

SNACS BOARD OF GOVERNANCE BYLAWS

NUMBER OF MEMBERS

The Board of Governance shall consist of five (5) members at least two (2) of whom shall be current Nevada certified teachers as defined by NRS 391.311 and at least one (1) of whom shall be either a current Nevada certified teacher or previously a Nevada certified teacher per 2007 AB 591, section 23.

NRS 386.549 provides that the governing body of a charter school shall consist of at least three teachers as defined by NRS 391.311 and may consist of without limitation, representative(s) of nonprofit organizations and businesses.

Current Board of Governance of the SNACS shall appoint the new Board of Governance at the last meeting of the academic year.

QUALIFICATIONS OF MEMBERS

To qualify as a candidate for election as a member of the SNACS Board of Governance, an individual cannot be employed by SNACS and shall be of age of maturity in this state.

NRS 386.305 provides that a member of any SNACS Board of Governance shall not be financially interested in any contract made by the Board of Governance of which he or she is a member.

TERMS OF OFFICE

All members shall hold office for a period of one (1) year and until his or her successor is appointed and qualified.

FILLING VACANCIES ON THE BOARD OF TRUSTEES

If any vacancy occurs on the Board of Governance, the members shall appoint a new member by voting at the next scheduled meeting.

REMOVAL FROM OFFICE

The SNACS Board of Governance serve at pleasure and may be removed at any time and for any reason the Board determines is “just cause” by a majority vote of the Board.

OFFICERS OF THE BOARD OF TRUSTEES

The Governing Body members shall be President, Vice President, Secretary, and Directors. These officers shall be elected at the last meeting of previous academic year.

DUTIES OF THE PRESIDENT

The President shall preside at all meetings of the governing body. He or she shall conduct all meetings in a timely manner and in accordance with the Policies, Regulations and Bylaws adopted by the Board. He or she shall appoint committees of study when directed by the Board. He or she shall have the right, as other members of the Board, to discuss and ask questions during board meetings. It shall be the prerogative of the President, if there is no objection from other members, to move an agenda item to a different position during the course of any meeting.

The President shall have the authority to sign all necessary documents related to the functions of SNACS as approved by the board and those required by law under Nevada Revised Statutes. The President shall hold office for one (1) year.

DUTIES OF THE VICE PRESIDENT

The Vice President presides at any meetings the President is absent. He or she shall take the position of President in the event the President is unable to perform his/her duties due to unforeseen and unavoidable circumstances.

DUTIES OF THE SECRETARY

The Secretary shall keep the work with SNACS staff to ensure accurate minutes of all meetings and transactions of the Board of Governance. The Secretary shall hold office for one (1) year.

THE EXECUTIVE AND EDUCATION DIRECTOR

The Board of Governance shall appoint an Executive Director as the Chief Executive Officer for the school and an Educational Director as the Chief Educational Director, both of which report to and are evaluated by the board. The Executive and Education Directors shall present a report, at least quarterly and at any meetings relative to either the organization or educational program, to the to the Board. The Executive and Education Directors shall be evaluated yearly by the Governing Body as required by statute. There are job descriptions adopted by the Board of Governance for the Executive and Education Director on file in the administration offices. A copy can be obtained by contacting the Executive Director.

EVALUATION OF THE EXECUTIVE AND EDUCATION DIRECTORS

Per NRS 391.3127(2), the Board of Governance is responsible to conduct a yearly evaluation of each administrator in writing at least once per year. According to statute NRS 391.3127(1), each board, following consultation with and involvement of elected representatives of administrative personnel or their designated representatives, shall develop an objective policy for the objective evaluation of administrators in narrative form. The policy must set forth a means according to which an administrator's overall performance may be determined to be satisfactory or unsatisfactory. The policy may include an evaluation by the administrator, superintendent, pupils or other administrators or any combination thereof. A copy of this policy adopted by the board must be filed with the Department and made available to the commission.

Evaluation systems serve as tools to facilitate accountability, positive growth, and direction for the charter school. Evaluation tools serve to document success, establish areas for professional growth, and facilitate the effective leadership of the charter school. The board has a responsibility to be knowledgeable about leadership, including styles, skills, and qualities, as well as in the performance of the Executive and Education Directors through interaction at board meetings, site visits, and attending events, while not interfering with the daily operation of the school. Board members should engage in meaningful conversation to facilitate a positive working relationship with the Executive and Education Directors. The Board of Governance should participate in goal setting, clear direction and expectations, as well as to provide support

and consultation for the Executive and Education Directors, at least one time per year and prior to the evaluation period, in a designated retreat or workshop executive session forum where open dialogue is encouraged to facilitate the goals for the charter school and professional growth of the Executive Director.

The Executive and Education Directors will develop a portfolio targeting the 14 areas outlined in the job description. The portfolio will include artifacts as evidence of satisfactory performance in carrying out the duties within each of the categories. The Executive and Education Directors will provide a written narrative in the means of an Executive Summary of the portfolio to highlight goals, accomplishments, and areas of growth. The portfolio will include input from the board of governance via individual surveys completed by the board members at a specified date. The portfolio will be presented at a board meeting designated for the evaluation of the administrators where specific dialogue occurs in Executive (closed) Session. The Board of Governance will develop a final Board Summary and make a final determination of satisfactory or unsatisfactory according to NRS 391.3127(2) in an open forum board meeting. A copy of each separate and final evaluation determination, Executive Summary, and Board Summary will be filed in the Executive and Education Directors' personnel file.

The Evaluation System will be reviewed and revised, if necessary, during the retreat or workshop for the upcoming school year. The Evaluation tool will not be changed during the evaluation period.

BUDGET and FINANCE OVERSIGHT

The Board of Governance shall approve the annual projected budget of upcoming academic year and adopt the final budget as required under current regulations. The board shall adopt for filing financial reports at each meeting. The board shall approve all budget amendments throughout any given fiscal year.

CONTRACT OVERSIGHT

The SNACS Board of Governance shall approve and monitor, and terminate/negotiate all contracts as required by statute.

POLICY OVERSIGHT

The SNACS Board of Governance shall approve, amend, and monitor, all policies as required by statute. The SNACS Governing Body members are responsible to review current policies, handbooks, etc., for understanding and adherence to the policies previously adopted. Copies of any policies, handbooks, etc. may be requested through the Executive Director.

ADOPTION OF BYLAWS

The internal operation of the Board of Governance shall be governed by a set of bylaws adopted by the Board. Bylaws may be proposed by any member of the Board. Written notification of any

proposal shall be sent to the members of the Board prior to a regularly scheduled Board meeting wherein it will be discussed and action taken. Final action shall be by a majority vote.

AMENDMENT OF BYLAWS

The bylaws of the Board shall be subject to amendment only upon a majority vote of all the members of the Board as amended by the board or Executive Director.

MEETINGS

Meetings are conducted by the President or in his or her absence by the Vice President.

REGULAR MEETINGS

The Board shall meet once per quarter as established at the last quarter meeting. The Board may need to change a scheduled meeting due to special circumstances a meeting date is changed or cancelled. The majority of the Board members or Executive Director shall request the President to call a meeting in the event a meeting is necessary.

VOTING

Board members in attendance must vote on all issues. Voting shall be by "yes," "no," or "abstain." If a Board member cannot be present at a meeting due to exceptional circumstances, a vote may be cast by means of a speaker phone.

PUBLIC MEETINGS OF THE BOARD

All meetings of the Board are open to the public except that the Board may exercise its right to close meetings to the public at those times when appropriate pursuant to the provisions of the Nevada Open Meeting Law and NRS 288.220.

PREPARATION OF AGENDA

The agenda of the Board of Trustees shall be prepared by the Executive Director in consultation with Board members, staff members and other groups or individuals directly concerned. The proposed agenda will be posted in compliance with NRS 241.020. Board members requesting an item to be placed on the agenda shall put in writing a request to the Executive Director at least 10 working days prior to the regularly scheduled meeting.

QUORUM

In all meetings of the Board, other than those for which the law requires all members be present, the presence of three (3) members shall constitute a quorum. No action of the Board is valid unless approved by a majority of the entire Board of five (5) members.

PARLIAMENTARY PROCEDURE

Except as provided by specific stipulations in the Bylaws of the Board, the Board shall conduct all of its meetings in accordance with Robert's Rules of Order, Newly Revised.

BOARD MINUTES

The minutes of all official meetings of the Board are recorded and filed in the Executive Director's office. Minutes are considered public property after approval by the Board and are available for inspection. Inspection requests should be put in writing at least two business days prior to the requested time. Inspection requests will be granted in a timely manner based on availability of the Executive Director or his/her designee.

SPECIAL MEETINGS

Special meetings of the Board of Governance shall be held at the call of the President whenever there is sufficient business to come before the Board, or upon the written request of three (3) members of the Board, and in compliance with the provisions of the Nevada Open Meeting Law.

Amended and Adopted 7/9/08

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