

Riverside Drive Charter School  
Governing Council Bylaws

**ARTICLE I**

**NAME**

The name of this Council shall be Riverside Drive Charter School Governing Council (hereafter referred to as the Governing Council).

**ARTICLE II**

**PURPOSE**

A. The purpose of this Council shall be to focus on the establishment of local policy planning, direction and involvement in connection with the determination of the following:

- Developing and implementing schedule of school activities, events, special schedules, policies and procedures
- Establishing and maintaining fiscally-sound budget practices
- Facilitating communications and collaboration among members of the school community and between the school and the community at large
- Interviewing and selecting personnel
- Developing school curriculum, programs and appropriate assessments. Evaluating the effectiveness of school curriculum, programs and assessments. Establishing a discipline policy with a code of student conduct, parent conduct, and faculty conduct
- Coordinating needs with site maintenance and operations
- Assuring compliance to categorical programs
- Establishing and maintaining the effectiveness of school committees. Developing and implementing site safety procedures
- Amending and revising the charter and its bylaws
- Facilitating professional development
- Implementing and monitoring programs funded by private donations. Developing a dispute-resolution process for staff, students, and parents. Developing and implementing a locally-designed progress reporting system. Facilitating innovation, consensus, and problem-solving

Additionally, in the event that campus issues or controversies are not successfully resolved by the appropriate parties using the appropriate channels, the Council shall serve as the forum for discussion, mediation and/or decision-making, as appropriate.

Riverside's Governing Council activity shall be focused upon establishment of local policy and planning direction rather than day-to-day administration or execution of policy and plans.

All stakeholder groups should have a voice as members of the school community.

B. The Governing Council shall have the following functions and responsibilities:

- Developing and implementing schedule of school activities, events, special schedules, policies and procedures
- Establishing and maintaining fiscally-sound budget practices
- Facilitating communications and collaboration among members of the school community and between the school and the community at large
- Interviewing and selecting personnel
- Developing school curriculum, programs and appropriate assessments. Evaluating the effectiveness of school curriculum, programs and assessments. Establishing a discipline policy with a code of student conduct, and parent conduct and faculty conduct
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- safety procedures
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All Riverside Drive Charter School members will monitor, support, and assist in the execution of Riverside Drive Charter policies and plans.

### **ARTICLE III MEMBERSHIP**

Successful school governance is dependent on active staff, parent and community collaboration. Collaboration between parents and staff as well as community interest, enables us to provide the best education possible for all students.

A. The membership of this Council shall include the following:

5 Staff Members:

The Principal

1 UTLA Chapter Chair

2 Teachers (one General Education Teacher; one Special Education/GATE teacher)

1 Classified Representative (to be elected by Classified staff)

Five staff and two alternate teacher representatives, who shall be elected from and by the credentialed teachers employed at the school.

5 Parent Members:

1 PFRD Representatives (Appointed by PFRD Executive Committee)

1 ELAC Representatives (elected by ELAC)

3 At-large Parent Representatives

Five parent representatives who shall be elected from and by parents whose children are enrolled in the school.

If no ELAC representative is nominated, a nominated parent at-large representative may fill the ELAC vacancy. This rule will also apply to the alternate ELAC vacancy.

Alternates: There shall be up to four (4) alternate Parent council members designated. The "First" alternate shall be the alternate with the most votes as compared to the other alternates. Alternates are only called upon if an elected council member elects to step down.

C. Elections: Elections for the Parent Members of the Riverside Drive Charter School Council will be held for the following year before the end of the current year. Each elected term will be for two years. Each parent nominee must submit his or her name, contact information and a paragraph stating why he or she wishes to run for a seat on the Riverside Drive Charter Council (the paragraph must be 120 words or less, anything longer will be edited). The completed forms must be submitted to the school office at least seven days before the scheduled election.

D. Termination of Membership:

1) Any elected Council member who misses two consecutive meetings without communication to the Council will become an alternate; the First alternate will assume the vacant seat.

2) Any elected Council member or alternate who misses three consecutive meetings without communication to the Council shall be terminated.

3) Any other termination shall be effected by a majority of voting members. Written notice shall be given.

E. Vacancies: All vacant seats shall be filled within one month by a special election called by the Chair. Elections shall be conducted according to guidelines set forth below in Paragraph 6.

F. If so requested, members and Alternates will serve on at least one of the Council Committees

