

Policy:

The Governing Board shall adopt Board bylaws to govern the internal operations of the Board. When the need for a new bylaw or modification of an existing bylaw is recognized, the Principal/Lead Educator shall draft a new or modified bylaw for consideration by the Board.

Procedure:

A. Bylaws may be adopted or amended by a majority vote of the directors present at a meeting duly held at which quorum is present, except that no amendment shall change any of the provisions of the School charter document, or make any provisions of the bylaws inconsistent with the School charter document, the Corporation's articles of incorporation, or any laws.

B. Formulating a bylaw proposal

1. Any Board member may propose a bylaw or an amendment to an existing bylaw.
2. All proposals must follow the current policy guidelines.

C. Posting proposals for Board review and input

1. All proposals must be delivered to the Board Secretary to post for community review and input at least 7 days prior to Board consideration.
2. At least the following steps must be taken by the Board Secretary to post the proposal.
 - a. Place a copy in the "Policy Proposals" binder maintained by the Board Secretary for community review in the School Office.
 - b. Post a copy on the School web site for community review.

- c. Distribute a copy via e-mail to all community members listed on the School's mailing list.
- d. Provide a hard copy to any community member who requests one.

D. Adoption of a bylaw proposal

1. The proposal is posted 7 days prior to Board consideration.
2. The proposal is read twice during at least two Board meetings.
3. The Board may choose to not adopt a proposal or to amend the proposal
 - a. Significant Amendments – such as those adding or deleting clauses or otherwise materially changing the proposal, requires the revised proposal to be made available and an additional reading. This process shall continue until there have been two consecutive readings without material changes over at least two Board meetings
 - b. Minor Amendments – such as those correcting grammar, punctuation, or spelling, but not materially changing the proposal require no additional readings.
4. Upon receipt of a majority vote of the entire Board
 - a. The proposal is recommended to the Board of Directors; or
 - b. Adopted if the requested bylaw or amendment originated by the Board.

First Reading: 3/14/06

Second Reading: 4/18/06

Adopted: 4/25/06

Policy:

An "action" by the Governing Board means:

1. A collective decision by at least a majority of the Board members
2. A vote by a majority of the members representing a quorum of the board upon a motion, proposal, resolution, order or ordinance

When required by law, action shall instead require two-thirds, four-fifths, or unanimous vote of either the Board or Board members present at the meeting.

The Board may take action in a regular meeting on a subject not listed on the published agenda only when it publicly identifies the item to be acted upon in conjunction with one of the following circumstances:

1. The Board, by majority vote of its members, determines that the action responds to an emergency situation.
2. The Board determines, either by a two-thirds majority vote of the members present, at the meeting or, if less than two-thirds of the members are present, by a unanimous vote of all members present, that the need to take immediate action came to the school's attention after the posting of the agenda.
3. The matter was properly posted for a previous meeting occurring not more than five days earlier and was continued to the meeting at which action is being taken.

The Board shall not take action by secret ballot, whether preliminary or final.

Actions taken by the Board in open session shall be recorded in the Board minutes. Actions taken by the Board in closed session shall be reported in open session as required by law.

Actions Requiring More Than a Majority Vote

Actions Requiring a Two-Thirds Vote of the Board:

1. Resolution declaring intention to sell or lease real property
2. Resolution declaring intent of Board to convey or dedicate property to the state or any political subdivision.
3. Resolution authorizing and directing the Board president to execute a deed of dedication or conveyance of property to the state or a political subdivision
4. Lease for up to three months of school property which has a residence on it and which cannot be developed for school purposes because funds are unavailable
5. Temporary borrowing before receipt of fiscal income, if implemented pursuant to Government Code 53820-53833
6. Ordering city or county zoning ordinances inapplicable to a proposed use of the property by the school

Actions Requiring a Unanimous Vote of the Board:

1. Waiver of the competitive bid process when the Board determines that an emergency exists

Actions Requiring a Unanimous Vote of the Board Members Present at the Meeting:

1. Private sale of surplus property without advertisement in order to establish that such property is not worth more than \$2,500. Disposal of surplus property in the local dump or donation to a charitable organization requires the unanimous vote of the Board members present to establish that the value of such property would not defray the cost of its sale.

Actions Requiring a Two-Thirds Vote of the Board Members Present at the Meeting:

1. That the need to take immediate action came to the school's attention after the posting of the agenda. If less than two-thirds of the members are present at the meeting, a unanimous vote of all members present is required.

First Reading: *3-14-06*

Second Reading: *4-18-06*

Adopted: *4-25-06*

Policy:

Governing Board meeting agendas shall state the meeting time and place and shall briefly describe each business item to be transacted or discussed, including items to be discussed in closed session.

The agenda shall provide members of the public the opportunity to address the Board on any agenda item before or during the Board's consideration of the item. The Board may set a measurable time limit as to each speaker and the total time allotted for comments. The agenda shall also provide members of the public an opportunity to testify at regular meetings on matters which are not on the agenda but which are within the subject matter jurisdiction of the Board. Such time for open comments shall be three minutes per speaker and fifteen minutes total per meeting unless the time is extended by vote of the Board.

Agenda Preparation

The Principal/Lead Educator, as Secretary to the Board, in consultation with the Board president, shall prepare the agenda for each regular and special meeting.

Any member of the public or any Board member may request that a matter within the jurisdiction of the Board be placed on the agenda of a regular meeting. The request must be in writing and be submitted to the Principal/Lead Educator with supporting documents and information, if any, at least one week before the scheduled meeting date. Items submitted less than a week before the scheduled meeting date may be postponed to a later meeting in order to allow sufficient time for consideration and research of the issue.

The Board President and Principal/Lead Educator shall decide whether a request is within the subject matter jurisdiction of the Board. Items not within the subject matter jurisdiction of the Board or items which have been previously addressed by the Board may not be placed on the agenda. In addition, the Board president and Principal/Lead Educator shall determine if the item is merely a request for information or whether the issue is covered by an existing policy or procedure before placing the item on the agenda.

The Board president and Principal/Lead Educator shall decide whether an agenda item is appropriate for discussion in open or closed session, and whether the item should be an action item, informational item or consent item.

Any Board action that involves borrowing \$100,000 or more shall be discussed, considered and deliberated upon as a separate item of business on the meeting agenda.

All public communications with the Board are subject to requirements of relevant Board policies and administrative regulations.

Consent Items

In order to promote efficient meetings, the Board may act upon more than one item by a single vote through the use of a consent agenda. Consent items shall be items of a routine nature or items for which no Board discussion is anticipated and for which the Principal/Lead Educator recommends approval.

In accordance with law, the public has a right to comment on any consent item. At the request of any member of the Board, any item on the consent agenda shall be removed and given individual consideration for action as a regular agenda item.

Agenda Dissemination

A copy of the agenda shall be forwarded to each Board member at least three days before each regular meeting, together with the Principal/Lead Educator report; minutes to be approved; copies of communications, reports from committees, staff, citizens and others; and other available documents pertinent to the meeting.

When special meetings are called, the Principal/Lead Educator and Board President shall make every effort to distribute the agenda and supporting materials to Board members as soon as possible.

Board members shall review agenda materials before each meeting. Individual members may confer directly with the Principal/Lead Educator to request additional information on agenda items.

The Principal/Lead Educator or designee shall mail a copy of the agenda, or a copy of all the documents constituting the agenda packet, to any person who requests the items. The materials shall be mailed at the time the agenda is posted or upon distribution of the agenda to a majority of the Board, whichever occurs first.

Any request for mailed copies of agendas or agenda packets shall be in writing and shall be valid for the calendar year in which it is filed. Written requests must be renewed following January 1 of each year.

Persons requesting mailing of the agenda or agenda packet shall pay an annual fee as determined by the Principal/Lead Educator.

| First Reading: 3/14/06

| Second Reading: 4/18/06

| Adopted: 4/25/06

Policy:

The Governing Board recognizes the complex legal environment in which schools operate and desires reliable, dependable legal advice. The Board also supports collaborative legal efforts with other agencies and schools in order to promote the School's interests.

The Board may use the county counsel, school attorney, or private attorneys to meet the needs of the School.

The School's legal counsel may:

1. Render legal advice to the Board and the Principal/Lead Educator.
2. Serve the Board and the Principal/Lead Educator in the preparation and conduct of school litigation and administrative proceedings.
3. Render advice on school bond and tax increase measures and prepare the necessary forms for the voting of these measures.
4. Perform other administrative duties as assigned by the Board and Principal/Lead Educator.

The Principal/Lead Educator may confer with the School's legal counsel at his/her discretion and shall provide the Board with pertinent legal information. The Board also may authorize a specific member to confer with legal counsel on behalf of the Board.

First Reading: 3/14/06

Second Reading: 4/18/06

Adopted: 4/25/06

Policy:

The Governing Board may establish Board *Standing* and *Ad Hoc* committees as necessary. The Board shall determine the duties of the committee at the time of its appointment. Unless specifically authorized by the Board to act on its behalf, Board committees shall act in an advisory capacity. When Ad Hoc committee duties have been completed, the committee shall be dissolved.

If the Board specifically authorizes a committee to act on its behalf, the committee shall NOT have the authority to: (a) Take any action on any matter that, under the California Nonprofit Public Benefit Corporation Law, also requires approval of the members or approval of a majority of all members; (b) Fill vacancies on the Board of Directors or any committee of the Board; (c) Fix Compensation of the directors for serving on the Board of Directors or on any committee; (d) Amend or repeal bylaws or adopt new bylaws; (e) Amend or repeal any resolution of the Board of Directors that by its express terms is not so amendable or subject to repeal; (f) Create any other committees of the Board of Directors or appoint the members of committees of the Board; (g) Expend corporate funds to support a nominee for director if more people have been nominated for director than can be elected; or (h) Approve any contract or transaction to which the corporation is a party and in which one or more of its directors has a material financial interest, except as special approval is provided for in Corporations Code Section 5233(d)(3).

Board Standing committees shall provide public notice of their meetings and conduct these meetings in accordance with state open meeting laws.

Meetings of advisory committees, standing committees, for which an agenda is posted at least 72 hours in advance of the meeting shall be considered, for purposes of the Brown Act, as regular meetings.

Board advisory committees composed solely of less than a quorum of the members of the Board are not subject to open meeting laws unless they are standing committees that have a continuing subject matter jurisdiction or a meeting schedule established by the Board.

Standing committees with a continuing subject matter jurisdiction include but are not limited to those responsible for providing advice on budgets, audits, contracts, and personnel matters at the Board's request.

When a majority of the members of the Board attend an open and noticed meeting of a standing committee, the Board members who are not members of the standing committee shall attend only as observers.

The Principal/Lead Educator may serve as an advisor to any committee at the discretion of the Board.

Whenever so charged, committees may actively seek input and participation by parents/guardians, staff, community, and students and may consult with local public boards and agencies.

When a Board committee composed exclusively of Board members has provided for public comment on an item at a public meeting before or during the committee's consideration of the item, the Board is not obliged to provide for public comment on the item at a subsequent Board meeting. Public comment shall be afforded, however, if the Board determines that the item has been substantially changed since it was heard by the committee.

First Reading: *3/14/06*

Second Reading: *4/18/06*

Adopted: *4/25/06*

Policy:

Citizens appointed to the Governing Board are entrusted with the fiduciary responsibility of governing the School. The Board recognizes that its members need training that helps them understand their responsibilities, stay abreast of new developments in education, and develop boardsmanship skills.

All Board members may attend conferences for the purpose of Board development. Board business shall not be discussed at conferences.

Board members shall report to the Board, orally or in writing, as soon as possible on the in-service activities they attend.

Funds for Board development shall be budgeted annually for each Board member.

First Reading: *03/14/06*

Second Reading: *4/18/06*

Adopted: *4/25/06*

Policy:

The Secretary of the Governing Board shall keep minutes and record all official Board actions.

Copies of the minutes of each regular or special meeting shall be distributed to all Board members with the agenda for the next regular meeting.

Official Board minutes and recordings shall be stored in a fire-proof location.

Recording of Votes

Motions or resolutions shall be recorded as having passed or failed. Individual votes shall be recorded unless the action was unanimous. All motions and Board resolutions shall be numbered consecutively from the beginning of each fiscal year.

Video or Audio Recording

A video or audio tape recording may be made at any Board meeting. The presiding officer shall announce that a recording is being made at the beginning of the meeting, and the recorder shall be placed in plain view of all persons present, insofar as possible.

Recordings made during regular or special Board meetings are public records. They shall be kept for at least 30 days and upon request shall be made available for inspection by members of the public on a school recorder without charge.

First Reading: *3/14/06*

Second Reading: *4/18/06*

Adopted: *4/25/06*

Policy:

Governing Board policies are written statements adopted by the Board which communicate the guidelines within which the Principal/Lead Educator and staff may take discretionary action.

The Principal/Lead Educator shall present drafts or suggestions for new policy and policy revisions when changes in law occur and when specific needs arise.

The Board encourages members of the community to contribute information and opinions for the Board's consideration and to propose revisions to policy. When drafting or revising policies which affect other governmental agencies, the Board welcomes input from these agencies and will cooperate with them in addressing matters of mutual concern.

The Principal/Lead Educator shall provide for the continuous orderly review of existing policies at a time allocated for this purpose on the agenda of regular Board meetings.

The Board shall review certain policies annually, as required by law.

The adoption of policy shall conform to Board bylaws governing agendas, meetings, and voting. Only those written statements adopted and recorded in the minutes shall constitute official Board policy.

Before adoption, policies shall normally be given two readings by the Board.

At its second reading, the policy may be adopted by a majority vote of all members of the Board. The Board may waive the second reading or may require additional readings.

When policies are amended, the Principal/Lead Educator shall review corresponding administrative regulations to ensure that they conform to the intent of the revised policy.

Procedure:

