



Riverview Charter School
Board Memorandum
Board of Directors Bylaw Amendment

Pursuant to Section 9.7 of the bylaws, this memorandum provides official notice that the Riverview Charter School Board of Directors is considering amendments to Sections 4.3, 4.10, 6.1, and Appendix A.

Prepared by: Riverview Charter School Governance Committee

Notice Date: February 24, 2026

Vote Date: April 20, 2026

Proposed Amendments:

Section 4.3 – Term of Office

Section 4.10. Resignation and Removal of Members of the Board

Section 6.1. Standing Committees

Appendix A - Board Committees

Summary of Change:

The proposed amendments revise four areas of the Riverview Charter School bylaws to strengthen governance and ensure alignment with Riverview’s long-term strategic direction. These changes (1) update Board Member term limits to align with national charter school governance practices, (2) clarify that ineligibility constitutes cause for removal from the Board, (3) establish updated standing committees that reflect the Board’s key areas of oversight, and (4) update Appendix A to reflect new committee structure and purpose.

Timeline:

- February 23, 2026 — Amendments introduced and shared with Board
- February 24, 2026 — Public posting begins (30-day notice period)
- April 20, 2026 — Board vote on amendment

Section 4.3 – Term of Office

Purpose

This memorandum provides formal notice and background regarding a proposed amendment to Section 4.3 of the Riverview Charter School bylaws.



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Background

The current bylaws provide for two-year Director terms, with a maximum of two consecutive terms permitted. The proposed amendment would allow Directors to serve up to three consecutive two-year terms, while maintaining the required separation period before any future service.

Rationale

This amendment is intended to support:

- Continuity in Board leadership
- Preservation of institutional knowledge
- Stability during strategic and governance initiatives
- Consistency in long-term planning and fundraising efforts
- Alignment with national charter school board governance best practices

Current Language:

Section 4.3 – Term of Office

Each Director shall serve a term of two (2) years. No Director shall serve more than two (2) consecutive terms.

Proposed Language:

Section 4.3 – Term of Office

Each Director shall serve a term of two (2) years. No Director shall serve more than three (3) consecutive terms. A Director who has served three (3) consecutive terms shall not be eligible for reelection until at least one (1) year has elapsed since completion of their third consecutive term.

Section 4.10. Resignation and Removal of Members of the Board

Purpose

This memorandum provides formal notice and background regarding a proposed amendment to Section 4.10 of the Riverview Charter School bylaws.

Background

The current bylaws define cause for removal to include failure to organize, neglect of duty, inadequate attendance, and conviction of a felony or crime of moral turpitude. However, the



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bylaws also contain eligibility requirements for Board service, including prohibitions against service by School employees or spouses of employees, individuals previously removed from a board, or individuals convicted of a felony. Explicitly identifying ineligibility as cause ensures that the Board can act when circumstances change and a Member no longer meets the legally required qualifications for service.

Rationale

The proposed amendment is intended to clarify that a Board Member who becomes ineligible under the bylaws or the SCCS Act is subject to removal for cause. This clarification supports:

- Alignment with the SCCS Act and Riverview Charter School's own bylaws
- Protection against eligibility restrictions
- Adherence to legal and ethical governance standards
- Preservation of public trust and compliance obligations

Current Language:

Section 4.10. Resignation and Removal of Members of the Board

Any Member of the Board may resign at any time during the elected year of service. Any Member of the Board may be removed at any time with cause at any meeting of the Board by a vote of the Board of the Corporation called for that purpose. Cause will be considered failure to organize or neglect of duty according to the SCCS Act. Members of the Board shall be expected to attend at least seventy-five percent (75%) of all Board meetings and seventy-five percent (75%) of meetings of the committee or committees on which he or she has agreed to serve. Failure to attend meetings as outlined herein may be cause for removal of a Member of the Board. A Member of the Board shall be removed for conviction of a felony crime or a crime of moral turpitude.

Proposed Language:

Section 4.10. Resignation and Removal of Members of the Board

Any Member of the Board may resign at any time during the elected year of service. Any Member of the Board may be removed at any time with cause at any meeting of the Board by a vote of the Board of the Corporation called for that purpose.

For purposes of this section, cause includes, but is not limited to:

- Failure to organize or neglect of duty pursuant to the SCCS Act
- Failure to attend at least seventy-five percent (75%) of Board meetings and committee meetings
- Conviction of a felony crime or a crime of moral turpitude



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- Loss of eligibility to serve under these Bylaws or the SCCS Act
- Any other violation of legally required qualifications for service on the Board

Section 6.1. Standing Committees

Purpose

This memorandum provides formal notice and background regarding a proposed amendment to Section 6.1 of the Riverview Charter School bylaws.

Background

The current bylaws establish standing committees but list committees that no longer reflect the Board's preferred governance structure. To align with Riverview's strategic priorities, the Board has identified its work around four key areas essential to strong charter governance: financial oversight, governance and board development, advancement and fundraising, and academic oversight. Updating Section 6.1 ensures that the bylaws accurately reflect the committees required to fulfill these core responsibilities.

Rationale

This amendment is intended to:

- Clearly define the standing committees that support Riverview's strategic and fiduciary responsibilities
- Align committee structure with current and future governance needs
- Strengthen Board oversight in advancement, academic excellence, governance, and financial stewardship
- Ensure clarity and consistency for Board operations and public transparency
- Maintain alignment with the SCCS Act and charter school governance best practices

Current Language:

Section 6.1. Standing Committees

The Board shall enact standing committees of members, officers, employees, or non-members with such functions, powers and duties as the Board deems necessary and appropriate. Unless the Board shall provide otherwise, each committee shall enact rules and regulations for its governance.

The following standing committees shall exist:



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- a) Executive Committee
- b) Academic Excellence Committee
- c) Advancement Committee
- b) Finance Committee
- c) Facilities Committee

Appendix A defines each committee's purpose, rules and regulations for its governance.

Proposed Language:

Section 6.1. Standing Committees

The Board shall enact standing committees of members, officers, employees, or non-members with such functions, powers, and duties as the Board deems necessary and appropriate. Unless the Board shall provide otherwise, each committee shall enact rules and regulations for its governance.

The following standing committees shall exist:

- a) Finance Committee
- b) Governance Committee
- c) Advancement Committee
- d) Academic Excellence Committee

Appendix A defines each committee's purpose, rules, and regulations for its governance.

Appendix A - Board Committees

Purpose

This memorandum provides formal notice and background regarding a proposed amendment to Appendix A of the Riverview Charter School bylaws.

Background

Appendix A currently outlines several committees, including an Executive Committee and other committee structures that no longer reflect how the Board operates or where its governance focus lies. Over time, Riverview Charter School has evolved, and the work of the Board has shifted accordingly. To ensure clarity, coherence, and alignment with Riverview's mission and



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strategic direction, the Board has determined that Appendix A should be updated to reflect the committees that are actively performing governance work today.

Rationale

Updating Appendix A ensures that the Board’s committee structure aligns with Riverview’s strategic direction and positions the Board for future growth. By formally defining committees that support academic excellence, financial health, governance effectiveness, and advancement efforts, the Board strengthens its ability to fulfill its fiduciary and strategic responsibilities.

Current Language:

APPENDIX A – BOARD COMMITTEES

PURPOSE OF BOARD COMMITTEES

Board committees are essential to perform detailed work to support the work of the full Board of Directors. These committees serve in an advisory capacity by recommending items for full board action.

COMMITTEE MEMBERSHIP

- a) Board committee membership includes elected members of the Board of Directors Members and the Director or other RCS leader. As appropriate, board committees may also include faculty, staff, and parents.
- b) Committee membership shall generally contain 3 – 5 members, with a Board member serving as Committee Chair.

MEETINGS

- a) Board Committees shall meet quarterly and more frequently, as needed.
- b) Meetings shall be conducted at the School whenever possible.

APPROVED COMMITTEES

Executive Committee

The Executive Committee shall consist of the Board Chair, Vice-Chair, Treasurer, and Secretary. The RCS Director shall serve as an ex-officio member.



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The purpose of the Executive Committee is to:

- a) Operate in the place of the Board of Directors during those times when the board cannot convene a special meeting and report to the full board any actions taken.
- b) Organize the work of the board, coordinate committee work, set the annual board calendar, and set the agenda for board meetings.
- c) Monitor the implementation and progress of the RCS Strategic Plan.
- d) Prepare the Director's annual performance evaluation.
- e) Review and recommend the Director's compensation and benefit package to the board.
- f) Assist the Director and counsel as needed, related to personnel matters, including renewal, non-renewal, and termination decisions
- g) In the absence of an Education Committee, monitor the performance of academic and co-curricular programs.
- h) Review proposals related to major educational policy changes and proposed programs.
- i) Evaluate climate issues at the school (general morale, gender & diversity issues, moral climate, etc.)

Academic Excellence Committee

The Academic Excellence Committee shall at a minimum include 2 board members, a member of the Leadership team, and 1 teacher from each cycle.

The purpose of the Academic Excellence Committee is to:

- a) In collaboration with RCS Leadership Team, measure academic outcomes of the School against established academic goals including:
 - i. School report card results;
 - ii. performance on state tests;
 - iii. performance on nationally normed standardized tests;
 - iv. performance on formative assessments
- b) Recommend strategies to the Director and Board based on outcomes assessment.
- c) Collaborate with the Director and Leadership Team to develop an academic master plan that aligns with the School mission and core values, Charter Agreement, and best practices in K-8 education.

Advancement Committee

The Advancement Committee shall at a minimum include 2 board members and the RCS Communications and Development Manager.

The purpose of the Advancement Committee is to:



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- a) In collaboration with RCS Leadership Team, set goals for marketing and development activities.
- b) Support school fund-raising and participate in fund-raising activities.
- c) Develop and support periodic capital campaigns of the school.
- d) Plan and coordinate ongoing planned giving programs of the school.
- e) Ensure that accurate and secure giving records are maintained by RCS Leadership Team and that appropriate acknowledgment and recognition for gifts are made.
- f) Write and periodically review the school's major gift policy.
- g) Report fundraising results to the Board.

Facilities Committee

The Facilities Committee shall at a minimum include 2 board members and 1 member of the RCS Leadership Team.

The purpose of the Facilities Committee is to:

- a) Review reports on the condition of the building, equipment, and grounds, and requirements for replacement and repairs.
- b) Review plant and grounds operations, maintenance schedules, the plant operations budget, and preventive maintenance programs.
- c) Review requests for technological and capital items not included in annual operating budget, replacement and renewal budget and timetables, scheduling for systematic replacement of all capitalized and depreciable property, and expenditure of any funds from the building reserve and equipment replacement funds.
- d) Develop a long-term master plan for the campus.

Finance Committee

The Finance Committee shall at a minimum include the Treasurer, two board members, and RCS Operations Manager.

The purpose of the Finance Committee is to:

- a) Analyze projections and initial budget drafts prepared by the staff, refine and approve a proposed budget for discussion and approval by the full board.
- b) Review and analyze the monthly operating fund statements and annual balance sheet, advising the board of significant deviations from the approved budget and consideration of requests from the staff for expenditures above the approved budget.



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- c) Recommend priorities for future expenditures for the annual budget and for the capital budget.
- d) Meet with the school auditors after the audit is completed, consider all recommendations, and present the auditors findings to the full board for acceptance. Passage and periodic review of an investment policy and guidelines related to the school's investments.
- e) Manage school investments in accordance with investment policy.

Proposed Language:

APPENDIX A – BOARD COMMITTEES

PURPOSE OF BOARD COMMITTEES

Board committees support the work of the full Board of Directors by conducting more detailed review, planning, and oversight in key areas of responsibility. Committees operate in an advisory capacity and make recommendations to the full Board for action. Their purpose is to strengthen Board effectiveness, ensure thoughtful oversight, and help advance the mission and strategic priorities of Riverview Charter School.

COMMITTEE MEMBERSHIP

- a) Board committee membership must include a voting member of the Board of Directors. As appropriate to the work of the committee, faculty, staff, parents, or community members may also serve in a non-voting advisory capacity.
- b) Committee membership shall generally contain 3 – 5 members, with a Board Member serving as Committee Chair.
- c) The Board may adjust committee composition as needed to ensure the appropriate expertise and representation for each committee's work.

MEETINGS

- a) Committees shall meet quarterly, or more frequently as needed, to fulfill their responsibilities and support the work of the Board.
- b) Meetings should be held at the School when possible, though virtual or alternative locations may be used when appropriate.
- c) Committee Chairs are responsible for establishing meeting agendas and ensuring minutes or notes are recorded and made available to the Board.

APPROVED COMMITTEES

Finance Committee



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To safeguard Riverview Charter School's financial health by providing oversight, guidance, and strategic support in budgeting, financial planning, financial reporting, and fiscal policies to ensure long-term sustainability and compliance.

Governance Committee

To ensure effective, compliant, and high-performing Board leadership through oversight of bylaws, policies, Board development, training, and the nomination and election/appointment processes.

Advancement Committee

To support and guide Riverview Charter School's fundraising, community engagement, and donor relations efforts, ensuring long-term advancement aligned with the School's mission and strategic goals.

Academic Excellence Committee

To ensure that Riverview Charter School delivers high-quality academic programs aligned with its mission by providing governance-level oversight, monitoring student achievement data, and encouraging continuous improvement efforts.

Public comment is invited during the 30-day notice period beginning on **Tuesday, February 24, 2026 - Tuesday, March 26, 2026**. All comments or questions pertaining to these proposed amendments should be submitted in writing to Erica Martin, Board Chair at boardchair@riverviewcharterschool.org or erica.martin@riverviewcharterschool.org.