



## Articles of Operation

The Partnerships for Innovation is an affiliated fund of the Nebraska Community Foundation, Inc. is a charity organization with non-profit 501(c)(3) status. The Partnerships for Innovation Leadership Council manages the daily operations of Partnerships for Innovation (PFI) which is funded through Educational Service Unit (ESU) consortia, stand-alone school districts and community colleges that receive Carl D. Perkins funding through the Nebraska Department of Education (NDE). All members provide up to ten (10) percent of their funding allocation to PFI to address federal legislative mandates outlined in the 2006 reauthorization.

These Articles of Operation shall govern the management and operation of the Partnerships for Innovation, a new consortium structure aimed at building statewide systems to accomplish program improvement and increased student achievement while meeting the requirements of the 2006 Carl D. Perkins Career and Technical Education Act (Perkins IV).

### Article I

#### Section 1. Purpose

The purpose of the Partnerships for Innovation is to provide an opportunity to reduce the burden on local institutions to each develop their own approaches to statewide agreements, technical skill assessments, data and accountability systems, and strategic professional development approaches in isolation.

#### Section 2. Functions

The functions of Partnerships for Innovation are to address the following areas:

1. Secondary-Postsecondary Transition for students
  - a. Statewide articulation agreements and curriculum alignment
  - b. Expanding dual credit opportunities
  - c. Expand the use of distance learning and online courses
  - d. Examining outcomes of secondary courses to ensure students are prepared to enter postsecondary education both in career education and academic preparation
  - e. Identifying policy issues that provide barriers for successful student transition and working to overcome those barriers.
2. Technical Skill Assessment



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- a. Identifying and implementing statewide skill attainment assessment which is industry based at state or national level
3. Statewide Partnerships and Initiatives
  - a. Provide the potential for securing statewide license agreements that are determined priority need areas.
4. Professional Development
  - a. Planning and coordination of professional development that may include: skill training in emerging curricula, technical skill development and training in new instructional strategies for secondary and postsecondary instructors.
  - b. Areas of teacher recruitment, certification, and other areas related to instruction are opportunities for planning, coordination, and exploration.
5. Curriculum in Emerging Areas
  - a. Development of secondary/postsecondary aligned curriculum in new and emerging, or targeted areas

## Article II

### Section 1. Partnerships for Innovation Leadership Council Structure and Membership

#### A. Council Make-Up

The Partnerships for Innovation Leadership Council, a twelve-member oversight committee, will have representation from the following:

1. One individual from each of the six (6) Nebraska community colleges currently employed at the administrative level.
2. Six (6) members representing secondary schools and Educational Service Units currently receiving and managing Carl D. Perkin's funds and qualified programs. The six representatives shall be selected according from the following format:
  - a. Two (2) secondary representatives employed as a staff developer or higher from Educational Service Units;
  - b. Four (4) individuals, employed at the administrative level, should represent school districts from the following areas:
    - i. 1 representative from a large school district
    - ii. 1 representative from a medium school district

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- iii. 1 representative from a small school district(s)
  - iv. 1 'At-large' representative
3. Ex-Officio membership is dependent on current employment but may include:
- a. Director, Educational Service Unit Coordinating Commission
  - b. Director, Partnerships for Innovation

### B. Cycle of Terms

Starting June 1, 2010 the Leadership Council members will serve a three (3) year service cycle. The system developed will allow for two-thirds of the secondary and postsecondary represented institutions to stay on the Council, while one-third are in the cycle process. In the chart below is the year the representative organization/institution is up for re-election.

#### Postsecondary Representatives

<i>Institution</i>	<i>2010-2013</i>	<i>2011-2014</i>	<i>2012-2015</i>	<i>2012-2016</i>
Central Community College	X			X
Metropolitan Community College		X		
MidPlains Community College	X		X	
Northeast Community College		X		
Southeast Community College			X	
Western Nebraska Community College	X			X

#### Secondary Representatives

<i>Institution</i>	<i>2010-2013</i>	<i>2011-2014</i>	<i>2012-2015</i>	<i>2012-2016</i>
ESU A	X		X	
ESU B		X		
At-large			X	
Small		X		
Large	X			X
Medium	X			X

### C. Nomination process



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Representatives for the PFI Leadership Council must be elected or appointed to serve. Nominations can be made by community college, ESU's, or school district administrators and current members of the PFI Leadership Council. Nominations will be accepted at the March meeting to be voted on at the May meeting. The Leadership Council must approve the individual(s) elected for the position(s) by a majority of the quorum. Nominees must be a current member of a Perkins consortium.

Nominations will be made by the institution or organization represented on the Leadership Council, for example; the community college Chief Executive Officer (President) will nominate a replacement for their respective college. Statewide ESU Coordinating Council will nominate an ESU representative. The Nebraska Council of School Administrators will be notified of Leadership Council vacancies and extended an invitation to nominate secondary representatives.

Nominees must be nominated by a supervisor or current member of the Leadership Council, and may not nominate themselves.

Nomination form is provided in Appendix A.

When evaluating potential members for council positions, the Leadership Council should consider candidates who are influential decision makers at their respective institutions.

### **D. Term Limits**

Effective March 29, 2010 members may serve two consecutive terms for a maximum of six years. Members who have been replaced due to retirement or substitution may complete the former Leadership Council member term and have the opportunity to be elected to serve two consecutive terms. Members who have served two consecutive terms may have the opportunity to rejoin the Leadership Council after standing down one term.

### **E. Member Expectations**

Leadership Council members are expected to fulfill the following duties during their three years of service:

1. Provide overall guidance to Partnerships for Innovation Director

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2. Approve and provide input to annual program of work
3. Be fiscally accountable to all Partnerships for Innovation member districts, Educational Service Units and community colleges
4. Advocate for, market and promote Partnerships for Innovation
5. Maintain a statewide systems approach while promoting and supporting innovative thinking
6. Attend 80% or more meetings, unless excused by the Chairperson
  - a. Three face-to-face meetings:
    - i. At the annual June Nebraska Career Education Conference (mandatory)
    - ii. In October or November (varied locations around state)
    - iii. In February or March (varied locations around state)
  - b. Three online meetings using a web conferencing system
  - c. If member cannot attend meeting please provide a designee to sit in on meeting, if possible
7. Be an influential decision maker at respective institutions/organizations

### F. Removal of Members

Members are expected to attend a majority of all regular and special meetings of the Leadership Council. If a member fails to attend a minimum of 80% of all meetings from June 1 to May 31, the member will be placed on probation pending a special vote. Members may also be placed on probation at any time by the consensus of any three (3) officers for actions contrary towards the goals of the Partnerships for Innovation. Members who are not on probation will vote by ballot to remove the probationary member from the Leadership Council at the next regularly scheduled meeting. A majority of the quorum is required to remove a member from the Council. If the member fails to receive a majority of the quorum for dismissal, then the member will be removed from probation and considered back in good standing with the Council.

## Section 2. Executive Team Membership

### A. Officers

The members of the Partnerships for Innovation Leadership Council shall annually elect a chairperson, vice-chairperson, treasurer and secretary from among their members. The chair and vice-chair positions shall rotate between secondary and postsecondary entities represented on the Leadership Council.



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1. **Chairperson:** The Chairperson shall call and preside at all meetings of the Partnerships for Innovation Leadership Council and shall work with Director in preparing agendas for such meetings; shall make appointments to all committees of PFI, subject to ratification by the Leadership Council and shall act on behalf of Partnerships for Innovation during the interim between Partnerships for Innovation Leadership Council meetings.
2. **Vice-Chairperson:** The Vice-Chairperson shall, in the absence or at the direction of the Chairperson, perform any or all of the duties of the Chairperson. In the event of a vacancy in the office of Chairperson, the Vice-Chairperson shall serve as acting Chairperson until a new Chairperson is elected by the Partnerships for Innovation Leadership Council.
3. **Treasurer:** The Treasurer will chair the Finance Committee, schedule and organize quarterly meetings and inform Director of the meeting dates and subjects.
4. **Secretary:** The Secretary shall review the minutes prior to communication disseminated to the Leadership Council pertaining to meetings.

### B. Election and Term of Office

The officers of the corporation shall be elected annually by the Leadership Council at the annual Leadership Council meeting. If the election of officers shall not be held at such meeting, such election shall be held as soon thereafter as conveniently may be. New offices may be created and filled at any meeting of the Leadership Council. Each officer shall hold office until his/her successor shall have been duly elected and shall have qualified.

### C. Removal of Officers

Any officer elected or appointed by the Leadership Council may be removed by the Leadership Council with majority of the quorum whenever in its judgment the best interests of the organization would be served thereby, but such removal shall be without prejudice to the contract rights, if any, of the officer so removed.

### D. Vacancies

A vacancy in any office because of death, resignation, removal, disqualification or otherwise must be filled by appointment by the Leadership Council for the unexpired portion of the term.

The terms of office shall be held for three years from June 1 of one year to June 15 of the following year.



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### Article IV

#### Partnerships for Innovation Personnel

##### **Section 1. Partnerships for Innovation Staff and Offices**

**A. Director:** The Director shall function as the Chief Executive Officer of Partnerships for Innovation reporting to the Leadership Council. Responsibilities include implementation of policies, annual goals and objectives, and financial, program and administrative management of Partnerships for Innovation. The Director shall be responsible for leadership and supervision of assigned Partnerships for Innovation staff and shall act as a liaison with other organizations beneficial to the work of Partnerships for Innovation. The Leadership Council will provide guidance, direction and assistance to the Director.

1. **Director Evaluation:** A performance evaluation of the Director shall be conducted a minimum of once per year. The Leadership Council Chairman and Vice-Chairman, along with two volunteers from the Leadership Council shall conduct the performance evaluation and submit a report to the Leadership Council at the annual meeting in June immediately following completion of the performance evaluation.

**B. Other Staff:** Other staff may be added to Partnerships for Innovation as deemed necessary by the Leadership Council.

1. **Staff Evaluation:** A performance evaluation of the staff shall be conducted a minimum of once per year. The Director will conduct staff evaluations and submit a report to the Leadership Council at a regular Leadership Council meeting.

##### **Section 2. Duties of Staff**

The duties of staff shall coincide with the position description as defined by the Partnerships for Innovation Leadership Council.

### Article V

#### Meetings of Partnerships for Innovation Nebraska

##### **Section 1. Meetings**

**A. Leadership Council:** The Partnerships for Innovation Leadership shall hold at least six regular meetings annually. Meeting dates and times will be decided by the Chairperson of the Leadership Council and Director.

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- B. Finance Committee:** The Finance Committee is the financial advisory body to the Council. The Finance Committee's role is to oversee the financial affairs of PFI and review and make recommendations to the PFI Leadership Council (Council) about the financial affairs and policies of
- a. **Membership** - The membership of the Committee consists of at least three council members, all of whom are to be free of any relationship that, in the opinion of the Council, would interfere with his or her exercise of independent judgment. The Council appoints the members of the Committee. The Council may remove any member from the Committee at any time with or without cause. The Council Treasurer will chair the committee, schedule and organize quarterly meetings and inform Director of the meeting dates and subjects. Minutes will be kept and available to the Director and the Council.
  - b. **Responsibilities** - The Committee shall receive referrals of financial matters from the Council, determine impact of funding requests on the financial status of the Council and make recommendations to the Council at its next meeting. The referrals shall show more details of income and expenses, fund raising and other (a "budget proposal" if available) that will facilitate decision-making by the Committee.
  - c. **Duties:** The Finance Committee shall be responsible for the following duties:
    - i. The Treasurer and Director will develop the annual budget and present it to the PFI Leadership Council for approval in June.
    - ii. Prepare quarterly financial reports and present them to the Council.
    - iii. Evaluate requests for unbudgeted changes in funding for new projects or continuing projects from the Council or Standing Committees or others.
    - iv. Make an assessment and recommendations of all unbudgeted projects that will require expenditure of funds prior to their approval by the Council. This assessment may be done at a special meeting of the Finance Committee, if necessary, to avoid causing unnecessary delay. It is the responsibility of the requester to present the information to the Treasurer who will convene the Finance Committee for review.
    - v. Suggest matters of financial policy to the Council.

### **C. Innovation Committee**

### **D. Professional Development Committee**

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- E. Standing Committees:** As work needs to be addressed, Standing Committees shall be developed and meet as needed. Standing Committee Chairpersons will attend Leadership Council meetings to report on status of committee work. Committee dates and times will be set by the Committee Chair and will be coordinated with the Director and the Chairperson of the Leadership Council.
- F. Special Committees:** Special committees may be formed at the discretion of the Leadership Council or the Standing Committees as a means of addressing specific issues. Special committees will be appointed for a limited time based on need as identified by the Leadership Council or Standing Committees. Members of special committees will be responsible to reporting to the Leadership Council and Director upon request.
- G. Special Meetings:** May be called by the Chairperson or Director with notice to the Leadership Council.

### Section 2. Quorum

A majority of the members shall constitute a quorum at all meetings of the Leadership Council and Standing Committees. This includes meetings conducted by telephone or other electronic means of conducting a meeting.

### Section 3. Voting

Partnerships for Innovation action on any item shall require a majority vote of those present at the meetings in which there is a quorum. This includes meetings conducted by telephone or other electronic means of conducting a meeting.

#### **A. Electronic Voting:**

The motion to be voted on shall be distributed by the officer calling the vote. The motion shall contain, at a minimum, the name of the parties proposing and seconding the motion, the starting and ending date of the vote, and the list of eligible voters for the vote. The starting date shall be the date that the vote is called and the ending date shall be 10 calendar days or less as agreed upon by the board, after the starting date. The eligible voting body will consist of all current working group members and officers. Eligible voters shall submit votes to the current Chair and/or Director via e-mail or other electronic means approved by the Leadership Council. An eligible voter may submit a vote to the current Chair and Administrative Assistant by telephone or by traditional mail if unable to vote via e-mail or other



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accepted electronic means. Both the Administrative Assistant and the Chair must verify such a vote in order for it to be counted.

Approval of a motion through electronic vote requires the same minimum ratio of yes to no votes as at physical meetings. If the required numbers of votes to assure the result of the vote have been received, the Chair or officer calling the vote may announce the result before the close of the vote. If a result is announced early, the vote will still remain open until the end date of the vote or until all eligible voters have voted, whichever comes first. When the vote is closed, the final tally of votes shall be recorded and announced by the party calling the vote; however specific votes by individual members shall not be included. Results of all electronic votes between physical meetings are recorded in the meeting minutes for the next meeting.

### **Section 4. Procedures**

Matters of Parliamentary procedure not covered by these Articles of Operation shall be governed by Robert's Rules of Order, most recent edition.

## **Article VI**

### **Committees**

The Leadership Council and Standing Committees may establish support committees, both standing and special committees, as needed to accomplish the purposes of Partnerships for Innovation.

## **Article VII**

### **Finances**

#### **Section 1. Fiscal Year**

The Partnerships for Innovation budget cycle shall begin on July 1 of one year and end on June 30 of the following year. The Nebraska Community Foundation budget year will be from July 1 to June 30.

#### **Section 2. Partnerships for Innovation Member Expenses**

Members of the Leadership Council, any identified Standing Committees, and individuals serving on Partnerships for Innovation projects, shall receive no compensation, but may be provided expenses, as consistent with procedures applicable to state agencies and approved by a majority of the Leadership Council, as funds are available.



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### Section 3. Funding Contracts, Checks, and Deposits

Partnerships for Innovation Nebraska, an affiliated fund of Nebraska Community Foundation (NCF), qualifies as a 501 (c)3. As a result PFI will be eligible to apply for, receive and manage grant funds and charitable contributions. For a more detailed description of the affiliation agreement with the Nebraska Community Foundation please refer to the contract in the Appendix.

- A. **Contracts** The Leadership Council may authorize someone to work with NCF on the execution of contracts. Contracts may be executed only by the officers of the NCF.
- B. **Disbursements** All disbursements must be approved by an authorized person from PFI Leadership Council Chair and Vice-Chair persons. All disbursements will be paid by Nebraska Community Foundation.
- C. **Deposits** All funds received for the benefit of PFI shall be deposited with the Nebraska Community Foundation.

### Section 4. Books and Records

The NCF maintains the financial records of Partnerships for Innovation. The Director and Leadership Council shall keep, at the registered or principal office, a record giving the names and addresses of all members.

## Article VIII

### Adoption and Amendment of Articles of Operation

Any bylaw may be adopted, amended or repealed by a vote of the Partnerships for Innovation Leadership Council provided that written notice of the full text of the proposed action is provided to all Partnerships for Innovation Leadership Council members prior to the meeting at which the action is to be considered. A two-thirds majority of Leadership Council members shall be required for such action. Electronic means of voting can apply to adoption and amendment of Articles of Operation (Refer to Article 5, Section 3 A for electronic voting procedure.)



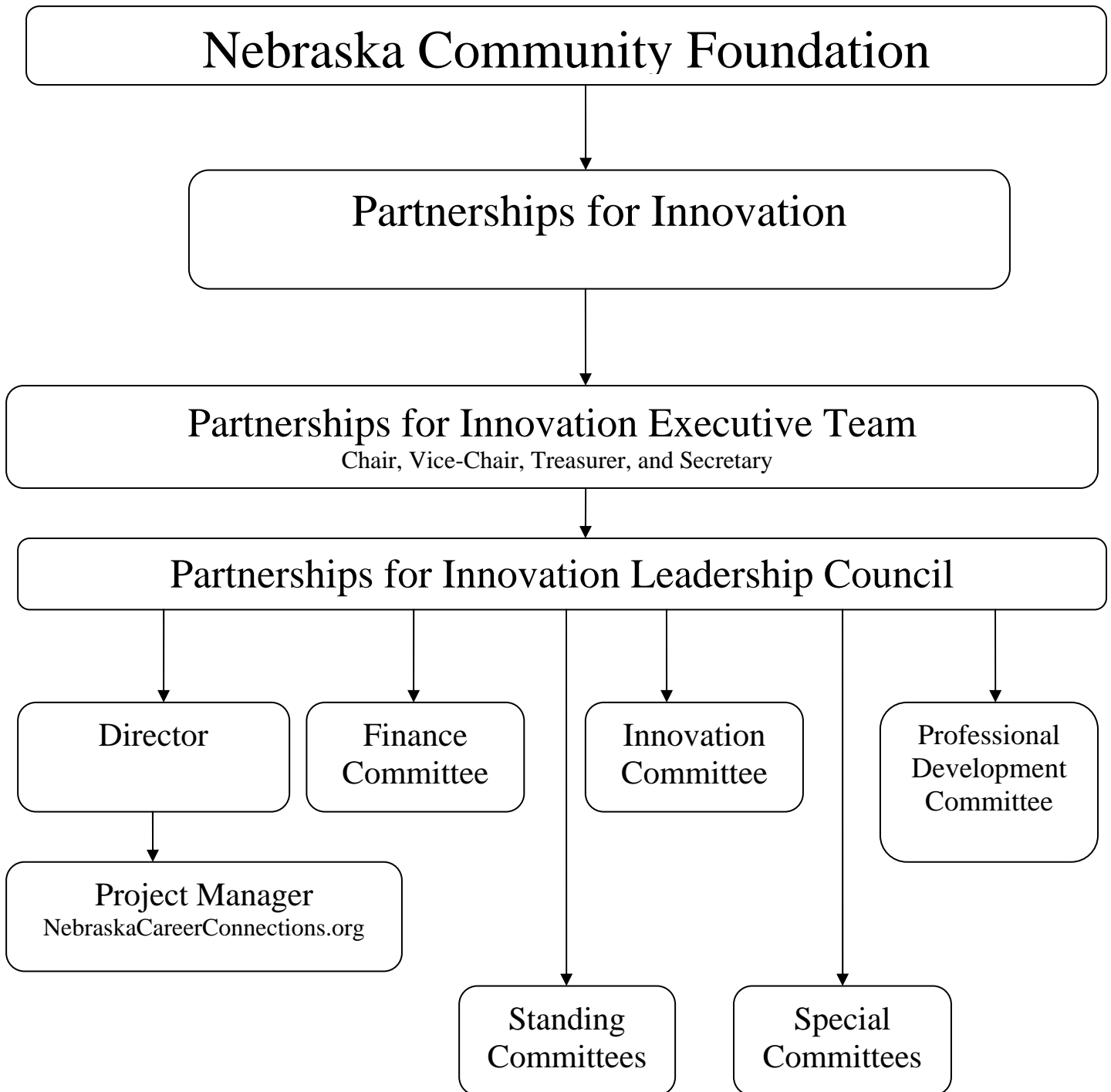
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### Article VIV

The effective date of these Articles of Operation shall be June 8, 2010.

_____	_____	_____	_____
<u>Deb Brennan</u>	Date	<u>Rhonda Jindra</u>	Date
Chair: PFI Leadership Council		Vice-Chair: PFI Leadership Council	

_____	_____
<u>Erika Volker</u>	Date
Director, Partnerships for Innovation	





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### Appendix A: Nomination Form

#### Partnerships for Innovation Leadership Council Secondary Representatives

I nominate the following individual to serve as a representative on the Partnerships for Innovation Leadership Council. I am confident this individual represents a community college, school district or Educational Service Unit which receives Carl D. Perkins funding for Career and Technical Education Programs. This individual serves at the Educational Service Unit as a staff developer or administrator or serves at a school district or community college at an administrative level.

#### Nominee

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Education Institution/Organization: \_\_\_\_\_

Email Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

I have previously contacted this individual to serve on the PFI Leadership Council, pending approval (*please check*)

Yes

No

#### Nominator, must not be nominee

Name: \_\_\_\_\_

Education Institution/Organization: \_\_\_\_\_

Date: \_\_\_\_\_

Leadership Council Approval (*please check*)

Yes

No

Date: \_\_\_\_\_

**NOTE:** If elected, the nominee is expected to attend the annual meeting held Tuesday evening at the Nebraska Career Education Conference. Please plan accordingly.