



High Peaks Elementary Bylaws

COLLABORATIVE DECISION-MAKING BYLAWS HIGH PEAKS EDUCATIONAL GROUP HIGH PEAKS ELEMENTARY SCHOOL

ARTICLE I

NAME AND LOCATION

- 1.1 The name of this organization shall be the High Peaks Educational Group, Inc., a Colorado nonprofit corporation (“HPEG”).
- 1.2 The name of the board of directors shall be the “ED Team”:

E = Educational

D = Decision

- 1.3 The principle and registered office of HPEG required by the Colorado Revised Nonprofit Corporation Act (the “Act”) to be maintained in Colorado may be changed from time to time by the ED Team or by the officers of HPEG, or to the extent permitted by the Act by the registered agent of HPEG, provided in all cases that the street addresses of the registered office and of the business office or home of the registered agent of HPEG are identical.

ARTICLE 2 PURPOSE

- 2.1 The purpose of the HPEG is to ensure that the mission and philosophies of High Peaks Elementary School (“High Peaks”) are upheld and to bring together parents, staff, and the community in support of High Peaks. This body is responsible for decisions relating to the mission of the school, core knowledge curriculum and resources, the bylaws governing shared decision-making, and the recommendations to the Boulder Valley School District’s (the “District”) Board of Education concerning the composition, size, and location of the school.
- 2.2 The HPEG is a support organization. No person shall receive compensation for their role as a member of the ED Team, as a member of standing committees overseen by the ED Team, or as a member of the Educational Group (as defined in Section 3.1 below).
- 2.3 All money raised, after payment of related expenses and allocation required by the Boulder Valley Board of Education, shall be utilized in support of High Peaks.

**ARTICLE 3
HPEG MEMBERSHIP**

- 3.1 The parents or legal guardians of a child enrolled in High Peaks and the faculty, staff and administration of High Peaks shall constitute the membership of the Educational Group (the “Educational Group”).
- 3.2 The role of an HPEG member shall include:
- Attending general meetings of the ED Team.
 - Staying informed on school issues by reading High Peak’s newsletters and communications.
 - Communicating with team representatives on the ED Team and standing committees.
 - Serving/participating in volunteer roles whenever possible.

**ARTICLE 4
MEETINGS OF THE EDUCATIONAL GROUP**

- 4.1 There shall be at least two community meetings of the Educational Group during a given school year. They may be informational, social, and/or business meetings. Public notification shall be given at least seven (7) days prior to each meeting.
- 4.2 A community meeting shall be held in the spring of each year and shall be known as the “Spring Meeting” for the purpose of electing the members and officers of the ED Team (apart from the K-1 Parent Representative), receiving reports from officers and committees, and any other business that may arise. The second meeting, to be held in the fall, may be an informational, social, and/or business meeting. The K-1 Parent Representative shall be elected in the fall (the “Fall Meeting”).
- 4.3. Special meetings may be called by the Co-chairs of the ED Team or may be called upon the written request of five (5) members of the ED Team. The purpose of the meeting shall be stated in the call. At least seven (7) days’ notice shall be given prior to any special meeting.
- 4.4. The attendance of a number of Educational Group members equal to seven percent (7%) of the student population shall constitute a quorum for any general or special membership meeting.
- 4.5. Meetings shall be held at High Peaks or at such other location in the City of Boulder, Colorado as may be specified by the ED Team.
- 4.6. Minutes of such meetings shall be kept by the IT Communications Director.

ARTICLE 5
BOARD OF DIRECTORS: ED TEAM

- 5.1 The ED Team shall govern the affairs of the Educational Group and shall be responsible for performing the purposes of the Educational Group as set for the in these Bylaws. The purpose of the ED Team is to:
- Serve as the site-based decision-making body for High Peaks.
 - Address school-wide issues (excluding those specifically reserved hereunder for the Educational Group). *Individual issues will go first to the child’s teacher or principal, whichever is appropriate.*
 - Monitor and coordinate the efforts of the standing committees in order to achieve the overall goals of High Peaks.
 - Give final approval to the parent fund budget, be informed about school improvement goals and the school’s annual School Resource Allocation (“SRA”) budget and give approval to recommendations made by the standing committees.
- 5.2 The ED Team shall be comprised of thirteen (13) board of directors (collectively, the “Directors”). Six (6) of the directors shall be faculty members of High Peaks and shall be elected by the faculty of High Peaks. Six (6) of the directors shall be parents/guardians of current High Peaks students and shall be elected by the *parent members* of the Educational Group at the Spring Meeting provided, however, that *the K-1 Parent Representative shall be elected at the Fall Meeting*. The principal of High Peaks shall be an ex-officio, non-voting member of the Ed Team. The six (6) parent/guardian directors shall consist of a Parent Co-chair, IT Communications Director, Treasurer, a Director with a child in grades K-1 (the “K-1 Parent Representative”), a Director with a child in grades 2-3- (the “Grade 2-3 Parent Representative”), and a Director with a child in grades 4-5 (the “Grade 4-5 Parent Representative”). The six (6) faculty directors shall consist of a Faculty Co-chair, a teacher from grades K-1, a teacher from grades 2-3, a teacher from grades 4-5, a Specials teacher, and a Specialist teacher.
- 5.3 Ed Team members shall be elected to serve for a one-year term of office or until their successors are elected and assume office. *Ed Team members elected during the Spring Meeting shall take office at the commencement of the May ED Team meeting. The K-1 Parent Representative shall take office at the first ED Team meeting following the Fall Meeting.* If an Ed Team member becomes unable to fulfill his/her duties, the vacancy shall be filled by a vote of the ED Team. If the vacancy is a staff/faculty position, it shall be filled by a faculty/staff person. If the vacancy is a parent/guardian position, it shall be filled by a parent/guardian. There are no term limits.
- 5.4 Removal of Director. Any director may be removed from the ED Team by an affirmative vote of two-thirds (2/3) of the directors present at an official meeting the Ed Team. At least seven (7) days’ notice of the proposed removal will be given to the involved director, who will be given an opportunity to be present and to be heard at the meeting at which the removal is

considered. In the event of a vacancy resulting from the removal of a director, the vacancy shall be filled in accordance with the procedures set forth in Section 5.3.

5.5 [It is recommended that at least fifty percent (50%) of the membership of the ED Team carry-over to the following year.]

**ARTICLE 6
OFFICERS**

- 6.1 The officers of the ED Team shall be the Parent Co-chair, the Teacher Co-chair, the IT Communications Director, and the Treasurer (collectively, the “Officers”).
- 6.2 The Parent Co-chair, the IT Communications Director, and the Treasurer shall be elected at the Spring meeting by the membership of the Educational Group.
- 6.3 The teacher Co-chair shall be elected by the faculty/staff prior to the Spring meeting upon expiration of such faculty member’s term.
- 6.4 No member shall hold more than one office at a time.

**ARTICLE 7
DUTIES OF OFFICERS**

- 7.1 The Co-chairs shall preside at all meetings of the Educational Group and ED Team, prepare (including the principal) and distribute an agenda for all meetings of same, coordinate the work of the officers and directors of the board, present a written summary of the activities of the Educational Group and the ED Team at the Spring meeting, and act as the official representatives of the Educational Group.
- 7.2 The IT Communications Director shall assist the Co-chairs as necessary and will also serve as the IT Communications Director. As IT Communications Director, such person shall keep a record of all minutes (including any and all attachments) of meetings of the Educational Group and ED Team, distribute copies of the minutes to all members of the ED Team, post minutes to the parent board and book in library, handle correspondences as delegated, maintain the any adopted policy manuals, and keep copies of all written committee reports.
- 7.3 The Treasurer shall be responsible for (a) all funds received, (b) receiving and giving receipts for money due, (c) depositing all such money in the name of High Peaks Educational Group, Inc. or Boulder Valley School District (the “District”) in such banks, trust companies, or other depositories as shall be selected in accordance with the provisions of Section 10 of the Bylaws, (d) the financial statements of the HPEG, and (e) ensure that any grant monies received are expended consistently with the terms of such grants The Treasurer shall serve as the chairperson of the Finance Committee.

- 7.4 The principal shall be responsible for assuring that the District, State of Colorado, and/or federal guidelines and timelines are followed, advise the ED Team on matters of the District, state and federal policy, and supervise the activities performed by staff to implement goals.
- 7.5 The parent representatives shall be responsible for communicating with *members of the Educational Group* to convey decisions and to solicit input to be used in decision-making.
- 7.6 The faculty representatives shall be responsible for communicating with *members of the Educational Group* to convey decisions and to solicit input to be used in decision-making.
- 7.7 Chairs of standing committees shall be responsible for monitoring the progress of the committees and reporting back to the ED Team.

ARTICLE 8 MEETINGS OF THE ED TEAM

- 8.1 The ED Team shall meet once a month while High Peaks is in session. Meetings times shall be set by Co-chairs at the commencement of the academic year and shall be kept an hour in length whenever possible. Special meetings may be called by the Co-chairs, or by written request of six (6) members of the ED Team. The purpose of a Special Meeting must be stated in the call. All ED Team meetings are open to all Educational Group members. A time for public participation and comment shall be set aside.
- 8.2 A quorum of the ED Team shall be eight (8) *voting* members. At least four (4) parent/guardian members and four (4) faculty members must be present to hold a meeting of the ED Team. It is the intent that the principal will be present at all meetings.
- 8.3 If a member must be absent, a vote on a previously discussed issue may be submitted to the Co-chairs, in writing, prior to the meeting.
- 8.4 Motions brought to the ED Team require an eighty percent (80%) majority *of those voting at a meeting where a quorum exists, as defined in Section 8.2*, to pass.
- 8.5 Election of faculty. The faculty and staff of High Peaks shall, using procedures adopted by them, the faculty/staff ED Team positions to be filled. The names of the elected faculty/staff Spring Meeting shall be made known to Educational Group membership at the annual meeting.

ARTICLE 9 COMMITTEES

- 9.1 Membership and Duties. Membership in each standing committee is open to all members of the Educational Group. Each committee shall submit goals, objectives, and a timeline for accomplishing those goals and objectives to ED Team no later than one week prior to the ED Team meeting in October.
- 9.2 Committee Chairpersons. Unless otherwise specified, each committee shall select a parent or teacher to serve as the chairperson no later than the first committee meeting of each school

year. Chairs of committees are responsible for making sure that committees follow the guidelines set forth by the ED Team.

9.3 ED Team Committee Chairs. Each ED Team committee chair may submit a written update to the IT Communications Director prior to the monthly meeting for review at the meeting. If requested by the ED Team, ED Team committee chairs shall submit a proposed budget for the next academic year to the ED Team prior to the spring meeting.

9.4 The following committees shall be the standing committees of the Educational Group:

- SAC: The School Accountability Committee (“SAC”) is a statutorily mandated committee is comprised of parents, faculty, stakeholders and the principal. The chair and the school’s representative to the District Accountability Committee (“DAC”) will be chosen by SAC from amongst its members. This committee is charged with giving input, reviewing, and supporting annual school goals, the SRA Budget and the End of the Year DAC report.
- Finance: This committee may be comprised of parents, faculty, and the principal and is chaired by the Treasurer. The committee is charged with formulating a parent fund budget to be submitted to the Board for approval. Grant Writing and Fundraising are subcommittees of the Finance Committee.
- Challenge Team: The Challenge committee is charged with supporting and finding resources for enriching the Core Knowledge program.
- Spirit: The Spirit Committee may be comprised of parents and the principal. The chair is chosen by committee members. The committee is charged with developing and implementing programs and activities to foster a sense of community at High Peaks and coordinating volunteer efforts to support school activities.
- Open Enrollment: This committee may be comprised of parents, faculty, and the principal. The chair is chosen by committee members. The committee is responsible for overseeing all High Peaks related publications, Picture Day, and for coordinating Open Enrollment events.
- Other Committees: The ED Team shall have the authority to create such other committees, standing or ad hoc, as it shall from time to time deem necessary to carry on the work of the Educational Group. The ED Team also may elect representatives to DAC, District Parent Council, and Parent Engagement Network/Parents As Mentors.

Notwithstanding anything to the contrary contained herein, at the sole and reasonable discretion of the ED Team, the responsibilities listed above may be clarified or modified.

ARTICLE 10

AGENDA FORMAT OF MEETINGS AND THE DECISION-MAKING PROCESS

10.1 The agenda format for all Educational Group Membership and ED Team meetings may include but will not be limited to:

- Roll call.
- Approval of Minutes.
- Principal’s Report.
- Public comments.
- Written committee reports.
- Old business/discussion of items from previous agendas.
- Discussion items/vote.
- New business/focus for next meeting.
- Adjournment.

10.2 In all Educational Group Membership meetings, ED Team meetings, and all committee meetings, the process for decision-making should be one of collaboration and consensus-building to the extent possible. Meetings shall be conducted efficiently and effectively to minimize the length of meetings. A recommended maximum meeting length is one (1) hour unless business otherwise dictates that the meeting be extended.

10.3 Issues raised during the public comment period will not become discussion items and will be listed on a chart called the “parking lot” or such name as the ED Team determines. The ED Team shall determine if an issue should be added to the next month’s agenda as “new business.”

SECTION 11 GENERAL PROVISIONS

11.1 Indemnification. HPEG shall indemnify each director, officer, employee and volunteer of HPEG to the fullest extent permissible under the laws of the State of Colorado and may in its discretion purchase insurance insuring its obligations hereunder or otherwise protecting the persons intended to be protected by this Section 11.1. HPEG shall have the right, but shall not be obligated, to indemnify any agent of HPEG not otherwise covered by this Section 11.1 to the fullest extent permissible under the laws of the State of Colorado. If any provision of the Act or these bylaws dealing with indemnification shall be invalidated by any court on any ground, then HPEG shall nevertheless indemnify each party otherwise entitled to indemnification hereunder to the fullest extent permitted by law or any applicable provision of the Act or these bylaws that shall not have been invalidated. Notwithstanding any other provision of these bylaws, HPEG shall neither indemnify any person nor purchase any insurance in any manner or to any extent that would jeopardize or be inconsistent with the qualification of HPEG as an organization described in section 501(c)(3) of the Internal Revenue Code, or that would result in the imposition of any liability under either section 4941 or section 4958 of the Internal Revenue Code.

- 11.2 Amendments. These Bylaws may be altered, amended, or repealed, and new Bylaws may be adopted by the Educational Group at any regular or special meeting of that group where a quorum, as defined in Section 4.4, is present. A two-thirds (2/3) majority is required to alter, amend, or repeal these Bylaws.
- 11.3 Authorization. The ED Team may authorize any director or directors, agent or agents of the HPEG, in addition to directors so authorized by these Bylaws, to enter into any contract or execute and deliver any instrument in the name of, and on behalf of, the HPEG. Such authority may be general or confined to specific instances.
- 11.4 Fiscal Year. The fiscal year of the HPEG will be July 1 through June 30.
- 11.5 Notice. Notice of regular or special meetings of the ED Team or Educational Group will be posted in school newsletter seven (7) days prior to the day such meeting is to be held.
- 11.6 Open to Public. All meetings of the ED Team and the Educational Group shall be open to the public. During any meeting, the directors may choose to enter “executive session,” at which time only the directors and any invited guests will be allowed in the session.
- 11.7 Quorum. As stated in Section 4.4 above, a quorum of the Educational Group shall be a number of High Peaks Educational Group members equal to seven percent (7%) of the student population. A motion brought to the Educational Group requires a two-thirds (2/3) majority to pass. The election of members *and officers* to the ED Team requires a simple majority.
- 11.8 Conveyances and Encumbrances. Property of HPEG may be assigned, conveyed or encumbered by such officers of HPEG as may be authorized to do so by the ED Team, and such authorized persons shall have power to execute and deliver any and all instruments of assignment, conveyance and encumbrance; however, the sale, exchange, lease or other disposition of all or substantially all of the property and assets of HPEG shall be authorized only in the manner prescribed by applicable statute.
- 11.9 Designated Contributions. HPEG may accept any contribution, gift, grant, bequest or devise that is designated, restricted or conditioned by the donor, provided that the designation, restriction or condition is consistent with HPEG’s general tax-exempt purposes. Donor-designated contributions will be accepted for special funds, purposes or uses, and such designations generally will be honored. However, HPEG shall reserve all right, title and interest in end-to-end control over such contributions, and shall have authority to determine the ultimate expenditure or distribution thereof in connection with any such special fund, purpose or use. Further, HPEG shall acquire and retain sufficient control over all donated funds (including designated contributions) to assure that such funds will be used exclusively to carry out HPEG’s tax-exempt purposes.
- 11.10 Severability. If any section of these Bylaws is found to be in violation of the District, State of Colorado, or federal guidelines or law, such section shall be rendered invalid, but the remaining Bylaws shall remain in force as though such invalid section were not part of these Bylaws.

BYLAWS CERTIFICATE

The undersigned certifies that (s)he is the Co-Chair of the High Peaks Educational Group, Inc., a Colorado nonprofit corporation, and that, as such, the undersigned is authorized to execute this certificate on behalf of said corporation, and further certifies that attached hereto is a complete and correct copy of the presently effective bylaws of said corporation.

Dated: September 10, 2023.

Printed Name: Erica L. Stone

Title: Co-Chair, 2023-2024