

**Individualized, Developmental, Educational Approaches to  
Learning (I.D.E.A.L.) Charter School  
Governance Board Bylaws  
Approved – September 2020**

**PREAMBLE**

It is the philosophy of the founders of I.D.E.A.L. Charter Governance Board to endorse and support parent, staff, student, community and business involvement in I.D.E.A.L.'s governance structure. As stated within I.D.E.A.L.'s second Construct; I.D.E.A.L. Charter School is a shared governance model. The school will be governed by parents, students, teachers and community members. I.D.E.A.L.'s Governance Board will provide a forum for parents, teachers, community members, students and businesses to work together to insure the success of our program. It is the responsibility of all involved to develop and maintain effective organizational structures within I.D.E.A.L. Charter School.

**Article One: Name of Organization**

Section 1.1 The name of the organization shall be termed: I.D.E.A.L. School Governance Board.

**Article Two: Articles of Organization**

Section 2.1 The organization exists an incorporated and nonprofit organization for its members. The Articles of Organization comprise these bylaws as amended from time to time.

Section 2.2 Robert's Rules of Order revised shall govern this organization in all cases in which its regulations are applicable; except as otherwise provided in these ByLaws.

Section 2.3 The Milwaukee Public Schools Code of Ethics applies to all employees.

Section 2.4 The name of this organization or names of any members in their official capacities shall not be used in any connection with any commercial concern or with any partisan interest or for any purpose not appropriately related to the promotions of the objectives of the I.D.E.A.L. School Governance Board.

Section 2.5 The Governance Board shall be noncommercial, nonsectarian and nonpartisan.

Section 2.6 The I.D.E.A.L. School Governance Board may participate in any political activities that the majority of members deem appropriate through vote.

**Article Three: Membership**

Section 3.1 Any individual who has children in the school that these bylaws are drafted for and subscribes to the objectives and basic policies of this organization may become a member. All staff are eligible for membership.

Section 3.2 I.D.E.A.L. School Governance Board shall consist of all parents/legal guardians of students attending the school, all staff working at I.D.E.A.L. Charter School, community members and founding members.

#### **Article Four: I.D.E.A.L. Governance Board**

Section 4.1 The name of the organization shall be termed: I.D.E.A.L. Governance Board.

Section 4.2 The I.D.E.A.L. Charter School Governance Board will meet annually to elect parent members to the Governance Board.

Section 4.3 I.D.E.A.L.'s Governance Board shall consist of the nine members:

- a) Four (4) parent members
- b) Two (2) staff members
- c) One (1) non-teaching staff, Parent Coordinator
- d) One (1) community representative
- e) One (1) middle school student representative

Section 4.4 The Governance Board shall meet monthly

Section 4.5 The Governance Board shall annually elect the following officers:

- a) President
- b) Vice President
- c) Secretary

Section 4.6 The Governance Board shall create the following standing committees:

- a) Hospitality (P.T.A.)
- b) Fundraising (P.T.A.)
- c) Public Relations

Section 4.7 The Governance Board may, in addition, create ad hoc committees to deal with special issues that do not fit into the regular standing committee responsibilities.

Section 4.8 The Governance Board will create by vote a Community Advisory Board comprised of Community representatives. This body will provide input in the I.D.E.A.L. Governance Board to help ensure the long-term success of I.D.E.A.L. School.

Section 4.9 The Governance Board is the policy making body and will determine the course of I.D.E.A.L. School by consensus.

Section 4.10 The Governance Board will work together to provide continued analysis and improvement of school policies, school budget, educational plan goals and general student policies.

Section 4.11 The Governance Board will review and assess school performance with respect to student achievement, parental involvement, expectations, building improvements, suspension and disciplinary procedures.

### **Article Five: Governance Board Purpose**

Section 5.1 The Governance Board shall be a clearinghouse for information collected from outside organizations including, but not limited to: student groups, parent-teacher groups, unit leaders and teachers.

Section 5.2 The Governance Board shall participate in shared decision making process in, but not limited to, I.D.E.A.L's annual budget and educational plan.

Section 5.3 The Governance Board shall maintain the vision and support the constructs of I.D.E.A.L. Charter School.

### **Article Six: Membership**

Section 6.1 The Governance Board participation shall be on a voluntary basis for no more than 3 consecutive years.

Section 6.2 The size of the Governance Board shall be a minimum of 9 members. There are to be good faith efforts to secure representation; however, I.D.E.A.L. School Governance Board will continue to function even if full representation cannot be achieved. Every effort will be made to ensure that the Governance Board has full representation. If the percentage results in an even number of participants, the number of participants shall be increased by one member. Members shall be defined as follows:

Section 6.3 Parent: A parent is a person at least 18 years of age, who is the natural, adopted, or step-parent of a child enrolled, or about to be enrolled at I.D.E.A.L. Charter School, including those people acting as legal guardian or registered custodian of the child, such as grandparents.

Section 6.4 Teachers: All teachers currently employed by I.D.E.A.L. are eligible to participate on the Governance Board in this category.

Section 6.5 Student: Any student in good standing enrolled in grade 5 through 7 at the time of the election is eligible to serve on the Governance Board in this category.

Section 6.6 Community Member: Any participating business or community member is eligible to serve on the Governance Board in this category.

Section 6.7 Support Staff/Non-certified: Parent Coordinator, paraprofessional support staff at I.D.E.A.L. are eligible to participate on the Governance Board in this category.

Section 6.8 Each constituent group (parents, staff, student, etc.) will oversee the process for electing its own School Governance Board representatives.

### **Article Seven: Elections**

Section 7.1 The Governance Board will be elected by formal procedures through a fair and open election process, without regard to race, color or national origin.

Section 7.2 In Spring, an informational sheet, timeline and nomination form will be given to the parents or guardians of each student at I.D.E.A.L. School, as well to the parents of newly enrolled students. These documents are also distributed to staff members and community leaders.

Section 7.3 Outlined on the form will be the purpose of the Governance Board and the duties involved in serving as a board member. Also outlined will be information about when nomination forms are to be returned, dates to meet the candidates, and the balloting deadline.

Section 7.4 Initial election of Governance Board members shall be as follows:

One staff member for a two-year term and one staff member for a three-year term. The parent positions will run as follows: two parents for three-year terms and two parents for two-year terms. The newly elected Governance Board will appoint the community/business member who will serve full one-year terms.

Section 7.5 Newly elected members will be seated at the June Governance Board meeting. Governance Board meetings will take place monthly.

Section 7.6 Two pre-determined parents and one pre-determined teacher will assist with the counting of the parent ballots. A record of the votes for each candidate shall be maintained at I.D.E.A.L. Charter School until the end of the following school year. Should a vacancy occur in the positions of parent member or community member the Governance Board will appoint a new member to fulfill the remainder of the term. When appointing Board members in the case of resignations, recall or death, a parent member shall be replaced by the runner-up candidate not elected to the Board the previous election period. If there are no runner up candidates a majority vote of the full I.D.E.A.L. Governance Board would be needed. Should a vacancy occur in the teacher or support/non-certified member seat, the constituent group shall appoint a new member to fulfill the remainder of the term.

The process for the election of representatives will be as follows:

**Section 7.7 Parent Representative:** Every year, no later than the third week of March. Informational sheets regarding the School Governance Board and the school election timeline will be distributed to all households (1 per household) for the purpose of soliciting nominations for Board membership. Parents who are interested in serving on the Governance Board shall complete ballot information sheet and return it either in person or by mail before April 15. Ballot information sheets shall include a brief (25 words or less) letter indicating why they are interested in serving on the Board. All eligible parents shall be included on the ballot. Governance Board members can nominate future prospective Board representatives.

The ballots (bearing I.D.E.A.L.'s school logo) shall be numbered sequentially for accountability purposes only. In addition, an open meeting for nominees to speak relative to their candidacy for election to the Governance Board will be held. Parents shall return in person or by mail the completed ballots.

**Section 7.8 Teacher/Staff Representatives:** the faculty and support staff of I.D.E.A.L. School shall be responsible for selecting its representatives to the Governance Board following a similar procedure outlined for parents above. Selection shall be completed on or before May 31.

**Section 7.9 Student Representatives:** At least one student representative in good standing in grades 5-7 shall be elected by the student body through existing student government procedures. If no student government exists, students shall be permitted to campaign for the position of Governance Board Representative at a general assembly of the student body. The student body shall make the selection of the ballot.

**Section 7.10 Community Representatives:** Community representatives interested in participating on the Governance Board shall make their interest known at the open meeting held for parent nominations, although the public at large shall not select community members. Community representatives shall be elected at the first meeting of the incoming Board held at the beginning of the new school year. All interested Community members shall return a brief (25 words or less) letter indicating why they are interested in serving on the Board.

**Section 7.10** The Governance Board must be in place by the end of September each school year.

**Section 7.13** The MPS Code of Ethics applies to all elected I.D.E.A.L. Governance Board members.

### **Article Eight: Authority and Responsibility**

**Section 8.1** It is the responsibility of the Governance Board to communicate with all the various segments of the school population.

Section 8.2 The School Governance Board has authority to amend its bylaws at anytime. All meetings shall be guided by the principles of the Open Meetings Law unless permitted to be closed under the law. Written records for all Board meetings will be taken at each meeting and maintained in one binder. Minutes shall be posted.

Section 8.3 The Governance Board will participate in the selection and evaluation of school staff in a manner consistent with federal and state statutes and collective-bargaining agreements. At least one Board member will participate in the interview process of all staff appointments.

Section 8.4 The Governance Board will regularly review and evaluate I.D.E.A.L.'s school educational plan and school budget.

Section 8.5 The Governance Board will participate in the development, review and evaluation of school performance including but not limited to: student achievement, parental involvement, dress-code expectations, character and value building, behavioral concerns, scheduling procedures, building maintenance, suspension/disciplinary procedures.

Section 8.6 The Governance Board shall have the authority and responsibility to submit an accompanying cover letter when I.D.E.A.L. School submits its annual educational plan and annual school budget. The cover letter will bear the signatures of each Board member, thereby indicating the Governance Board's participation in the development and approval of both documents. The Governance Board may also approve expenditures not included in the budget.

Section 8.7 The Governance Board responsibilities include but are not limited to: setting school policy and approving programs.

### **Article Nine: Duties of Officers and Committees**

I.D.E.A.L. School's Governance Board will be made up of parents, teachers, students and community members. The President upon advise from the Executive Board may create committees as it deems necessary to promote the objectives and carry on the duties of the Board. No committee work shall be undertaken without the consent of Executive members. Each constituency represented shall have a corresponding set of responsibilities.

Section 9.1 President

- a) To preside over all meetings of the School Governance Board and meetings of the organization.
- b) To call meetings of the School Governance Board as required, determine the meeting agenda in consultation with the Administrator, Unit Leaders, teaching staff and Board members.
- c) To appoint members to standing and special committees

Section 9.2 Vice President

- a) To perform the same duties as the President in his/her absence, represent the President when delegated to do so and perform duties as assigned by the President.
- b) Shall be deemed nominated for office of President in the next term.

Section 9.3 Secretary:

- a) Record the minutes of all meetings
- b) Distribute necessary paperwork to effectively run the Governance Board
- c) Maintain updated paper log in the Governance Board book.

Section 9.4 Parents: Governance Board parents are responsible for soliciting input from the parental community with respect to issues of concern to the Board. Parent members shall relay Board activities to the parent community at large, as well as parent organizations. The Governance Board parents will represent the general parent population in decision making as the parent opinions have been made known.

Section 9.5 Teacher and Support Staff: Elected school-staff Governance Board members are responsible for soliciting input from the faculty and support staff with respect to issues of concern to the Governance Board. Elected school-staff members shall report to faculty and support staff organizations.

Section 9.6 Students: Student member shall report Governance Board activities to the student body and shall solicit input in areas of concern for presentation to the Board.

Section 9.7 Staff/Administration: The staff and administration of I.D.E.A.L. Charter School is responsible for keeping the Governance Board informed of all relevant school information. The administration and staff shall report to the Governance Board with respect to building meetings, budget, enrollment, attendance, etc.

### **Article Ten: Committees**

Section 10.1 Committee responsibilities: The Committee develops policies, programs and budgets approved by the Board, assist the Board with information to make educated decisions, request operations budget for approval by the Board and make recommendations to the Board.

Section 10.2 Committee members include Governance Board members, parents, teachers and other members who wish to participate.

Section 10.3 All committee members including non-board members are entitled to vote in committee meetings.

Section 10.4 Standing and special committees report to the Governance Board.

Section 10.5 Governance Board must vote to ratify actions of the committees before they can be implemented.

Section 10.6 Committee meetings normally but not necessarily take place preceding the regularly scheduled board meetings.

### **Action Eleven: Council Protocol**

Section 11.1 The first Governance Board meeting of the new school year shall take place during the month of September at a time and date agreed upon by all elected members. This is to be considered the annual meeting. During the first meeting, the Board shall select at least one person in the community and one founding member to participate as members of the Board.

Section 11.2 During the first meeting, Governance Board members shall elect and Executive Committee, which will include a President, Vice-President, and Secretary and approve revised bylaws.

Section 11.3 The Governance Board shall have at least 9 meetings during the school year. Special meetings may be called by the President within 72 hours notice to other board members.

Section 11.4 The President and Vice-President shall make themselves available to answer questions from the public in general, including members of the other school organizations. Members of the general public wishing to speak at an upcoming meeting with regard to particular agenda item may contact the Secretary to ask to be added to the agenda no later than 3 days prior to the meeting.

Section 11.4 Only Governance Board members may vote.

Section 11.5 I.D.E.A.L. Governance Board members must attend a minimum of two-thirds Governance meetings and not to miss anymore than three consecutive Board meetings. Failure to attend the minimum number of meetings may result in removal from the Board. A majority Board vote will be necessary to remove a Board member. Vacant Board seats will be replaced by a person from the election waiting list. If there is no waiting list a new member will be accepted by majority Board vote from the general population. Three consecutive absences from Board meetings shall be deemed cause to remove a Board member without notice or hearing.

### **Article Twelve: Reimbursement for Expenses**

Section 12.1 No members are to receive compensation or additional compensation for their service, with exception of reasonable reimbursement for expenses resulting from their work on the Board. These expenses must be approved by the Board and are to be paid from the school budget.



### **Article Thirteen: Amendments**

Section 13.1 These bylaws may be amended at any School Governance Meeting by a two-thirds vote of the members present and voting, provided that notice of the amendment has been given at the previous regular meeting or proposed in the tentative agenda.