



Articles of Operation

The Partnerships for Innovation is an affiliated fund of the Nebraska Community Foundation, Inc., 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 the PFI Leadership Council's recommendation of up to eight (8) 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 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. Partnerships for Innovation is a collaboration of secondary and postsecondary partners focused on building a better statewide system of Career and Technical Education for Nebraska to improve student learning and better meet economic development priorities. PFI 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 is to address the following areas:

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



Articles of Operation

- 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 priority need areas
 3. Professional development
 - a. Planning and coordinating professional development that may include: skill training in emerging curricula, 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 Leadership Council Structure and Membership

A. Council Make-Up

The Partnerships for Innovation Leadership Council, a eighteen-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.
2. Twelve (12) members representing secondary schools and Educational Service Units currently receiving and managing Carl D. Perkins funds and qualified programs. The twelve representatives shall be selected according from 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



Articles of Operation

- 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, Educational Service Unit Coordinating Commission
 - b. Director, Partnerships for Innovation

B. 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
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

Articles of Operation



Metropolitan Nebraska Region	2014-2017	2015-2018	2016-2019
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C. Nomination process

Representatives for the PFI Leadership Council must be elected or appointed to serve. Nominations can be made by community college, ESU, or school district administrators and current members of the 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 employee of an organization which receives Perkins 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 extended an invitation to nominate secondary representatives.

Nominees must be nominated by a supervisor, peer 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 June 7, 2012 secondary and ESU 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

Articles of Operation

the Leadership Council after standing down one term. Postsecondary members serve at the discretion of the CEO following the same cycle of terms.

E. Meetings

1. The Partnerships for Innovation Leadership shall hold at least six regular meetings annually. Meeting dates and times will be decided by the Leadership Council and Director at the annual June meeting.
 - a. Two face-to-face meetings:
 - i. At the annual June Nebraska Career Education Conference (mandatory)
 - ii. In October or November (varied locations around state)
 - b. Three or four online meetings using a web conferencing system
 - c. If a member cannot attend a meeting a designee may be assigned to substitute
 - d. Leadership Council may change the number and type of meetings as necessary
2. Finance Committee: The Finance Committee shall meet before each regularly scheduled Leadership Council meeting.
3. Other Committees: Other committees shall meet as needed.

F. 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.
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. If a member cannot attend, a representative should attend in their place.
7. Be an influential decision maker at respective institution/organization.

G. Removal of Members



Articles of Operation

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, 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 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 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. The 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 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

Articles of Operation

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 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 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 years from June 1 of one year to June 15 of the following year.

Article III

Section 1. Partnerships for Innovation Staff and Offices

A. Director: The Director shall function as the Chief Executive Officer of the Partnerships for Innovation reporting to the Leadership Council. Responsibilities include the implementation of policies, annual goals and objectives, and the financial, program and administrative management of the 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 Chairperson and Vice-Chairperson, **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. The performance evaluation materials and documents will be held at the Nebraska Community Foundation.



Articles of Operation

- B. Temporary Leave of Absence:** The Director will follow the family medical leave policies as outlined by the Nebraska Community Foundation. The State Director of Career and Technical Education will serve as the proxy for the Director during an extended leave of absence.
- C. Other Staff:** Other staff may be added to Partnerships for Innovation as deemed necessary by the Leadership Council. The duties of staff shall coincide with the position description as defined by the Partnerships for Innovation Leadership Council.
- 1. Evaluation:** A performance evaluation of any additional 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. The performance evaluation materials and documents will be held at the Nebraska Community Foundation.

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. Standing committees may establish adhoc committees to complete the work.

- A. Standing Committees:** As work needs to be addressed, Standing Committees shall be developed and meet as needed. The Standing Committee chairpersons will attend Leadership Council meetings to report on the 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. Current standing committees include Finance and Professional Development.
- a. Membership:** The membership of a Standing Committee must consist of a minimum 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.
 - b. Special Meetings:** Special meetings of the Leadership Council may be called by the Chairperson or Director with notice to the Leadership Council.
- 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

Articles of Operation

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, review and make recommendations to the Leadership Council about the financial affairs and policies.

- a. **Membership** - The membership of the Finance 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 to 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 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 Council members will appoint members to the Committee. The Council may remove any member from the Committee at any time with or without cause. 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.

Articles of Operation

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 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 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.

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.



Articles of Operation

Article V

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 reimbursable expenses, as consistent with procedures applicable to state agencies and approved by a majority of the Leadership Council, as funds are available.

Section 3. Funding Contracts, Checks, and Deposits

The 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 contact NCF or the PFI Director.

- 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 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 and staffing 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.



Articles of Operation

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 Leadership Council provided that written notice of the full text of the proposed action is provided to all Partnerships for Innovation 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.)



Articles of Operation

Article VI

The effective date of these Articles of Operation shall be June 5, 2012.

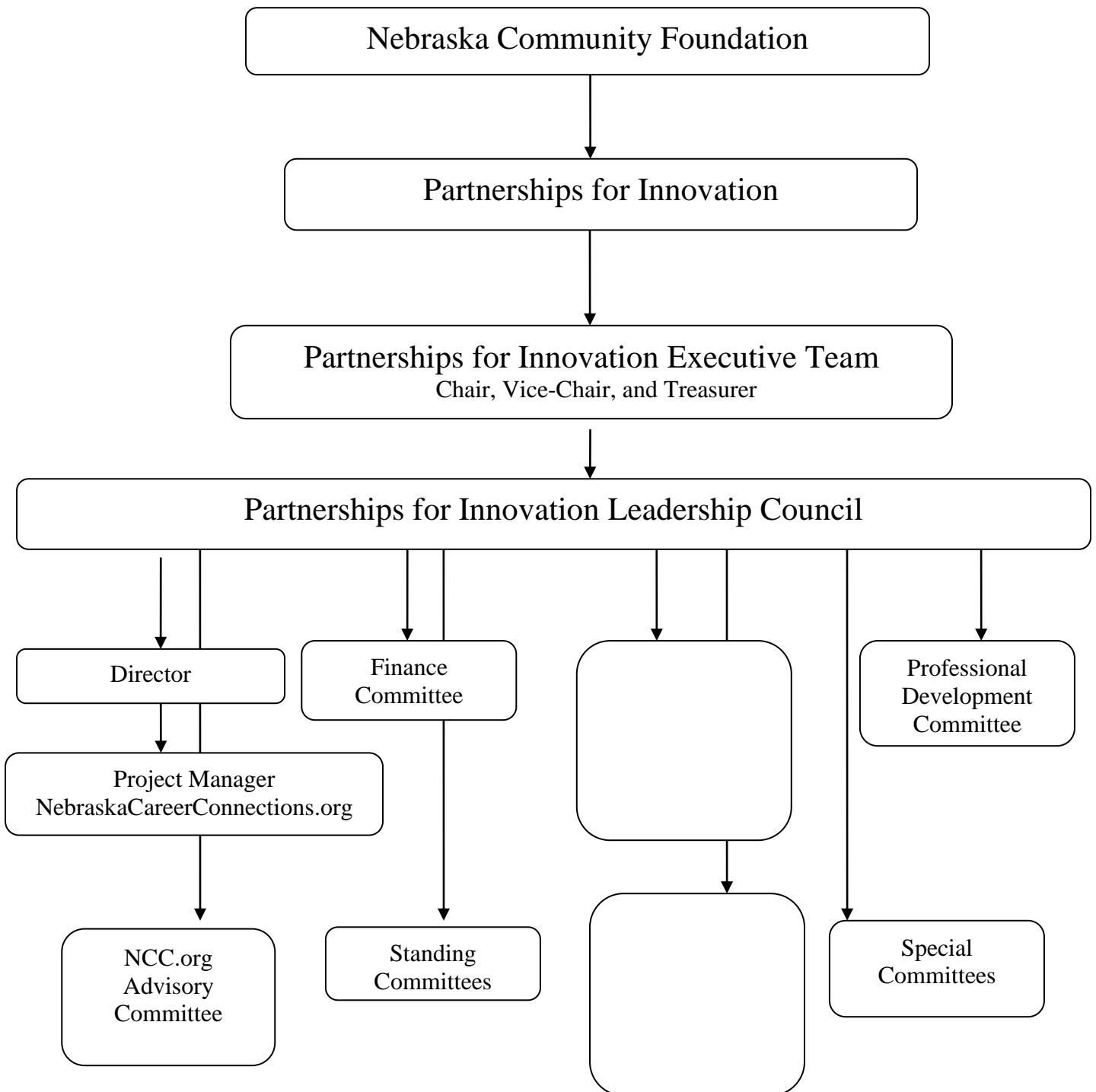
_____	_____	_____	_____
<u>Dennis Headrick</u>	Date	<u>Allyson Olsen</u>	Date
Chair: PFI Leadership Council		Vice-Chair: PFI Leadership Council	

_____	_____
<u>Retha Dunn</u>	Date
Director, Partnerships for Innovation	

Articles of Operation

Partnerships for Innovation Organizational Structure





Articles of Operation





Articles of Operation

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 in conjunction with the Nebraska Career Education Conference. Please plan accordingly.