III Business Plan - Succession Plan

Part A: Succession Plan for Charter Holder

Ventana Academic Charter School's Charter Holder is the Governing Board which is one and the same as its Corporate Board

Current terms of office

Member	Joined Board	1st Term Ends	2nd Term Ends	3rd Term Ends	Likely accept another term
Tucker	11/03	11/06	11/09	11/12	No
Gonder (Parent)	9/05	Resigned 4/08, Reinstated 11/08	11/11		No
Monachino	9/05	9/08	9/11		No
Chartier	8/08	8/11			Yes
Stanfield	5/09	Resigned 8/09 Reinstated 3/10 Term ends 3/13			Yes
TeamCFA	Planned 7/1/10	7/13			Unknown
TeamCFA	Planned 7/1/10	7/13			Unknown

Replacement Time Line

Time Line	Replace	Renew
2011	Monachino & Gonder	Chartier
2012	Tucker	
2013		Stanfield, TeamCFA members

It will be a goal of the board to have two parents on the board. They should be elected by the parents of currently enrolled students. The rest of the board composition should be people who are first and foremost interested in quality education of our students. Additionally they should be aware of the Public Meeting Law, have a business orientation in any of the following: Legal, Finance, Marketing, Education, Human Resource Issues, Medical/Liability Insurance and prior not-for-profit board experience would be desirable. This is an active board that requires a greater time commitment than just attendance to the meetings. Each Board member has committee assignments and needs to review various information packets prior to board meetings.

Establish an Advisory Committee

This purpose of this group is:

- Assistance to the school in promoting itself and in retaining & recruiting students
- To provide a two way communication avenue for all stakeholders
- Training ground for potential Governing Board members

The membership of this group is

- Faculty/Staff (at least 2)
- Parents (at least 5), preferably some from the active PTO
- Interested community members (at least 1), perhaps someone from Town Council
- Perhaps a current board member (no more than one,)
- Perhaps middle school student from Student Council (no more than 2)
- Director of Business and Operations as an ad-hoc member and the organizer of the council
- Principal as available

Structure:

- The committee will have a Chairperson and a secretary, elected by the committee

Meeting times

- Monthly at start up, then no less that quarterly
- Time set by the council for the convenience of its members

ARS Regulations

- As a committee of a public body, the council will post (in the office and on the school's website) the agendas at least 24 hours prior to each meeting and the minutes no later than 3 business days after the meetings

Time Line

- Fully functioning committee by December of 2010

Part B Succession Plan for School's Leadership Team

At this point there is one teacher per grade level, and a curriculum/special education coordinator. Each teacher is considered the lead teacher for his/her grade. When the school grows to two to three teachers per grad, it will explore developing official lead teacher roles vs. the collegial teams we now have across grades.

Ventana Academy offers merit pay tied to the individual teacher's performance. The performance criteria are approved annually by the board and appear in the Staff handbook. Those incentives are:

Prop 301 Performance Pay Incentives

The following plan allows qualified employees to earn bonuses for the current school year from the Prop 301 1012 fund (depending upon availability and governing board approval) for the following criteria:

Student Attendance

This category of performance pay is worth 25% of the total Prop 301 1012 fund and will be allocated if the overall student absence rate for the entire school is:

0-3% =100%
4% =80%
5% =50%

Teacher Achievement

This category of performance pay is worth 25% of the total Prop 301 1012 fund and will be allocated for having two satisfactory performance evaluations each school year.

Teacher Attendance

This category of performance pay is worth 25% of the total Prop 301 1012 fund and will be allocated to teachers based upon their daily attendance. Teachers who do not exceed the following absences will be compensated as follows:

0-3 days	100%
4-5 days	80%
6-7 days	50%

Attendance At After Hour School Events/Attend School Committee Meetings

This category of performance pay is worth 12.5% of the total Prop 301 1012 fund and will be allocated for attending after hour school events and school committee meetings appropriate to the teacher's assignments. Teachers will record their attendance at each event on the approved form and earn 1 point for each event. Teachers will be compensated as follows:

90-100% of possible points = 100%
80-89% of possible points = 80%
50-79% of possible points = 50%
30-49% of possible points = 25%

Longevity

This category of performance pay is worth 12.5% of the total Prop 301 1012 fund and will be allocated to teachers who have satisfactory evaluations, return to Ventana Academy

for the following school year, and were employed by Ventana Academy for at least 50% of the previous school year.

Re-signing incentive 100%

Note: The performance payout as determined by this evaluation will be paid as follows: 50% will be paid by June 30th of the current school year and the remaining 50% will be paid within 10 days after the 40th day of the next school year to returning teachers only.

An additional incentive, and to enhance professional development, we offer teachers and paraprofessionals a tuition reimbursement plan as follows:

Tuition Reimbursement Policy

Ventana Academy, at the Governing Board's discretion, reimburses for related expenses for degree programs towards teaching certifications. The Governing Board feels that continued education in an approved program leading to teacher or administrator certification, teacher or administrator re-certification, and or advanced degrees in the field of teaching and learning (Education) enhances an employee's skill base and assists them in becoming more effective teachers/administrators and therefore more valuable to the school. Determination of re-imbursement is based on the following criteria:

Application Criteria:

1. All classes must be taken at a 4 year full degree granting state or private college Accredited by the National or Western Regional College Accreditation Association
2. The candidate must have been employed by the school for at least one teaching year prior to the class start date and not have been placed on probationary status.
3. Candidates must submit a full program description and the degree, certification or re-certification status toward which the class (s) to be taken are targeted. Candidates must include a written explanation of the applicability of the degree or classes taken to the job or future positions within the school. The Principal must give written approval for the degree program, specific class and or certification or re-certification classes prior to the start of the program or classes. (The Principal must obtain Governing Board approval for the program/courses the principal wishes to take)
4. Candidates must submit to the Principal, (for the Principal, submit to the Board) prior to the beginning of a class, a course description for each class to be taken including dates, times, start and ending dates and location of the class and institution offering the class... In the case of on line classes, the submittal to the Principal should include class name, course description, offering institution, start and ending dates
5. Reimbursement fees must be pre-approved by the Governing Board prior to class or program enrollment. At this point the Governing Board will approve tuition and registration fee reimbursement up to 50% based on the following grade achievement of the employee:

   A grade of:
   - A earns the full 50 % reimbursement
   - B earns 40 % reimbursement
   - C earns 30% reimbursement
   - P grade in a pass/fail grade scheme will earn 40 % reimbursement
   - Grades below a C will earn no reimbursement

Following Board Approval:

1. Classes may be taken at any state or private 4 year college in person or as part of the institution's distance learning program. (Online Program)
2. Employees not meeting in-state residency requirements will receive reimbursement equal to that of instate tuition fees.
3. Lab fees, books, parking, etc will not be reimbursed.

4. Employees desiring reimbursement must submit to the Principal a Tuition Reimbursement Request form and proof of course completion, grade received, and receipts showing tuition paid and registration fees.
5. For courses taken “on line” the employee must submit a copy of the grade report emailed to the student along with receipts showing tuition paid and registration fees.
6. Reimbursement will be paid within 30 days of the Board’s receipt, from the Principal, along with the Principal’s recommendation, of the above listed required items.
7. Reimbursement shall be made only to current teachers of Ventana Academy at the time receipt of the Tuition Reimbursement Request.

Courses not in a degree program and/or Community Colleges Courses

1. Courses from community colleges, non accredited institutions, or non degree, non certification/re-certification courses are not eligible for reimbursement unless they target a specific need within the school.
2. All criteria in this policy shall be in effect for these courses except the requirement for being taken at a full four year college.
3. To be eligible for reimbursement, these courses must receive approval and recommendation by the Principal and be approved by the Governing Board prior to the beginning of classes.
4. The Principal, upon assessment of the school’s needs, may recommend that a teacher take a specific course at one of these institutions.
5. Should the Principal desire reimbursement for a course taken not in a degree program and/or a community college course, the principal must seek governing board approval prior to the commencement of the course.

Responsibility of teachers/administrators receiving Tuition Reimbursement

1. Any employee receiving monetary reimbursement for successful completion of an approved course must agree to continue employment at Ventana Academy Charter School for a full semester following the semester for which the reimbursement was given.
2. Should the employee not return to Ventana Academy for the semester in question that teacher/administrator must pay back Ventana Academy the full price of the received reimbursement. The only exception would be if the employee is not offered another contract by Ventana Academy.

Three of the faculty and the school’s Principal and one paraprofessional have taken advantage of this program. The faculty members achieved their highly qualified status as a result.

Additional professional development for the staff includes various budgeted conferences, Core Knowledge on site training and monthly job embedded professional development.

As to the resources to bring in new personnel, the Director of Business & Operations is expected to grow the enrollment considerably. As that happens the school will have the funds to hire additional highly qualified teachers.