



Governing Board Business

Definitions

Stakeholder: Any individual or group having an interest in Na Wai Ola Public Charter School (NWOPCS). Stakeholders include, but are not limited to, members of the NWOPCS Governing Board, all staff and faculty persons at the school, including part-time faculty and staff, all students of the school, parents of students, community members, etc.

Parents: refers to those persons who are the parents or legal guardians of students enrolled at NWOPCS.

Community: Refers to persons who are neither school employees nor parents of students at NWOPCS.

Purpose

The Governing Board (Board) is charged with the organizational, financial and academic viability of NWOPCS.

Agenda Setting

Any NWOPCS Stakeholder may submit a proposal to the Governing Board for inclusion in Agenda of upcoming meeting. Proposals should be submitted using the "Board Proposal Form" for the purpose of requesting Action by the Board or to provide information to the Board. All new business on the Agenda requires a completed Board Proposal Form and associated Supporting Documents. Board Proposal Forms are available for download from the school website or a may be picked up in the school office. Forms must be submitted to the Governing Board Chair via email or mailbox in school office at least 10 days before regularly scheduled meetings. Proposals received after this deadline will be held over until the deadline for the next Governing Board meeting, unless the matter is urgent.

The Governing Board Chair receives all proposals (including recommendations from committees) regarding the governance of NWAPCS and decides on the appropriate action to take with the assistance of officers of the board and school director. Acceptable actions include:

- Proposal accepted and placed on the next agenda or a future agenda;
- Proposal conditionally accepted pending further information requested which must be submitted 1 week prior to the Board meeting;
- Action on the proposal not relevant to Board business and delegated to someone other than the Board; or
- Proposal deferred for consideration for future agenda or returned to Author requesting more information.

After all proposals are considered and action taken, the Board Chair drafts the Governing Board agenda. The agenda is not final until 6 days prior to the Governing Board meeting and will be distributed in the following manner:

- E-mail announcement to Board Members, Administration and proposal authors with final agenda
- Agenda posted on the NWOPCS Website and on school bulletin board

Meeting

Meetings of the Governing Board occur monthly on the 3rd Tuesday of the month, unless moved as approved by the Governing Board. Meetings are open to the public and are generally held at 5:30pm at St. Theresa Parish/School Grounds. Public comments are limited to items on the meeting agenda. Authors of proposals are allotted time to present their proposal and answer questions.

The general public can seek support for assistance with submitting a proposal, getting answers regarding the any Board meeting, etc. by contacting the Board Chair via email. All meeting materials will be made electronic if possible and accessible at any time. Governing Board Members may request meeting materials after the Agenda has been distributed 6 days prior to the Governing Board meeting. The meeting room is available 30 minutes prior to the Governing Board meeting for anyone who wishes to look over meeting materials prior to the meeting. Two printed copies will be available. Laptops may also be brought to view documents online.