

Appendix D: Governing Body By-laws

New School for Youth Empowerment School Governance Council Bylaws

Article I: Name, Location, Fiscal Year

Section 1.1 Name: The name of the organization shall be New School for Youth Empowerment (NSYE) School Governance Council

Section 1.2 Location: The location of the facility shall be in the Milwaukee Public School District.

Section 1.3 Fiscal Year: The fiscal year of the School shall coincide with the fiscal year of the Early Start high school calendar for Milwaukee Public School District.

Article II: Vision, Mission, and Dedication

Section 2.1 Vision: The NSYE School Governance Council envisions a community of parents, teachers, students, educational and business leaders working together to create a nurturing and supportive environment where children of all races, creeds, religions and special needs, develop a love of learning and acquire a strong foundation on which to build a lifetime of knowledge.

Section 2.2 Mission: The mission of NSYE School Governance Council is to focus and ensure the mission and goals of the New School for Youth Empowerment Charter School and to carry the mission of the school into the community. This mission will be accomplished through focusing on the fundamental values of the New School for Youth Empowerment Charter School. Its importance is to the concerns and needs of the parents, children and staff as it relates to the school's operations and its financial base.

Section 2.3 Dedication: The dedication of the NSYE School Governance Council are as follows:

- A. To ensure that the Mission Statement is adhered to in all activities and decisions of the Council, and the daily activities of the staff, students, parents and school advisory committees as it relates to the School's operations.

- B. To serve as final authority in matters affecting staffing, budget, curriculum, calendar decisions and school concerns, and to ensure that these are consistent with and promote the educational goals of the Mission Statement and official School policy.
- C. To encourage faculty, parents and students to be aware of and responsive to the needs and concerns of the school as a whole, and of the unique learning styles, challenges and talents of individual students.
- D. To act as the official voice of the New School for Youth Empowerment with regards to public information, media contacts and public relations.

Article III: Operation Council

Section 3.1 Composition: The School Governance Council shall maintain be comprised of no more than 49% staff from NSYE and no less than 51% of non-staff from NSYE. These individuals are made up of: parents, community members at large, who may or may not be a parent, students and alumni of NSYE, staff members of the School, and the teacher in charge. Only one parent per family may serve on the Council at a time.

Section 3.2 Term: The initial Council shall hold office until their successors are elected or their earlier deaths, resignations or removal at which successors will be appointed according to procedures under Section 3.3, Vacancies. Council members, other than the teacher in charge, shall hold office for three-year terms. Each Council member shall hold office until the first Council meeting following an election in the year in which his/her term expires. Council members may be elected to serve consecutive terms of office.

Section 3.3 Vacancies: In the event of dismissal or resignation from the Council, volunteers to serve the remainder of the term of any particular seat will be asked to apply. A volunteer will be selected by a vote of the Council from those interested.

Section 3.4 General Powers and Duties: The School Governance Council shall manage the academics, business, and affairs of the School. By way of illustration, but not limitations, the School Governance Council shall have the following powers and duties, consistent with federal and state laws.

- A. To make decisions on behalf of the organization and report its civilities to the Milwaukee Public Schools Board of Education, including without limitation, a written revenue and expenditure report, quarterly reports concerning its operations, including progress made toward its educational goals and objectives, policy development issues, student attendance, student disciplines information and personnel matters.
- B. Preparation and approval of the annual budget of the school, approval of the administrative policy of the school including but not limited to, the number of days of the School year, the School's hours and all other policy which the Council deem necessary and proper, provided however, that all matters relating to the curriculum of the School

shall be the sole responsibility of the teachers of the School so far as they meet or exceed the Common Core State Standards..

- C. To arrange for facilities for the operation of the School and such other matters, as may be deemed necessary and proper by the Governance Council for the successful operation of the School.
- D. To request the withdrawal of any member of the Governance Council if such a member does not fulfill (i) the participation requirements of the School, or (ii) the other obligations as may be reasonably requested by the Governance Council. Further, the Governance Council may request the withdrawal of an Governance Council member if the Governance Council determines that the withdrawal of such member is in the best interest of the School.
- E. To nominate prospective members of the Governance Council.

Section 3.5 Resignation and Removal: Any Council member may resign at any time by giving thirty days prior written notice to the teacher in charge. It is the responsibility of the resigning member to complete satisfactorily all on-going projects and responsibilities before resignation will take effect. Any member of the Council may be removed at any time, with cause, by an affirmative vote of a quorum of the remaining Council members, whenever, in their judgment the best interests of the School are served by the removal.

Section 3.6 Compensation: Members of the Council are considered volunteers and shall receive no compensation of any means for their services as members of the NSYE School Governance Council.

Section 3.7 Attendances: Attendance at Governance Council meetings is mandatory. Missing 50% of meetings without prior Council approval is grounds for immediate dismissal from the School Council at the council's digression.

Section 3.8 Code of Conduct: NSYE recognizes its Governance Council as one of its greatest assets. The purpose of the code of conduct is to guide and enhance the conduct of the Governance Council in performing their duties of the school.

- As a member of the NSYE School Governance Council, I will strive to improve public education for all children, and to that end, I will:
- Attend all scheduled Governance Council meetings insofar as possible;
- Recognize that I have no legal authority outside the Governance Council meetings, and that all decisions of the Governance Council will be made at a public meeting where a quorum of the Governance Council is present and only after a thorough review of all the available information;
- Work in harmony with the rest of the Governance Council members to always promote and preserve the integrity of the Governance Council;

- Avoid speaking on behalf of the Governance Council except at those times when the Governance Council, by official action, authorizes me to do so, and respect the confidentiality of information that is privileged under applicable law;
- Upgrade my performance as a Governance Council member by informing myself about current educational issues by individual study and through participation in programs provided by the local school district and by the state and national school Governance Council associations;
- Support the employment of those persons best qualified to serve as school staff and make every effort to ascertain that all employees are properly remunerated for their services, and that they are dealt with fairly in the performance of their duties;
- Avoid being placed in a position of conflict of interest and refrain from using my Governance Council position for personal or partisan gain;
- Accept that my primary function is to establish School policy and culture, and success of the School's mission and vision;
- Welcome and encourage active participation by citizens for better understanding of their needs and improvements of relations with the public that I serve;
- Strive to promote and perpetuate our democratic way of life;
- Remember that my first and greatest concern must be the fair and equal educational opportunities for all students attending NSYE.

Section 3.9 Council Members Conflict of Interest: A conflict of interest is a transaction with the Organization in which a member of the organization has a direct or indirect interest. Public office is a trust created in the interest of the common good and for the benefit of the people. It is the intent of the by-laws to maintain public confidence and prevent the use of public office for private gain. In order to avoid conflicts of interest, it is the policy of the Council not to contract with Council members. Council members shall disclose any known or potential conflicts of interest in writing to the Council prior to the time set of Voting on any such transaction and shall not vote on the matter or attempt to influence the decisions of any Council members in voting on the matter. The written disclosures will be attached to the minutes of the meeting in which Council action occurred relating to the matter disclosed.

Article IV: Duties

Section 4.1 Parents: Governance Council parents are responsible for soliciting input from the parental community with respect to the issues of concern to the Governance Council. Parent members shall relay Governance Council activities to the parent community at large, as well as to any parent organizations. The Governance Council shall have the responsibility of training and informing incoming parents elected to the subsequent Governance Council. Parent members shall have the responsibility of promoting the organization of a parent group.

Section 4.2 Faculty/School Staff: School staff Governance Council members are responsible for soliciting input from the faculty and staff with respect to issues of concern to the Governance Council. School staff members shall report to faculty and staff, as well as to outside teacher/staff

organizations. Faculty members shall present the school's education plan to the Governance Council for input. Faculty members shall be responsible for playing an active role in addressing issues such as curriculum additions/deletions, grading practices, standards, test scores, building concerns, staffing needs, and resource/budget concerns.

Section 4.3 Students: Student members shall report Governance Council activities to the student body and shall solicit student input and areas of concern for presentation to the Governance Council. Student members shall be responsible for organizing student representative groups when there are none.

Section 4.4 Community Members/Partners: Community members are responsible for soliciting input from the local community with respect to the issues of concern to the Governance Council. Community members shall have the responsibility of contributing to the internship program and providing input on the effectiveness of the program. In addition, community members are responsible for reaching out to local businesses, partners, and community-based organizations to engage in dialogues with NSYE. The Governance Council shall have the responsibility of training and informing incoming community members elected to the subsequent Governance Council.

Section 4.5 Teacher in Charge: The teacher in charge is responsible for keeping the Governance Council informed of all relevant school information and for keeping the minutes from all Governance Council meetings. The teacher in charge shall assist in promoting new programs at the school. The teacher in charge shall seek the active participation of the Governance Council in deciding all school budget matters and shall present to the Governance Council in a timely fashion all information dealing with programming and budget items. The teacher in charge shall be responsible for creating and distributing an email of Governance Council activities and agendas to school members and shall provide administrative support for Governance Council members seeking supplies and/or resources.

Article V: Governance Council Member Selection

Section 5.1 Faculty: The selection of faculty to serve as Governance Council members will be held during the month of March. Faculty members will need to apply and interview with the Governance Council. Interviews must be held before the end of March. The teacher in charge will announce selected faculty members during an all-staff meeting within the first week of April.

Section 5.2 Parents, Students, and Community Members: The selection of parents, students, and community persons to serve as Governance Council members shall be held during the month of April. Interviews must be held before the end of April. The teacher in charge will announce selected faculty members during an all-staff meeting within the first week of April.

Article VI: Officers of the Governance Council

Section 6.1 President: The President, shall be the teacher in charge of the School. The President, shall in general, supervise and support the business and affairs of the school, and shall see that all orders and resolutions of the Governance Council are carried into effect. The President shall perform all duties and may exercise all right as are stated in the approved charter for NSYE, these Bylaws and with approval of a majority of the Governance Council. The President shall be an ex-officio member of all committees and shall preside at all meetings of the Governance Council. The President will stay abreast of all legislative business pertaining to the School and will act as liaison with Milwaukee Public Schools as an advocate for NSYE.

Section 6.4 Secretary: The Secretary shall keep accurate minutes of all meetings of the Governance Council, and shall perform all the duties commonly incident to such office, and shall perform such other duties and have such other powers, as the Governance Council shall designate. The Secretary will be in charge of putting out notices to Governance Council members and sign official documents along with the President. In the Secretary's absence at any meeting another member of the Council shall perform such duties thereat.

Article VII: Meetings

Section 7.1 Regular Meetings: Regular meetings of the Governance Council shall be determined at the August meeting of the Governance COUncil. This schedule will be posted it he school office. Any member of the New School for Youth Empowerment community may attend any and all meetings. Each meeting will be followed by a 15-30 minute open forum that will give non-Governance Council members the opportunity to speak to agenda items for the next Governance Council meeting. All decisions made by the Governance Council shall be made by consensus. Only official Governance Council members may participate in the consensus negotiations. Discussion by the Governance Council members shall continue until a consensus decision is reached. In the event that consensus is not reached in a reasonable amount of time, the Governance Council members may ask to table the discussion until the next meeting. If unable to reach consensus at the next Governance Council meeting, a vote will be taken where majority rule. The minutes of the meeting shall record present and absent members. The Governance Council Secretary shall be responsible for taking attendance and recording minutes.

Section 7.2 Executive Session: Executive meetings of the Governance Council may be called by or at the request of the teacher in charge. The teacher in charge may fix any place, either within or outside of the NSYE location as the need arises, as the place for holding any executive meeting of the Governance Council.

Section 7.3 Notices: Notice of any executive meeting of the Governance Council shall be given at least three (3) days prior by written notice, delivered personally, mailed, emailed, or by phone. Neither the business to be transacted, nor the purpose of, any regular or special meeting of the Governance Council need be specified in the notice of such meeting.

Section 7.4 Quorum: At any meeting of the Governance Council, the presence of a majority of members (51%) shall constitute a quorum for the transaction of business, but a lesser number will adjourn any meeting and the meeting may be held as adjourned without further notice.

Section 7.5 Attendance via Telephone Conference Call: Except to the extent otherwise provided by law, any meetings of the Governance Council may be attended by any of the Governance Council Members by means of a conference telephone (or similar communications equipment) when it is otherwise difficult or impossible for the member to attend the meeting in person, provided that each member participating by conference telephone can be identified when speaking, all participants are able to hear each other at the same time and members of the public attending the meeting are able to hear any other member of the Governance Council who speaks during the meeting. Such attendance shall constitute presence by the Governance Council member as is in person at such meeting and for purposes of determining a quorum. Any action taken by the Governance Council at such meeting shall constitute a valid action of the Governance Council.

Article VIII: Contracts and Grants

Section 8.1 Contracts: All contracts must be evaluated by the Governance Council and intent to proceed on the contract must be secured through consensus agreement of the Governance Council. Only the teacher in charge, in consultation with the Governance Council and with joint agreement, shall be authorized to enter into any contract and to execute and to deliver any instrument in the name of and on behalf of the School.

Section 8.2 Grants: The teacher in charge may accept on behalf of the School any contribution, gift, grant, bequest or devise for the general purpose of any special purpose of the School. Donations of the above must be reported to the Governance Council at the next scheduled meeting. The teacher in charge acts as the Governance Council's agent and have the Council's consent to pursue and accept monies to support school activities. All potential donors are asked to submit a letter detailing the nature of the gift and any designated purpose toward which it must be used, if applicable, to the teacher in charge who will bring it to the attention of the Council. The Governance Council will also review and make recommendations on the acceptance or rejection of all proposals.

Article IX: Books and Records

Section 9.1 Books and Records: The Secretary of the Governance Council shall keep on behalf of the School, minutes of the proceedings of its members, Governance Council and Committees, and shall keep at its registered or principal office and on its website a record giving the names and addresses of the Governance Council members and operating committees. All records of the School are considered public documents and may be inspected at any time. However, student records, personnel records and any other record protected under privacy laws are excluded from this provision.

Article X: Evaluation

Section 10.1 Evaluation: The effectiveness of the Governance Council shall be evaluated by an assessment of the results of decisions and the amount of satisfaction with decisions made by the Governance Council. A survey format will be used in late spring to determine Governance Council effectiveness, with the opportunity to make suggestions for improving Governance Council performance.

Article XI: Amendment

Section 11.1 Amendments: These bylaws may be altered, amended or repealed, in whole or in part, or new by-laws may be adopted by the Governing Council, provided however, that notice of such alteration, amendment, repeal or adoption of the new bylaws be contained in the notice of such meeting of the Governance Council. All such amendments must be approved by an affirmative vote of at least two-thirds (2/3) of the entire Governance Council then in office at a duly noticed regular or executive meeting of the Governance Council.