



Partnerships for Innovation Fund

An affiliated fund of Nebraska Community Foundation

Partnerships for Innovation Fund is an affiliated fund of Nebraska Community Foundation, a Nebraska nonprofit corporation and 501(c)(3) public charity (“NCF”). Partnerships for Innovation Fund was created as a partnership with NCF to provide the means to create a unique statewide consortium to meet the requirements of the Carl D. Perkins Career and Technical Education Improvement Act of 2006 (P.L. 109-270) (“Perkins IV”). Partnerships for Innovation Fund is funded through Educational Service Unit (“ESU”) consortia, stand-alone school districts and community colleges that receive Perkins IV funding through the Nebraska Department of Education (“NDE”). All members provide up to eight percent (8%) of their funding allocation to the Partnership for Innovation Fund to address the mandates outlined in Perkins IV.

The Leadership Council manages the daily operations of the Fund. These Articles of Operation shall govern the management and operation of Partnerships for Innovation Fund and the Leadership Council as a guide to accomplish program improvement and increased student achievement while meeting the requirements of Perkins IV and ensure compliance with NCF policies and procedures.

Article I

Section 1. Purpose

The purpose of the Partnerships for Innovation Fund 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. Partnerships for Innovation Fund is a collaboration of secondary and postsecondary partners focused on building a better statewide system of Career and Technical Education for Nebraska (“CTE”) to improve student learning and better meet economic development priorities. Partnerships for Innovation Fund will do this by introducing innovation in delivery systems in CTE to include Career Academies, professional development and programs of study with coordinated curriculum between secondary and postsecondary institutions.

Section 2. Functions

The function of Partnerships for Innovation Fund is to address the following areas:

Articles of Operation

1. Secondary-postsecondary transition for students
 - a. Establishing statewide articulation agreements and curriculum alignment
 - b. Expanding dual credit and career academy opportunities
 - c. Expanding the use of distance learning and online courses
 - d. Evaluating the 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. Statewide partnerships and initiatives
 - a. Providing the potential for securing statewide license agreements that are determined to be priority need areas
3. Professional development
 - a. Planning and coordinating professional development that may include: skill training in emerging curricula; and technical skill development and training in new instructional strategies for secondary and postsecondary faculty
 - b. Regarding teacher recruitment, certification, and other areas related to instruction that are opportunities for instructional planning, coordination, and exploration
4. Curriculum in emerging areas
 - a. Developing secondary/postsecondary aligned curriculum in new and emerging, or targeted areas

Article II

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

A. Because the Partnerships for Innovation Fund is a partner with NCF, the Leadership Council will manage the day to day operations of the Fund and NCF ensures compliance for legal purposes, including federal tax purposes to qualify as a 501(c)(3) public charity.

B. Council Make-Up

The Leadership Council, an eighteen (18) member oversight committee, will have representation from the following:

1. One Chief Academic Officer (or designee) from each of the six (6) Nebraska community colleges.

Articles of Operation

2. Twelve (12) members representing secondary schools and ESUs currently receiving and managing Perkins IV funds and qualified programs. The twelve representatives shall be selected according to the following format:
 - a. High School Representative to be selected by the schools located within the regions outlined below:
 - i. Western Nebraska Region
 - ii. Mid-Plains Nebraska Region
 - iii. Central Nebraska Region
 - iv. Northeast Nebraska Region
 - v. Southeast Nebraska Region
 - vi. Metropolitan Nebraska Region
 - b. ESU Representative to be selected by the ESU Districts within the regions outlined below:
 - i. Western Nebraska Region
 - ii. Mid-Plains Nebraska Region
 - iii. Central Nebraska Region
 - iv. Northeast Nebraska Region
 - v. Southeast Nebraska Region
 - vi. Metropolitan Nebraska Region
3. Ex-Officio membership is dependent on current employment, but may include:
 - a. Director of Educational Service Unit Coordinating Council
 - b. Director of Partnerships for Innovation Fund

C. Cycle of Terms

Starting June 1, 2017 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.

	Community College Rep	High School Rep	ESU Rep
Western Nebraska Region	2016-2019	2017-2020	2018-2021
Mid-Plains Nebraska Region	2015-2018	2016-2019	2017-2020

Articles of Operation

Central Nebraska Region	2016-2019	2017-2020	2018-2021
Northeast Nebraska Region	2014-2017	2015-2018	2016-2019
Southeast Nebraska Region	2015-2018	2016-2019	2017-2020
Metropolitan Nebraska Region	2014-2017	2015-2018	2016-2019

D. Nomination process

Representatives for the Leadership Council must be nominated to serve on the Council. Nominations will be accepted at the appropriate Leadership Council meeting to be voted on at a subsequent meeting. The Leadership Council must approve the individual(s) nominated for the position(s) by a majority of the quorum.

Nominees must be a current employee of an organization which receives Perkins IV funding.

Nominations will be made by the institution or organization represented on the Leadership Council. The community college Chief Executive Officer (President) will nominate the individual from his/her respective college. The statewide ESU Coordinating Council will nominate an ESU representative. The Nebraska Council of School Administrators, the Nebraska Department of Education and secondary Perkins coordinators will be notified of Leadership Council vacancies and extend an invitation to nominate secondary representatives.

While nominations will be made as noted above, a Leadership Council member, a supervisor, or peer may identify an individual to be nominated by notifying the appropriate representative for the community college or ESU.

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.

E. Term Limits

Secondary and ESU members may serve two consecutive terms for a maximum of six (6) years.

Members who have been replaced due to retirement or substitution may complete the Leadership

Articles of Operation

Council member term and have the opportunity to be elected to serve two (2) consecutive terms. Members who have served two consecutive terms may have the opportunity to rejoin the Leadership Council after standing down one term. Postsecondary members serve at the discretion of the CEO following the same cycle of terms.

F. Meetings

1. The Leadership Council shall hold at least six (6) regular meetings annually. Meeting dates and times will be decided by the Leadership Council and Director at the annual June meeting held during the annual Nebraska Career Education Conference, which will be a face-to-face meeting. A second face-to-face meeting will be held in October or November at various locations around the state. The additional meetings (at least four (4)) will be held via a webconferencing system.
2. If a member cannot attend a meeting a designee may be assigned to substitute.
3. The Leadership Council may change the number and type of meetings as necessary.

G. Member Expectations

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

1. Provide overall guidance to Partnerships for Innovation Fund Director.
2. Approve and provide input to annual program of work.
3. Be fiscally accountable to all Partnerships for Innovation Fund member districts, ESU and community colleges.
4. Advocate for, market and promote Partnerships for Innovation Fund.
5. Maintain a statewide systems approach while promoting and supporting innovative thinking.
6. Attend 80% or more meetings, unless excused by the Chairperson. If a member cannot attend, a designee should attend in his or her place.
7. Be an influential decision maker at respective institution/organization.
8. Ensure the Partnerships for Innovation Fund complies with NCF policies and procedures.

H. 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 Fund. Members who are not on probation will vote by ballot whether to

Articles of Operation

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 Leadership 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 Leadership Council.

I. Partnership with NCF

The Leadership Council is committed to maintaining a positive relationship with NCF based on trust and reciprocity. Because of the interrelated nature of the NCF system, the actions of one affiliated fund may have the potential to impact other affiliated funds. Regular communication with NCF staff and compliance with NCF policies and procedures is essential for the success of every affiliated fund.

The Leadership Council agrees to the following actions:

1. Communication with NCF staff contact by requesting assistance when needed and regularly sharing meeting minutes.
2. Keep a current account of the Leadership Council membership and authorized signers with NCF.
3. Adhering to all NCF policies, including, but not limited to the Confidentiality Policy, Whistleblower Policy, Conflict of Interest Policy, Gift Acceptance Policy, and Investment Policy. The Leadership Council will review these policies annually and note the review in its minutes.

~~Understanding that, as an affiliated fund of NCF, the Leadership Council may not execute any agreements or contracts, have its own bank account, or hire any employees or independent contractors.~~

Section 2. Executive Team Membership

A. Officers

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

1. **Chairperson:** The Chairperson shall call and preside at all meetings of the Partnerships for Innovation Fund Leadership Council and shall work with the Director in preparing agendas for such meetings; review the meeting minutes prior to publication, shall make appointments to all committees of Partnerships for Innovation Fund, subject to ratification by the Leadership Council and shall act on behalf of Partnerships for Innovation Fund during the interim between the

Articles of Operation

Leadership Council meetings. The retired Chairperson serves in a consultation capacity to the next year's Chairperson as needed.

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 Fund Leadership Council.
3. **Treasurer:** The Treasurer will chair the Finance Committee, schedule and organize quarterly meetings and inform the Director of the meeting dates and subjects.

B. Election and Term of Office

The officers shall be elected by the Leadership Council members at the annual Leadership Council meeting held in June. If the election of officers shall not be held at such meeting, such election shall be held as soon as possible. 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 a 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 due to death, resignation, removal, disqualification or otherwise must be filled by appointment by the Leadership Council for the unexpired portion of the term.

E. Term of Office

The terms of office shall be held for three (3) years from June 1 of one year to June 15 of the following year.

Article III

Section 1. Partnerships for Innovation Fund Staff and Offices

- A. Partnerships for Innovation Fund has at least one employee, a Director. The employment relationship for this position and any future positions is documented in a Memorandum of Understand between NCF and the Partnerships for Innovation Fund ("MOU").

Articles of Operation

B. Temporary Leave of Absence: If the Director must take an extended leave of absence (as defined by the Leadership Council), then the State Director of Career and Technical Education will serve as the proxy for the Director during an extended leave of absence. This State Director will ensure all duties of the Director are completed.

Article IV

Section 1. Committee Structure

The Leadership Council may establish Standing and Adhoc Committees as needed to accomplish the functions of Partnerships for Innovation Fund. Standing committees may establish adhoc committees to complete the work.

A. Standing Committees: The Finance Committee and the Professional Development Committee are standing committees of the Leadership Council. As work needs to be addressed, additional Standing Committees will be developed and meet as needed. The chairpersons of each of these Standing committees will attend the Leadership Council meetings to report on the status of committee work. Committee dates and times will be set by the committee chair and coordinated with the Director and the Chairperson of the Leadership Council.

a. **Membership:** The membership of a Standing Committee must consist of two to four representatives from the Leadership Council, 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 Leadership Council will appoint members to the Committee. The Council may remove any member from the Committee at any time with or without cause.

B. 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 report to the Leadership Council and Director upon request.

C. Finance Committee: The Finance Committee is the financial advisory body to the Leadership Council. The Finance Committee's role is to oversee the financial affairs of the Fund and review and make recommendations to the Leadership Council about the financial affairs and procedures of the Fund.

a. **Membership:** The membership of the Finance Committee consists of at least three Leadership Council members, all of whom are to be free of any relationship that, in the opinion of the

Articles of Operation

Council, would interfere with his or her exercise of independent judgment. The Leadership Council Treasurer will chair the committee, schedule and organize meetings and inform the Director of the meeting dates and subjects prior to the gathering. Minutes will be kept and available to the Director and the Council.

- b. Responsibilities:** The Finance 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.

D. Professional Development Committee

- a. Membership:** The membership of the Professional Development Committee consists of at least four Council members, a minimum of at least one secondary and one postsecondary representative, 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 Committee will select a Chair for the Committee, who will schedule and organize meetings and inform the Director of the meeting dates and subjects prior to the gathering. Minutes will be kept and available to the Director and the Council.
- b. Responsibilities:** The Professional Development Committee reviews the funding requests related to Professional Development that are submitted to the Leadership Council. Upon review, the committee makes recommended funding 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

The Partnerships for Innovation Fund 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:

Articles of Operation

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 Leadership Council, 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 Director by telephone or by traditional mail if unable to vote via e-mail or other accepted electronic means. Both the Director 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.

Article V

Section 1. Fiscal Year

Because the Partnerships for Innovation Fund is an affiliated fund of NCF, its budget cycle is the same as NCF's fiscal year: beginning July 1 and ending on June 30 of the following year.

Section 2. Partnerships for Innovation Fund Member Expenses

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

Section 3. Funding Contracts, Checks, and Deposits

Articles of Operation

NCF is a public charity eligible to apply for, receive, and manage grant funds and charitable contributions on behalf of its affiliated fund, Partnerships for Innovation. For a more detailed description of the affiliation agreement with NCF, please contact NCF or the Partnerships for Innovation Fund Director.

- A. **Contracts/Agreements:** The Leadership Council may authorize someone to work with NCF on the execution of contracts, agreements and independent contracts, so that they can be executed. . Contracts may be executed only by the officers of NCF.
- B. **Disbursements:** The Leadership Council will designate individuals to request disbursements from the Fund on forms provided by NCF.
- C. **Deposits:** NCF will receive all funds on behalf of Partnerships for Innovation Fund.

Section 4. Books and Records

The Leadership Council agrees to provide to NCF all required documentation for contributions, disbursement requests, and grant applications and reports. The permanent books and records of the Partnerships for Innovation Fund will be maintained by NCF.

Article VI

Adoption and Amendment of Articles of Operation

Any article may be adopted, amended or repealed by a vote of the Partnerships for Innovation Fund Leadership Council provided that written notice of the full text of the proposed action is provided to all Partnerships for Innovation Fund Leadership Council members two weeks 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 4, Section 3A for electronic voting procedure.)

Article VI

The effective date of these Articles of Operation shall be __, 2017.

Articles of Operation

Dennis Headrick

Date

Allyson Olsen

Date

Chair: PFI Fund Leadership Council

Vice-Chair: PFI Fund Leadership Council

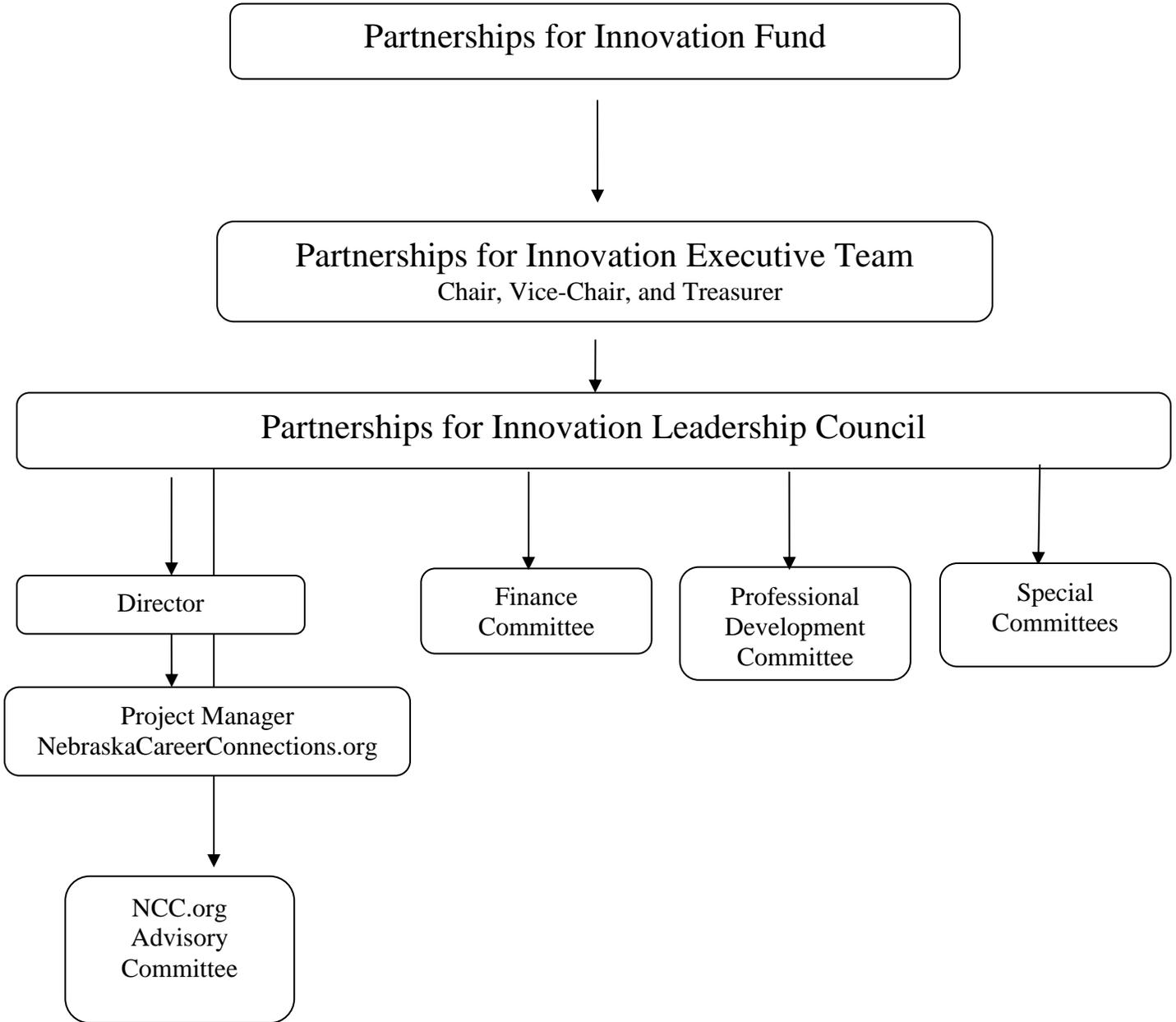
Retha Dunn

Date

Director, Partnerships for Innovation Fund

Articles of Operation

Partnerships for Innovation Organizational Structure



Partnerships for Innovation Fund has partnered with Nebraska Community Foundation as an affiliated fund.

Articles of Operation

Appendix A: Nomination Form

Partnerships for Innovation Fund Leadership Council Secondary Representatives



I nominate the following individual to serve as a representative on the Partnerships for Innovation Fund 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 Partnerships for Innovation Fund 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 in conjunction with the Nebraska Career Education Conference. Please plan accordingly.