

West County Community High School Governing Board Operations Manual

The Governing Board (Board) Operations should reflect the mission of the school.

WCCHS is a community-driven school that emphasizes student-directed learning, social and emotional well being, and a rigorous and diverse curriculum serving the students of West Contra Costa County. Our goal is to empower students to be motivated, competent, life-long autonomous learners who are honest, engaged community members preparing to pursue all of their life's goals.

To achieve these goals we create courses and a school structure that promote self-knowledge, teach to the California Standards, develop effective work habits, and require every student to be an active member of the school community.

Board Meeting Norms:

1. Everyone on the Board should feel heard and respected. During the meeting, give members time to speak without interruptions, then comments will be allowed.
2. We will strive to start and end on time.
3. The Board members may have an opportunity to present, discuss and vote on important matters that are presented to the Board by various committees.
4. The Board members strive to represent the school in a manner that is consistent with the mission of our school: Authenticity, Connections and Engaging Opportunities.
5. "Check-in" at the beginning of the meeting and "check-out" at the end of the meeting is the time for expressing feelings, venting frustrations (not personally directed to any member of the Board) and/or to making a statement regarding any agenda items. There will be no feedback during this time.
6. Quorum of fifty-one percent of the Board members must be present for a vote to occur.

Board Meeting Structure/Agenda:

- I. Check-ins (one or two minutes each). No feedback please.
- II. Approval of minutes, and changes as needed.
- III. Financial Report from Treasurer
- II. Committee Reports
- IV: Old Business
- V: New Business (by priority)
- VI: Review and Approval of Expenditures
- VII: Proposed Agenda Items for Next Meeting
- VIII: Check outs (one or two minutes each) No feedback please
- IX: For the good of the order (appreciations to the group or individuals-no feedback)
- X: Next Meeting Confirmed; Meeting adjourned

Board Meeting Procedures:

1. Each agenda item will be presented to the group, as designated on the agenda, which will be followed by discussion.
2. Each agenda item will be carefully timed, by either a "time monitor" or a timer. When the time is up and the agenda item has been presented and discussed:
 - a. The agenda item concludes to a vote from the Board, as needed.If the agenda item has not been completed to satisfaction:
 - b. Vote to table the agenda item to the next meeting under unfinished business, if the discussion and voting is not complete to the satisfaction of the Board members.

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OR

- c. Vote to table a different agenda item, in order to complete this to each member's satisfaction.
3. A "vibe monitor" role will be assigned to a Board member, who will track signs in the group that the agenda is getting too heated, personal or otherwise moving off track.
4. Minutes will be taken at each meeting by the Secretary, or in the Secretary's absence, a designate. Minutes shall be typed up and distributed to the Board members by the Secretary or designate within one week, for review. Board members may email revisions to the Secretary. Minutes will be revised and approved at the next Board meeting. After approved, minutes will be posted.
5. Board meetings will be held at least once per month.

Finances and Expenditures

1. A detailed income and expense report will be presented by the Treasurer, once a month at the Board meetings, with copies supplied to each Board member.
2. Each committee shall have a copy of their respective budget. Each committee shall be able to spend within the limits of their budget, however, all expenditures of \$500 or more, or non-routine purchases, will be proposed then approved by majority vote of the Board.
3. Questions will be posed:
 - a. Is this a budgeted item (refer to yearly budget)?
 - b. If it is, is it within limits for this item this year?
 - c. Have other alternatives been looked at, that may be less expensive and get us the same results?
 - d. If it is more money than anticipated, do we have funds elsewhere in the budget to cover the difference that will not be detrimental to the other budgeted area?

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- e. Has the committee chair who has control over this portion of the budget been consulted?
They should be consulted prior to the proposal for their stamp of approval of the idea.
- f. If this item is not budgeted, how will we raise funds to pay for it?
4. Board members may request a refund, provided they have a receipt, for expenditures that have been paid out of pocket.
5. The Treasurer will facilitate a yearly budget meeting to prepare the budget for the coming year.

Committees

1. Fiscal Management and Budget Committee (“Treasurer”)
2. Facilities Management Committee
3. Personnel Committee
4. Program and Performance Evaluation Committee (Teacher)
5. Fundraising Committee
6. Parent Volunteer Committee
7. Grant Writing Committee
8. Admissions Committee

Structure and Activities of the Committees

1. Each committee will be chaired by a member of the Board.
2. Each committee will meet separately from the Board meetings, at least once a month, to discuss activities, plans and to cover committee specific responsibilities.
3. Committee Chairs will submit to the Board at the monthly Board meetings for review and approval, any activities that would require full Board and/or Membership participation and/or any expenditures of \$500 or above, or non-routine expenditures.
4. Each committee will present a short review of their current committee activities at the Board meetings, including accurate updates on income and expenses within their budget.
5. Each committee chair will have a copy of their committee’s budget and will provide to the treasurer their projected budget needs for the coming year.
6. Board members must be present at a Board meeting to vote.

Roles and expectations for Board members and each Board position

1. Each elected Board member will either be an officer of the Executive Committee or chair a committee.
2. Board members must attend 80% of the Board meetings per year.

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Procedure for Joining the Board

1. At the membership meeting in March of each year, nominations shall be opened for each Board member position. Nominations shall be taken at the meeting and then remain open for one week after the membership meeting by the posting of a list of Board positions on the school bulletin Board and the submittal of nominations to the Secretary.
2. After the one week nomination period, the Secretary shall verify the willingness of each nominee to serve if elected and shall obtain from each nominee information regarding the period of time as member of the school, offices and duties previously performed in the corporation, and any other information relevant to serving as a Board member. The Secretary shall, with the approval of the Board, prepare a form for obtaining the information.
3. At least one week prior to the annual membership meeting at which election of Board Members will take place, the Secretary shall distribute to each member a copy of the information regarding nominees for the Board.
4. Additional nominations may be taken at the annual membership meeting in April prior to voting for Board Members. If any additional nominations are received, the nominee shall make a brief statement to the membership.
5. Voting. A vote will be taken by the membership at the next scheduled general membership meeting, by ballot. Ballots will be counted at that time to determine who will be the new Board members for the next term.
6. New Board members will be trained by their predecessors from April to June, in order to acquaint them with the functions of the Board.

Procedure for Exiting the Board:

1. Complete the term of one year from June 1st of the elected year through May 31st of the following year.
2. Termination of a Board member prior to the completion of the term:
 - a. Voluntary: Board member submits in writing his/her reason for terminating membership and/or office in the Board. It is preferred that the Board member give a two month notice, in order for the Board to acquire a replacement and/or vote on a new officer.
 - b. Involuntary: If a person is not fulfilling their obligations on the Board as per the Board job descriptions:
 - i. Board member obligations are listed in writing. The Board member should be thanked for their service and offer to have them apply to be on the Board at a future date.
 - ii. The Board member will be invited to discuss with two other Board members (at the same time) the reasons that they have been unable to fulfill their obligations to the Board and will be given one warning. If after one month, the Board member continues to be unable to fulfill his/her obligations:
 1. he/she will be given a temporary exemption,
 2. or a temporary leave of absence,
 3. or will be asked to leave the Board.

Job Descriptions of Committee Chairs

Executive Committee

The Executive Committee will consist of the President, the Treasurer and the Secretary. The Executive Committee will meet separately from the Board as needed.

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Responsibilities:

1. Provides leadership and oversight of the Board.
2. Oversees all Committees for WCCHS.
3. Maintains accountability of the Board procedures and norms.
4. Prepares annual budgets.

Board President

Responsibilities:

1. Serves as the Chief Executive Officer (CEO) of WCCHS Non-Profit Corporation by supervising the affairs and activities of the Board. Includes duties required by state law, the Articles of Incorporation, and the Bylaws.
2. Leads all meetings of the Board and Membership.
3. Responsible for clarifying specific issues and problems and for determining procedures for dealing with identified issues where procedures are not otherwise defined.
4. Convenes ad-hoc committees as necessary to deal with issues, problems, and plans; may or may not chair specific committees, and may or may not sit on committees after they are formed. Provides follow-up on progress of ad-hoc committees.
5. Ensures that the membership is informed of meetings.
6. Co-signs checks, orders for payment, etc., with the Treasurer or Secretary, as appropriate.
7. Serves on the Executive Committee.

Treasurer

1. Serves as President in the event that the President is unable to perform his/her duties.
2. Oversees and is ultimately responsible for all funds, securities, deposits, etc. for WCCHS.
3. Reviews expenses and income for financial reports.
4. Prepares financial reports for the Board meetings.
5. Collects documentation for all expenditures; reimburses members for expenditures.
6. Manages WCCHS's insurance coverage.
7. Co-signs checks, orders for payment, etc., with the President, as appropriate.
8. Serves on Executive Committee.
9. Maintains database of the finances for the school. Provides copies of any financial records to Board members as requested.

Secretary:

1. Attends all Board meetings and all general Membership meetings.
2. Takes minutes at all Board and Membership meetings. Lists members present at Board and Membership meetings. Types draft minutes of the Board and Membership meetings, submits them within one week to the Board members for review. Revises minutes as requested by Board, providing final copy for review and approval at the next Board meeting. Once approved, posts minutes in common area at the school site.
3. Maintains and files a copy of all minutes and any pertinent information distributed at the Board meetings or Membership meetings, in the WCCHS files. Maintains current version of the Bylaws, Operations Manual and Charter. Provides copies of these documents to Board members as requested.
4. Handles any correspondence delegated by Board members or teachers pertaining to the Board.
5. Formulates the agendas, with input from the Board members and emails it to the Board members

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for review at least three days before the Board meetings. Board members can request to add an agenda item, or propose a time limit change for an agenda item, by emailing (or calling) the Board President who will try to make these changes with consideration of time restraints. Brings hard copies of the finalized agendas to the meeting.

6. Affixes corporate seal to documents, as required.
7. Co-signs checks with treasurer, as appropriate

Fundraising Committee Chair

1. Plans and Coordinates fundraising events, activities and solicits donations with support from the Fundraising Committee.
2. Responsible for carrying out fundraising publicity.
3. Responsible for preparing and tracking fundraising budgets.
4. Responsible for recruiting and managing the volunteers for fundraising events.

Parent Volunteer Committee Chair

1. Coordinates and mobilizes volunteers.
2. Keeps ongoing list of current volunteers, which includes their contact information, expertise and interests.
3. Provides outreach to volunteers through letters, phone calls, meetings, etc.
4. Posts volunteer opportunities available on web site.
5. Maintains record of hours volunteered per month.

Admissions Chair

1. Serves as initial contact for prospective families seeking information about WCCHS; responds to requests for information by mailing information packets, follows up with telephone contact as necessary.
2. Maintains an up-to-date list of prospective families and their status regarding enrollment.
3. Organizes the Community Information Meetings.
4. Organizes parent and student tours.
5. Updates and distributes information materials. Updates application and enrollment forms as required. Ensures these items are available.
6. Maintains membership files as required by Bylaws, names and addresses of current members and record of families leaving the school.
8. Projects enrollment to determine available space; updates enrollment reports to the Board and teachers.
9. Initiates conference with any family who gives notice of withdrawal during the school year. Conveys pertinent information to the Board.

Personnel Committee Chair

1. Initiates and coordinates all personnel matters, including but not limited to hiring, probationary evaluation, annual evaluation, discipline and termination.
2. Coordinates annual, individual employee conference based on probationary or annual evaluation.
3. Maintains confidential employee and Personnel Committee records. Maintains records as required by local, state, and federal law with regard to personnel policies and procedures.
4. Meets with staff to assess how things are going and to be alerted to potential problem areas.

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Attend occasional staff meetings.

5. Provides assistance to new employees, along with the Lead Teacher and/or Educational Director, with regards to WCCHS policies, procedures and organization.
6. Chairs and directs the Personnel Committee.
7. Along with the Educational Director and Administrative Director, directs teacher compensation.

Teacher Representative for the Governing Board (Program and Performance Evaluation Committee Chair)

1. Report to teaching staff about board meetings and happenings.
2. Gather input from the teaching staff.
3. Advocate and express the teachers' point of view via discussion and voting rights.
4. Share day to day school happenings, curriculum and projects with the Board.
5. Notify the Board of special school events and projects.
6. Chairs the Program and Performance Evaluation Committee.

Facilities Management Committee Chair

1. Maintains, repairs and improves the physical plant.
2. Jobs include general school grounds and interior of building.
3. Coordinates with WCCHS' staff regarding special projects and repairs for classroom and educational needs.
4. Organizes work parties; coordinates activities and work at these events with WCCHS membership. Coordinates work (with the assistance of the Parent and Volunteer Coordinator) for volunteers throughout the year.

Extracurricular Sports & Clubs Committee (Student to Chair with assistance from the Parent and Volunteer Committee Chair):

1. Works with the school legislative branch and reports to the Board on how the judicial system is working in the school.
2. Reports to the Board regarding the climate of the student population. Addresses how to improve student relationships.
3. Helps to run student membership meetings.
4. Provides information from student population and assists with implementation of extracurricular sports and clubs at WCCHS.

Administrative Director's job responsibilities as pertaining to the Board

1. Ensures that all policies and procedures, handbooks etc. are developed and/or kept up to date. Identifies new needs and requirements, and coordinates with the Board to ensure appropriate policies and procedures are developed and implemented.
2. Coordinates administrative tasks, such as newsletter, calendar, yearbook, alumni list, etc.
3. Works closely with individual Board chairs on various matters.

Educational Director's job responsibilities as pertaining to the Board:

1. Assist Governing Board with Development and Oversight of Policies, Budget, Personnel, Organizational Development, Strategic Planning, Maintaining the Vision of the Charter
2. Set Educational Goals and Directions