B.2 Governing Body

The Corporate Board acts as the School Governing Body at The Caepe School as per ARS 15-183.E8 and is consistent with its current operation as a private school.

Roles and Responsibilities

The Governing Board will govern according to the Bylaws approved upon receipt of the charter. The Bylaws stipulate the responsibilities and policies, which the Board is legally bound.

Upon being granted a charter, the private Caepe School that will transition to The Caepe Charter School intends to have a corporate/ governing board comprised of 3-7 members operating in the summer of 2014. It will serve in compliance with all Arizona open meeting law.

The Governing Board will have the following duties and responsibilities:

- Ensures operations regarding transition from a private school to a charter school
- Provides oversight for School Director/Head of School
- Provide guidance and support to the Head of School in the execution of the mission and vision of the school
- Set all school policies and procedures
- Delegate appropriate responsibility and authority to the school director to lead The Caepe School
- Ensure the school is meeting its intended objective as evident in the student test scores and academic achievement
- Approve the annual budget
- Approve job descriptions and responsibilities for the administrative and instructional staff
- Review and approve compensation plans for the Head of School
- Approve compensation plans for the administrative and instructional staff
- Review and Approve Curriculum
- Ensure compliance with all state, federal, and grant laws and stipulations (e.g. Arizona Open Meeting Laws)
- Ensure compliance with the Charter contract

Composition of Governing Board
The composition of the Governing Board will consist of 3-7 board members to include the School Director. The School director will serve as a liaison between the school and the Governing Board, report to the Governing Board to provide context regarding the culture and pulse of the school, and represent school staff to the Governing Board.

Tamara Lee, President

As the founder and Head of The Caepe School, Tamara has proven herself to be a leader. Tamara has a passion and committed interest in success of each total individual at the school. She is ambitious, driven and an experienced committed educator. With a master's level degree and additional graduate courses along with 19 years of experience as an educator, Tamara will oversee curriculum and plan staff development. She will analyze student assessment data and ensure that instruction is result driven based on these findings. She will oversee the operational and financial workings of the school and be in compliance with all expectations with a keen awareness of due dates. A leader is a person you would follow to a place you wouldn't go by

yourself. Tamara has demonstrated her ability to lead others and find people to ask the necessary questions that ensure the success of the organization.

Dameon Blair, Secretary

With 14 years experience as an educator, Dameon Blair has proven himself to have dynamic organization and communication skills with superiors and staff. He is dedicated to effective teaching strategies, and assessment of student performance. He has a powerful drive to get deadlines accomplished in a professional manner. He possesses an ability to oversee and resolve conflicts, concerns, or inquires within responsible areas. He has experience in organizing and promotion of events, plans, and programs. Dameon has a strong ability to communicate and coordinate with local, city, and community groups. He has a critical and thorough attitude towards safety regulations and the following of procedures. Dameon will support daily operations to ensure the safety of our community to include facilities management and compliance, health department regulations, student discipline, and enforcement of policies and procedures of the school. As a science teacher Dameon also supports the education and assessment of students to promote pupil achievement.

Anna Kubiak, Treasurer

Anna is an active parent liaison and advocate of The Caepe School. She has successfully recruited and encouraging families to send their children to TCS. She understands and participates in fundraising efforts and school activities. She values the school and wants to see it succeed. Anna brings her career and business experience with valuable knowledge related to board activities to support this organization. She is a problem solver and negotiator with financial expertise, and experience managing others. Her love for the school as a parent along with her business skills will makes her an asset to the Board.

Tim Fyke, Director

Tim Fyke has been an instrumental asset guiding and influencing The Caepe School since it's inception in 2008. As an entrepreneur, Tim's drive and ambition and experiences starting several businesses along with his financial expertise, strong skills to problem solve and negotiate, leading and managing staff, and his interactions with students as a coach and mentor are invaluable to our organization. Knowing his keen sense of the pulse of the school community and the extended Anthem community given his role as a parent of three Caepe students and his ample Board memberships and experience, Tim has consistently demonstrated his positive contributions to the success of the school.

Gary Laverty, Director

Gary has been an instrumental part of our efforts to complete the charter application process with precision. Gary has attended charter board meetings and has extensively studied the process in an effort to determine how his strengths best serve this organization. He has extensive knowledge of the integrated nature of business process and how to navigate and execute them in an educational setting. He is community driven and able to build relationships that contribute and support the mission and vision of The Caepe School. Gary's passion is building and mentoring world-class teams that enable enduring positive change. A solid base of operational experience and business process knowledge enables a trusted advisor relationship with the business and the ability to lead

organizational changes. These abilities and skills would benefit any organization and we are privileged that he is an asset to serving The Caepe School.

School Governing Board Vacancies
It is the goal of The Caepe School to fill vacancies on the School Governing Board by recruiting community, staff and parents that will ensure compliance and transparency, and bring strength and diversity to the Governing Board. Recruiting begins when the Board is informed of a vacancy by one of its current members. As developed by all current Board members, recruiting and qualifying prospective Governing Board Members adheres to the following process:

1.The vacancy is posted on the school website: thecaepeschool.org, Facebook, twitter, and sent to the community and parents in the Caepe School email newsletter.

2. Interested candidates contact The Head of School to complete an application that identifies candidate's strengths and desires to contribute to the Caepe Governing Board.

3. All candidates agree to submit a fingerprint clearance card. They agree to three months of mentoring on open meeting law and the public school system, and an orientation about Charter School Operations in the area of academics, business, and governance to ensure sound business practices and an effective governance structure.

4. The Head of School, also a Governing Board member emails applications to all Governing Board Members for review.

5. The Governing Board members nominate new candidates based on the pool of applicants.

6. The Governing Board obtains the recommendations of the school administration.

7. The Governing Board votes to fill the vacancy by one of its members mindful of financial and legal skills, parent representation, and the overall strength and diversity needed of the Governing Board as a whole.

The Caepe School Governing Board members will attend an annual strategic planning training in June of each year. According to and in compliance with the bylaws, any vacancy occurring in the board of directors, and any directorship to be filled by reason of an increase in the number of directors, shall be filled by the board of directors. A director appointed to fill a vacancy shall serve for the unexpired term of his or her predecessor in office. A vacancy in any office because of death, resignation, removal, disqualification, or otherwise, may be filled by the board of directors for the unexpired portion of the term.

Governing Board training
The Board will attend trainings offered by the Arizona Department of Education, the Arizona Charter School Association and other applicable organizations. In addition, new board members will be given the current Arizona Revised Statutes and be required to participate in in-house trainings regarding strategic planning, policy development, continued compliance and maintenance of the advanced accreditation process the needs of the school, fund raising and events and mentoring and including training in Open Meeting Law, conducting productive board meetings and charter law facilitated by an attorney or the Arizona Charter School Association, a review of the school's mission and performance, financial reports, and all Board Policies.

Open Meeting Law
The Caepe School's Governing Board will comply with Open Meeting Laws as stated in A.R.S. 38-431.029(A) (1) through (4). Notices of meetings and the agenda will be posted on campus and on the school's website at least 24 hours in advance of the Governing Board's meetings and minutes of the meeting will be made available to the public within three business days. All legal actions of the School's Governing Body will occur during a public- meeting. The school will file a statement with the Secretary of State indicating where all public notices of Governing Board meetings will be posted at school. No meeting will be held without proper notification to the Governing Board members and the general public. In the event that action is taken in violation of open meeting law, such action shall be null and void, unless the Governing Board in accordance with A.R.S. Section 38-431.05 ratifies such action.

The Board will conduct business with a quorum required by laws. All persons wanting to attend the meeting will be permitted to attend and listen to the deliberations and proceedings. All trustees will participate in Open Meeting law training. Additionally, all other requirements of the Arizona Open Meeting Law will be met.