

Arizona State Board for Charter Schools

Arizona State Board of Education

1700 W. Washington St., Room 164, Phoenix, AZ 85007

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www.asbcs.az.gov

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CHARTER HOLDER STATUS AMENDMENT REQUEST

(Charter Holder Name) Ventana Academic Charter School (CTDS) 078609000

(Charter Holder Mailing Address) P O Box 1589

(City, State) Cave Creek, AZ (Zip) 85327

(Charter Representative's Name) Dorothy Tucker

(Phone Number) 480-488-9362 (Fax Number) 480-488-2979

Failure to submit all required documentation will result in the Amendment Request being returned without being processed. Faxed copies will not be accepted. Please send originals.

Check appropriate box(s)

- Change in legal status of the Charter Holder
- Change in entity name of the Charter Holder
- Change in ownership of the Charter Holder
- Other (please explain) Bylaws

Included are the following:

- Board minutes approving the change (minutes must comply with Open Meeting Law ARS §38-431.01)
- Copy of amendment to Articles of Incorporation filed with the Arizona Corporation Commission
- * Additional materials may be requested as required by the type of request

The Arizona State Board for Charter Schools and Ventana Academic Charter School (Charter Holder), herein agree to amend the terms of the charter contract as follows:

FROM: Bylaw Change Article III, Section 6

- Duties of the Chairperson

The Chairperson is the general manager and chief executive officer of the Academy and has, subject to the control of the Board, general supervision, direction and control of the business of the Academy. The Chairperson shall preside at all meetings of the Board.

TO: The chairperson acts as the spokesperson of the Academy, striking "is the general manager and chief executive officer of the"

In witness whereof, Charter Holder has signed this contract amendment as of this 27 day of July, 2009, and the State Board for Charter Schools has signed this contract amendment as of this ____ day of _____, 200__, to take effect at such time as it is signed by both parties.

Dorothy Tucker

Charter Representative Signature

Representative Signature for the Arizona State Board for Charter Schools

Agenda



VENTANA ACADEMIC CHARTER SCHOOL

Public Meeting of Ventana Academic Charter School Governing Board

Date: **Wednesday July 15, 2009**

Time: **2:30 PM Executive Session, 3:30 General Meeting**

Place: Ventana Academy 6424 E. Cave Creek Road, Cave Creek, AZ 85331

Consistent with the requirements set forth in ARS-38-431.02 notice of this has been appropriately posted.

Date and time posted _____

Members of the Board

Dorothy Tucker, Chair
Dr. Robert Chartier, Vice Chair
Sandra Casady, Secretary
Reginald Monachino, Treasurer
Bryce Molloy, Member
Dana Gonder, Member
Shea Stanfield, Member

1. Executive Session Opening

- 1.1 Call to Order @ 2:05
- 1.2 Roll Call All Board members present
- 1.3 Pledge of Allegiance

Executive Session (2:30 to 3:30)

Executive session minutes available to board members only

2. Board Performance

- Evaluation Discussion *All*
- Objectives Review *All*

3. Five year vision statement

- Develop List *All*

Business Meeting (starting at approximately 3:30)

4. Business Meeting Opening

- 4.1 Call to Order @3:40 p.m.
- 4.2 Roll Call: – All members present, Also present: Helen Shoulders; Principal, Tammy Lindemeyer; Business Manager, Rick Roberts; Accountant, Tanya Carroll; Guest Speaker. Public: Mike Bartkus, Mark Forbes, Stacey Rodgers, Janice Garza, Patty Russell, Wende Bartolomeo
- 4.3 Pledge of Allegiance lead by Tanya Carroll

5. Formal Adoption of the Agenda

(Please be advised that the Board may change the order of Agenda items)

Bob moved to approve order of agenda, 2nd by Reggie. Motion passed 7-0.

6. Call to the Public

Unscheduled Public Appearances (According to ARS #38-431.01(G), Governing Board members may *not* discuss or take legal action on matters raised during an "open call to the public". The only allowable responses a Governing Board member may make are: 1) board member may respond if there is direct criticism of the board member; 2) board member may direct staff to look into a matter; or 3) board member can ask to have this item placed on a future agenda). These responses are made at the conclusion of all public appearances. Speakers need to be mindful of what they say when presenting to the Board. Inappropriate comments could be considered slanderous.

Public comments - none

7. Approval of July 1, 2009 Minutes

Sandy moved to approve minutes, 2nd by Shea. Motion passed 7-0.

Agenda

Old Business, Reports & Presentations

8. Web Presentation

New look

Carroll

New pictures are now on the home page. Includes tabs for easier navigation. Some of the new features included: FAQ's, updated contact information, a Board Business tab, a forms section and a printable school calendar.

Discussion

Under board minutes, should be changed to PDF files. Teacher's can update own web page. The board should introduce a new web policy that includes who does what as far as updates and new information. Board goals should be included. Bryce states that this is the cornerstone for our enrollment draw/booster. Sandy thinks we should have an inventory sheet that asks parents, board, etc of what they'd like to see on the website. Include mailing address on homepage and contact page. Janice (public) asked if the new website will be user friendly to teachers so that they can easily keep in touch with parents.

The board and public applauded Tanya for a job well done and a much improved web site.

9. Finances

9.1 Current monthly balances

Monachino

Bldg: \$13,597.00
PTO: \$478.00
Revolving: \$290.00
Operating: \$164,565.00

9.2 Review and approval of the Adopted 2009-2010 Budget

Roberts

Rick stated that there were no changes from the proposed to the adopted budget even though there was a slight increase of prop 301 revenues. The only change made on the proposed budget is that it now says adopted, dated 7-15-09.

Motion made by Sandy to approve the adopted budget, 2nd by Shea. Motion passed 7-0.

In regard to the \$55K we are not getting it, because it was already included in our budget and used. We had a State equalization increase of 28K. With the proposed surplus of 41K and including the increase from the state equalization fund, the surplus becomes 69K.

10. Board Development

10.1 Roles and Responsibilities

Tucker

Detailed roles and responsibilities matrix was presented having been developed last week by the board and discussed with Helen Shoulders.. Bob moved to formalize this matrix as policy, 2nd by Sandy. Motion passed 7-0. The matrix will be updated as necessary and will go in the board handbook with a copy to Helen.

10.2 Policies/Bylaws

Tucker

Bylaw Change Article III, Section 6

- Duties of the Chairperson

From the bylaws -- The Chairperson is the general manager and chief executive officer of the Academy and has, subject to the control of the Board, general supervision, direction and control of the business of the Academy. The Chairperson shall preside at all meetings of the Board.

Change to: The chairperson acts as the spokesperson of the Academy, striking "is the general manager and chief executive officer of the"

Motion made to adopt change made by Bryce, 2nd by Dana. Motion passed 7-0.

Dottie will prepare and submit this change to the bylaws to the ASBCS

10.3 Principal's Job Description

Tucker

Development Category:

Change from "to establish adequate fund raising activities" to "**assist with all fundraising activities**"

Motion to made adopt change by Shea, 2nd by Sandy. Passed 7-0

Dottie will change the document and put it in the Board Handbook with a copy to Helen

Agenda

10.4 Board Handbook Status

Tucker

A flash drive will be delivered to each board member, called Board Handbook. The sections of the handbook will be the folder names. Each folder will contain the files belonging to the folder topic. This is a fluid document. Anytime there is a change we will update the new file, which will be recipient's job. Ignorance of policy is no excuse, please review. The flash drives should be ready for distribution at the next board meeting.

11. New School project

11.1 Building Project Finance Committee

Molloy/Monachino/Chartier

Report on choices for financing

We applied for stimulus package funds and additional information is needed to proceed. Whether or not you receive these funds is based on a lottery. Dottie, Reg and Bryce will complete the request additional information.

In regard to a general loan, we need to come up with a 10% down payment. Bryce will refine the tool for trying to figure out where we are by changing informational criteria. The board still has some big decisions to make in regard to fundraising, etc...

11.2 Building Project Fundraising Committee

Stanfield

The board has decided not to hire the two firms that were interviewed for fundraising efforts, due to cost. Reg is putting together a case statement that we can use for fundraising materials and grants. The community will be notified to find out who is willing to donate. We need to work on elevations and site plans so that we are better prepared to put together a package to sell. Shea requests a fundraising committee and a case statement. Bob knows someone who does artist renditions, will give contact information to Shea. If price is reasonable it will be taken under consideration. Wende Bartolomeo may be able to assist also with an artist rendition of the new building.

12. Principal's Report

12.1 Student Information

Open Enrollment Status

Shoulders

Over past two weeks we've lost more students than we have gained. We have two new Charter Schools that have been heavy competition. Some of the major complaints from parents have to do mainly with the promise of a new school.

The first action taken is that we are calling the parents who have withdrawn for more information.

2nd plan of action, PTO parents have been asked to call together forums, with community, neighbors.

3rd plan for improvement is to beautify the school and curb appeal.

A group of parents were brought together to brainstorm ideas.

Some ideas;

- Install grass, to get rid of dust, allergies.
- A new fence facade attached to chain link, to provide added security will add 5-6", 200 ft. across the front (School House Road) with an estimated price \$2200.00.
- Move the eating area between buildings A & B. Bldg A bathrooms will be locked on the outside, interior access will be available.
- Scoop dirt out and put sand in sand box.
- Add hitching posts to bricked area for esthetics. Update signs. Frame with wood.
- New skirting will be put around the building A.
- New trash cans, paint basketball court.
- The gardens will be redone.
- Repair irrigation system.

The total estimated cost for improvements is \$11,290.00. All funds are in the budget by moving some planned expenses. Given that the expenses can be covered in the adopted budget, the board says do it!

a.) A summary of progress toward the targeted enrollment of 160 and commitments undertaken or pending to meet target

Not Reported

b.) Actions taken since last report on Community Outreach programs (and other enrollment increasing activities) as well as quantified enrollment results on these actions

Not reported

c.) Follow up actions pending to maximize enrollments from previous activities, including detailed enrollment impacts expected

Agenda

Not reported

- d.) Future scheduled enrollment activities with quantified objectives

Not Reported

12.2 Enrollment goal activities

Molloy

- (a) Presentation about attendance goals, responsibilities, and measurement & reporting tools.
According to Bryce's projections, we need 31 more students that would give us the cash and demonstrates the school's ability to pay. We showed that our main goal is increasing enrollment. Scheduling a couple more open houses was proposed.
- (b) Discussion
We need an enrollment committee, to get the ball rolling. We cut advertising budget in ½ this year. Focus on churches; try to reach home schooled kids. Put ads in bulletins. Shea, Dottie, Bryce and Dana are available to brainstorm with parents, staff to come up with ideas for enrollment. They simply need to be asked to help.

12.2 Technology Items:

Computer lab update

Shoulders

The majority of computers are here. Tomorrow, Helen meets with Gene Rowley, to find out what can be saved in computer lab and put in classrooms. He will charge by the project. A recycling company will be here after 12:00 tomorrow to pick up computers that are no longer needed.

Internet Presence

Shoulders/Tucker

Youth Council

Dottie proposed we set up a Youth Council whose initial responsibilities would focus on an Internet presence on Facebook and/or twitter and find testimonials of other successful students, parents or administrators for posting on our web site. All information would need approval from the Principal prior to posting. Motion made to set up a youth council by Shea, 2nd by Sandy and passed 7-0. Sandy will speak to Abby Gonder to see if she would be interested.

Move to Executive Session

12.3 Faculty & Staff Issues:

)

Shoulders

Return to Open Meeting

12.4 Handbooks

Shoulders

Motion to adopt updated Handbooks was made by Bob, 2nd by Sandy and passed 7-0.

12.5 PTO Meeting

Shoulders

Plans for face lift

See 10.1

12.6 General Information

Shoulders

- Through Teligent Charter we have learned of some grants that Sandy and I have been working on that will help us to assist with and continue the Friends Playground Club.
- Helen is completing the ARRA Assurance and will need Dottie, Helen, and Rick' signatures.

13. New Business

Shea will begin to put together a capital fund raising package. Dana will send her the site plan from ADDA, Reg will send her his draft of the Case for Support, Bob will send her a contact for a rendering, and Wende will see what her firm can do for a rendering.

14. Announcements

A former student, David Murphy, passed on Monday, July 13th. His service will be held this Sunday at Fellowship North, Scottsdale @ 2:30 p.m. A carwash will be held at the Taco Bell parking lot at Tatum & Cave Creek Rd.

Agenda

15. Policies Reviewed/Voted On In This Meeting

- Roles and Responsibilities Matrix 10.1
- Employee Handbook 12.4
- Approval of 2009-2010 Adopted Budget 9.2
- Parent/Student Handbook 12.4
- Youth Council 12.2
- Bylaw Change 10.2
- Principal Job Description Change 10.2

16. List of Items for future agendas

Board policy book 7/1 – 7/129
Review the new all school calendar 8/12
Vision statement 7/29
Renew CCUSD lease 7/29

17. Motion to Adjourn Public Meeting @ 6:05 p.m.

Next regular meeting is **July 29, at 3:30 pm** at the school