

BYLAWS OF Northwest Montana Educational Cooperative

ARTICLE I

ORGANIZATION

1. **NAME:** The name of this organization shall be the Northwest Montana Educational Cooperative (herein after referred to as NMEC).
2. **NAME CHANGE:** NMEC may change its name by a majority vote of the executive council.

ARTICLE II

1. **PURPOSES:** The NMEC is a nonprofit organization developed in compliance with the laws of the state of Montana. The NMEC is exclusively for the educational purposes of member schools. The NMEC purpose is to utilize funding from membership dues and private and public grants to support educational activities.
2. **MISSION STATEMENT:** The Cooperative will provide support services to enable member districts to fulfill the requirements of the Montana Standards of Accreditation. These services will include support to:
 - **Formulate curriculum** which incorporates Montana content and performance standards,
 - **Implement curriculum** utilizing effective research based classroom instruction,
 - **Assess the progress of all students** in the achievement of defined learning standards,
 - **Support educational leadership** at Co-op and district level
 - **Attend to transitional issues** between education levels, e.g., elementary to middle school, middle school to high school, and....
 - **Provide research-based professional development** for staff based on student achievement and systematic review.

ARTICLE III

1. EXECUTIVE DIRECTOR: The executive director is hired by the executive council. The director has day-to-day responsibilities for the organization, including carrying out the organizations goals and policies. The executive director will attend all board meetings, report on the progress of NMEC, answer questions of the management board and the executive council and carry out the duties described in the job description (see addendum A). The executive council can designate other duties as necessary.

ARTICLE IV

1. MEMBERSHIP: Membership in this organization shall be open to all interested districts public or private, on a case-by-case basis that are located in Lincoln, Sanders, or Flathead County. Criteria to be considered when considering membership requests shall include but not be limited to: student enrollment, geographic location, impact on NMEC staffing and workload, etc. Interested districts must be approved by a majority vote of the Executive council. Membership in the Northwest Montana Educational Service Agency (NW MESA) will be a prerequisite. Member districts agree to all membership fees and dues as outlined in the NMEC dues schedule.

Membership maybe terminated by member district by providing written notice to the executive council thirty (30) days in advance. Discontinuation of membership shall not relieve a district of unpaid dues or other charges accrued. There will be no dues refunded (partial or full) for districts that withdraw membership during the course of the fiscal year. (July 1 – June 30). Membership may also be terminated by a unanimous vote of the NMEC council.

ARTICLE V

1. MANANGMENT BOARD MEETINGS: The management board shall include a representative from all member districts of NMEC. The Management board meetings of this organization shall be held monthly. The Administrative Assistant shall mail, e-mail, or fax to every member in good standing, at his/her address, a notice stating the date, place, and time of the meeting. Management board meetings shall be set in the spring of the year prior.

Special meetings of this organization may be called by the Director when he/she deems it to be in the best interest of the organization. The Administrative Assistant shall mail, e-mail, or fax notices of such meetings to all members at their addresses. Such notices shall be sent at least 48 hours prior to the scheduled date of the meeting. The notice shall state the reasons why the meeting has been called, the business to be transacted, and by whom the meeting was called.

At the request of four (4) members of the organization of the Executive Council, the Director shall call a special meeting to be convened. Such a request must be made in writing at least five (5) days before the requested date of the meeting.

2. EXECUTIVE COUNCIL MEETINGS: The regular meeting of the Executive Council shall be held monthly following the Management Board Meeting. The Administrative Assistant shall provide notices to all committee members stating the date, place, and time of such regular Executive Council meetings.

A majority of the Executive Council shall constitute a quorum and shall be necessary to conduct the business of the Board. Each member shall have one vote, in the event that there is no quorum the meeting shall be rescheduled to a date not more than two (2) weeks from the scheduled meeting.

The Executive Council may make such rules and regulations covering its meeting as it may, in its discretion, deem necessary. The representatives to this committee shall come from regional representation based on location and school size (See addendum B).

All Executive Council meetings can be attended by any member district representative unless the call for a closed meeting has been made. Meetings can only be closed as per Montana statute.

ARTICLE VI

NORTHWEST MONTANA EDUCATIONAL COOPERATIVE PRIORITIES:

1. Curriculum Work: It shall be the priority of NMEC to write, review and align curriculum as planned in the curriculum review schedule. The review schedule will be posted on the NMEC website. Districts will provide release time for teachers to attend curriculum meetings as per individual district policy and practice.

The focus of the curriculum work will be for the betterment of education provided to students of all member schools with a particular emphasis on the creation of seamless educational experience among the elementary school districts that are within the boundaries of the Flathead High School District.

2. Committees: The Executive Director and/or council may create such committees necessary to conduct the business of the NMEC. Membership to curriculum committees shall be determined by member districts.

ARTICLE VII

1. MEMBERSHIP FEES: The membership fees of this organization shall be assessed by the Management Board and voted upon by the Executive Council and reviewed every other year. The fee schedule will be applied to the combined ANB# as reported to OPI (Office of Public Instruction).

a) Membership dues scale:

Last updated 2014

Elementary Scale	\$ per student
0 to 100 Students	\$34.68
101 to 250 Students	\$29.58
251 to 450 Students	\$23.46
451 to 700 Students	\$18.36
701 to 1000 Students	\$14.28
1001+ Students	\$9.18
High School Scale:	\$ per student
0 to 150 Students	\$12.24
151 to 300 Students	\$10.20
301 to 500 Students	\$8.16
501 to 700 Students	\$6.63
700 + Students	\$5.10

- b) For districts joining the NMEC, there will be a one-time initiation fee (.5 times yearly membership fee) which must be paid prior to providing professional development and materials access.
- c) Membership fees will not be prorated according to when membership begins (for example, if a district chooses to join in January, they will still pay the year's membership dues).
- d) Districts requesting presentations regarding membership into NMEC, would be required to pay mileage for any meetings prior to membership.

2. PARTICIPATION AGREEMENT: Member districts will be asked to submit participation agreements by June 1st of each school year indicating commitment to participate for the upcoming school year. These agreements will be signed by the Board of Trustee's Chair and the District Clerk and returned to the Cooperative.

3. INVOICES: Invoices will be mailed out in May of the preceding school year. Dues, paid in full, are expected by August 30th.

ARTICLE VIII

AMENDMENTS: These bylaws may be amended, altered, repealed, or enhanced by a 2/3 vote of the executive council.

ARTICLE IX

POLICY: The NMEC shall fall under the host district policy unless otherwise specified in the NMEC personnel and/or fiscal policies

1. In extenuating circumstances, policy issues will come before the Executive Council.

Cooperative Director _____

Date: _____

Chairperson _____

Date: _____

Witness _____

Date: _____

Approved by Executive Council on: 9.20.07

Addendum A: Director Job Description

Job Description: NW Montana Educational Cooperative Director
Created: 2/28/06
Created By: Joel Voytoski, Teri Wing and Dan Zorn

Position: The director will represent member districts by leading activities for K-12 Curriculum & Assessment development and revisions, and professional development opportunities.

Qualifications:

General - The director must be competent in using and understanding current technologies in communication and record keeping. They must also possess a successful background in developing innovative curriculum and assessment that is linked to state standards and represent current content knowledge and educational research. They must also be effective in working with groups in facilitating processes that produce meaningful results by demonstrating leadership skills. The director must know how to collaboratively work with others in decisions related to the cooperative through consensus methods while working towards accomplishing the cooperative's mission. Director must be willing to travel.

The director of curriculum, assessment, and staff development for the cooperative is responsible for the day-to-day decisions of operations and implementation. However, the director is responsible to these duties while under the guidance of the Executive Board, the Host district superintendent and member district administrators who are active participants of the Advisory Council. The director will work with the Executive Council, the host district and the management board to both advise and consult in matters of current research, knowledge of effective schooling practices, and national trends. The day to day supervision of the director will rest with the host district superintendent.

Education & Licensure - Applicant should be certified to practice K-12 administrative duties in Montana (Class 3), or hold a valid educators licensure in the state of Montana and be working towards fulfillment of the Class 3 administrative endorsement. Hold at least a Masters of Education degree in Educational Leadership and/or Curriculum & Instruction. (Other relevant educational emphasis may be considered).

Responsibilities

Curriculum Development:

- The director will take an active leadership role in all aspects of K-12 curriculum development, assessment, and professional development planning.

- The director will be responsible for the establishment, timely implementation and revision of a 5 year curriculum review cycle.
- The director will facilitate annual curriculum review committees to update and revise the Curriculum Cooperative's curricular documents according to the established 5 year review cycle to insure alignment to the Montana content standards.

Assessment:

- The director will provide assistance to member districts in the implementation and interpretation of common assessments as needs arise.
- Curriculum and Assessments will be made available to member districts in hard-copy, online and on CD-ROM.

Professional Development:

- Director will facilitate professional development activities according to the annual priorities determined by the Executive Council and the Professional Development Steering Committee. Activities will be provided during the summer and during the school year.
- The director will organize and facilitate regional outreaches, and be available to districts on request for specialty training issues.

Other:

- In collaboration with member districts, services to meet common needs will be performed in the most efficient manner possible.
- The director will make at least one personal visit to each member school's site during the school year.
- Director will work with state or national education organizations such as, but not limited to MASCD, SAM, MSTA/MCTM, etc.
- Director will partner with state organizations organized by OPI whenever available.
- Director will actively seek grant opportunities, including the research, writing and management of grant RFPs as directed by the executive council.
- The director will assume responsibility for all financial aspects of the cooperative including budget development and management.
- The director will advise the council and the host superintendent as to the future direction and structure of the Cooperative.
- The director will provide regular progress reports to member districts and a written year end report will identify accomplishments, "carry over" priorities and future direction.
- The director will perform other duties as assigned by the executive council or the superintendent of the host district.

Addendum B: Representative Structure (Revised Sept. 2015)

