

ROCSCC Operating Agreement (Approved October 2020)

ROCS Community Circle Operating Agreement



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About

Please note that all references to “parent” that follow include considerations for biological and non-biological guardian figures with utmost respect for all familial relationships.

Purpose

The purpose of the Community Circle is to develop community and facilitate involvement in Raleigh Oak Charter School’s life and culture. This all-volunteer, parent-led organization’s mission is to foster the well-being of the school community by facilitating communications among all stakeholders, inspiring parent participation in school life and organizing their collective efforts in line with the school’s mission and vision.

The Community Circle will seek to be a channel through which parents can direct their ideas and skills, nurture their self-development, and constructively communicate concerns.

Goals

- To build and maintain community spirit and serve as the vehicle for full parent involvement in the life and development of the school
- To provide services and programs in support of education and activities that impact the majority of the student and parent population
- To provide a forum for the constructive and civil exchange of ideas between parents, teachers, students and the administration
- To provide support and encouragement to the Board and staff at ROCS, redirecting concerns through the appropriate channels rather than acting as a forum for criticism or conflict resolution
- To assist with fundraising for school classrooms and programs.

Membership

All parents, guardians and family members of children currently enrolled at Raleigh Oak Charter School are automatically considered members of the Community Circle along with current administrators, teachers and staff. Each member is welcomed as a valuable contributor to the mission and goals of the organization.

Every eligible member’s support is essential to the success of the Raleigh Oak Charter School and participation is expected and embraced. Our community thrives on involvement. Through our Community Circle, our community is offered many

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opportunities to share their skills and talents for the benefit of all and the long-term success of our children and school.

Eligibility for membership will continue for parents for as long as their child is enrolled at ROCS. Membership for administrators, teachers and staff members will be for as long as they are employed at ROCS.

Role

The Community Circle functions as a parent-based information resource that works in consultation with the Principal and the ROCS Board to perform the following functions:

- Hold monthly meetings to provide a means for all families to be informed and involved
- Give constructive feedback to the administration, promoting positive communication and quelling derision
- Provide multiple venues for the expression of views and ideas of general interest for parents, guardians, faculty and students
- Liaise with the Board, Principal, teachers and school families
- Plan and organize festivals, fundraisers, staff appreciation, new family support, and other activities as needed.

Community Circle is a way for parents to actively participate in, serve, and contribute to the functioning and organization of the school. The Community Circle's main sphere of influence is in the social realm, while the school's main sphere is the pedagogical realm. However, the Community Circle operates at the direction of the Principal in consultation with the ROCS Board of Directors. The following must be considered with regard to programming:

- The Community Circle must receive approval from the Principal when planning functions in which students will participate
- The use of school facilities must be requested through the Principal
- All items donated by parent or other groups through the Community Circle become the property of the school, and the school may use or later modify or sell those items

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Responsibilities

The responsibilities of the Community Circle are to promote parent/guardian participation in school life, build a trusting relationship between parents and the school, provide feedback to the Board of Directors on school operations and strategic goals, and work collaboratively so that everyone feels respected within the school organization. The Community Circle responsibilities, in coordination with and/or under the direction of the Principal, include:

- Assisting in promotion and support of volunteerism at ROCS, including tracking of parent volunteer hours as outlined in the Parent/Student Handbook.
- Organizing volunteers for our Seasonal Festivals and other community projects, events, and programs
- Assisting in the support and promotion of fundraising activities
- Supporting new families and providing "social warmth" at events
- Providing a forum for information, consultation and feedback on matters affecting the school, such as parent education or policy issues
- Enhancing communications between ROCS parents and all other members of the ROCS community
- The Community Circle leadership team will provide the ROCS Board of Directors with reports on progress and will host a yearly community-wide meeting to discuss school related matters with the staff and board.

Meetings

The Community Circle has regular meetings once a month while school is in session and occasional, additional meetings. Monthly meetings are open to all parents, family members and guardians of children enrolled in the school. The Community Circle meets on the second Tuesday of the month from 6:30-7:30pm. Small children are welcome to come and sit on laps or play quietly.

Leadership

Community Circle Officers consist of a Chair (or two Co-chairs), one Secretary and one Treasurer. The Community Circle also consists of several committees, each of which has a lead representative, and of classroom-level liaisons called Room Reps.

The Chair (or Co-chairs) lead and direct the meetings of the Community Circle, including setting the agenda. The job of the Chair also includes the following responsibilities:

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1. To provide a strong sense of leadership to the Community Circle, including the facilitation of orderly monthly Community Circle Meetings in an atmosphere of kindness, respect, integrity and responsibility
2. To ensure that all members are made to feel welcome at meetings
3. To attend monthly meetings with the Principal or designee.
4. Upon successful nomination and a $\frac{3}{4}$ majority vote per the ROCS Board Bylaws, hold a single non-voting member seat on the ROCS Board, attending all regular monthly ROCS Board meetings
5. Submit Community Circle status reports to the ROCS Board at least quarterly and ensure an Officer from the Community Circle will attend each regular board meeting.
6. Strive to be a role model within the parent body, putting a focus on the whole above self. Communicate respectfully with others in the school community about school matters.
7. Send midweek updates to the Principal by Tuesday of each week
8. Send "Nutshell" updates to the Principal by Thursday of each week
9. Monitor Facebook Community Circle page to ensure all social media posts and content are in line with the overall mission of the school to be inclusive and leading with heart-felt rhetoric. This includes redirecting information collection from official ROCS resources such as the website, Nutshell and official Instagram channels.

The Secretary takes and distributes minutes of the Community Circle meetings and communicates agendas and meeting notifications to the full ROCS community. More specifically, the Secretary's responsibilities include:

1. Working with the Chair, creation of an agenda for each monthly Community Circle meeting, ensuring topics are within the appropriate realm of the Community Circle as outlined by Role and Responsibilities sections above
2. Communicate all meeting dates, times and agenda to the full ROCS community via publication in the school's weekly email newsletter and posting on the official school website prior to each meeting
3. Keep accurate and objective minutes of each meeting, including attendance; taking care to note specific details related to any major votes or actions taken
4. Work with Chair to review and finalize minutes within one week of meeting date
5. Email final minutes, action items and any relevant documents to Community Circle Officers, Committee Leads and Room Reps.
6. Post minutes on the official school website

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7. Keep the Community Circle Google Team Drive updated with agendas, minutes and other PC documents
8. Attend all Community Circle Meetings, or ensure coverage of minutes if absent
9. Strive to be a role model within the parent body, putting a focus on the whole above self. Communicate respectfully with others in the school community about school matters.

The Treasurer shall keep careful account of the Community Circle funds and submit a report at each PC meeting. The Treasurer shall, together with the Chair, draft the PC budget for the year and indicate projects that have been forwarded for consideration for PC funding.

1. Maintain fiduciary standards in all actions with the Community Circle and fund management
2. Keep appropriate books, accounting and reporting on a monthly and annual basis to report to Community Circle at monthly meetings via Quickbooks or similar program
3. Work with the Community Circle Chair to prepare financial status reports for presentation to the ROCS Board at least quarterly at one of their regular monthly board meetings
4. Work with the ROCS Board Treasurer and the Principal to discuss any financial concerns
5. With consultation of ROCS Board Treasurer, service and maintain bank accounts as needed
6. Ensure that Community Circle is following all fiscal standards/policies of ROCS.
7. Strive to be a role model within the parent body, putting a focus on the whole above self. Communicate respectfully with others in the school community about school matters.

No individual may hold two offices simultaneously.

Committees

There shall be five standing committees of the Community Circle, namely, Head, Hands, Heart, Fundraising and Room Reps Committees. Chairs of the committees shall be appointed by the Community Circle Officers before the beginning of the new academic year.

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- **The Head Committee** lead shall be responsible for organizing events around parent education, larger community-based volunteer opportunities, food pantry for students and lost and found monthly organization and donation.
- **The Hands Committee** lead shall be responsible for direct contact with the school's Executive Operations Director or designee to lead the organization of volunteer efforts related to general upkeep of the school building, grounds and playground.
- In working with the Room Reps lead, **the Heart Committee** lead shall be responsible for the coordination of teacher luncheons during teacher work days, the PC craft group, the coordination of all staff gifts, teacher appreciation week and birthdays, and meet-ups for families including the end of year celebration. Hearts has also coordinated weekly meet up "play dates" for families, end of year celebration meet up at a local park, craft group for mom's (for items to sell for fundraising)
- **The Fundraising Committee** shall
 - Organize monthly Food Trucks for teachers and parents
 - Coordinate box tops, coupon/attraction books, the winter market, book market, picture day and year book.
 - Additional fundraising events as approved by the Principal
- **Room Rep Liaison** shall coordinate with the Hearts Committee lead and individual Room Parents (as nominated by the PC and approved by the Principal) to work directly with the teacher in their child's class to provide support, logistical assistance and communication with families of children in the same class. Room Reps serve for one school year and are expected to belong to, participate in, and attend meetings of the Community Circle. Each Class is expected to have at least one Room Rep selected by the Community Circle Chair in collaboration with the Principal and the class teacher. More specifically, the Room Rep's responsibilities include:
 1. Attending all Parent Circle meetings (approximately 1-2 hours per month). Continuity of attendance is important for decision-making.
 2. Acting as a liaison between their assigned classroom and the Community Circle.
 3. Supporting the class teacher by helping with communication, events, planning, volunteer needs, and other activities.
 4. Supporting one event/festival per class each year and conveying information about school events to parents in the class and delegating the responsibility for organizing your class' portion of the event to one of the parents in the class.

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5. Educating oneself as to the organizational forms that exist within the school and the procedures and policies of the school.
6. Strive to be a role model within the parent body, putting a focus on the whole above self. Communicate respectfully with others in the school community about school matters.

Term

Officers are selected by application and approved by a majority vote of the Community Circle membership at the May meeting each year (see Elections, below). Officers are elected to serve a two (2) year term with a maximum of two (2) consecutive terms before a break in service of at least one (1) year is required. Committee Leads and Room Parents are elected to serve a one (1) year term with a maximum of two (2) consecutive terms before a break in service of at least one (1) year is required.

Removal

Any Officer or Committee lead may be removed at any time without cause by a two-thirds ($\frac{2}{3}$) vote of the Officers then in office at a duly called meeting.

Vacancies

In the event that an office is left vacant, the CC Board may fill such by invitation, until the election at the next general meeting.

Elections

- The Sequence of the Election is as follows:
 - In April, the existing Chair will announce any positions that will open for the next year.
 - The Chair will send an invitation to the parent community for all who are interested to submit their names on the nomination form provided. Any member may nominate any other member or self-nominate. A nominee's signature on the nomination form is required before that name will appear on the ballot
 - In April, there will be an information meeting for new candidates, hosted by the out-going Board for anyone who may be interested in a position on the CC Board.
 - In early May, candidates' names and a brief history of qualifications will be published in a newsletter to introduce the candidates.
 - Ballots may be sent in the form of a newsletter and the balloting closed after ten days. Or, balloting may take place at the May general meeting.

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- The Past Co-chair will count the votes, and announce the results of the election in late May, giving the new board time to meet before school dismisses at the end of the year.

Finances

Budget year

The CC fiscal year will be July 1 – June 30.

Funds

Funds shall be derived from fund-raising efforts, donations and/or gifts.

Budget

The budget for each new school year will be completed and approved in collaboration by the outgoing/incoming Board at the transitional meeting each June. This will allow for funds to be made available for projects and events prior to the start of the new school year.

If the CC Board has no designated Chair and Treasurer for the coming school year and the positions have not yet been filled by invitation, the outgoing officers will prepare and complete the budget. This will provide consistency and insure that a budget is ready for the upcoming school year. The CC budget is approved by the ROCS Board.

Disbursements

- Disbursements are to be made for budgeted purposes only
- CC Board members may not make commitments for the expenditure of CC funds for any purpose that has not been approved by the Principal in consultation with the ROCS Board during the budget process
- The Treasurer and Chair, acting on behalf of the CC, shall cosign all disbursements
- Accounts are kept and monies allotted to different projects. For reimbursement of money, the Co-chairs, Treasurer and Secretary can give approval. There must be two different signing officers assigned to sign checks. One of these must be the Principal.
- Miscellaneous expenses incurred over and above budget allocations previously approved by the ROCS Board for events or general items must not exceed \$100 without prior approval.

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Board Expectations

The CC Board will be responsible to the Principal. Minutes of each meeting will be kept and made available upon the request of a parent, teacher or committee member.

Code of conduct

Community Circle Officers, Committee Chairs and Room Reps are required to sign and adhere to agreements for conduct appropriate to their positions. This includes adherence to the school's Social Media Policy. There is an expectation of mutual respect and courtesy during meetings and interactions with parents, school administration, staff and the ROCS Board.

Authority

If any part of this operating agreement shall conflict with the decisions, policies or procedures adopted by the Raleigh Oak Charter School Board, they shall be deemed null and void and the decision of the ROCS Board shall, in all cases, control. The ROCS Community Circle is responsible and accountable for its funds and expenditures. However, the Community Circle operates at the direction of the Principal in consultation with the ROCS Board of Directors. The ROCS Board authorizes the ROCS Community Circle the limited and pre-approved use of its tangible and intangible property including, but not limited to, its name, logo, reputation and facilities for the benefit of the faculty and students of ROCS. In the unlikely event that the ROCS Board concludes, in its sole discretion, that any action or activity of the ROCS Community Circle reflects poorly on Raleigh Oak Charter School, the ROCS Board may dissolve the ROCS Community Circle.