to the GC President the hiring recommendation of the Hiring Committee with a brief background of the selected candidate.
 - iii. Within 24 hours, the GC President will email the recommendation and background information to all GC members.
 - iv. GC members will have 72 hours following distribution of the hiring recommendation email for discussion.
 - v. After 72 hours, the President will call for a vote via email. Members will have 48 hours to vote.
 - vi. All emails and replies to emails must be directed to all GC members. The GC Secretary will keep copies of all emails. After 48 hours, the President will announce the vote total via email. A motion/recommendation is passed if the quorum requirement is met.
 - vii. At the next GC meeting, the vote will be read into the minutes.

4. AMENDMENTS TO GC BYLAWS

- A. These bylaws and any amendments thereto, shall be in effect upon quorum approval by the GC.
- B. Bylaw changes must be submitted and discussed at least one meeting prior to voting.

IV. Committees

1. COMMITTEE ROLES

- A. Committees are the principle means by which the GC will 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.
- B. 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 a committee's recommendations; or the GC may instruct the committee to continue its fact-finding and prepare new recommendations.

2. STANDING COMMITTEES

- A. The GC has five standing committees. Those committees and their chairs and membership are:

Table 2: GC Standing Committees		
Committee	Chair	Minimum Committee Membership
Executive	GC President	Director, Vice President, Secretary, Treasurer
Curriculum, Standards and Assessments	CKCS Curriculum Coordinator	Director One or more parents
Community Outreach	TBD	Director One or more parents
Hiring and Personnel	Director	GC Vice President
Budget	TBD	<ul style="list-style-type: none"> • Director • Curriculum Coordinator • GC Treasurer • PRT Representative (Treasurer Preferred) • Elementary CKCS Teacher Representative • Middle School CKCS Teacher Representative • Elementary School Parent Representative • Middle School Parent Representative

- B. The GC President shall be an ex-officio member of all committees.
- C. Each committee, except for the Budget Committee, will at a minimum include the Director and a parent representative. The GC member of a committee, if a parent, satisfies the requirement to have a parent representative on such committee. In the event a GC member is unavailable to serve in an open position on a committee, the GC will use its best efforts to recruit a volunteer from outside the GC.
- D. All committees may seek additional CKCS parent membership as needed.
- E. Each GC member shall serve on at least one committee, except the BRMS Teacher Representative, who is not required to serve on any committee.

3. COMMITTEE FORMATION

- A. Each GC member shall select a standing committee in which to participate in order of seniority of serving on the GC.
- B. Ad hoc committees may be formed and dissolved as needed to investigate issues and opportunities outside of the five standing committees.
- C. Except for the Executive Committee, membership on CKCS committees is open to all CKCS parents, teachers, and staff on an equal basis, provided however the GC Executive Committee shall have the authority to deny or remove an individual from a committee.
- D. With input from each committee chairperson, the GC President will prepare and distribute a “committee formation” announcement detailing the specific goals and estimated time requirements for each GC standing committee. This announcement may be posted on the respective CKCS website and/or distributed via email to all CKCS parents, teachers, and staff.
- E. 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.
- F. Standing 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 list of specific goals it intends to address during the current school year and a timetable for meeting those goals.

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

4. COMMITTEE RULES

- A. Each committee shall assign its own rules governing the conduct of its activities, with the following exceptions:
 - i. All committee recommendations presented to the GC will be prepared in written or electronic form and will be signed by all committee members in agreement.
 - ii. 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.
 - iii. 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 recommendation presented to the GC.
 - iv. Each committee chairperson shall provide an update to the GC at the following monthly GC meeting, detailing at a minimum: (1) meetings held the preceding month; (2) information pertinent to the GC; and (3) status of committee goals.

V. Fiscal Year

- 1. 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
- 9. Approved as 10/14/20