

CHAIN EXPLORATION CENTER

GOVERNANCE COUNCIL GUIDEBOOK



2022

Written and edited by Evolving Excellence
Committee

www.chainexplorationcenter.org

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Mission of the School

- Our mission is to provide a place where children explore their passions and gain a strong educational foundation through project-based learning in a collaborative community.
- Tagline: Explore your passions.

Purpose of the CEC Governance Council

- As a team of volunteers and ambassadors, we look to the mission of the school to guide our decision, consider impact, and seek out mutually beneficial community partnerships, to create a sustainable future for the school.
- The number of GC members shall consist of between five and 9 diverse members. GC Members are up for renewal annually, following the initial two-year term. Open seats are open to anyone to apply and approved by the existing GC members.
- As a charter school contract in accordance with s. 118.40, *Wisconsin Statutes*, and in particular, the provisions specified under sub. (1m)(b) 1. to 15. the Chain Exploration Center Inc. Governance Council is the governing entity carrying out the scope and intent of the CEC charter contract. Chain Exploration Center School is an instrumentality of the School District of Waupaca, authorized by the Board of Education, as delineated by Wisconsin State Charter School Law.

Member Expectations

- Be a knowledgeable advocate of the CEC.
 - Attend regular meetings, which are two hours. Meet a minimum of 10 times a year and are accessible for contact in between meetings.
 - Each member is expected to serve as an active, ongoing member of at least one committee.
 - Prepare in advance for decision-making and policy formation at GB meetings and take responsibility for self- education on the major issues before the GB.
 - Utilize personal and professional skills, relationships, and knowledge for the advancement of the school.
 - Have a general understanding of financial well-being. Participate in the self-review process.
 - Visit classrooms at least once a year and attend CEC events.
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- Ask questions.
- Participate in fundraising event

Non-Discrimination Policy

- The Chain Exploration Center Inc. does not discriminate on the basis of a student's sex, race, religion, color, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, physical, mental, emotional or learning disability/handicap

GC Recruitment and Application Process

- New members may wish to start by joining a committee or attending regular meetings. This will increase knowledge of current work as well as build a deeper understanding of how we operate and how frequently we meet.
- New members are asked to fill out an application for the Governance Council to review. If there is a vacancy the Council will hold an election during the meeting following the application submission.
- All new members shall undergo a background check in accordance with School District of Waupaca policy.
- All voices are valued and diversity is strongly encouraged.
- Annual elections occur at the July Annual Meeting. Anyone is free to apply and place their name on the ballot.
 - APPLICATION:

Governance Council Application

Tell us about yourself.

Name *

Short answer text

Email *

Short answer text

Phone Number *

Short answer text

Briefly tell us about yourself and your background. *

Long answer text

Why do you want to join the Governance Council? *

Long answer text

GC Committee Choice

Please place your preference for the committee you prefer to work on. Rank your choices with 1 being your first choice and 5 being your last choice. Please consider the time you are available while selecting your choice because regular attendance matters.

Member Name: _____

I have time for more than one committee. YES NO

_____ **Academic Excellence Committee, Regular Monthly Meetings- 1st Tuesday of the month at CEC or online at 10am-11am.**

- The mission of the Academic Excellence Committee is to monitor and evaluate student achievement and growth, curricular alignment, and charter benchmarks while staying true to the original mission, vision, and intention with which the charter was established.
- **RECENT WORK:** Fitness Job Description, Art Job Description (current work), elective course discussion, aligning our four curricular focal points, and contract measures.

_____ **Evolving Excellence Committee, Regular Monthly Meetings- 3rd Friday of the month at CEC 1:45-2:45.**

- **MISSION:** The mission of the Evolving Excellence Committee is to uphold the mission of the Chain Exploration Center and the Governance Council through the continuous exploration, recommendation, and implementation of governance best practices and policy-making; while cultivating positive relationships with our authorizer, our district, and the community at large.
- **RECENT WORK:** Amend the Bylaws; work toward the second version of the charter contract with the authorizer; define the relationship between the District Admin team and the Governance Council/Charter School; board member recruitment and development; and the annual board retreat and evaluation.

_____ **Fundraising and Finance Committee, Regular Meetings-3rd Monday or Tuesday of the month online or in person, TBD.**

- **RECENT WORK:** Fundraising efforts: Scrip, Golf Outing, GoFundMe for the Garden, and Outdoor Classroom/Pavilion. Finance work: identifying useful financial reports for monthly consideration, looking toward sustainable financial solutions to improve programming and opportunities for our students. Review plans for grant proposals.

_____ **Community Garden Committee, Regular meetings not yet set, TBD.**

- **MISSION:** Our mission is to create and manage a place and space to provide fresh produce and agricultural opportunities to students and the community of Waupaca.
- **RECENT WORK:** Garden timeline, volunteer coordination for garden plots, harvesters, and those willing to help donate. Coordinating efforts with the advisors to serve the needs of the classroom. Communicate with donation sites to maximize distribution and plant with production/intention. Seek out ways for community members to partner, most recently with the library and FoodWise to offer two programs on the property this summer/early fall.

_____ **Cultivating Connections, Regular meetings not yet set, TBD.**

- **MISSION:** The Cultivating Connections Committee is dedicated to establishing and maintaining an environment that promotes cultural, mental, and social health by supporting the adoption of attitudes that contribute to positive well-being and providing information, activities and services designed to support the initiative.
- **RECENT WORK:** Newest committee formed. Looking at collaborating with the Parent Teacher Group for social events. Discussing various methods of collecting feedback to reach as many voices as possible. A look at rituals, climate vs culture and how to positively impact our students, staff and families.

Founding History

- A core group of individuals began the initial investigation into starting a Charter School. This group included an elementary school teacher, a community member/ retired educator, a community environmentalist, a SDW school board member, and a parent. This group conducted research into the development of Charter Schools and shared information with the community to gauge interest; research included school visits, review of best practices, teaching methodology, and curriculum focus areas. The core group held a Community Forum to explore the possibility of a Charter School, followed by a 3-day summit. This Forum was held on March 21, 2017, with 35 community members in attendance. A 3-day community Summit followed on April 20-22, 2017. The Community Summit was an opportunity to deeply gauge the interests of the community and seek input. Following the Summit, many individuals expressed interest in developing the structure and focus areas of the CEC. This group included over 31 community members: 11 parents, local tourism store, Farmers State Bank, municipal-related representatives (City Administrator, Chief of Police, Waupaca Airport, public library, and Chamber of Commerce), 10 educators with diverse disciplines (Tech Education Director, Interventionist, Special Education, Middle School Principal, School Nurse, Director of Technology, grade level teachers), and SDW School Board member. Individuals volunteered to join the core group forming the Advisory Team; including eleven parents with multiple community roles, 4 individuals from three different local businesses, 2 Waupaca Foundry employees, and a representative of Farmers State Bank. The Advisory Team continued to meet weekly through August of 2017 to develop the vision for the CEC. The CEC Governance Board was formed through this Advisory Team and volunteers, a 7 -member board composed of diverse community members and parents. Additional community informational meetings were held on October 3, November 2, and January 29th, 2017, under the leadership of the Governance Board.
- The SDW contracted (\$18,000) with Innovative Schools Network (ISN) to guide the planning process. Advisors and SDW staff visited charter schools across the state; Barry Golden from ISN facilitated and guided the site-visit learning experience. The CECGC worked actively with the SDW to develop the parameters of operation, grade levels served, facilities, and budget for CEC. We opened in fall of the 2018-19 school year. The facilities for CEC is a SDW building, operated grades Early Childhood -2, that was transitioned to the CEC.

- Excerpt from the Federal Subgrant Award in 2018:

The Chain Exploration Center (CEC) will be a unique standards-based, Project-Based Learning (PBL) charter school opening in the School District of Waupaca (SDW), fall of 2018, serving grades K-8 by the 2022-2023 school year. The PBL method will engage and challenge students to acquire authentic curriculum and the 21st Century Skills society demands. The PBL method will offer our students authority over their own learning, leading to a thriving, small-school environment that will close the achievement gap for educationally disadvantaged students. The CEC name reflects the 25.5 acre school campus, which sits on Silver Lake, one of the northernmost lakes in the Waupaca Chain O'Lakes. An entire half acre of the campus provides access to Silver Lake with a large dock perfect for outdoor exploration and future projects. The remaining 25 acres, zoned agricultural, were previously farmed, and will be the relocated site of the district-funded Waupaca Community Garden. Almost 7 acres of wooded land is abetted by trails that will, with collaboration from High School and CEC students, lead to an outdoor classroom. Future projects include an adjoining children's garden, orchard, prairie plantings, small barn for animal husbandry, forestry, 2 outdoor classrooms, an aquaponics system, and an apiary. The CEC's main building, constructed in 1954 and most recently renovated in 2000, has 48,300 square feet. Currently, the school is open serving Early Childhood through grade 2. At the end of 4 years, the building will serve the CEC and will also serve as a separate community-based Early Childhood and 4K site that will share a portion of the building with the CEC. (No schools other than the 4K will share the building at the end of the grant period.) In addition to sizable classrooms, the building has a large performance stage, gymnasium, library, an art room, and music room, all with broadband internet access. The CEC will open as an elementary-level charter school encompassing grades 3-5 for the 2018- 2019 school year, serving no more than 54 students with a teacher-to-student ratio of 18:1. Each subsequent year the CEC will add two grade levels resulting in enrollment of 162 students in K-8 by the 2022-2023 school year. The CEC will reflect the Waupaca community by integrating and exploring four areas of focus including: Science, Technology, Engineering, and Math (S.T.E.M.), Fine Arts, Environment, and Agriculture. The project-based, 21st Century Skills school will use a multi-age setting, structured in trimesters. Each trimester students will design projects aligned with the State Standards and also one of the four focus areas. In addition, the school will partner with the University of Wisconsin Stevens Point (UWSP) Suzuki Music Program to create a school-wide orchestra. Also, each year the school will vote to design a year-long community-building project, impacting the school environment or the broad community of Waupaca. Students will break out for literacy
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and math in their ability levels during the a.m., moving to multi-age groups in the afternoons to focus on project work. Each student will be an active partner in their education, choosing a project and working with the teacher (called an 'advisor' at the CEC) to incorporate the needed elements into their project (e.g., State Standards, applications, identification of community partners, schedule, etc.). Each project will be student-centered, Wisconsin Common Core Standards driven, multidisciplinary, and will result in a final product presentation. CEC features:

- multi-age groupings
- Personalized Learning Plan (PLP) for every student
- Standards-based, 21st Century core curriculum embedded in authentic projects
- Meaningful partnerships with parents/guardians, families, private and public-sector stakeholders, and community members
- Career preparation through place-based learning opportunities
- Learning centered around the cutting-edge school labs, school garden, the forest, and lake
- Interaction of S.T.E.M. through the research-based Project Lead the Way program for all students
- Fine arts including Suzuki Music Program with UWSP

Enrollment and Lottery Process

- The Chain Exploration Center Inc. does not discriminate on the basis of a student's sex, race, religion, color, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, physical, mental, emotional or learning disability/handicap. It works to retain a student demographic aligned with the community and make special efforts to reach families who are typically underrepresented. Enrollment is voluntary and there is no tuition. The CEC is open to all District students. Open enrollment students may also attend the school in accordance with state law and District policies. A CEC application for all students is required as part of the admissions process. Additionally, if the student has never attended the School District of Waupaca, district registration is also required.
- If a student is admitted and is attending CEC to find that project-based and personalized learning is not the right fit for them, a meeting will be held to determine the best school placement for the student. If a child leaves the CEC during the year for another school, he or she may not re-enter the CEC until the next school year, and must follow the same lottery process at that time. An exit survey is required upon withdrawal, to help us determine community needs.
- **LOTTERY:** There is an enrollment window each year. If applications do not exceed the established cap, all students are accepted for admission and no lottery is held. Additional students are accepted with the time-stamp of application being the establishment of priority. If more than the established cap enroll during the window, by law, all applicants make up the lottery pool. The totally random selection ensures fairness and equal access. The total number of openings will be posted, and all names applying for those openings will be added to a pool and pulled at random until each grade level is full. The Governance Council performs the lottery, and it is part of the school record. Those not accepted are placed on a priority waiting list in the order drawn. The waiting list is in effect until January 1 of the next year. An automatic enrollment preference shall be extended to siblings of students currently attending the CEC or alumni, and children of the Governance Council and employees(whose children shall not be more than 10% of the student population); then to students currently enrolled in the School District of Waupaca. Students currently attending the CEC do not need to reapply each year.

Bylaws

BYLAWS OF CHAIN EXPLORATION CENTER INC.

ARTICLE 1

IDENTIFICATION

The name of the school is Chain Exploration Center Inc. (CEC)

Section 1.02. Governance Council.

The “Governance Council” (GC) shall mean the Board of Directors of the Corporation.

Section 1.03. Principal and Business Offices.

The CEC may have such principal and other business offices in the state of Wisconsin, as the GC may designate or as the CEC's business may require from time to time.

Section 1.04. Registered Agent and Office.

The address of the CEC's registered office may be changed from time to time by or under the authority of the GC, or by the Registered Agent. The business office of the CEC's Registered Agent shall be identical to the registered office. The CEC's registered office may be, but not need to be, identical with the CEC principal office in the state of Wisconsin.

ARTICLE 2

PURPOSE

Section 2.01. Purpose.

Our mission is to provide a place where children explore their passions and gain a strong educational foundation through project-based learning in a collaborative environment.

1. To manage, operate, guide, direct, and promote the Chain Exploration Center (CEC Inc.), a Wisconsin Charter School, located within the School District of Waupaca (SDW), adhering to all charter agreements with the SDW.
2. To provide for the delivery and holding of exhibits, lectures, public meetings, classes, and conferences calculated directly or indirectly to advance the course of education.

3. To solicit and receive contributions from any sources, whether unrestricted or for designated purposes, and to hold the same for such designated purposes or subject to such contributions as may be specified in the terms of the gift or grant.
4. To engage in any and all charitable and educational activities for purposes consistent with these Bylaws as may be determined by the Governance Council (GC) members from time to time.

ARTICLE 3

MEMBERSHIP

Section 3.01. Membership.

The CEC's membership shall be comprised of families of currently enrolled students. Each family is allowed two votes (regardless of number of parents/guardians) in the annual GC member election held at the Annual Meeting, as defined in the section 4.03. Membership must be present at the Annual Meeting to cast their votes.

ARTICLE 4

CEC GOVERNANCE COUNCIL

Section 4.01. General Powers.

Subject to any limitation set forth in the Articles of Incorporation or the charter, the CEC's powers shall be exercised by or under the authority of, and its business and affairs shall be managed under the direction of its GC including, but not limited to, the following:

1. Providing direction for the school by upholding the CEC's mission and vision.
 2. Leading the CEC's short-term, long-term, and strategic planning.
 3. Working collaboratively with the community, consultants/contractors, and the SDW Administrator. Monitoring, writing, approving, and implementing and revising as needed, the Charter School Contract, Articles of Incorporation, and 501(c)3 status.
 4. Supporting the GC and advisors' professional development that enhance curriculum and
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child development.

5. Establishing and supporting policies relating to the operation of the CEC.
6. Ensuring sound fiscal decisions and management of all monies entrusted to the CEC. 7. Working in collaboration with the SDW, families, and community members to garner public funds.
8. Approving fundraising activities.
9. Establishing grant options, application, implementation, and distribution of funds processes to provide nonpublic resources to sustain and meet the goals of the CEC. 10. Maintaining open channels of communication with the SDW and the community.

Section 4.02. Number, Tenure, Responsibilities, and Qualifications.

The number of GC members shall consist of between five and nine diverse members.

GC Members are up for renewal annually, following the initial two-year term. Open seats are open to anyone to apply and approved by the existing GC members.

All members of the GC should be responsible for the following.

1. Building partnerships and alliances that further the work and sustainability of the CEC by developing a promotional and marketing strategic plan that supports the communication goals of the GC.
2. Creating and maintaining a positive public image in alignment with the CEC's mission and vision through public relations.
3. Fostering relationships with local businesses and community organizations.
4. Investigating new resource development projects, activities, and ideas for possible use in the future.
5. Recruiting foundation partners that are in alignment with the CEC vision and mission.

Section 4.03. Annual, Regular, and Special Meetings.

An annual meeting of the GC for the election of Council Members and Officers and such other business as may come before the meeting shall be held no later than June 30 of each year. In addition to the Annual Meeting, regular meetings of the GC shall be held once a month from at

least ten months per year, excepting in the month of the Annual Meeting, and at such other times as the GC may, from time to time, determine.

Special meetings may be called by the GC President, CEC Administrator, or by a simple majority of GC members. Notice of any special meeting shall be posted at least twenty-four (24) hours before said special meeting at the CEC office and such other places as the GC may determine. A copy of said notice shall be served upon each member of the GC by personal delivery to the member or his/her residence, by first-class mail, or by electronic mail at least twenty-four (24) hours prior to the meeting.

Section 4.04. Meetings by Electronic Means of Communication.

To the extent provided in these Bylaws, the GC, or any committee of the GC, may, in addition to conducting meetings in which each council member participates in person, and notwithstanding any place set forth in the notice of the meeting or these Bylaws, conduct any regular or special meeting by the use of electronic means of communication, provided (1) all participating GC Members may simultaneously hear each other during the meeting, or (2) all communication during the meeting is immediately transmitted to each participating GC Member, and each is able to immediately send messages to all other participating GC Members. Before the commencement of any business at a meeting at which any GC Members do not participate in person, all participating GC Members shall be informed that a meeting is taking place at which official business may be transacted. Notwithstanding the foregoing, the GC shall not conduct any meeting in a manner that would violate Wisconsin's Open Meetings Law, set forth in Wis. Stats. 19.81, et al ("Wisconsin's Open Meetings Law"). Any GC meeting conducted by the use of any electronic means of communication shall comply with Wisconsin's Open Meetings Law as applicable, including, but not limited to, providing the public with the required notice, if any, and allowing members of the public a means of monitoring the meeting in real time.

Section 4.05. Notice of Meeting.

Notice of each GC meeting, except meetings pursuant to Section 4.03 of these Bylaws, shall be delivered to each GC Member at an address the Member shall have designated in writing and filed with the secretary. Notice may be given orally or communicated in person, by telephone, telegraph, teletype, facsimile, email or other form of wire or wireless communication, private carrier, or in any other manner provided by Ch. 181. Notice shall be given not less than 72 hours before the meeting being noticed. Written notice shall be deemed given at the earlier of the time it is received or at the time it is deposited with postage prepaid in the United States mail or

delivered to the private carrier. The President shall deliver a written agenda to all GC Members at least 72 hours prior to the meeting.

All GC meetings shall be governed by Consensus and shall comply with Wisconsin's Open Meeting Law, Set forth in Wis. Stat., 19.81, et al. The GC shall provide at least 72 hours advance notice of meetings to the public and the office of the SDW Administrator, except in the case of an emergency meeting, where 24 hours' notice will be given. Such notices shall state the time, date, location, purpose, and agenda of the meetings.

Section 4.06. Quorum Requirement.

Except as otherwise provided in the Articles of Incorporation or these Bylaws, a majority of the number of GC Members as required in Section 4.02 of these Bylaws shall constitute a quorum for the transaction of business at any GC meeting, but a majority (51%) of the GC Members present, though less than such quorum, may adjourn the meeting to another time without further notice. A majority of the number of GC Members appointed to serve on a committee shall constitute a quorum for the transaction of business as any committee meeting.

Section 4.07. Voting Requirement.

The Consensus vote of the GC Members present at a meeting at which a quorum is present shall be the act of the GC or a committee of the GC. This provision shall not, however, apply to any action taken by the GC in the event the affirmative vote of a greater number of GC Members is required by law, the Articles of Incorporation, or any other provision of these Bylaws. A GC Member must be present at the meeting at the time a Consensus is called. No GC Member may vote by proxy or absentee ballots.

Section 4.08. Election and Vacancies.

The GC may accept nomination for vacancies. A prospective GC Member shall submit an application and may be reviewed by all GC members. Prior to becoming a GC Member, a prospective GC Member shall be subject to a background check.

GC Members of the CEC shall be elected by an affirmative vote of the majority of the Membership at the GC Annual Meeting. Any vacancy occurring on the GC may be filled until the next succeeding Annual Meeting by an affirmative vote of a majority of the members in attendance. Officers are appointed from within the GC body after all vacancies have been filled.

Section 4.09. Resignation and Removal.

A GC Member may resign by submitting his or her resignation in writing to the President of the GC. A member may be removed for cause at a meeting of members by an affirmative vote of two-thirds of the remaining GC Members. Members being considered for removal shall receive at least two weeks' notice of such proposed action and shall have the opportunity to address the GC regarding such action prior to any vote on such removal.

A member may be removed for cause by a majority vote of the entire Governance Board. Cause could be for failing to adhere to the list of expectations and commitments expected from council members, as well as unprofessional/disrespectful conduct.

Members are expected to attend all Governance Council meetings. If a member cannot attend a meeting, they are asked to inform the Secretary of the Board before the meeting. If a member's attendance drops below 80%. It shall be the duty of the Secretary of the Board to inform the President of the Board. It shall then be the President's job to communicate with the member to ascertain the member's interest in retaining Board membership. Failure to provide an adequate response may qualify as sufficient cause for removal from the Governance Council.

Section 4.10. Additional Task Groups.

In addition to the Officers referred to in Section 5.01 in these Bylaws, the GC may create ad-hoc or temporary task groups. These task groups will be assigned by the GC to work under specific standing committees and report to the GC as assigned. Upon completion of said task and report to the standing committee or the GC, the task group will be terminated.

Section 4.11. Compensation.

GC Members are volunteers and shall not be compensated for their time and effort. The GC may authorize officers, GC Members, and committee members to be reimbursed for necessary expenses incurred while on CEC business in accordance with the School District of Waupaca Policy 671.2R1.

Section 4.12. Conflict of Interest.

The Board shall comply with the CEC's Conflict of Interest Policy that is attached as Exhibit A, as amended from time to time.

To avoid conflict of interest or the appearance of such conflict, each CEC Governance Council member shall disclose in writing to the GC any existing or potential conflict of interest that might harm the GC or the CEC. This disclosure shall occur prior to a member's initial election onto the GC, and each year thereafter immediately following the CEC Annual Meeting. Signed disclosure statements shall be maintained on file in the CEC office.

ARTICLE 5

OFFICERS

Section 5.01. Number and Titles.

The CEC's Principal Officers shall be President, Vice-President, Secretary, and Treasurer, each of whom shall be elected by the GC. The GC may designate other officer positions from time to time.

Section 5.02. Election and Term of Office.

The Officers of the CEC shall be elected annually by the GC or to the extent authorized in these Bylaws, by another duly appointed Officer. Each Officer shall hold office until his or her successor shall have been duly elected or until the Officer's inability to serve, resignation, or removal as provided in these Bylaws. Officers are up for renewal annually. Open seats are available to any GC Member to apply and approved by the existing GC Members

Section 5.03. Removal.

The GC may remove any Officer or committee member whenever it is in the best interest of the CEC by a two-thirds vote.

Section 5.04. Resignations.

Any Officer may resign at any time by giving written notice to the CEC, the GC, or the Secretary. Any such resignation shall take effect when the notice of resignation is delivered, unless the notice specifies a later effective date and the CEC accepts the later effective date.

Section 5.05. Vacancies.

A vacancy in any office shall be filled in the manner prescribed for regular elections or appointments to the office for the unexpired portion of the term.

Section 5.06. The President.

The President shall, subject to the GC's control:

1. Shall preside at all GC meetings at which he or she is present and able.
2. Prepare and distribute an agenda 72 hours prior to all GC meetings (with the exception of special meetings).
3. Shall oversee formation and execution of committees.
4. Have authority to sign, execute, and deliver in the CEC's name all instruments either when specifically authorized by the GC or when required or deemed necessary or advisable by the GC in the ordinary conduct of the CEC's normal business, except in cases where the signing and execution of the instruments shall be expressly delegated by these Bylaws or by the GC to some other Officer(s) or Agent(s) of the CEC or shall be required by law or otherwise to be signed or executed by some other Officer or Agent.
5. Shall serve as Past President for one year after term to facilitate the transition of the incoming chair.

Section 5.07. The Vice-President.

In the President's absence, or inability to act, or if for any reason it shall be impractical for the President to act personally, the Vice President shall perform the duties of the President, and when so acting, shall have all the powers of the President. The Vice President shall perform such other duties and have such authority as from time to time may be delegated or assigned to him/her by the President of the GC. The VP shall serve as the EEC chair.

Section 5.08. The Secretary.

The Secretary shall:

1. Keep minutes of Regular, Special and Annual GC meetings and submit them to all GC Members within one week of the previous meeting.
 2. Post and actively maintain meeting minutes to the public Google share drive for notice on the CEC website.
 3. Maintain records of attendance and notify the president if attendance by any member of the GC drops below the expected amount.
 4. See that all notices are duly given in accordance with these Bylaws or as required by law.
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5. Other duties as assigned by GC President.

Section 5.12. The Treasurer.

The Treasurer shall:

1. Have charge and responsibility for all of the CEC's designated funds or private donations. Receive receipts and make payments in the CEC's name in such banks or financial institutions as decided upon by the GC and these bylaws. Such receipts and payments must be in alignment with the CEC's stated purpose and mission.
2. Maintain proper books and records, with appropriate supporting documentation, for both incoming and outgoing funds.
3. Have the right to require, upon request, reports or statements that provide information related to the financial transactions of the CEC.
4. Work with the GC to develop, monitor, and review budget allocations as well as reconcile such records on a regular basis to ensure appropriate use of funds in accordance with the CEC's stated purpose and mission.
5. Provide financial condition reports on a regular, or ad hoc basis, at the request of the GC.
6. Perform all necessary duties as described in Article 7.

ARTICLE 6**COMMITTEES****Section 6.01. Committee Formation.**

The GC may create committees; consisting of one or more GC Members. Each committee shall conduct its activities and make reports to the GC as the council may request and in consistency with Consensus.

Section 6.02. Standing Committees.

The following shall be standing committees of the GC: Fundraising and Finance, Academic Excellence, Evolving Excellence, Chain Community Garden Committee, Cultivating Connections Committee. Each committee shall make a report to the GC at the council meetings, annually evaluate its work as a committee and the objectives it has committed itself to and report on same to the GC. Committee appointments of the President and members shall be made annually by the President of the GC with the advice and consent of the council in accordance

with the Bylaws. The chair of each committee shall be a member of the GC. Additional committee members may be appointed and need not be members of the GC.

A. Fundraising and Finance Committee.

The Fundraising and Finance Committee's responsibilities shall include:

- a. Build partnerships and alliances that further the work and sustainability of the CEC to raise funds for the school through the research and management of opportunities for fundraising and other development activities and events.
- b. Foster relationships with local businesses and community organizations.
- c. Develop an annual fundraising plan that will generate the funds needed to meet the non-public and non-grant fundraising goal.
- d. Develop the necessary subcommittee systems to successfully carry out the fundraising events and activities that are part of the annual fundraising plan; supervise the functions of the subcommittees; develop a plan for involving GC members in the non-grant resource development activities of the CEC.
- e. Works with the GC Treasurer to manage fiscal accountability and compliance.
- f. Research and identify relevant grant opportunities
- g. Gather input from CEC Advisors and the Administrator to identify upcoming needs.
- h. Coordinate, recruit grant writers and assist (as time allows) with the actual grant writing.
- i. Maintain a file of information typically needed to write a grant and copies of previously written grants.
- j. Administrator shall approve grant applications if the deadline is within four weeks and/or the amount of the grant is less than \$1500.
- k. Any grants applied for or received come before the GC for approval at monthly GC Regular Meetings or during a special meeting.

B. Evolving Excellence Committee

The mission of the Evolving Excellence Committee is to uphold the mission of the Chain Exploration Center and the Governance Council through continuous exploration, recommendation, and implementation of governance best practices, policy-making, and cultivating positive relationships with our authorizer, our district, and the community at large. The responsibilities shall include:

- a. Monitor board compliance with the bylaws and charter contract while maintaining updates to documents as may be necessary.
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- b. Monitor board structure and processes that align with best practices for a charter school board.
- c. Recruit foundation partners that are in alignment with the CEC vision and mission while identifying possible future GC candidates.
- d. Identify and implement best practices to retain governance members through items such as job descriptions, handbooks, ongoing training and professional development, recruitment tools and practices, etc.
- e. Makes recommendations on re-election, removal, or resignation of board members including board composition.
- f. Advises protocol for potential conflicts of interest of directors, officers, or GC members.

C. Academic Excellence Committee

The mission of the Academic Excellence Committee is to monitor and evaluate student achievement and growth, curricular alignment, and charter benchmarks while staying true to the original mission, vision, and intention with which the charter was established. The Academic Excellence Committee's responsibilities shall include:

- a. Define academic excellence for our school and annually review definitions.
- b. Ensure goals are measurable, regularly monitor progress and evaluate the effectiveness including those, but not limited to outlined in the charter contract.
- c. Review and advise course alignment with the CEC mission statement.
- d. Set annual achievement goals to be presented to the GC.
- e. Review CEO's proposed goals/reporting timeline and recommend finalized goals/reporting timeline to the full board for approval; ensure that all trustees understand the goals.
- f. Ensure that all GC members understand what standardized assessments the CEC administers, when each one is administered, what each one assesses, and how the data from each is used to guide instruction.

D. Chain Community Garden Committee

The mission of the Chain Community Garden is to create and manage a place and space to provide fresh produce and agricultural opportunities to students and the community of Waupaca. The responsibilities shall include:

- a. Coordinate and align the annual growing season with all area community gardens while utilizing vital feedback from donation sites to drive planting and production.
-

- b. Advocate, educate, and seek out community members and potential partnerships.
- c. Maintain a sustainable fund balance and coordinate with the Fundraising Committee.
- d. Coordinate all garden efforts: seed order, plant order, seedlings, planting schedule, harvest schedule, volunteer and school coordination, harvest and delivery, and annual clean up.
- e. Report summary of accomplishments and goals annually to the full board.

E. Cultivating Connections Committee

Cultivating Connections Committee is dedicated to establishing and maintaining an environment that promotes cultural, mental, and social health by supporting the adoption of attitudes that contribute to positive well-being and providing information, activities and services designed to support the initiative.

- a. Monitor and evaluate the mental health, wellbeing, and social climate of students, staff, and families through a variety of measures with the intention of improving and growing the culture of CEC.
- b. Analyze ways to improve communication and connect with families, staff, and students with the intention of creating an environment of wellness and belonging.
- c. Organize health and wellness promoting programs for the CEC staff and membership.

ARTICLE 7

EXPENDITURES, LOANS, CHECKS, DEPOSITS, AND AUDITS

Section 7.01. Expenditures.

The CEC expenditures related to state and federal grants and per pupil enrollment distribution will be handled by the SDW.

Non-per-pupil funds, foundation grants and private donations are the responsibility of the Fundraising Committee and the Treasurer and will be deposited by the CEC at a designated local bank.

Section 7.02. Checks, Drafts, Credit Cards, Notes, etc.

The treasurer has the authority to sign for expenditures that fall within the CEC's budget. Any expenditure will require GC approval. Authorized signatories will be those on file at the chosen local bank.

Section 7.03. Deposits.

All funds of the CEC shall be deposited from time to time to the CEC's credit at the chosen local bank.

Section 7.04. Corporate Audit.

As an instrumentality of the SDW, the corporate financial records and book of account shall be audited by the SDW auditor annually or as otherwise requested by the GC.

ARTICLE 8**INDEMNIFICATION****Section 8.01. General.**

The CEC shall, to the fullest extent authorized by section 181.0872 of the Wisconsin States or the corresponding provision of any future Wisconsin non-stock corporation law, indemnify any GC Member or Officer in a proceeding in which he or she was a party because he or she was a GC Member or Officer of the CEC. These indemnification rights shall not be deemed to exclude any other rights which the GC Member or Officer may otherwise be entitled. The CEC may, to the fullest extent authorized by Ch. 181, indemnify, reimburse, or advance expenses of GC Members or Officers. Further, indemnification or reimbursement shall not be granted to a GC Member, Officer, or another who has been found liable for willful misconduct in the performance of corporate duties. The GC may authorize the CEC to purchase such insurance as the GC deems necessary or appropriate to insure its GC Members, Officers and employees against liability of any kind.

ARTICLE 9**BOOKS AND RECORDS****Section 9.01. Place of Keeping Corporate Records.**

The records and documents required by laws to be kept by the CEC permanently shall be kept at the CEC principal office and all records backed electronically.

Section 9.02. Fiscal Year

As an instrumentality of the SDW, the fiscal year of the CEC shall coincide with the fiscal year of the SDW, 7/1 through 6/30.

Section 10.01. Bylaws.**ARTICLE 10****AMENDMENTS**

The GC may alter, amend or repeal these Bylaws or adopt new Bylaws at any Annual, Regular, or Special Meeting of the GC, in whole or in part, by a two-thirds (2/3) vote of the GC. No proposed amendment or repeal of these Bylaws by the GC will be adopted unless the GC members are notified, in writing, by regular mail, facsimile, or electronic mail sent at least fourteen (14) days, and not more than thirty (30) days, prior to the date of the meeting at which the same is intended to be considered; or unless each of the GC members not so timely notified execute a waiver of such notice.

Any and all proposed amendments or repeal, in whole or in part, to these Bylaws to be voted on by the GC shall be posted on the CEC website or other electronic means of communication maintained by the CEC at least fourteen (14) days prior to the meeting at which said amendment or repeal is to be considered. The material posted shall include the fact of the amendment or repeal to be considered at said meeting, the content of said amendment or repeal, and explanation of the general nature and purpose for said amendment or repeal.

Upon adoption of any amendment by the GC, a copy of the Bylaws as amended shall be promptly posted on the CEC web site.

Section 10.02. Articles of Incorporation.

The Articles of Incorporation may be amended, in whole or in part, by a two-thirds (2/3) vote of the GC.

The providing of notice and the manner in which said notice is to be provided must be in the same manner as set forth in Section 10.01.

Conflict of Interest Policy

EXHIBIT A

CONFLICT OF INTEREST POLICY Chain Exploration Center Inc. updated 7.1.2022

1. ARTICLE I. DOCUMENT PURPOSE.

1.1. The purpose of the conflict of interest policy is to protect this tax-exempt organization's (Chain Exploration Center Inc.) interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or director of the organization.

2. ARTICLE II. DEFINITIONS.

2.1. Interested Person. Any officer, member of a committee/sub-committee, or member of a task group with Governance Council delegated powers, who has the direct or indirect financial interest, as defined below, is an interested person.

2.2. Financial Interest. A person has financial interest if the person has, directly or indirectly, through business, investment or family:

- a. An ownership or investment interest in any entity with which the Chain Exploration Center Inc. (CEC) has a transaction or arrangement,
- b. A compensation arrangement with the CEC or with any entity or individual with which CEC has a transaction or arrangement, or
- c. A potential ownership or investment interest in, or compensations arrangement with, any entity or individual with which the CEC is negotiating a transaction arrangement.

2.3. Compensation. Includes direct or indirect remuneration as well as gifts or favors that are not substantial.

3. ARTICLE III. PROCEDURES.

3.1. Duty to Disclose. In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the members of the Governance Council considering the proposed transaction or agreement.

3.2. Determining Whether a Conflict of Interest Exists. After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he/she shall leave the Governance Council or committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining board or committee members shall decide if a conflict of interest exists.

3.3. Procedures for Addressing the Conflict of Interest.

- a. An interested person may make a presentation at the Governance Council meeting, but after the presentation, he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.
- b. The chairperson of the Governance Council shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.
- c. After exercising due diligence, the Governance Council shall determine whether the Organization can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.
- d. If a more advantageous transaction or arrangement isn't reasonably possible under circumstances not producing a conflict of interest, the Governance Council shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in the Organizations' best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination it shall make its decision as to whether to enter into the transaction or arrangement.

3.4. Violations of the Conflicts of Interest Policy.

- a. If the Governance Council has a reasonable cause to believe a member has failed to disclose the actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.
 - b. If, after hearing the member's response and after making further investigation as warranted by the circumstances, the Governance Council determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.
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4. ARTICLE IV. RECORDS OF PROCEEDINGS

4.1. The minutes of the Governance Council and committees with board delegated powers shall contain:

- a. The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the Governance Council decision as to whether a conflict of interest in fact existed.
- b. The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.

5. ARTICLE V. COMPENSATION.

5.1. The Governance Council shall not be compensated directly. If compensation by direct or indirect means occurs, the following shall apply:

- a. A voting member of the Governance Council who receives compensations, directly or indirectly, from the Organization for services is precluded from voting on matters pertaining to that member's compensation.
- b. A voting member of any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Organization for services is precluded from voting on matters pertaining to that member's compensation.
- c. No voting member of the Governance Council or any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Organization, either individually or collectively, is prohibited from providing information to any committee regarding compensation.

6. ARTICLE VI. ANNUAL STATEMENTS.

6.1. Each director, principal officer and member of a committee with Governance Council delegated powers shall annually sign a statement which affirms such person:

- a. Has received a copy of the conflicts of interest policy,
 - b. Has read and understands the policy,
-

- c. Has agreed to comply with the policy, and
- d. Understands the Organization is charitable and in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

7. ARTICLE VII. PERIODIC REVIEWS.

7.1. To ensure the Organization operates in a manner consistent with charitable purposes and doesn't engage in activities that could jeopardize its tax-exempt status, periodic reviews shall be conducted. The periodic reviews shall, at a minimum, include the following subjects:

- a. Whether compensation arrangements and benefits are reasonable, based on competent survey information, and the result of arm's length bargaining.
- b. Whether partnerships, joint ventures, and arrangements with management organizations conform to the Organization's written policies, are properly recorded, reflect reasonable investment or payments for goods and services, further charitable purposes and don't result in inurement, impermissible private benefit, or in an excess benefit transaction.

8. ARTICLE VIII. USE OF OUTSIDE EXPERTS.

8.1. When conducting the periodic reviews as provided for in Article VII, the

Organizations may, but need not, use outside advisors. If outside experts are used, their use shall not relieve the Governance Council of its responsibility for ensuring periodic reviews are conducted.

Disclosure of any conflicts, financial interest, or related parties if any:

Acknowledgement of receipt and understanding:

Signature: _____ **Date:** _____

Print Name: _____

Open Meeting Law Quick Tips

1. Meetings which will reach quorum must be posted a minimum of 24 hours in advance.
2. Notice must be provided to the public, to the news media, as requested, and to the official newspaper
3. Gatherings of GC committees and subcommittees must follow open meetings law.
4. A meeting cannot begin in closed session.
5. Closed session cannot occur simply because a discussion may be uncomfortable during open session.
6. Minutes from closed session must be kept separate from those of open session.
7. Minutes must be published within 45 days after the meeting.
8. All meeting minutes, including closed session, are subject to an open record request.
9. The law does not require a public comment period, however it permits it as long as it is posted on the agenda.
10. When emailing within the GC, never use reply all-- always BCC line.
11. Chance encounters are excluded, however if known in advance, it should be posted as a social gathering with no action.
12. Avoid "walking quorums" as these violate the law.
13. Generic agenda items should be avoided.

Public Comment Period

The Chain Exploration Center Governance Council recognizes the value of public comment on educational issues and the importance of allowing members of the public to express themselves on CEC matters.

To permit fair and orderly public expression, the Governance Council shall provide a period for public participation at every regular meeting of the Governance Council and publish rules to govern such participation in Governance Council meetings in accordance with open meeting laws.

The presiding officer of each Governance Council meeting at which public participation is permitted shall administer the rules of the Governance Council for its conduct.

The presiding officer shall be guided by the following rules:

1. Attendees must register their intention to participate in the public portion of the meeting upon their arrival at the meeting.
2. Participants must be recognized by the presiding officer and will be requested to preface their comments by an announcement of their name; address; group affiliation, if and when appropriate.
3. The time allocation for public participation by all participants shall be limited to fifteen (15) minutes of meeting time, unless agreed upon by the Governance Council majority. The Governance Council's presiding officer is authorized to determine the appropriate amount of time allotted to each speaker.
4. No participant may speak more than once on the same topic unless all others who wish to speak on that topic have been heard.
5. All statements shall be directed to the presiding officer; no person may address or question Governance Council members individually.
6. The presiding officer may:
 - a. interrupt, warn, or terminate a participant's statement when the statement is too lengthy, personally directed, abusive, obscene, or irrelevant;
 - b. request any individual to leave the meeting when that person does not observe reasonable decorum;
 - c. request the assistance of law enforcement officers in the removal of a disorderly person when that person's conduct interferes with the orderly progress of the meeting;
 - d. call for a recess or an adjournment to another time when the lack of public decorum so interferes with the orderly conduct of the meeting as to warrant such action;
 - e. waive these rules.

Meeting & Agenda Structure

Process

- **Governance Council Calendar:** At the annual meeting in June, the Governance Council should calendarize any foreseeable important dates and topics needing attention in a particular month.
- **Calling the Meeting and Developing the Agenda:** At the end of each Governance Council meeting the upcoming meeting dates shall be listed and announced. Regular GC Monthly meetings shall occur on the 1st Friday of the month to account for the dual demand placed on the Administrator from the GC and the BOE monthly meetings. The President will select a date prior to the meeting in which all agenda items must be submitted for the timely addition to the agenda.
- **Posting of the Agenda:** The Administrative Assistant is responsible for making sure that the agenda for any Governance Council meeting is posted in at least three (3) public places within 24 hours of the meeting being held in accordance with Open Meeting Law.
- **Preparing for a Governance Council Meeting:** Governance Council members will be sent the agenda and any correlating documents via email within 72 hours minimum of the Regular Meeting in accordance with the Governance Council Bylaws. It is imperative that all members review all documents prior to the scheduled Governance Council meeting.

Agenda Format- the format is modeled after the School District of Waupaca Board of Education agenda format.

- **Opening Items**
 - **Record Attendance & Guests**
 - **Call to Order**
 - **Approval of the Agenda**
 - **Approval of Minutes**
 - **Public Comment:** Members of the public are allowed to bring concerns and questions to the Governance Council. Up to 10 minutes total will be allowed for public comment. Public comment will be limited to two (3) minutes per person. People interested in speaking should notify the President, VP, or Administrator/CEO prior to the meeting start. Topics brought up may be placed on a later agenda.
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- **Advisor Update:** One advisor is present to update GC on the current workings in all grade groupings.
 - **Student Update:** A student update may occur sporadically throughout the year. To accommodate any last minute changes, this is a standing item.
 - **Administrator/CEO Report and Update:** The following are standing items. Additional items are added as needed. These additions may be upcoming events, parent requests, staff requests, district principal information, building updates, etc.
 - **Enrollment**
 - **General Operations**
 - **Governance:** The following are standing items. Additional items are placed under the heading “Governance,” monthly. These additions may include topics such as: DPI Requirements, WRCCS/Charter Best Practices, BOE Policy Review, Data Review, Feedback Review, etc.
 - **Donations**
 - **Budget**
 - **Personnel- Resignations, Hires, Transfers/Changes**
 - **Governance Committees:** The committee chair of each of the four committees will give monthly updates. Occasionally, committee work may be done during a board meeting. Any ad hoc committees shall be listed within this heading as well as any temporary task force.
 - **Academic Excellence Committee**
 - **Evolving Excellence Committee**
 - **Finance and Fundraising Committee:** *The following “Grant Applications/Awards” shall be a standing item within the committee to allow for ease of application/award notice and approval.*
 - Grant Applications/Awards
 - **Community Garden Committee**
 - **Cultivating Connections Committee**
 - **Other Business:**
 - **Upcoming Meetings & Events**
 - **Important Dates**
 - **Schedule Topics**
 - **Closing Items**
 - **Adjournment**
-

Calendar of Work

- July Topics
 - GC- WRCCS Conference
 - Approval of Annual Report and Presentation to BOE
 - School Audit
 - August Topics
 - Review Website for Possible Changes
 - Finalize/Approval of Fundraising Plan for the Year
 - September Topics
 - Mandatory Parent Meeting
 - October Topics
 - Approval of Form 990 to IRS by November 15
 - November Topics
 - Review Testing Data
 - December Topics
 - Audit to DPI
 - January Topics
 - Mid-Year Report Due to DPI
 - Finalize Garden Planting Plan for Spring
 - February Topics
 - Enrollment opens/ Lottery Date and Discussion
 - GC - Recruitment- Skillset Discussion
 - March Topics
 - Notice of Annual Report Filing with State of Wisconsin Department of Financial Institutions
 - Begin Administrator Evaluation in Evolving Excellence
 - April Topics
 - Domain Renewal- www.chainexplorationcenter.org
 - Continue Administrator Evaluation- Invite District Administration to the Evaluation as a non-active participant.
 - May Topics
 - WIX - Site Hosting Renewal
 - Community Garden Planting
 - June Topics
 - 8th Grade Celebration of Excellence
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- Testing Data Review
- Annual Meeting
 - Annual Election for GC Vacancies
 - Officer Elections
 - Committee Assignments
 - Self-Reflection/ Board Effectiveness
 - Goal Setting
 - A look at previous year's goals as well as set new goals, short and long term.
 - Approve Annual Budget
 - Sign Conflict of Interest Policy
 - Review & Update GC Handbook

Annual Retreat Evaluation & Meeting

Process:

- GC members engage in a reflection and self evaluation annually, prior to the annual meeting.
- Results from the self-reflection are shared with the GC during the annual meeting with the most inconsistent responses identified ahead of time.
- GC members then engage in an annual goal setting process with these items in mind as well as a reflection and look at previous goals.
- Goal setting categories reflect committee work as well as an “additional comments” section for those goals identifying work outside committees.

2022 Governance Council Annual Evaluation

Please fill out the annual evaluation form for the board. This is modeled after Board on Track, WRCCS, Board Source, NACSA, and various other sites.

The CEC has a three to five-year strategic plan or a set of clear long range goals and priorities. *

	1	2	3	4	5	
Strongly Disagree	<input type="radio"/>	Strongly Agree				

The meeting agenda clearly reflects our strategic plan or priorities. *

	1	2	3	4	5	
Strongly Disagree	<input type="radio"/>	Strongly Agree				

The council gives direction to staff on how to achieve the goals primarily by setting or referring to policies. *

	1	2	3	4	5	
Strongly Disagree	<input type="radio"/>	Strongly Agree				

The council ensures that the organization's accomplishments and challenges are communicated to members and stakeholders. *

	1	2	3	4	5	
Strongly Disagree	<input type="radio"/>	Strongly Agree				

Council members are aware of what is expected of them. *

	1	2	3	4	5	
Strongly Disagree	<input type="radio"/>	Strongly Agree				

The agenda of council meetings is well planned so that we are able to get through all necessary council business. *

	1	2	3	4	5	
Strongly Disagree	<input type="radio"/>	Strongly Agree				

It seems like most board members come to meetings prepared. *

	1	2	3	4	5	
Strongly Disagree	<input type="radio"/>	Strongly Agree				

We receive written reports to the council in advance of our meetings. *

	1	2	3	4	5	
Strongly Disagree	<input type="radio"/>	Strongly Agree				

All council members participate in important council discussions. *

	1	2	3	4	5	
Strongly Disagree	<input type="radio"/>	Strongly Agree				

All board members have read and fully understand the critical components of the charter ^{*} promises.

	1	2	3	4	5	
Strongly Disagree	<input type="radio"/>	Strongly Agree				

The full board is equipped to execute their fiduciary responsibility. The full board ^{*} understands the annual budget and is knowledgeable about the short and long-term financial outlook of the school.

	1	2	3	4	5	
Strongly Disagree	<input type="radio"/>	Strongly Agree				

We do a good job encouraging and dealing with different points of view. ^{*}

	1	2	3	4	5	
Strongly Disagree	<input type="radio"/>	Strongly Agree				

We all support the decisions we make. ^{*}

	1	2	3	4	5	
Strongly Disagree	<input type="radio"/>	Strongly Agree				

Our council meetings are always interesting. ^{*}

	1	2	3	4	5	
Strongly Disagree	<input type="radio"/>	Strongly Agree				

Our council meetings are frequently fun. *

	1	2	3	4	5	
Strongly Disagree	<input type="radio"/>	Strongly Agree				

The board has a few well-functioning committees. *

	1	2	3	4	5	
Strongly Disagree	<input type="radio"/>	Strongly Agree				

There is good two-way communication between the council and the Administrator. *

	1	2	3	4	5	
Strongly Disagree	<input type="radio"/>	Strongly Agree				

There is a strong working relationship between School Leader and Board Chair. *

	1	2	3	4	5	
Strongly Disagree	<input type="radio"/>	Strongly Agree				

The council trusts the judgement of the Administrator. *

	1	2	3	4	5	
Strongly Disagree	<input type="radio"/>	Strongly Agree				

The council provides direction to the Administrator by setting new policies or clarifying existing ones. *

	1	2	3	4	5	
Strongly Disagree	<input type="radio"/>	Strongly Agree				

The council has discussed as communicated the kinds of information and level of detail it requires from the Administrator on what is happening in the CEC. *

	1	2	3	4	5	
Strongly Disagree	<input type="radio"/>	Strongly Agree				

The council has developed formal criteria and a process for evaluating the Administrator. *

	1	2	3	4	5	
Strongly Disagree	<input type="radio"/>	Strongly Agree				

The President is well prepared for council meetings. *

	1	2	3	4	5	
Strongly Disagree	<input type="radio"/>	Strongly Agree				

The President helps the council stick to the agenda. *

	1	2	3	4	5	
Strongly Disagree	<input type="radio"/>	Strongly Agree				

The President ensures that every council member has an opportunity to be heard. *

	1	2	3	4	5	
Strongly Disagree	<input type="radio"/>	Strongly Agree				

The President can be tough on us as a group when we get out-of-line. *

	1	2	3	4	5	
Strongly Disagree	<input type="radio"/>	Strongly Agree				

The President helps the council work well together. *

	1	2	3	4	5	
Strongly Disagree	<input type="radio"/>	Strongly Agree				

The President demonstrates good listening skills. *

	1	2	3	4	5	
Strongly Disagree	<input type="radio"/>	Strongly Agree				

The board supports the President. *

	1	2	3	4	5	
Strongly Disagree	<input type="radio"/>	Strongly Agree				

What are the top three strengths of our board? *

Short answer text

What are the top three weaknesses of our board? *

Short answer text

If you could change one thing about the board what would it be? *

Short answer text

BOARD GOALS					Annual Board Calendar		
2020-2021	BOARD MEETINGS	COMPOSITION AND RECRUITMENT	FINANCE AND FUNDRAISING	ACADEMIC OVERSIGHT			
	Open Meeting Law review for existing and new members	functionally 9-11 people, finance background, marketing, and/or fundraising, more community members.	consistent fundraisers	Bylaws for academic excellence	review test scores and make sure we are making progress		
	accountability -- to do list -- task list between meetings	question on staggering new members	define checking account	data with curriculum strategic planning and student achievement through data	What is the governance Council's role vs school?		
	assigning homework prior to meeting if necessary	Onboarding process	sustaining costs	share learning from students what is being learned?	Retention - Exit survey results		
30/30/30 meeting structure	Governance Committee	task list for treasurer?	How do we keep parents informed about what is happening at the school? The basics of PBL and keeping parents informed PLP -- can this be shareable??? Parents should log in and look at.	What additional data do we need to collect?			
				set academic goals? training - identify and ensure continuation			
				survey -- mid year or end of year?			
				contract goals -- assessed in contract			
				Equity - PBL - virtual - what does it look like this year? mission and vision			
2021-2022	BOARD MEETINGS	COMPOSITION AND RECRUITMENT	FINANCE AND FUNDRAISING	ACADEMIC OVERSIGHT	COMMITTEE WORK	ADDITIONAL COMMENTS	
	Monitoring schedule-deliverables	Onboarding process	consistent fundraisers	Exit survey results	Bylaws for academic excellence		
	Reporting vs. working	Create Governance Comm	define checking account	review test scores	PLP discussions	online charter school expansion or new	
			task list for treasurer?	How are we compared to other schools	Create Development Committee	school district orchestra program ms or hs program	
		Possibly split these in two committees	oversight of annual budget	Look at the contract and changes we would like to make/propose	Outdoor Classroom		
		fiscal agent responsibility	fundraising/ public outreach is development		buildings and grounds committee that includes the garden		
					CEC GC legal representation- secure		
					Updating and evaluating bylaws		
					micro credentials		
					increase visibility of support CEC has		
					PR with the community - get the word out- what new ways can we look at?		
2022-2023	BOARD MEETINGS	GROUPS & FACILITIES	FINANCE AND FUNDRAISING	ACADEMIC EXCELLENCE / ACADEMIC OVERSIGHT	GOVERNANCE/ EVOLVING EXCELLENCE	CULTURE/CLIMATE	ADDITIONAL COMMENTS
	Revisit Board on Track, committees could link to BOT (\$2,000)	Build an outdoor classroom with Grant funds. Needs to be moveable or not permanent. Yurt or use CEC garage	Define fundraising goal-set budgets	Defining the PLP vs the Digital portfolio	Review policies that have been adopted by BOE for the next contract	identify social opportunities to bring community to the school	Admin Evaluation- develop process.
	Identify things CEC staff can help us with such as meeting notices, event notices, etc.	Storage for kayaks near lake.	Audit at minimum in final draft form two weeks before the December 5th deadline- send a letter reminder to business office	Exit Survey - add this in the calendar to look at the data.	Contract work for signing- Draft complete by the end of December	start new committee- Cultivating Connection	WRCCS PD
	Develop a calendar with GC events	Courtyard area	Working with PFG to form a calendar	Contract sections and work on goal setting and measures with the evidence we provide	Establish Calendar for committee work.		
Shorter meetings 90 minute?	Animal structures aand plans- define these	Spend money- define budgets and projects to fund vs. fund balance	Identify below level student and needs we have to evaluate if we are getting the right resources from district and we have access to.	Identify services from the school district and strengthen relationship with the district		Each committee will address long term goals.	
	Dead bushes and landscaping that district might help with		Multitage - identify what it is and PD around this for advisors	Recruitment/Training for new board members- mentor program			
	Deck maintenance (See student project)		Continue to define and deliver clear expectations to staff for job postings/positions-continue to align with mission	adopt an equity policy			
			How can we use the contract with The RVA school	Identify gaps in policies and create policy for these areas			
			Authentic projects- looking for place based opportunities				
			Passion project and schedule for that				