

**Nerstrand Elementary School
Independent Charter School District #4055
Board of Directors
By-Laws**

ARTICLE I - Name

The name of this organization is the Nerstrand Elementary School Board of Directors. For convenience, it is referred to in these by-laws as the Board of Directors.

ARTICLE II - Mission Statement

The mission of the Board of Directors is to ensure the quality of the educational program and the viability of the school through shared decision-making.

ARTICLE III - Purpose

The Board of Directors' purpose is to focus on all dimensions of the school's operation, including, but not limited to:

1. School philosophy, goals and objectives
2. School policy
3. Budget
4. Curriculum and instructional direction
5. Staffing
6. Long range planning
7. Communication (home, community, sponsor)
8. School enrollment and organization

ARTICLE IV - Membership

A. The Board of Directors consists of the following members:

1. Four Teacher Representatives (employed/under contract with a cooperative at the school)
2. Two Parent Representatives (parents of enrolled students)
3. One At-large Community Representative (not employed by the school and does not have a child enrolled in the school)
4. Seven Voting Members Total
5. Three ex-officio nonvoting members - school director/chief administrator, administrative assistant, business manager/chief financial officer

B. The members serve a three-year renewable term.

1. Every year, one (1) of the two Parents Representatives or At-large Community Representative terms expire.
2. Every third year, two (2) teacher's terms expire; in each of the two years prior to third year, one (1) teacher's term expires.

3. A representative may serve two (2) three-year consecutive terms, after which there must be a one-year hiatus before serving on the Board of Directors again.

- C. Termination of membership shall be considered if the Board of Directors member is absent from three consecutive meetings and/or one-half of the meetings in one school year. The Board of Directors shall determine by a simple majority vote that they shall or shall not retain their membership.

- D. If a vacancy occurs, every attempt will be made to select a replacement within one month's time. The replacement will fulfill the remainder of the vacated term.

ARTICLE V - Elections

- A. A selection committee of 3 or more members, appointed by the Board of Directors in the spring, oversees the selection procedures and submits names of candidates in the spring of the year.

- B. Voters eligible to elect the members of the school's board of directors include staff members employed at the school (including teachers providing instruction under a contract with a cooperative) and all parents or legal guardians of children enrolled in the school.

- C. The school will notify eligible voters of the school board election dates at least 30 calendar days before the election.

- D. Within ten business days of the board election, the results will be submitted, with an updated board roster, to the Department of Charter Schools office at 1500 Highway 36 West, Roseville, MN 55113 or mde.school-choice@state.mn.us. The roster shall include member and member-elect names, identification of current officers, affiliation (Teacher, Parent, or At-large Community), terms of office (including seating date) and personal contact information for each member.

ARTICLE VI – Elected Officers

- A. Nominations for the officers may come from the floor at the first meeting in July. They are elected by a majority vote through a secret ballot. Officers may be reelected after serving a one-year term.

- B. Duties of the officers:
 1. Chairperson.
The chairperson presides at all meetings of the Board of Directors. The Chairperson may call special meetings of the Board of Directors and must do so at the request of three Board of Directors

members. (S)he collaborates with the building director to prepare the meeting agenda.

2. Clerk.

S/he records the minutes of the meeting and issues a prepared copy to the Board of Directors at least one week prior to the subsequent meeting. Upon approval, meeting minutes will be posted in the front hall of the school and copies will be made available to those requesting them.

3. Treasurer.

The Treasurer shall chair the Finance Committee, assist in the preparation of the budget, help develop fund raising plans, oversee the audit process and ensure that school financial records are maintained and appropriate financial reports are filed with government agencies.

ARTICLE VII - Meetings/Voting

A. The Board of Directors meet once monthly at a regularly scheduled time, Scheduled and special meeting days and times are determined by the Board of Directors and announced to parents, staff, and community. Special meetings may be held at the request of the chairperson or three members of the Board of Directors.

B. Decisions are made by consensus. If consensus cannot be reached and a vote is necessary, decisions will be determined by simple majority of those present and voting.

C. A quorum is a simple majority of the members of the Board of Directors. When a quorum exists, a majority of those present may act, except in the case of amendments to the By-laws (see Article X).

D. All meetings are open to the general public.

E. There will be no proxy votes.

F. Requests to be on the agenda must be submitted to the school office at least one week before the meeting. Members may amend the agenda at the beginning of the meeting.

G. Students may address the Board of Directors.

ARTICLE VIII - Responsibilities

A. The Board of Directors carries out the mission statement by providing direction for the school in accordance with school's policy, contractual

agreements, and all state and federal requirements unless specific waivers have been granted.

- B. The Board of Directors serves as the primary communications link between the school and the community and provides a forum for discussion of school related issues.
- C. The Board of Directors monitors school operations through collaboration and guidance with the school director, teachers, paraprofessionals and support staff.

ARTICLE IX - Task Forces

- A. Task Forces shall be established at the discretion of the Board of Directors for a specific purpose over a designated period of time.
- B. Task Force meetings will be held at the discretion of the committee members.
- C. The Task Force chairperson or members need not be Board of Directors members.

ARTICLE X – By-laws Amendments

Amendments to these By-laws may be proposed at any regular Board of Directors meeting. A written notice of the proposed change and the date of the next regular meeting at which the proposed amendment will be discussed shall be posted in the school and sent to each Board of Directors member and to the school director at least ten (10) days prior to the date of the meeting. A favorable vote by five (5) out of seven (7) members is required for approval of any amendment to the By-laws.

Revised 10/10/2000

Revised 10/14/2002

Revised 12/13/2004

Revised 4/12/2010

Revised 11/13/2017