Role, Responsibilities, and Mandated Obligations of the School Governing Body:

Pima Rose Academy Governing Body members will be appointed by the PRA Corporate Board of Directors with the advice of Rose Management Group. As a policy board (A.R.S. § 15-183.E.8) the School Governing Body's main responsibility is to develop school policy and comply with local, state, and federal agencies' laws and regulations. The board will meet during the fall and summer and as needed to maintain compliance. The governing board will abide by all open meeting laws as required by A.R.S. § 38-431.01-431.09. All governing board members must have a valid Arizona Fingerprint Clearance Card.

The School Governing Board is responsible for approving the school budget that is required to be submitted to the Arizona Department of Education by the Chief Financial Officer. The policy manual must be approved by the school governing board prior to July 1, the start of a new school year. The employee handbook and student handbook is a subset of specific policies and contains procedures that are common to and required for students and personnel. The Declaration of Curriculum and Instructional Alignment is approved by the School Governing Board and submitted to the Arizona Department of Education.

Composition of the School's Governing Body:

The Governing Board will have a minimum of 3 members comprised of a school representative, parent, and member of the public. The initial members will be Catherine Kinghorn, Gary Cothrun, and Elizabeth Cullop.

Governing Board Member	Background, Qualifications, & Community Relationship
School Representative: Catherine Kinghorn	Catherine Kinghorn has an extensive background in human resources and is a charter school founder, which provides both a business and school perspective. She has worked with members of the Tucson community, who match the demographics of the population to be served, for over 20 years.
Parent: Gary Cothrun	Gary Cothrun has two daughters that graduated from Canyon Rose Academy and one daughter that is currently enrolled at Desert Rose Academy. Mr. Cothrun worked in the medical field where he advocated for children who required medical equipment. Mr. Cothrun is a volunteer and coach for the American Softball Association for children 13 years of age and younger. The Rocha/Cothrun family represents the ethnicity and other demographics of the community.
Member of Public: Elizabeth Cullop	Elizabeth Cullop is a mother who is currently pursuing a career in education to become a teacher, particularly serving this community's population. Elizabeth hopes to learn and gain insight while by providing a brand new perspective for the board.

Recruitment, Filling Vacancies, and Development of the School's Governing Body:

Board members will be recruited from the community and school personnel to fill or replace a vacancy on the school governing board. Members are appointed based on their experience, background, qualifications, and community relationship; their willingness to learn our unique program; and their availability for the time and effort required to serve on the board.

In addition to the training offered through RMG to all Rose Academy governing board members, development opportunities include attendance at workshops presented by county, state, and national professional organizations. Professional journals and books (Arizona School Boards Association, 1999; Hill; Zimmerman, 1997) will be available to all board members.

Training and Orientation for the School's Governing Body:

Pima Rose Academy will provide an orientation in June for new board members to acclimate them to the school's policies and procedures and program including an onsite tour of the school. The current corporate by-laws, school board minutes, current policy manual, and any other pertinent materials are reviewed. Ongoing professional development and training of members is provided so members can constructively participate in the decision making process and stay abreast of current educational issues. The CEO and/or Superintendent will facilitate the orientation and ongoing professional development. Additional school personnel may provide training in specific areas as needed. Examples: The CFO will present and explain the annual budget so members feel informed to provide feedback and make decisions. The Chief Research and Development Officer will present research findings about frameworks for documenting the "value-added" of alternative education high schools (Schlessman, Hurtado, Ernst, Huppenthal, Sandoval, 2010; Ernst, 2008).

Compliance with Open Meeting Law:

The governing body will abide by all open meeting laws as required by A.R.S. § 38-431.01-431.09. This includes filing a disclosure statement with the Secretary of State and the Secretary of the Pima County Board of Supervisors to identify where public notices will be posted. The following format will be used for School Governing Board Meetings:

1. Role Call & Call to Order- Document the start of the meeting and the status of the members, if they are present or absent. Public members may also be documented.

2. Call to Public- the School Governing Board encourages public comment regarding items or issues that pertain to Pima Rose Academy. Public comment will be limited to three minutes for each individual. The School Governing Board may respond to the public comment or may ask that there is time to review and be considered on a future agenda. Action is not required on public comment unless the process is followed for discussion and action as a consent agenda item.

3. Superintendent's Report- The superintendent provides a report to the board of current school performance and policy issues that may require action by the board.

4. Consent Agenda- These items on the agenda are reviewed, discussed, and proposed for approval by the board. A member motions to approve or disapprove an item, a different member seconds the motion, and a vote by all members is taken. The Consent Agenda can be approved on an individual basis or as a whole.

5. Approvals of Minutes- The minutes from the previous school board meeting are reviewed by the members. A member motions to approve or disapprove an item, a different member seconds the motion, and a vote by all members is taken.

6. Adjourn meeting- A member motions to approve or disapprove an item, a different member seconds the motion, and a vote by all members is taken to officially end the meeting.

The School Governing Board will designate a president to preside at meetings and a secretary to complete and maintain the minutes.

References

Arizona School Boards Association. (1999). *The Arizona open meeting law: A pocket reference for school boards, committees and councils*. Phoenix, AZ.

Ernst, J. (2008). *Measuring success among alternative education charter high schools*. Presented at National Association of Charter School Authorizers Annual Conference Indianapolis, Indiana, 27-28, October 2008

Hill, L. (no date). *Open meeting law 101: Arizona's open meeting law in a nutshell*. Retrieved from http://www.azleg.gov/ombudsman/Open%20Meeting%20Law%20101.pdf

Schlessman, A., Hurtado, K., Ernst, J., Huppenthal, J., Sandoval, P. (2010, June). *Student achievement and success at alternative education high schools.* Presented at National Charter School Conference, Chicago, IL.

Zimmerman, D. (1997). *Robert's Rules in plain English*. New York: HarperPerennial.