

# Arizona State Board for Charter Schools

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

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[www.asbes.az.gov](http://www.asbes.az.gov)

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## PROCUREMENT LAWS EXCEPTION AMENDMENT REQUEST

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

(Charter Holder Mailing Address) P O Box 1589

(City, State) Cave Creek, Arizona (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.**

- ✚ Exception to the Procurement Laws – (This exception will not be granted to State Board of Education sponsored charter schools)

Included are the following:

- Board minutes approving the change (minutes must comply with Open Meeting Law ARS §38-431.01)
- Complete policy for procuring goods and services (sample policy available on the ASBCS website)

**PLEASE NOTE:** Charter operators granted an exception to local and state procurement regulations under A.R.S. §15-183(E)(6) are still required to satisfy the federal procurement requirements as a condition to the receipt of certain federal funds.

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: Please see attached Procurement Policy

In witness whereof, Charter Holder has signed this contract amendment as of this 27th 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.

  
\_\_\_\_\_  
Charter Representative Signature

\_\_\_\_\_  
Representative Signature for the Arizona State Board for Charter Schools

## **Procurement Policy**

Procurement Exception application adopted on 6/17/09,

Ventana Academic charter school will follow accounting policies and procedures that comply with generally accepted accounting principles (GAAP). Any procurement of goods and services shall be made by the procurement officer/authorized agent, in the best interest of the school, upon considering the totality of the circumstances surrounding the procurement, which may include but not be limited to, price, quality, availability, timelines, reputation and prior dealings.

Ventana Academic charter school shall not purchase any goods or services from any member of the governing board, an immediate family member of any member of the governing board nor from any entity in which any member of the governing board or an immediate family member of a governing board member may benefit from such a procurement, unless authorized by the governing board after a full disclosure of the potential benefits, and after the consideration set forth in paragraph 1 above.

Ventana Academic charter school understands that the policy cited above applies to purchases made using non-federal funds. As a condition of the receipt of certain federal funds, federal procurement requirements still apply.

Bob move to accept the AZ State Board for Charter Schools for procurement procedure policy as the policy for Ventana Academic Charter School. Motion 2<sup>nd</sup> by Reggie . Passed 6-0

Reggie moved to apply for the Procurement Exemption to the AZ Charter School State Board. 2<sup>nd</sup> by Shea. Passed 6-0

## Minutes



# VENTANA ACADEMIC CHARTER SCHOOL

Public Meeting of Ventana Academic Charter School Governing Board

Date: Wednesday, June 17, 2009

Time: 3:30 PM General Meeting

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

### **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. OPENING**

1.1 Call to Order @ 3:42 p.m.

1.2 Roll Call: All members present with the exception of Sandy Casady who was excused.

Principal: Helen Shoulders, Business Manager-Tammy Lindemeyer

1.3 Pledge of Allegiance

### **2. 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

### **3. Formal Adoption of the Agenda**

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

Bryce moved to approve order of agenda, 2<sup>nd</sup> by Bob. Motion Passed 6-0.

### **4. Approval of June 3, 2009 Minutes**

Bryce moved to approve minutes, 2<sup>nd</sup> by Bob. Motion Passed 6-0

### **Old Business, Reports & Presentations**

#### **5. Finances**

Building Fund:	\$ 13,597.00
PTO:	\$ 1,222.00
Revolving:	\$ 98.98
Operating:	\$129,285.00

Reggie reported that we are eligible for the Reap Grant. We don't have to re-file and we don't know how much we will get yet.

Reg will transfer money to the revolving account to bring the balance up to \$400.00

#### **6. Board Development**

##### **6.1 Policies/Bylaws**

6.1 Is being deferred to July 1<sup>st</sup> meeting

- Emergency Powers Motion
- Executive Sessions Motion

## Minutes

### 6.2 Board Self Appraisal & Revised Responsibilities Document *Tucker*

Discussed handouts that were reviewed, Dana stated that he would like to see the board get less caught up on specific administrative details that could be curtailed.

In regard to the Meaningful Board Evaluation handout, Dottie observed that we are missing a vision statement. Helen's input on that handout is that we should look at more than just the report card, such as AIMSweb, etc for academic status or overall picture. Dottie would like the Aims test results by 7-1-09, for a specific way to evaluate academic involvement.

Bob said that further defining the roles & responsibilities of the board and the Principal are key to resolving angst. Shea says we have to put together the handbooks, etc as a subcommittee. Helen needs to put together a summary for a feasibility study to give to the board for assessment. We have a mission statement, but what makes this school different? How are we doing compared to other schools in relation to our vision? Dottie proposes to look at the goals written regarding student achievement over the past three years. Helen will provide that information along with the AIMSweb testing. Evaluation data that needs to be collected is: Bryce suggested that we need three years of 1<sup>st</sup> day enrollment (attendance), enrollment at 40<sup>th</sup> day and enrollment at 100<sup>th</sup> day. Board needs to put together a vision statement for 5 yrs. from now.

### 6.3 Applications for financial and procurement exemptions *Tucker*

- Procurement Exception application

Bob move to accept the AZ State Board for Charter Schools for procurement procedure policy as the policy for Ventana Academic Charter School. Motion 2<sup>nd</sup> by Reggie . Passed 6-0

Reggie moved to apply for the Procurement Exemption to the AZ Charter School State Board. 2<sup>nd</sup> by Shea. Passed 6-0

Dottie will send the application to the Charter School Board

- Financial exemption application

We will defer this application until we have more clarity from our accountants as to the benefits and changes we need to make in our bill paying procedures.

- Documentation

Start a binder/folder to include the Charter paperwork that goes into effect 7/1/09 along with bylaws.

## 7 New School project

**15 Minutes**

### 7.1 Negotiations with CCUSD

*Tucker*

- CCUSD board meetings on 6/9 report

Shea, Reggie & Dottie attended the 6/9 board meeting at CCUSD. The topic of the executive session had to do with the appraisal of the current facility.

- Upcoming CCUSD board meeting on 6/23

On Tuesday, 6/23 at 6:00 p.m. the appraisal amount will be made public record, if accepted by the District and a vote will be made as to their selling of the property and hopefully the process they will follow. Shea, Dottie, Reggie and Bob will attend.

### 7.2 Building Project Finance Committee

*Monachino/Chartier/Molloy*

Reggie reported that he has contacted two firms re: bond financing, one in Phoenix and the other in Denver. **John R. Snider**, Managing Director, RBC Capital Markets 2398 East Camelback Road, Suite 700 Phoenix, Arizona 85016 (602) 381-5361, John.Snider@rbccm.com and **Brian H. Colon**, Managing Director, Robert W. Baird & Co.(303) 385-8486 Direct,(303) 385-8488 Fax,bcolon@rwbaird.com. They were referred by Terry Warren our attorney. John said that bond financing will not happen with less than 300 students. He stated there is a possibility of private placement with investor(s). A specific amount would have to be submitted. Once we determine how much we can get from other donors, fundraisers, etc. then we can go back to the firm and pursue private placement. He has not heard back from Brian and that a follow up call should be made to him.

Molloy will assume the chair of this committee. It was suggested that he renew contact with Republic and SunRise banks

## Minutes

### 7.3 Building Project Fundraising (Capitol Campaign) Committee *Stanfield*

Fact gathering; Dottie, Shea, & Reggie attended a fundraising workshop on 6/5 at the Library and gathered a great deal of information about the world of fundraising. One of the presenters, Bill Harrison, offered phone advice to all the participants. Dottie will follow up with him.

Dottie and Shea met with Young Company and Shea and Bob met with the Phoenix Philanthropy Group. Both offer coaching and research analysis for fundraising, usually called a feasibility study to determine if there is sufficient interest in the community for a capital campaign. Young Company would charge \$30K. The Phoenix Philanthropy Group charges 15-50K depending on the agreed upon scope

A discussion ensued about our need for a Feasibility Study. Shea pointed out that we need, as a board, to get smarter about this topic. Dottie suggested for each board member to research websites: [www.iteachfundraising.com](http://www.iteachfundraising.com) many good articles written by Bill Hanson, [www.phoenixphilanthropy.com](http://www.phoenixphilanthropy.com) and [www.youngcompany.net](http://www.youngcompany.net), [www.benevon.com](http://www.benevon.com) and [www.grandstation.com](http://www.grandstation.com) to make informed decision as to our best approach to fund raising.

Next Monday at 1:00 Helen, Shea & Dottie will meet to discuss adding visual arts to the curriculum as an additional marketing strategy.

## 8 Principal's Report

### 8.1 Student Information

Current Enrollment Status is 116 (44 to go)

The state will no longer provide funding for any repeat Kindergarteners next year 2010-2011. Helen handed out an application and parent assessment of their child for the board's review. Children who are not five years of age by 9-1-09, will go through assessment before the 1<sup>st</sup> day of school to ensure readiness. A fee will be assessed. Board agreed that this was an administrative issue even if a fee is charged and encouraged Helen to proceed.

### 8.2 Academic/Curriculum Information

None

### 8.3 Technology Items:

Helen and Dottie spoke with Gene Rowley, IT person, who offered a plan that would encompass all of our needs, re: set up of the lab, software, website, etc. Dana knows an experienced person interested in the IT position named Jay Robinson for consideration. Reggie suggests looking into the SMART ADE web pool of candidates, experienced, in need of a position. The board emphasized that this is a key position if we are to market our school and having a vigorous IT curriculum. If Helen can find the right person(s) the board will find the money.

AP timeline;

Discussed having a math, reading club. Each middle school teacher will teach language arts. Bob and Helen will put it on their agendas to meet with area High Schools to build relationships.

### 8.4 Faculty & Staff Issues:

*Shoulders*

Tuition Reimbursement-Sue Morgan has one certification left to become highly qualified. She would have results in December. The board approved her candidacy for our tuition reimbursement plan.

Helen is meeting with new 1<sup>st</sup> grade teacher on Thursday, June 18th to secure new hire paperwork.

### 8.5 Finance Issues

None

### 8.6 Grounds and Maintenance Items

*Shoulders/Gonder*

Dana requested a set of keys in his role as the go to person from the board for grounds and maintenance issues.

### 8.7 PTO

*Shoulders*

Status – Our two new PTO Presidents are going to be incredible. They have great ideas and are motivated.

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### 9.0 Advertising & Promotion Plan

#### 9.1 *Open Enrollment Promotion*

Shea offered to introduce Helen to the 2 Montessori schools in the area and to go with her to recruit students.

### 10. New Business

#### 10.1 *General Assurance Application*

Signed by authorized board members and mail to Rick Roberts to sign and forward.

#### 10.2 *Corporate Name Ad*

Scheduled to be published on 7/9, 7/16, 7/23 with the AZ Business Gazette

#### 10.3 *Revise Insurance Umbrella*

Tammy will put together a recap of optional quotes and e-mail to Board for discussion in the 7/1 board meeting.

### 11. Announcements

None

### 12. Policies Reviewed/Voted On In This Meeting

Procurement of policy in 6.2

### 13. List of Items for future agendas

Emergency Powers Motion 7/1

Executive Sessions Motion 7/1

Board policy book 7/1

Self appraisal and Role/ Responsibilities clarification 7/1

Revised insurance umbrella 7/1

Review & approval of parent and employee handbooks 7/1- 7/15

Review the new all school calendar 8/12

Apply for exemption of procurement in August

### 14. Motion to Adjourn Public Meeting

Next regular meeting is **July 1, at 2:30 pm** at the school. Meeting adjourned 6:10 p.m.

# Arizona State Board for Charter Schools

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## USFRCS EXCEPTION AMENDMENT REQUEST

(Charter Holder Name) Ventana Academic Charter School (CTDS) 07-86-09-000

(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) 480-488-2079

**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.**

- ✦ Exception to the USFRCS – (This exception will not be granted to State Board of Education sponsored charter schools)

Included are the following:

- Board minutes approving the change (minutes must comply with Open Meeting Law ARS §38-431.01)
- Complete policy for accounting (sample policy available on the ASBCS website)

**All exceptions to the USFRCS will include:**

- Charter Holder must utilize Generally Accepted Accounting Principles
- The Charter Holder is **NOT** exempt from filing the Annual Financial Report, the school report card data, annual auditing requirements, or any financial report request from the Arizona State Board for Charter Schools, the Auditor General, and the Arizona Department of Education
- The Charter Holder is responsible for any “cross-walks” necessary to complete reporting requirements

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:

In witness whereof, Charter Holder has signed this contract amendment as of this 24 day of August, 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.



Charter Representative Signature

Representative Signature for the Arizona State Board for Charter Schools

## **Ventana Academic Charter School**

### **Accounting Policies and Procedures**

Ventana Academic Charter School will follow accounting policies and procedures that comply with generally accepted accounting principles (GAAP). This includes using an accounting system that provides for the proper recording and reporting of financial data and following standard internal control procedures. The school will utilize a chart of accounts that has been developed to align with the chart of accounts found in the Uniform System of Financial Records for Charter Schools (USFRCS) for the purposes of complying with budgeting and annual financial reporting. Revisions will be made periodically for changes in laws, regulations and accounting pronouncements that cover charter school accounting, financial reporting and compliance with state and federal laws.

Adopted by Governing Board on 8/12/09



## Minutes



# VENTANA ACADEMIC CHARTER SCHOOL

### Minutes of Ventana Academic Charter School Governing Board

Date: **Wednesday August 12, 2009**

Time: **3:30 General Meeting**

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

#### **Members of the Board**

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

#### **1. Business Meeting Opening**

1.1 Call to Order @ 3:32 p.m.

1.2 Roll Call: All board members present as listed on the agenda, with the exception of Bryce. Also present are Principal; Helen Shoulders, Business Manager; Tammy Lindemeyer, Public; Gail Molloy, Paul Weed

1.3 Pledge of Allegiance – led by Mike Bartkus

#### **2. Formal Adoption of the Agenda**

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

Bob moved to adopt order of agenda, 2<sup>nd</sup> by Sandy. Motion passed 5-0.

#### **3. Approval of July 29, 2009 Minutes**

Sandy moved to approve minutes, 2<sup>nd</sup> by Reggie. Motion passed 5-0.

#### **4. Call to the Public**

Public comments - none

#### **Old Business, Reports & Presentations**

##### **5. Finances**

##### **5.1 Current monthly balances**

*Monachino*

<i>Bldg Fund:</i>	<i>\$ 13,597.00</i>
<i>PTO:</i>	<i>\$ 1,587.00</i>
<i>Revolving:</i>	<i>\$ 1,134.00</i>
<i>Operating:</i>	<i>\$115,239.00</i>

##### **5.2 Year end financials**

*Roberts*

Cash flow: \$129,210 - 20K more than what was projected in May 2009. There are possibly more funds coming to the school due to the questionable 55K, due to cut off dates. This is being researched. We are under budget in the State /Equalization assistance category.

##### **5.3 Discussion of Procurement and USFRCF Exemptions**

*Roberts*

##### **USFRCF Exemption**

When the USFRCF was developed it was for the school districts. All of the paperwork was departmentalized, and procedures were streamlined for the Charter School. As far as audits, the USFRCF compliance questionnaire, procurement questionnaire and the legal compliance questionnaire are required unless we are exempt. If we are exempt we just have the legal compliance questionnaire to complete. Another advantage to exempt status is that we don't have to complete Purchase Requisitions. There will still be a handful of vendors that are not consistently used that will require a PO. An accounting procedure change will be someone other than Tammy, (Helen) will review invoices and initial.

## Minutes

The transmittal is still included and approved (currently by Sandy). The voucher process goes away. In summary, the advantages of applying for an exemption are: 1. Audit (Only the Legal compliance questionnaire has to be completed. 2. Saves processing time and 3. We don't have to issue as many PO/PR's, for quicker efficiency.

Currently, we have been using a blanket PO which can cover a vendor with estimation for the year for recurring orders. According to the board manual, the bill paying process will need updating,

**Motion made by Reggie to apply for the ASFRCF exemption, 2<sup>nd</sup> by Sandy. Motion passed 5-0.**

### Procurement exemption –

We have already applied for the procurement exception and it has been sent to the Charter School Board for approval. Under this procedure there is a purchasing agent who is a person that would be in charge of purchasing, an authorized agent for day to day expenditures. As far as the building purchases that would be the board. Previous Rules: any purchases less than 5K, you can have a written or oral quote, over 5K but less than 15K has to have an oral bid (at least three). From 15-50K you have to have 3 written bids coming from an RFP (request for proposal). Anything pertaining to construction, such as; materials, labor, anything architectural. Also, anything larger than 50K has to have three sealed bids. With the exemption of procurement you don't have to go through any of above procurement procedures. For state money we don't have to do sealed bids, for federal money we have to follow the guidelines established by the grant.. Even though Ventana is exempt from the procurement policy, it would be prudent to protect Ventana's cash flow to secure three bids. The procurement procedures are correct in the board handbook. As a reminder, Ventana can not purchase any goods or materials from board members.

## 6. Board Development

### 6.1 Board Structure & Assignments

*Tucker*

Reggie moved to accept Shea Stanfield's resignation. 2<sup>nd</sup> by Dana. Passed 5-0.

Sandy's resignation will be effective as of the end of Aug, Officially Sept, 2<sup>nd</sup>. Motion made by Reggie, 2<sup>nd</sup> by Dana to accept Sandy's resignation. Passed 5-0.

Thank you both for your efforts and we're sorry to lose you.

Due to the member changes the governing board contact and responsibility list needs to be updated. Dottie has been to the fundraising workshops that Reg and Shea have been to. Dottie asked Mike to assist her with continued fundraising efforts. We need a secretarial person to keep minutes edited and distributed, to ensure that public records are in place, and updating handbook. Bob said that he would be willing to do this until Mike has his fingerprint clearance card. Thank you Bob and Mike for volunteering. Dottie will consider the secretary position as she doesn't know if it's a good idea to pass the job off twice. Dottie will update the Governing board responsibilities list. These will go out as emails. Please update your flash drives when you receive the updates..

### 6.2 Board Handbook updates

*Tucker*

Updates described above will be sent prior to the next board meeting.

### 6.3 Summary of Board Priorities

*Tucker/Chartier*

Bob shared a recap of the board's goals/ challenges for this school year.

- Funding plan
- Sped ratio
- Designing a new school
- Vision statement
- Enrollment increase
- New school design @ Tapekim property
- Completing brochure for fundraising opportunities.
- Maintaining campus improvement efforts.
- Support further student achievement.

Bob will prioritize these goals/challenges and include timelines by the next meeting. Bob will send to board members by the weekend.

## 7. New School project

### 7.1 Qualified School Construction Bond Project Plan

*Tucker*

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We have been approved to sell up to a 4.1 million for the QSCB bonds. We need to get down pat the number of students, etc. Next board meeting numbers, details will be crunched. Dana feels that the estimate of \$100 a square foot is still a good number. Meet with the underwriter with RBC Royal Bank of Canada Capital MARKETS. John Snider is the contact. He is a board member of a charter school with approx 300 students in it. We would like to set up a board meeting with him within a week and a half. We will need to have our financials, and characteristics of the school available.

Available meeting dates are either 8/24,25,26. After the middle of Sept. we will hold small group meetings to find donors, investors. Beginning the middle of Sept. through year end we would work with the underwriter to sell our bond. Currently for potential investors, Dottie reported that Bryce said to explain that:

*"We have qualified for a 4.1 million QSCB, bond which would include tax implications, and that shortly we will have a prospectus. Ask if they would be interested in more information when it is available."*

We know at this point that there are certain specifications with this bond. Dottie and Bryce recommend moving forward as quickly as we can. We need to "have shovel in the ground" by December 2009. Bob asked how we get to shovel ready. Dana says the first decision is to decide what the building will be on the new property and further stated that the cheapest to build, easiest to draw, easiest to plan for would be the square box standard engineering. We need to look at some sort of square box, rectangle. We need to develop a timeline, this will be discussed next meeting.

Mike asked about the current property. Dottie explained that we were not notified at all by CCUSD, after we had approached them and expressed interest in the current property. At previous board meetings it was decided to put the efforts into the Tapekim property.

Currently it is an estimated \$60k to have the prospectus written for the board offering. A meeting with the RBC bond underwriter is to get all of the information in regard to all of the specifics. Dottie will e-mail re: 8/24 or 8/25 around 4:00 to set up a meeting with John Snider at RBC at his office. This and any necessary meeting with our attorney are executive sessions for information only.

7.2 Building Project Finance Committee  
Work with models on Aug 19

*Molloy/Monachino/Chartier*

7.3 Building Project Fundraising Committee  
Status

*Tucker*

Make presentations to people in mid Sept explaining the opportunity to both invest in the school (bond) and /or become donors to the school. We will give need to complete the case for support for the donors and the prospectus for potential investors. . The goals are to build and sustain a consistent donor base and investors for the bond.

## 8. Principal's Status Report

8.1 Student Information  
Enrollment

*Shoulders*

Total: 121

Two new students enrolling on Monday. They were referred to us by the Sonoran News flyer. We have attained four students so far from the advertisement flyer.

*Promotion Activities*

The board expressed interest in linking our website to Twitter and Facebook. We diverted negative stories on Facebook with parents with positive experiences from current parents. Dottie has seen profit and non profit corporations on both Facebook and Twitter. We could at least get our face out to the electronic public. We could use twitter for announcements, etc. Discussion was brought up that we then don't have control of info about our school. Posts could be slanderous. Dottie feels we could use tweets to get our name out there (a free advertisement). How do we promote our school on a consistent basis? Helen will see if we might be able to have Tonya put a link on our website for a once a week tweet. Helen will not do Facebook. She will put links for our You Tube announcement page.

8.2 Academic Performance & Curriculum

*Shoulders*

Sandy and Georgie have tested over half the school with the AIMS web. This is a huge undertaking, one on one with each student. Across the board we have seen some tremendous growth with our readers. They will continue with the math throughout this week. They will have a target base within the first three weeks. School wide info will be used for our reporting. We are asking all of our teachers to be special educators. To get to the excelling status we need 100 or more students in 3<sup>rd</sup> through 8<sup>th</sup> to test. This approach is to change the culture of the teachers to mastering levels. Bob shared the quote; 'There is

## Minutes

no teaching if there is no learning.' Helen stated that our staff set goals for themselves, stepped up to the plate.

### 8.3 Faculty & Staff:

*Shoulders*

- Teachers have been broken into PLC professional learning community groups and will be meeting together every other Wednesday mornings.
- Reggie moved that we pay tuition reimbursement for Helen's latest class. 2<sup>nd</sup> by Dana Passed 5-0

### 8.4 Finance

*Shoulders*

Helen asked Rick for budget to know how much funds are available. Waiting...

### 8.5 Technology:

*Shoulders*

Lab is up and working. Talk of the campus. Computers are fast. Bldg, B has been hard wired. Mike asked for pictures of serials of the CPU's, monitors, and keyboards.

### 8.6 PTO

*Shoulders*

First meeting will be this Thursday

### 8.7 Grounds and Maintenance

*Shoulders/Gonder*

- Gary Sloan, our A/C unit in bldg A needs to have a new compressor it will cost approx \$1,000.00. Bob moved to repair this unit, 2<sup>nd</sup> Sandy. Passed 5-0.
- The A/C unit in Debbie's room will be repaired/replaced by Monday
- Outflow estimate in bldg C restrooms. Dana is working on issue. Repairs need to be completed to avoid future safety issues. Reg moved to approve repairs, 2<sup>nd</sup> by Sandy. Passed 5-0
- Dana proposed to increase Ken's hours to a maximum of 20 hours per week due to continued maintenance, repair issues. Bob moved that we can go up to \$2000.00 over what he's currently making. Motion 2<sup>nd</sup> by Sandy and passed 5-0.

### 8.8 School Calendar

*Shoulders*

First draft of all events calendar through December was distributed to the board. Missing items include the regularly scheduled board meetings, PTO meetings, club schedule when it is finalized, vendor contracts and all the statutory report deadlines. . Dottie asked the board to please think about how this calendar can be used as this will determine what electronic media we need to put it in. Right now it is a Publisher doc. If all we need it for is reference, then we should probably put it in pdf form and distribute it electronically not hard copy.

### 8.9 General Information

Details of our Pandemic Preparation for Swine flu info out next week as per the request from ADE.

Helen will be out all of next week starting tomorrow for surgery. Helen will be available by phone on Monday the 17<sup>th</sup>. Dana will sign payroll to stand in for Helen.

Aug. 20<sup>th</sup> is the ice cream social.

Helen shared a pledge form that the students reiterate after the morning pledge of allegiance. She also handed out an internal calendar to the board so that they can keep up with activities, events. A weekly staff meeting will be held each Wed. for teachers

## 9. New Business

None

## 10. Announcements

None

## 11. Policies Reviewed/Voted On In This Meeting

USFRFCF Exemption

## 12. List of Items for future agendas

Work with the financial models 8/19

Completion of vision statement 8/19

Board Meeting with RBC re bond prospectus, maybe followed by meeting with attorney--week of August 24th

Vendor/ Contractor list to board 9/16 and as added

Continued updating to the all events calendar

Continued student recruiting efforts -140 by the 49<sup>th</sup> day!!

## 13. Motion to Adjourn Public Meeting @5:54 p.m.

Next regular meeting is **August 19, at 3:30 pm** at the school and will be a working session with no call to the public