

Bylaws of the School Board of Pacific Horizons School

PREAMBLE

These bylaws define the scope of operations for the School Board of Pacific Horizons School and the roles and functions of the members of the Board.

ARTICLE I

Mission and Philosophy of Pacific Horizons School

“Education is not a preparation for life; education is life itself.” -John Dewey

Section 1: The mission of Pacific Horizons School is to help young people to chart their direction and build skills necessary for a successful journey through life.

Section 2: It is the spirit of the ancient Polynesian navigators that inspire the vision at Pacific Horizons School. The students are truly navigators through life: the world is their ocean, education is their canoe, and their future is the horizon. Pacific Horizons School exists to provide an alternative to rigid, traditional programs, by keying in on the needs of the whole individual in order to build strong self-esteem, a respect for others, and a love of learning to last a lifetime. Modern day navigators need to be independent thinkers who can find information and apply it to new situations. They need to be able to generate ideas and create solutions to problems. Today’s navigators must be effective communicators and comfortable with the tools of technology for the 21st Century. These skills can only be learned through careful training and in a learning environment based on mutual respect and trust. The result is worthwhile – leaders for the future. It is the parents and teachers who provide the tools and point the way, but it is the students who ultimately must make the journey.

Section 3: Pacific Horizons School strives to fulfill its mission and to maintain the integrity of its philosophy by including the following features in the school.

- (a) Small class size
- (b) Qualified, caring teachers
- (c) Authentic assessment
- (d) Student-centered instruction
- (e) Integrated curriculum at the elementary level
- (f) College-preparatory curriculum at the secondary level
- (g) Access to the latest technology
- (h) Age-appropriate curriculum
- (i) Multi-cultural environment

ARTICLE II

Purposes of the Board

The purposes for which the School Board of Pacific Horizons School is organized are to:

- (a) Promote the school’s mission and purpose;
- (b) Select the school administrator;
- (c) Support the school administrator and review his or her performance;

- (d) Ensure effective organizational planning;
- (e) Ensure adequate resources;
- (f) Manage resources effectively;
- (g) Enhance the school's public image; and
- (h) Assess its own performance.

ARTICLE III

Executive Board Members

Section 1: The [Executive] School Board ("the Board") shall have an odd number of members consisting of at least five (5) Members and no more than eleven (11) Members. All Members shall have identical rights and responsibilities.

Section 2: The Founding Board Members of Pacific Horizons School are Mara Ashley, Marshall Ashley, and Michele Young. These Founding Members will have a place on the Board as long they choose to serve on the Board. At any time that they resign from the Board they will be designated Board Members Emeritus. The Board Members Emeritus may attend Board meetings and offer input but do not have voting privileges.

Section 3: School employees may not hold Board membership. The Founding Board Members if employed at the School are the exception to this rule.

Section 4: Parents of current students shall make up no more than 70 percent of the Board membership.

Section 5: Board members shall be sought who reflect the qualities and qualifications determined by the Board. In so far as it is possible, Board members shall be sought that reflect the diversity of the student body.

Section 6: The Board shall present a slate of potential Members for election by the Board. This slate shall be presented at the annual meeting of the Board.

Section 7: Except as provided for the Founding Members, Members shall serve a term of three (3) years from the date of their appointments, or until their successors are seated. A full three-year term shall be considered to have been served upon the passage of three (3) annual meetings. After election, the term of a Board Member may not be reduced, except for cause as specified in these bylaws. No Board Member shall serve more than two (2) consecutive, three-year terms. Members shall take office in January at the annual meeting at which their appointment is announced. Fulfilling an incomplete term is not considered part of the term limit. Members shall serve staggered terms to balance continuity with new perspective. Three of the initial Members shall serve initial terms of two (2) years; all others shall serve initial terms of three (3) years.

Section 8: Any vacancy occurring in the School Board and any position to be filled by reason of an increase in the number of Members may be filled by the affirmative vote of the majority of the seated Members. A Board Member elected to fill the vacancy shall be elected for the unexpired term of his/her predecessor in office.

Section 9: A Board Member may resign at any time by filing a written resignation with the Chair of the Board.

Section 10: The Board may remove any Officer or Board Member by two thirds (2/3) vote of the entire School Board at any regular or special meeting of the Board, provided that a statement of the reason or reasons shall have been mailed by Registered Mail to the Officer or Board Member proposed for removal at least thirty (30) days before any final action is taken by the Board. This statement shall be accompanied by a notice of the time when, and the place where, the Board is to take action on the removal. The Officer or Board Member shall be given an opportunity to be heard and the matter considered by the Board at the time and place mentioned in the notice. The Board may remove any Board Member who:

- (a) Has failed to attend two or more of the Board's Regular Meetings in any calendar year;
- (b) Has been convicted of a felony; or
- (c) For such other good causes as the Board may determine.

Section 11: Members of the School Board:

- (a) Shall receive no payment or honoraria for serving on the School Board;
- (b) Shall serve the School with the highest degree of duty, loyalty, and care; and
- (c) Any Board Member who individually or as part of a business or professional firm is involved in the business transactions or current professional services of the School shall disclose this relationship and shall not participate in any vote taken with respect to such transactions or services.

Section 12: All Board Members' work shall comply with all laws and regulations, will be bound by the Code of Conduct, Conflict of Interest and Confidentiality policy statements, if any, adopted by the Board. Unless determined to be inadvisable in any given year by vote of the Members, every fiscal year, the Board shall participate in a board-training workshop to evaluate Board progress and enhance Board performance.

Section 13: The Board Members shall:

- (a) Have authority to adopt, amend, or repeal the bylaws, as long as these changes do not violate the mission and philosophy of the school;
- (b) Develop a strategic plan;
- (c) Develop and approve general school policies;
- (d) Hire and evaluate the School Director;
- (e) Approve an annual budget;
- (f) Set tuition and salaries;
- (g) Oversee financial accountability; and
- (d) Ensure that the school is fulfilling its mission.

ARTICLE IV

Officers

Section 1: There shall be four (4) elected Officers of the Board: Chair, Vice-Chair, Treasurer, and Secretary.

- (a) Board Chair – Is elected by the Board Members to Chair meetings of the Board and to formally communicate positions voted by the Board Members. The Chair in

consultation with the School Director shall prepare an agenda for the regularly scheduled meetings. He or she shall make regular reports on the status of the School to the Board. The Board Chair shall nominate Committee Chairs and memberships subject to confirmation votes by the Board Members.

- (b) Vice-Chair – Is elected by the Board Members to exercise all of the duties of the Board Chair in his or her absence. The Vice-Chair shall undertake such other duties as voted by the Board Members.
- (c) Treasurer – Is elected by the Board Members and is responsible for the general financial affairs of the School and shall keep full and accurate records thereof, which shall always be open to inspection by the Board Chair or other Members. The Treasurer shall render to the Board Chair or other Members whenever they require it, a statement of the accounts of transactions made as Treasurer and of the financial condition of the School.
- (d) Secretary – Is elected by the Board Members and is responsible for the record of the proceedings of all meetings of the Board Members. The Secretary shall notify the Members of all regular meetings in accordance with these bylaws.

Section 2: The newly elected Officers shall take office in January following the election of the new officers, and the term of office shall be one year, or until respective successors assume office. A Board Member may serve more than one (1) term in the same office, but not more than two (2) consecutive terms in the same office.

Section 3: In the event that the office of the Chair becomes vacant, the Vice-Chair shall become Chair for the unexpired portion of the term. In the event that the office of Vice-Chair, Secretary, or Treasurer becomes vacant, the Chair shall appoint interim Officers to fill such vacant offices until a scheduled meeting of the Board can be held.

ARTICLE V

Annual Meeting

Section 1: The first meeting held in January of each year shall be designated as the annual meeting. The School Director shall preside at the beginning of the annual meeting.

Section 2: The following order of business shall be observed for the annual meeting:

- The School Director shall call the meeting to order.
- The Board shall elect the chair for a term of one year.
- The School Director shall relinquish the chair to the newly elected chair.
- The Board shall elect a vice-chair for a term of one year.
- The Board shall establish dates, times, and places for its regular meetings.
- The Board shall establish committees and elect committee members, as needed.

ARTICLE VI

Meetings

Section 1: The annual meeting of the Board Members shall occur in January. There shall be at least nine (9) other regular meetings of the Board held during the year. Notice shall be given to each Board Member ten (10) days prior to the date of every regular meeting of the Board and shall include the meeting agenda, the time and place of the meeting, and any other information as

the Chair may deem appropriate. A record of every meeting will be kept, including the date, time, and location of the meeting, the members present or absent, and all action taken at the meeting.

Section 2: Special meetings of the Board Members may be called by the Chair or by a majority of the Board filing a written request for such a meeting with the Chair and stating the object, date, and hour therefore, due notice having been given each Board Member five (5) calendar days prior to the meeting.

Section 3: One-half of the Members then in office shall constitute a quorum for the transaction of business at any regular or special meeting of the Board Members, except where otherwise required by these bylaws. A majority of those assembled is required to take action.

Section 4: The Board shall conduct its meetings based on Robert's Rules of Order. Any such meeting, whether regular or special, shall constitute a meeting of the Board Members and shall subscribe to the policies, procedures, and rules adopted by the Board.

Section 5: Notice of all regular and special meetings of the Board, an agenda of all items to be discussed at such meetings, and agenda support materials shall be circulated to all Members prior to the meeting. Any Board Member may waive notice of any meeting. The attendance of a Board Member at any meeting also shall constitute a waiver of notice of such meeting, except where a Board Member attends a meeting for the express purpose of objecting to the transaction of any business because the meeting is not lawfully called or convened.

Section 6: Voting by Members by proxies shall not be permitted.

Section 7: An absentee Board member may not designate an alternate to represent him or her at a Board meeting.

ARTICLE VII

Staff

Section 1: The Board Members shall have the responsibility to appoint a School Director who shall be responsible for carrying out the work of the School in accordance with the policies established by the Board.

Section 2: The School Director is the Chief Educational Officer of the School, and is given the authority and discretionary power to determine the best ways to implement Board policies.

Section 2: The School Director has the day-to-day responsibility for the School, including carrying out the school's mission, goals, and Board policies. He or she shall have the responsibility for the hiring and firing of teachers and other support staff, within the financial constraints determined by the Board. He or she shall evaluate teachers and staff and oversee the implementation of the curriculum and classroom management.

Section 4: The School Director will attend all Board meetings; report on the progress of the school, provide input, and answer questions of Board members.

ARTICLE VIII
Committees and Task Forces

Section 1: The Board may establish committees or task forces in implementing long-range plans of the Board.

Section 2: Committees may be composed of Members and community members. Committees composed of community members must have at least one member who is also a member of the Board. The Board may prescribe the responsibilities and the composition of such committees. The Chair shall appoint the chair of each committee.

Section 3: The Board should set clear expectations and policies for committee operation, this includes whether committees are empowered to make decisions or just provide information to the whole board, when committees should report findings/decisions, and how long the committees stand. There are two types of committees – standing and *ad hoc*. Standing committees may become a part of the permanent structure of the school. *Ad hoc* committees focus on specific, timely issues and are dissolved upon their resolution.

ARTICLE IX
Advisory Council

Section 1: The purpose of the Advisory Council is to bring together individuals with unique knowledge, resources, and skills that will assist the Executive Board in the implementation of its goals. The Advisory Council will function in an advisory capacity to the Executive Board and will not be involved in the governing of the School or in the setting of policy.

Section 2: The Advisory Council shall consist of individuals from the community, including parents and teachers, who believe in the mission of Pacific Horizons School and want to help ensure its implementation and continuation.

Section 3: Council representatives shall receive no compensation directly related to the work of the Advisory Council.

Section 4: Names of prospective candidates shall be submitted to the Board Chair for appointment to the Advisory Council no later than ten (10) days prior to the annual meeting. Written consent from the candidate must accompany the nomination. A majority vote of the Board of Directors shall serve to formally appoint members to the Advisory Council.

Section 5: The members of the Advisory Council shall elect their own Chair and Secretary. This Chair shall be the Council's official representative and the Secretary shall record and keep the minutes of the meetings.

Section 6: The Advisory Council Chair shall attend the annual meeting of the Board that will occur in January. There shall be at least four (4) other regular meetings of the Advisory Council to be held during the year. The Advisory Council will decide on the dates and place of these meetings in advance. Notice shall be given to each Advisory Council Member prior to the date of

every regular meeting of the Board and shall include the meeting agenda, the time and place of the meeting, and any other information as the Chair may deem appropriate.

Section 6: Meetings of the Advisory Council shall be conducted under Robert's Rules of Order. A quorum shall be a majority of the members for conducting business. All regular business votes require a simple majority of members present to pass.

ARTICLE X

Fiscal Year

The fiscal year of the School shall begin on July 1st and terminate on June 30th of the following year.

ARTICLE XI

Amendments

These Bylaws may be amended at a regular meeting by a two-thirds vote of all Members then in office, provided that notice of the proposed amendment, together with a copy thereof, is delivered to each Board Member at least fifteen (15) days prior to the meeting at which the amendment is to be considered. All amendments must be in compliance with the School's mission and goals.

Appendix A

Adoption of Bylaws

These Bylaws of the School Board of Pacific Horizons School were unanimously approved and adopted by Mara Ashley, Marshall Ashley, and Michele Young, the Founding Board Members of Pacific Horizons School, on April 18, 2009.

The Bylaws were amended by the Board on October 1, 2009 to include Article IX, which adds an Advisory Council.