

RIVERSIDE EDUCATIONAL CENTER

POLICIES AND PROCEDURES-NEIGHBORHOOD YOUTH ORGANIZATION

Philosophy, Hours, Itemized Fee Schedule, Admission and Registration Procedures

i REC is committed to providing services for our students.

REC's Purpose and it's philosophy on Child Care

Mission Statement:

Riverside Educational Center provides structured after-school tutoring and enrichment activities for K-12th students who qualify academically and financially to inspire improved academic achievement and foster positive social and emotional development in a safe and supportive environment.

Ages of Children Accepted

- REC accepts children from Kindergarten enrollment - ages 6, to graduation from 12th grade, age 18.

Hours the Center is open, specific hours during which special programs are offered, holidays when the center is closed.

- REC operates and runs programming during the school year Monday-Thursday at all our locations. REC office hours (Located in the DIA Building) on Programming Days are from 10am-6pm during the school year and 9am-4pm during Summer Programming. Summer office hours during non-programming non-contact days vary, please call 970-462-2901 for current hours during non-programming days. REC is in session any day school is in session, if there is no school (District 51 Calendar) there is no REC either. Anytime School District 51 cancels school, for example calls a Snow Day and will not be in session, REC will also not be in session for the safety of our students and staff.
- Programming Hours are as follows:
 - **Elementary REC (DIA BUILDING) K-5th Grade:** Mon-Thur 4:00pm-5:30pm
 - **O.M.M.S REC (OMMS School) 6-8th Grade:** Mon-Thur 2:40pm- 4:15 M &W, and 5:15pm T&Th
 - **Middle School REC (DIA BUILDING) 6th-8th Grade:** Mon-Thur 3:00pm-5:30pm
 - **High School REC (CMU, Escalante Hall, Rm 302) 9th -12th Grade:** Mon-Thur 3:00pm-5:15pm
- REC is closed during the following holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day (and the Friday following Thanksgiving), Christmas Day. REC Programming is not in session during the Thanksgiving Holiday Break, Winter Break, Spring Break, and the Summer Break (besides our Summer program that runs 3 weeks in June). Any Teacher In-Service days, Non-Contact Days, Conference Days on the District 51 Calendar when School is not in session, REC will also not be in session.
- Calendars will be handed out at the time of enrollment for each program with specifics on dates REC is not in session for that program, as due to different conference dates, in-service dates at each school level, they may differ from one program to the other. These calendars are also available on our website.
- For any Field Trips that occur outside of normal programming days, REC will notify parents ahead of time in the permission slip.

The procedure concerning admission and registration of children, fees

- Registration forms must be completed for all children before enrollment. There is a registration fee of \$20 for the first student, \$5 for every additional student up to \$30 maximum. Registration fee is due within the first month of enrollment, or a payment plan can be set up. Fee is non-refundable. If the fee is a hardship, the parent or student (if in one of our secondary programs) can do volunteer hours in place of the fee. We ask for 4-6 hours of volunteer work 4 hours for 1 child, 5 for 2, 6 for three or more. Parents/Guardians will choose the fee or volunteer hours on the student application form. Fee is for the entire current academic year.

Membership Requirements:

Student Information required for participation includes but is not limited to: Name, date of birth, parent contact information, emergency contact information, and permission to attend.

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Procedure for arrival/departure, releasing children from the center only to persons for whom the center has written authorization and Procedure for late or no pick up after center hours.

Arrival/Departure Procedures

- Parents are responsible for arrival and departure of students. Children will not be supervised by staff before arrival and entering the building or after departure and leaving the building. For elementary students, unless specified by parent, they must be signed out at departure. Parent permission will be obtained for unsupervised departures.

Releasing children only to persons with authorization

- For each child enrolled, REC requires written authorization from a parent(s)/guardian(s) regarding persons who each child can be released to. Persons picking up children who are not authorized parents will be verified through identification of a valid state driver's license or identification card to ensure they are an authorized pick up person. REC will not release children without verifying that the person picking up the child is authorized to do so.

Procedures followed when a child is picked up from the center after the center is closed or not picked up at all, and to ensure that all children are picked up before staff leave for the day.

- REC closes daily at 6pm at the DIA Building, 5:30 at the CMU Campus, and 2:15pm at the R-5 Campus. All staff after and during the evening clean up routine include checking every classroom and the attendance log to ensure all children have been picked up for the day. Staff will also double check each classroom, as well as outdoor play areas to ensure that there are no children unaccounted for. If a child has not been picked up by our closing time, the child will continue to be cared for by one of our qualified staff and the parent(s)/guardian(s) will be called to ensure pickup. If parent(s)/guardian(s) cannot be reached, the emergency contacts listed on the child's enrollment forms will be called. If a child remains in our care for more than an hour after the center has closed and we have been unable to reach a parent/guardian or emergency contact person, the center director will contact local child protective services and/or law enforcement.

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Missing Student Procedure and responding to emergencies like lost children, tornadoes and fires.

General

i REC is committed to promoting the safety and welfare of all students in the program. REC staff will ensure that REC locations are secure and will take steps to prevent unauthorized persons from entering the premises.

- REC staff and volunteers ensure that students are supervised closely when visiting places in the community or on field trips.
- REC staff and volunteers advise students how to contact REC staff and or set up a designated meeting point on arrival should the group get separated.

On discovering that a student has gone missing, REC staff will

- Check the sign in/out sheet to ensure that the student has not already been picked up. Other staff and volunteers will be consulted to see if they have seen the parent/guardian pick up the student.
- Inform all staff and volunteers present of the procedure when a student goes missing and supply information to support the search (e.g. detailed description of the student and what he or she is wearing)
- Some staff/volunteers will be deployed to start an immediate thorough search of the facility and surrounding areas.
- The remaining staff and volunteers will ensure that the other students remain supervised, calm and supported throughout.

If the search is unsuccessful, REC staff will:

- Contact the police, describe the situation and the missing student, follow police guidance and keep searching the area.
- Inform the student's parents/guardians of the situation.

After the event, REC staff will:

- Conduct a risk assessment and review policies and procedures to establish what went wrong and how it can be avoided in the future.

The procedure for responding to emergencies

- To ensure the safety of the children within our program we respond to all emergency situations to include, but not limited to: lost children, lockdown, fires, etc. If your child becomes lost while in our care, we will alert the proper authorities and follow the procedure for missing children (listed above). We will conduct a practice fire drill and lockdown drill at least once a semester in case of a real emergency, for these we follow the same plan as School District 51 so students are familiar with what to do and staff are instructed in what to do, in addition to the red folders located in each classroom with our emergency plan and instructions to guide staff and volunteers.

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Policies and procedures on inclement/excessively hot weather, identifying childrens' locations, visitors, snacks, sunscreen

General

- i** *REC is committed to promoting the safety and welfare of all students in the program. REC staff will ensure that REC locations are secure.*

Inclement and excessively hot weather

- We will have daily outdoor play times for our children of all ages, however we ensure the safety of the children at all times. We will not have outdoor playtime during inclement and excessively hot weather but will have indoor optional activities. If raining/snowing etc. students can stay inside and participate in these alternate activities. If a Snow day is called by the school district REC will also have a Snow day. If a Snow day is called, REC will notify parents via text/phone and social media.

Identifying Children's locations at all times

- Each classroom will have Volunteers and staff members with the kids. Attendance is taken at the start of REC. Students are under constant supervision of multiple adults in the form of the volunteers and staff in each classroom. In addition to this Senior Staff will rotate through the classrooms and ensure students are where they need to be with their assigned tutors in their assigned classroom. At the end of the session students are all taken to the cafeteria where they wait till they are picked up and are supervised by staff. Staff will ensure that each parent/guardian signs out their child upon leaving the daily. If they have been given permission to walk and REC has it on file, children are free to leave the center at the end of tutoring and walk out of the building without a parent signature.

Visitors to the Center

- All visitors must sign in at the front table or at the REC office in the visitor log if coming in to visit. All visitors must be accompanied by staff at all times.

Snacks/Meals

- Snacks and/or meals are provided. Menus are posted on program bulletin boards for parents to review. Food allergy information should be reported on student applications for staff to accommodate for those allergies. Snack/meals are

served upon student arrival during the first 15-20 minutes that are a break/arrival time. All our snacks/meals meet the USDA's CACFP nutritional guidelines for health snacks.

Sunscreen

Sunscreen is required for outside breaktime. Sunscreen will be provided to students as they head outside to break. Students will apply sunscreen themselves. Parents may provide their own sunscreen if desired, with note.

Illnesses

- If students are ill/contagious, have a fever, parents should keep students at home and notify REC of absence. If student becomes ill while at REC, staff will notify parents and/or emergency contact for pick up. For emergencies, 911 will be called and parents/emergency contacts notified.

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Procedure governing field trips, television and video viewing and special activities, including staff responsibility for the supervision of children



REC plans for occasional field trips, television/video viewing and special activities.

Field Trips and Permission Forms

- Parents will be informed of any Field Trips in advance via flyers, information at the parent table and permission forms. Participation is optional. Cost, if any, will be listed on permission form as will any needed clothing/equipment for activity.
- Field trips require parental permission in order for your child to participate. For each field trip to include nearby walking field trips, and special activities, a separate parental permission form will need to be signed.

Procedure for caring for children who arrive late to the center and their class/group is away from the center on a field trip or excursion.

- If the child arrives late and the child's assigned class/group has already left for a planned excursion away from the center, the child will be assigned to another class/group at the center while the child's normally assigned class is away on their field trip. If the whole group is out on field trip, and student has arrived after last group has left and no one is at the center the parent can either take the child back home with them or drive out and meet the class and group at the location.

Procedure for storage, loss, damage, or theft of provider's or child's personal belongings.

- REC is not responsible for any loss, damage or theft of personal belongings. Students are to keep items by their side or in designated storage areas. More valuable items may be stored in office or with staff, however, REC is not responsible for any damage, loss, or theft. Parents and students are discouraged from having child bring valuable items.

Supervision

- During all field trips and special activities, REC will ensure that proper staff-to-child ratios are maintained at all times. As well, during field trips and special activities, attendance will be verified frequently to ensure that all children are accounted for.

Video/Multimedia Viewing

- REC will occasionally show educational or enrichment-oriented videos and multimedia materials. REC will ensure that all videos and multimedia materials are rated according to the student group's age.

Special Needs

- REC accepts children based on the Americans with Disabilities Act. Our program centers can accommodate a child in a wheelchair.

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Procedure on children's safety related to riding in a vehicle, seating, supervision, and emergency procedures on the road. Policies on Guidance and behavior, Governing Body

i While transporting children on field trips, as well as to and from nearby schools, we ensure that Colorado State Laws are followed at all times.

Drivers, CPR Qualification, Emergencies

- REC will use it's 14 passenger mini-buses to transport students. Rented and Senior Staff vehicles may be used in rare cases if transportation is required and other options are exhausted. Information and release for transportation is on Waiver page of Registration packet.
- A qualified driver will be present in each REC vehicle with each group of children. All REC vehicles are equipped with first aid supplies and will have an individual currently certified in First Aid and CPR. Each driver will also be instructed in emergency roadside procedures.
- In case of emergencies, 911 and parent/emergency contact will be called. First aid kits are on bus and each site has a first aid kit with basics like band aids.

Road Safety

- Children are required to remain seated, with their seatbelt fastened appropriately and children never left unattended on a vehicle.

Guidance/Behavior

- Each program has their behavior policy handout that is given to parents upon registration. Behavior Policies include Think Sheets, Red Card Yellow Card system, and Three Strikes systems. Managers will notify parents of any major behavior incidents which can result in suspension or expulsion from program. Managers/senior staff will handle behavior related issues. If students are sent to the office, managers/senior staff will talk with about student to try and come to a positive outcome and understanding. Consequences include filling out Think Sheets, suspension, removal from classroom to office or other work area, expulsion. Behavior Policies also include positive rewards to encourage good behavior.
- Prior to any suspension/expulsion parents will be notified and are welcome to meet with staff about concerns.
- **Appendix A** (Attached, has the behavior plans for each program.)

Governing Body

- REC is governed by a Board of Directors, which oversee the best interests and overall wellbeing of the organization, overseeing the Executive director, the mission and goals of the program are being met, and ongoing review of budget.
- **Appendix B** (Attached, has the Board Members Policies and Procedures.)

Suspected or Known Child abuse

- REC staff are all mandated reporters
- Suspected or know child abuse should be reported to (970) 242-1211 (Mesa County Report line) or (970) 242-1211 (Colorado hotline)

Filing a Complaint

- May contact REC staff, managers, executive director to address complaints at (970-589-5039 (Executive Director) or 970-462-2901 (REC main number/Program Coordinator), or their program manager, or they can be made to Division of Early Care and Learning at 303-866-3755 or 1-800-799-5876. 1575 Sherman St. Denver CO 80203.

Rules and Regulations

- The official Rules Regulating Neighborhood Youth Organizations can be obtained at the Division of Early Care and Learning 1575 Sherman St. Denver Colorado 80203, or at:
- www.cdhs.state.so.us/childcare
- or <http://www.sos.state.co.us/CCR>
- or http://coloradoofficeofearlychildhood.force.com/oc/OEC_Providers?p=Providers&s=Rules-and-Regulations&lang=en

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APPENDIX A: GUIDANCE AND BEHAVIOR- BEHAVIOR PLANS FOR REC PROGRAMS



Riverside Educational Center
After School Tutoring and Enrichment

Program Manager: Robbi Grimm

Phone: 970-462-7460

ELEMENTARY Discipline Plan and Structure

Our philosophy is that all students should learn and practice respect and follow the following guidelines:

- **POSITIVE BEHAVIOR on the playground-** treating others like you want to be treated, playing nice, no fighting, no bad language.
- **RESPECTFUL to volunteers-**be respectful to volunteers, staff, each other (students), self, respecting the space and materials here at DIA.
- **WORKING HARD to learn-** Be kind, be helpful, be supportive, treat others like you want to be treated, bring planner.

Discipline Plan

Playground

Students will be watched on the playground by staff and tutors. If a situation arises that is of concern students will be addressed by adult observing the behavior. Situations deemed by observing adult as major issues will be taken to Robbi or Leslie immediately.

Tutoring

During the tutoring session if a student is being disruptive, disrespectful, physical, or verbally inappropriate, or creating a situation that impairs the learning environment, tutors should inform Robbi or Leslie if student is acting out so they will know to take the student out of the room to address the situation. Tutors can also fill out a “Student Performance Card” to report behaviors and Robbi or Leslie will follow up.

Any situation that becomes elevated enough to become a safety concern staff/tutors should notify Robbi or Leslie immediately (Major incident=Obscenities, physical aggression/contact, overtly disrespectful behavior, etc.)

Consequences:

1st Offense (Minor): Students will be taken aside conferenced and given a verbal warning by Robbi or Leslie.

2nd Offense in a day (or major incident): If behavior continues on the same day or it is a major incident, the student and staff will make a written account of the behavior – “Think Sheet”. Student will be taken aside to Leslie and a behavior folder will be started - in front of the student. Student will then know they have a file.

3rd Offense: Student will be removed from group tutor environment. Parents will be notified of the behavior by Leslie. Parent conference will be held with student present.

Additional offenses/ 3 Think Sheets: Can result in removal from tutoring and/or enrichment on a temporary, semi-permanent, or permanent basis. “Think Sheets” are a three-strike system. By 2nd “Think Sheet”, parent will be informed about possible suspension/expulsion if receive a 3rd “Think Sheet”.



Riverside Educational Center

After School Tutoring and Enrichment

REC Riverside Middle School Program Information

Behavior Plan

We will be using a 2 yellow, 1 red card system.

Each day a student will start over with the 2 Yellow, 1 Red card each day. However, the red card consequences do not, the consequences progress, going from suspension for 1 week, to 9 weeks, to remainder of year.

1st Offense: Yellow Card- Go and talk with Alan about why they received the card, go upstairs for 30 minutes and work on homework or assigned activity, return downstairs after staff member comes and gets them.

2nd Offense: Yellow Card- Go talk to Alan, call home concerning behavior, let parents know that they will be suspended from REC the next eligible day, stay with Alan until the end of programming that day.

3rd Offense: Red Card-Go talk to Alan, call home to let parents know that they are not allowed to come to REC for one week (1st Red Card)

2nd Red Card in a School Year: Contact parents letting them know that they are suspended from REC for 9 weeks.

3rd Red Card in a School Year: Contact parents letting them know that their child is finished with REC for the year and letting their parents know that they will have to meet with Joy, Leslie and staff manager of that program to see if REC will work for the upcoming year.

Cell Phone Policy

Each day REC is in session we will have a no cell phone policy.

- 1) We will collect cell phones and place them in a secure area during the work time of REC.
- 2) Students can pick up their cell phone during recess break time 4:20-4:45pm and then place them back in the folder file when they come back in. Students can pick up their cell phone when they are finished with their work and are leaving REC for the day.
- 3) If a student is on their phone from the hours of 3:25-4:20pm and 4:45-5:30pm, they will be given a red card, call home, and be asked not to attend REC for 1 week.
- 4) 2nd Red card offense will be a 9 week suspension from REC.

Parents if you need to talk to your child, you can call or text **Alan at 970-433-1070** or Leslie at 970-462-2901. We will immediately get your child and have them contact you.



Riverside Educational Center

After School Tutoring and Enrichment

REC Orchard Mesa Middle School Program Information

Behavior Plan

With our after-school program our staff will be trying to work closely with students to help them improve their grades, get back work in, and improve personal and study skills. In this environment students will have to engage in positive behaviors to help their own efforts as well as not disrupt those of their fellow students with the guidance of the tutoring staff. Disruption of this environment, disregard for fellow students or tutoring team will result in disciplinary actions.

1st time and minor offences will see students being pulled aside and speaking about their choices and actions one to one with Dylan the program manager.

2nd time and repeat or severe offences will result in contact with home, a conference with parent or guardian, Dylan and the student held to discuss behavior and establish a positive plan moving forward with the program if the student and family choose to do so.

3rd time and severe offences will see the student suspended from after-school programming for one week.

4th time and highly severe offences will see student suspended for the duration of the quarter or a minimum of three weeks.

5th time and highly severe offences will see student expelled from the program for the rest of the school year.

Parents or Guardians would at this time meet with Riverside Education Center staff to discuss if the program will be an environment that will work for their student in the upcoming year.

Cell Phone Policy

Each day during after-school programming we observe the same rules as OMMS on cell phones and their use. The exception to these rules is during the break right after school and when tutoring hours start roughly 2:40 to 3:00.

During this block of time students may use their phones to get ahold of friends and family or for appropriate recreational use. Unless otherwise stated by a tutoring program staff all phones are to be put away. In the event that a student has a home situation that they need to be able to be reached during programming hours we ask that this need be communicated to the staff at the start of the after-school time. If for any other reason or emergency that a student need be reached a call or text can be directed to **Dylan at 970-260-1573** and the student will be put in contact as soon as possible.



Riverside Educational Center

After School Tutoring and Enrichment

REC High School Program Information

Thank you for participating in the REC High School program. We love our high school students and want to see them grow as individuals, excel in the classroom, and graduate. Please feel free to stop by Escalante Hall, room 257 at Colorado Mesa University during tutoring to see what we do for your student. Additionally, please feel free to call us at **Alissa Brown 720-327-5486** during tutoring hours if you have any questions.

Goals

The REC High School Program strives to provide many support systems for your children as they ready themselves for life after high school. Our goals for your student include:

- providing support for getting summer jobs and/or attending WCCC Camps
- upholding a quality, effective programming environment
- providing support for juniors prepping for senior year
- providing support for seniors getting ready to graduate
- requiring 80 percent of students to maintain a 2.0 or above GPA
- checking daily class attendance
- corresponding with teachers and counselors to get the support your student needs
- touching base with parents and guardians to ensure each student's success

Behavior Policy

In order to maintain a fun, safe, and enriching learning environment for your student, we have a behavior policy in place. Students who do not abide by the policy will receive one warning and be asked to take a break from the program at the second warning. According to our behavior policy, students must:

- Students can have phone face down on the desk, but if phone seems like a distraction then student will receive a warning about being on their phone. A second warning will lead to the student putting his/her phone in their backpack until tutoring is over.
- Be present and ready to work at 3:15 p.m. unless students are participating in a sport or after-school activity or working with another teacher.
- Respect "quiet time" from 3:15 to 4 p.m.
- stay within the general vicinity of the classroom during the 4 to 4:20 p.m. break
- Be present and ready to work from 4:20 p.m. until 5:15 p.m.
- Refrain from distracting other students. If student does not have something to work on, they can either read quietly or work on ACT Prep or weekly goals.
- Cooperate with tutors and volunteers
- Be respectful of guest speakers, tutors, visitors, and each other.

If we do have an issue with your student, we will be sure to contact you immediately to make you aware of the situation.

Programming

REC is proud to help your student academically, but we also have other programs in place to help students thrive. These programs include:

- helping students apply for various camps and enrichment programs
- assisting students in paying for extra-curricular activities or sports
- serving as references for students
- finding students Partners (mentors)
- providing students with trained and dedicated tutors
- recruiting guest speakers from all career fields to help your student with post-high school plans
- helping students apply for colleges and preparing them for college
- providing students with ACT support
- serving as a trustworthy support for your student

RIVERSIDE EDUCATIONAL CENTER

APPENDIX B: BOARD OF DIRECTORS' POLICIES AND PROCEDURES



Riverside Educational Center
After School Tutoring and Enrichment

Board of Directors' Policies and Procedures

Revised June 2016

Section One: Board Membership

Nomination and Recruitment of New Board Members

POLICY

- New Board members shall be recruited as needed to strengthen and perpetuate the Board in the pursuit of fulfilling its mission
- All efforts will be made to fill Board openings at the June meeting since board member terms are June to May of the second year. Any vacated seats during the year will be addressed as necessary.

PROCEDURE

- There may be as few as eight and as many as sixteen members serving concurrently
- The Board shall recognize strengths and weaknesses of the Board when identifying potential candidates
- The Board will create a list and rank in order
- Contact will be made to potential members to see if an interest
- A Nominating Committee will be formed or an Executive Committee member will meet with potential board member to interview and ask questions. A site visit should be completed before interest is confirmed
- Nominating Committee or Executive Committee will nominate new members to the board.
- Nominated members will remove themselves from the room while voting occurs
- New Board members must sign the Board Member Expectations document

Term of Office and Re-election

POLICY

- Members shall serve a two-year term
- Shall hold office through the May meeting of the second year of term
- Members are limited to three consecutive terms of service
- May petition for nomination to the Board after a separation of at least one year

PROCEDURE

- Before the June retreat, the Board will identify board members with expiring terms
- Steering will determine if board member will be nominated to continue (has not yet completed three terms and is ideal for re-election)
- If so, Steering will contact board member to see if desire to continue on board
- If so, board member will attend June retreat and stand for re-election
- Election of continuing board members will take place by ballot with a majority vote of present board members
- Continuing board members may participate in the ballot vote for their own re-election and for the re-election of other continuing board members and new board members
- Board members must sign the Board Member Expectations document

Officers of the Board

POLICY

- There shall be a President, Vice-President, Secretary, and Treasurer of the Board

PROCEDURE

- Officer terms will be for two years.
- Officers can serve for up to three terms**
- Officers will be elected by ballot at the June meeting.
- The Steering Committee will present a slate of nominees for officers. Nominations will also be taken from the floor during the June meeting.
- The President, Treasurer, and Secretary will serve on the Steering Committee with the President chairing the committee
- The President will also be responsible for chairing the board meetings and any special meetings
- The Vice-President will chair any board meetings when requested by the president
- The Treasurer will be responsible for reporting financial status at each board meeting, will receive bank statements and review for fidelity before turning over to executive director, and will assist with reviewing other financial documents as requested by executive director
- The Secretary will be responsible for recording accurate records of board meetings and sending to executive director to post to website

Board Member Removal

POLICY

- Board members shall perform according to the Board Member Expectations. Members who do not perform according to expectations shall be subject to removal procedures.

PROCEDURE

- A Board member who does not perform according to expectations shall meet with the President to discuss commitment and expectations.
- The President shall present concerns about the member's performance to the Board at the Board meeting.
- The vote will take place by ballot, and two-thirds of the votes submitted are required to remove a board member from the Board. The Board member being considered for removal from the Board may participate in the ballot vote.

Section Two: Board Member Responsibilities

Meeting Attendance

POLICY

- Members shall attend at least eight of the eleven Board meetings held each year from June to May unless otherwise arranged with Board President and/or Executive Director.

PROCEDURE

- The Secretary shall track Board meeting attendance in the meeting minutes.
- Board members shall notify the President and/or Executive Director ahead of time if they are not able to attend a Board meeting.

Financial Contribution

POLICY

- As stated in the Board Member Expectations members shall make an annual financial contribution an amount that is personally meaningful.

PROCEDURE

- \$1.00 financial contribution will be conducted during the Annual Retreat. Then each member shall make an annual financial contribution in an amount that is personally significant. REC's goal is 100% of board members contribute financially.

In-kind work by a Board Member for REC may be considered a financial contribution to REC under pre-arranged circumstances.

Program Participation

POLICY

Board members should do a site visit to observe tutoring or enrichment services at least once each academic year.

PROCEDURE

Board members can contact Executive Director to arrange a site visit.

Fundraising Participation

POLICY

Members shall actively participate in fundraising

PROCEDURE

Board members shall attend fundraising events and participate in special campaigns.

Conflict of Interest

POLICY

Members may not directly or indirectly benefit in any contact relating to or incidental to the operations conducted by the REC and may not make contracts, enter transactions, or otherwise act for or on behalf of the REC.

PROCEDURE

Members shall disclose all facts and relationships that may present a conflict of interest or a perception of the same

Members may participate in discussions relating to a possible or perceived conflict of interest but should refrain from voting on any matter when there is a possible or perceived conflict of interest.

Any services provided by individual members of the Board to the REC, and for which compensation is received, must be approved in advance by the Board.

Confidentiality

POLICY

Members maintain confidentiality and respect regarding the Board of Directors and the Riverside Educational Center and its staff members, volunteers, and students and their families (unless part of a civil or criminal case).

PROCEDURE

Members shall not share, trade or sell the personal contact information for any REC donor without permission from the donor. Personal information about potential donors shall also remain confidential.

Members shall not share any personal information about REC staff members, volunteers, and students and their families without authorization from Executive Directors.

Members shall not communicate information outside the Board that would be damaging to the reputation of the Board or the Riverside Educational Center.

Non-discrimination/Inclusiveness

POLICY

Riverside Educational Center and the Board of Directors shall serve a diverse constituency and include diverse voices and opinions in decision-making at all levels.

PROCEDURE

- When decisions on matters that will impact parents and students are possible, the REC and the Board should make every effort to hear from parents and students through conversations, focus groups, or surveys.
- The Board may hold open meetings or invite guests to speak to invite input on matters of concern to REC parents and students.

Record Keeping

POLICY

- The Executive Director shall retain and maintain the following:
 1. REC Articles of Incorporation and By-Laws
 2. Tax Exempt status
 3. Insurances
 4. Mesa County Valley School District 51 Building Use Agreement
 5. Donor Lists
 6. Board Policies and Procedures
 7. Strategic Plan
 8. Current Board of Directors list

PROCEDURE

- All documents will be stored on website and updated versions will be added.

Section Three: Board Function

Meetings

POLICY

- The Board of Directors will hold regular meetings on the second Monday of each month.

PROCEDURE

- Meetings may be changed or cancelled by agreement between the Executive Director and the President.
- Rescheduling or canceling of a regularly scheduled meeting will be communicated as soon as possible.
- The Executive Director and the President may call Emergency Meetings for decisions that require an immediate vote by the Board.
- A quorum is required in order for any business to be conducted during any regular or special meeting of the Board. A quorum constitutes half the seated board plus one (if odd, round down). A simple majority of Board members present is sufficient to approve or deny a motion.
- The June meeting is considered to be the annual retreat and usually includes:
 1. Election of new and continuing Board members
 2. Election of officers
 3. An overview of the Strategic Plan by the Executive Director, including goals for the year ahead and long-range goals
 4. Approval of the budget for the upcoming year
 5. Presentation of Executive Director performance evaluation

Email Voting

POLICY

- Emergency decisions that require a vote may be made via email and phone communications when there is no time to call an Emergency Meeting.

PROCEDURE

- One email shall be sent by the President regarding a particular issue that requires a vote and shall be limited to what the issue is and what options are up for vote.
- Two days will be allotted for email discussion amongst the Board.

- There shall be a deadline in place for votes to be made.
- A record of the action and resulting decision will be included in an addendum to the minutes of the meeting for the previous month.

Communication

POLICY

- Members are expected to review board meeting documents and come prepared to board meetings

PROCEDURE

- Board members shall check for and reply to communications from REC in a timely manner
- Documents requiring review by Board members will be sent out in advance of the board meeting
- Board members shall read the provided documents so they can be prepared to offer input at the upcoming meeting.

Section Four: Staff

Selecting an Executive Director

POLICY

- In the event that the Executive Director position becomes vacant the Board of Directors shall select a successive Executive Director.

PROCEDURE

- The Board of Directors shall appoint an interim Executive Director and prepare a public notice of job opening.
- The hiring process shall be conducted in an expedient manner.
- The Board shall form a Hiring Committee to review applications and conduct interviews.
- The Hiring Committee shall recommend a salary and benefit package based on the established salary schedule for the Executive Director position. The salary and benefit package is subject to final approval by the Board of Directors.

Executive Director Evaluation

POLICY

- The Executive Director shall have an annual performance evaluation based on the Strategic Plan

PROCEDURE

- Each year in May, the Executive Director will present a draft Strategic Plan and gather input from the board.
- At the June meeting a final Strategic Plan will be presented and approved (or revised) by the board.
- The Executive Director will present quarterly reports on the Strategic Plan (October, January, and April)
- The final report of the Strategic Plan will be presented in May along with the proposed Strategic Plan for the upcoming year

Removal of an Executive Director

POLICY

- An Executive Director who is not meeting the job performance goals for the position may be removed from office by the Board of Directors

PROCEDURE

- If the Board has concerns regarding the effectiveness of the Executive Director, based on job performance / Strategic Plan goals for the position, the President will meet with the Executive Director to communicate these concerns.
- If the situation is not resolved, the Board (or ad hoc committee) will prepare a list of concerns for the Executive Director and monitor improvement.

- The Board of Directors will notify the Executive Director at least two weeks in advance that a special meeting to consider removal of the Executive Director will take place. The Executive Director may prepare a written statement or attend and give the statement in person.
- A two-thirds majority vote of all voting Board members is required to remove an Executive Director from his/her position.

Nondiscrimination Policy

POLICY

- The Riverside Educational Center is dedicated to the principles of equal employment opportunity (EEO) in any term, condition, or privilege of employment. The REC reaffirms its long-standing policy prohibiting discrimination against applicants and employees, in addition to the provision of services, on the basis of the fact or perception of age, race, sex, color, religion, national origin, disability, veteran status, sexual orientation, gender expression or any other status protected by state or local law. This prohibition includes unlawful harassment based on any of these protected classes.

- Unlawful harassment includes verbal or physical conduct, which has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment. This policy applies to all employees, including managers, supervisors, co-workers, and non-employees such as volunteers and board of directors.
- The REC will make reasonable accommodations or disabled individuals, unless doing so would cause an undue hardship to the REC. This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, and termination.
- The REC prohibits retaliation against employees for filing a complaint under this policy or for assisting in a complaint investigation.

PROCEDURE

- For more information about policy or in the event of alleged discrimination or retaliation in the REC employment or services, contact the Executive Director.

Salary Schedule and Salary Review

POLICY

- REC employees shall be compensated according to an established Salary Schedule that is guided by rates illustrated in the Colorado Non-Profit Association's Salary and Benefits Survey and is comparable to salaries for similar positions.

PROCEDURE

- The Board of Directors shall review the Executive Director's salary after his/her annual performance evaluation and recommend changes as needed.

Section 5: Fiduciary

Budgetary Reporting

POLICY

- As stated in the Board of Directors Job Description, the Board of Directors is responsible for ongoing review of the REC budget.

PROCEDURE

- Full financials will be sent to the board Treasurer each month and will be posted on the website for access for all board members
- The Annual Budget for the next year shall be presented to the Board for discussion and a vote at the June meeting.

Deposit and Management of Funds

POLICY

The Executive Director shall be responsible for depositing and managing REC's funds with oversight provided by the Treasurer.

PROCEDURE

Bank statements shall be sent directly to the Treasurer for review. The Treasurer shall then pass them on to the Executive Director for processing.

The Treasurer shall also have the user name and password to the REC bank accounts for review of account activity.

Audits

POLICY

A Compilation Report of REC's finances shall be obtained annually from a Certified Public Accountant. The Board of Directors shall determine the need for a formal audit according to standards set by the State of Colorado.

PROCEDURE

The Executive Director will recommend a compilation report or a formal audit to the Board of Directors before the adoption of the annual budget. The Board will vote on the decision.

The Executive Director will contract for services accordingly.

Section 6: Program

Board Knowledge

POLICY

Each REC Board member is responsible for being familiar with the specifics of the REC program in order to be able to represent it accurately to the community at large.

PROCEDURE

Board members will be expected to be familiar with and use the following resources:

REC Newsletters/ REC Annual Report/ REC Fact Sheet; Attendance at program sessions and special events at the REC

Section 7: Amendments

Changes to Policies and Procedures

POLICY

The Policies and Procedures for the Board of Directors may be amended by a two-thirds vote of its members.

PROCEDURE

Any Board member may submit a written amendment to the Policies and Procedures to the Board for consideration.

The Board must have one month to review any proposals for amendment of these policies and procedures.

Two-thirds of voting Board members present must approve an amendment.