

# 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](http://www.asbcs.az.gov)

### CHARTER HOLDER STATUS AMENDMENT REQUEST

(Charter Holder Name) Ventana Academic Charter School (CTDS) 178609000

(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

RECEIVED

MAY 27 2010

**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 (for-profits only)
- Other (please explain) Bylaw Change

Included are the following:

- ✓> Board minutes approving the change (If the body is subject to Open Meeting Law, minutes must comply with ARS §38-431.01)
  - ✓> Copy of amendment to Articles of Incorporation filed with the Arizona Corporation Commission
  - ✓> Provide information regarding any payment, benefit or consideration received or to be received by any party in the transition.
- ⚡ 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:** Bylaws dated 7/15/10 09

**TO:** Bylaws dated 5/13/10, replacing Article V in total

In witness whereof, Charter Holder has signed this contract amendment as of this 25th day of May, 2010, and the State Board for Charter Schools has signed this contract amendment as of this \_\_\_\_ day of \_\_\_\_\_, 20\_\_, 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

### Checklist for a change of the Charter Holder

## Minutes

# VENTANA ACADEMIC CHARTER SCHOOL



### Meeting of Ventana Academic Charter School Governing Board

*It is a standing policy of the board to have an Executive Session topic on each agenda.*

Date: **Thursday, May, 13 2010**

Time: **6:30 Executive Session, 7:10 Open Business 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 & Acting Secretary

Dr. Robert Chartier, Vice Chair

Reginald Monachino, Treasurer

Dana Gonder, Member

Shea Stanfield, Member

### **Executive Session**

Administrative Review process and compensation  
Board only

Presentation of staff work agreements  
Board joined by Administration (Helen & Ken)

Presentation of student profile information  
Board joined by Administration (Helen & Ken)

Executive Session Estimated Total Time

### **6. Business Meeting Opening**

1.1 Dottie called the meeting to Order @ 7:08 p.m.

1.2 Roll Call: All members present. Also in attendance: Rick Roberts, Accountant; Helen Shoulders, Principal; Ken Bacher, Director of Business & Ops; Sandy Casady, SPED Teacher; Terri Rowan, Registrar; Trisha Gonder, Randy Shoulders

1.3 Pledge of Allegiance  
Pledge was lead by Terri Rowan, thanks

1.4 Agenda order  
No change requested

### **7. Consent Agenda**

4-22-10 and 4-25-10 meeting minutes. **Motion to approve minutes made by Bob, 2<sup>nd</sup> by Reg, motion passed 5-0.**

### **8. Call to the Public**

Public comments - None

### **9. Action items from Executive Session**

9.1 Approval of Performance Review Processes *Tucker*  
**Motion to approve the performance review process and the time line made by Reg, 2<sup>nd</sup> by Bob, motion passed 5-0.**

4.1 Approval of Work Agreements *Tucker*  
**Motion to approve the work agreements presented in executive session made by Bob, 2<sup>nd</sup> by Reg. Passed 5-0**

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

**1 Hour 40 Minutes**

### **10. Finances**

**20 Minutes**

5.1 Current monthly balances  
*Bldg: \$113,597.52*  
*Merchant: \$135.01*  
*PTO: \$3,454.52*

*Monachino*

# Minutes

Revolving: \$2,361.63  
Operating: \$54,556.50

## 5.2 Committee Report

*Monachino*

Next meeting date and purpose

Budget meeting committee will meet next Fri 5/21 @ 9:30 a.m. @ Parkway Bank.

Bob is unable to attend; Dottie will attend in his absence

## 5.3 Signatures on all checking accounts

*Monachino*

<b>Account</b>	<b>Authorized Signers</b>
Operating	Monachino, Chartier
Building	Monachino, Chartier, Molloy
Revolving	Monachino, Shoulders, Gonder
Merchant	Monachino, Chartier
PTO	Shoulders, Candice Grande, Terry Rowan

Bryce Molloy will be removed as a signer on the Building account. Candice Grande will be removed as a signer on the PTO account replaced by Mary Killebrew/

## 5.4 Finance Report

*Roberts*

Review of FY10-11 Budget

The board has agreed to estimate 130 students for the proposed FY10-11 budget which is a conservative and probably reachable estimate. Since we have another resource of revenue, we may want to revise the budget. The new ARRA grant, they're working with ADE schools. They've renewed deadline to June 15<sup>th</sup> for this year's budget. New memo from ADE re: number of days teaching for the 8<sup>th</sup> grade. Additional student amount is \$1550.00? There's going to be at least an \$88 per student decrease, although the memo says there is actually an increase. This will be discussed at the next budget meeting with the committee.

## 5.5 2008 Federal Tax Exempt Organization Income Tax Return *Tucker*

Joel Huber had put in an extension because he was waiting for some 2008 figures to complete return.

**Motion to accept the Tax Return was made by Reg, 2<sup>nd</sup> by Bob. Motion Passed 5-0.**

## 6. Board Development & Policies

### 6.1 Issue of 5<sup>th</sup> Grade Class Behavior

*Tucker*

The board received two letters from parents that were dissatisfied with schools discipline actions. Due to the discipline concerns, and upon advice from the council, **Reg moved that the board direct and assign Tucker and Chartier to investigate the allegations presented by the parent. He further moves the Tucker and Chartier be delegated the board's authority in implement any discipline measures, if necessary and appropriate, with regard to this complaint. Such discipline measures may include, at Tucker and Chartier's discretion the execution of a behavior contract. Stanfield 2<sup>nd</sup> the motion.**

Reg states that the complaints seem to be ongoing. He is concerned with the process and symptoms of the process, also with the consistency of discipline at Ventana

Dana asks how many people on the board have investigative experience. Dana said let the administration handle it, we shouldn't be involved. Dottie stated that if the administration could handle it, we wouldn't be having this discussion. **Motion passed 4-1.**

Bob and Dottie will meet tomorrow to put together an investigative process.

### 6.2 Discipline Committee Report

*Chartier*

Bob said they met and looked at the current discipline chart that says these are the consistent discipline processes. The rules should be posted in every classroom, and teachers will keep a log that the committee will make up. The teacher will have a log of what has happened. The discipline policy and procedures will be put in teacher's handbook, as well as the student handbook. TeamCFA discipline guidelines were not discussed at this point. The new discipline office referral form would be quadruplicate. If there is an issue teacher keeps a copy three copies go to the office, a copy to Principal, a copy mailed to parent, and one back to teacher with what action has happened. It was also discussed that obvious exceptions will come up and when to follow what it says in procedures and when not to.

## Minutes

When excuses will be made, etc. Approach from the teachers is that they will contact parents when this happens. There will be a log and consequences. Helen has some forms to work on. Bob is meeting with Helen on Tues. 18th @ 2:00 to review what has been done so far. There is a TeamCFA parent student handbook that we will need to be in compliance with. This should be available by next Tues the 18<sup>th</sup>. Bob recommends doing the workshop with the teachers on classroom management at the beginning of the school year.

### 6.3 Policy full day Kindergarten

*Tucker*

Motion to provide free all day Kindergarten

**Motion made by Bob, 2<sup>nd</sup> by Reg.** Bob says that they are making this motion based on what is happening in local school district. For marketing purposes, Dottie feels that CCUSD district will not back off of that. We can ask for donations in the area of busing, since the district gets funded and we don't. A discussion of tax credits and donations ensued. **Passed 5-0**

### 6.4 Results of Staff Interviews

*Tucker*

Board responses

Use the good news to promote our school. In regard to the communication issue, Dottie will send all of the minutes and agendas to the staff. In addition to sending out minutes and agendas the board should consider what additional actions it would like to take.

The state of Arizona did not get awarded funds from the first round of Race To The Top (RTTT) and are attempting a 2<sup>nd</sup> round. **Bob moved that we participate again in this round, Reg 2<sup>nd</sup>. Motion passed 5-0.** Dottie and Helen will fill in the forms next week.

## 7. Charter Renewal

### 7. PMP Site Visit

*Tucker*

We will have a site visit from the consulting group Monday at 9:00. Dottie, Helen and Sandy will attend.

### 7.3 Revision of Bylaws

*Tucker*

Motion to approve revision to Article 5 of the Bylaws

Given the choice of narrative versus a bulleted list it was **moved by Shea, 2<sup>nd</sup> by Bob to select the bulleted list version of the revision. Motion Passed 5-0.** Dottie will send the revision to the Charter School Board within the week.

## 8. Campus Project

### 8. Lease of Career Success

*Tucker*

Dottie spoke with Kent Frison at the public meeting on 5/25 to see if we can lease Career Success building space. Dennis Roehler from the District determined that the overflow valve it needs to be replaced. Dr Frison thinks the district will replace it before the end of June. He also would like to inspect the Career Success building's A, B, C to determine the conditions for the building.

Additional comment made was in regard to the school finance memo. If you look at the 2<sup>nd</sup> page it says that charter schools may not bus kids from out of state.

Towns and counties within the State is permissible.

### 8.2 Update from Terry

*Tucker*

TeamCFA contract

We will have within the contract within the next week to be reviewed and approved.

New campus finance

Terry has been working behind the scenes to secure funding our school financing. He has been working with two bond dealers and teamCFA. This is the first time we have ever been this close to financing a new school. Thank you Terry Warren.

## 9. Principal's Status Report

*Shoulders*

### 9.1 Academic Performance/Curriculum Information

- Discussion of Performance Management Plan



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AIMSweb testing almost completed, reports ready by Monday, May 17<sup>th</sup>  
 Board agreed that this is powerful process and the information about us doing this should be better published.

- AIMS test scores available online June 11, we should receive copies of scores around June 22
- Enrollment packets, including AIMS scores, will be sent out around July 14<sup>th</sup>
- Summer School Enrollment:
  - **Math Camp** – 4
  - **Science Camp** - 0

### 9.2 Faculty & Staff Issues

Teacher & Hourly employees Contracts ready for approval (Executive Session)

### 9.3 Finance Issues

None reported

### 9.4 Technology/Website

None reported

### 9.5 PTO

- Family softball night, May 14.

### 9.6 General Information

- Calendar presentation for final approval

**Reg moved to approve calendar, 2<sup>nd</sup> by Shea, motion passed 5 to 0**

- 8<sup>th</sup> Grade promotion is May 19<sup>th</sup> at 6:30pm  
 Prior students, Abby Gonder and Kelly Webb will speak at eighth grade promotion ceremony. Helen would like the board to attend and sit on stage
- Thursday, May 20, Professional Dev. Destination Math
- Core Knowledge (CK) training for all teachers and staff- May 24&25 by Julie Krch from Eli, Nevada. The cost is \$4,500
- The school will be open Monday-Friday from 9-4 during the entire summer
  - Vacation schedule is as follows: **Helen**-May 27-June 11, **Tammy**-June 1-11, July 19-23, **Terri**-June 21-July 12, **Ken**-whenever he can!
- We will also have CK training on July 29&30 at the same cost, \$4,500 (FY2010-2011)
- A few teachers will have the opportunity to participate in Summer Unit Writing Seminar with local CK schools. The cost will be about \$350 per person. (Cost is estimate!)
- General Statement of Assurances (GSA) Signatures-Rick, Bob, and Reggie
- Budget Revision date extended to July 15, 2010

### 9.7 School and Agency Calendar

	April	May	June
<b>Reports to ADE</b>	▪ None	▪ None	▪ Estimated Counts
<b>Administration Functions</b>	<ul style="list-style-type: none"> <li>▪ April 1 Staff Development-AIMS training</li> <li>▪ Finalize 10-11 school year calendar</li> <li>▪ April 23 Staff Development-grading AIMS writing</li> <li>▪ Notifications for hiring for next school year- (upon approval passed out to staff-4-23 then returned by 5-9)</li> <li>▪ Scheduling CK professional development for May 21,24,25</li> </ul>	<ul style="list-style-type: none"> <li>▪ Notifications of hire returned by 5-9</li> <li>▪ Employment Agreements signed/due</li> <li>▪ Collaborate planning for office staff during summer</li> <li>▪ Calculating PROP301 monies for teachers, ready for Board approval on May 5-26</li> </ul>	<ul style="list-style-type: none"> <li>▪ Work on handbooks- staff and student/parent</li> </ul>
<b>School-wide Activities</b>	<ul style="list-style-type: none"> <li>▪ AIMS for 3<sup>rd</sup>-8<sup>th</sup> SAT10 for 2<sup>nd</sup> gr. April 13-22</li> <li>▪ Science Center field trip 4<sup>th</sup> grade, April 30</li> </ul>	<ul style="list-style-type: none"> <li>▪ PTO Family softball night, May 14</li> <li>▪ May 15 – Pancake Breakfast-Enrollment</li> </ul>	<ul style="list-style-type: none"> <li>▪ Kindergarten testing June 15 -late birthdays (July 5 also)</li> </ul>

## Minutes

	▪	Round-up ▪ Awards Assembly, May 18 ▪ Field Day, May 19 ▪ Last Day for Kinders, May 19 ▪ 8 <sup>th</sup> gr. Promotion, May 19 @ 6:30 ▪ Kindergarten graduation, May 20	
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### 9.8 Announcements

There is a rescheduling of the hearing for Debbie Little, May 20<sup>th</sup> @10:00 by phone.

### 10. Director of Business & Operations Report

*Bacher*

#### 10.1 Student Retention and Recruitment

This Month:

- May 15<sup>th</sup> – Pancake Breakfast/Open House
- May 6<sup>th</sup> – Put 1400 Pancake Breakfast flyers in the Desert Hills Post Office
- Should receive the Recruiting Poster for the Desert Hills Post Office tomorrow
- Ms Pennebaker continues to visit preschools

Next Month:

- Hold first official Friends of Ventana Advisory Council meeting. The primary goal of this group is recruitment
- Will get additional proposals re: busing  
Estimated number of students needing busing is 50.

Plans for Summer Events:

- Chamber is discussing a town event possibly on July 3<sup>rd</sup>, that we have been asked to participate in (would include horses).
- School event on July 4<sup>th</sup>
- Plan for recruiting at Anthem Preschools

Biggest Obstacle:

- Time

#### 10.2 Community Outreach

This Month:

- May 8<sup>th</sup> – Electronic Recycling Event. Very successful, lots of goodwill and exposure to the community. Money will go to PTO. We will consider holding this event 2 times next school year

Chamber of Commerce:

- On committee for Wild West Days-  
Ventana to be focal point for all children's activities
- I've been asked to consider being on the board
- "Wicked" event in October  
Ventana to be used for children's activities

Thieves Market:

- School will have free booth at all future events  
They are having a town wide garage sale on May 15<sup>th</sup> – (traffic)

Social Networking:

- Corresponding with Jennifer Bryant, TeamCFA Marketing

Town of Cave Creek:

- Sign at N.E. corner of Cave Creek Rd. and Carefree Hwy. Marshall has declared this a safety hazard. All signs to be removed. Filed formal complaint today.

Next Month:

- Continue to work with the Chamber of Commerce
- Look for a local realtor group

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- TeamCFA developments will dictate a lot of my activities
- Tammy will look into insurance liability issues, in regard to hosting events on campus

### 10.3 Site Management

#### This Month:

Office processes, procedures, staff

- Nothing to report at this time

Technology/Website

- Finalized plans for hardwiring the buildings

Building & Maintenance

- Clean up of playground and fertilized grass
- Rebuilt cactus/stagecoach play structure

#### Next Month:

Office processes, procedures, staff

- Performance appraisal for Business Manager
- Decide on office accounting software and begin implementation

Technology/Website:

- Building hardwiring completed

Building and Maintenance:

- Compile list of needed repairs to be done over the summer

### 10.4 Financial Management

#### This Month:

- Budget committee meeting
- Met with Rick and Tammy re: Uniform System of Financial Records for AZ Charter Schools

#### Next Month:

- Finalize budget
- Resolve issue of webmaster and website maintenance
- Reporting structure, future of e-chalk

#### Major Obstacle:

- Time

### 11. New Business

Homework Discussion

*Stanfield*

Shea shared a current lawsuit regarding homework in one of the Scottsdale's schools. Children are being given a failing grade for not turning in homework, while not having qualified or available persons at home to help them and other areas in class are at exceeding levels.

Board agreed that it would be good for us to have a homework policy. Shea will help develop this.

### 12. Announcements

None

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

Bylaw revision

All day free Kindergarten

### 14. List of Items for future agendas

Enrollment, Community Awareness – on all agendas going forward

Facilities for fall 2010 – January onward

Charter Renewal - February onward

Tuition reimbursement - March

Discipline/Behavior Management May onward

Task Force on Best Practices in Special Education and Behavior Management-June (email dated March 23<sup>rd</sup> from Dottie)

TeamCFA contract-May

### 15. Motion to Adjourn Public Meeting @ 9:16 p.m.

Next board meeting is on Wednesday, May 26, 2010 at 6:30 at the school

**Ventana Academic Charter School  
Bylaws as May 13, 2010**



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# Ventana Academic Charter School Bylaws

## Article I: Name

The name of this organization is Ventana Academic Charter School (herein the Academy). Its address is: 6424 East Cave Creek Road, Cave Creek, AZ 85331, PO Box 1589, Cave Creek, AZ 85327.

## Article II: Purpose

### Section 1: Entity Description

The Academy is a nonsectarian, interracial and non political educational institution authorized by ARS 15-181. The program of studies operates as a nonprofit state charter school, a public school that is funded by the State of Arizona. No part of its earnings shall inure to the benefit of any member or individual. All funds earned shall be reinvested in the school.

The Academy will comply with the open meeting law and records management as prescribed by the State of Arizona

### Section 2: Mission

Ventana Academy, a K-8 school of choice, provides a superior quality educational experience that instills students with a love of learning and imbues them with the essential academic skills and knowledge relevant to both today and tomorrow. Ventana uses rigorous, innovative, assessment-data-driven instruction with a focus on Science and technology in small class sizes that nurture the students' intellect and spirit while surrounding them in a secure, cooperative environment rich with the contributions from our parents and extended community.

### Section 3: Goals

#### For the child

- To provide appropriate educational experiences that contributes to the needs of the child and prepares the child intellectually for lifelong learning,
- To help students develop critical thinking skills by arriving at reasoned conclusions based on research of available information, observation and analysis.
- To provide opportunities for children to interact with other children in a setting conducive to the development of self esteem and cooperative social behavior.
- To aid each child to be the best that he/she can be.

#### For the Parents

- To provide opportunities to meet and work with other parents/guardians and teachers for the common concern of addressing the needs of their children.
- To help develop parental skills for guiding and nurturing the learning activities of their children.

#### For the Community

- To help meet the needs of the community for a high quality educational facility.
- To provide a setting in which people of various religious ethnic and racial backgrounds can work together for common child related interests.

## **Article III: Governance**

The Academy will be governed by a single governing entity, namely Ventana Academy Governing Board.

### **Section 1: Powers of the Governing Board**

- The activities, affairs and business of the Academy shall be conducted by or under the direction of the Governing Board.
- The Governing Board shall formulate all major school policies.
- All issues presented to the Board shall be decided by majority vote. Each Board member shall have one vote. There shall be no proxy voting. In the case of a tie vote, the vote of the Chairperson shall prevail.
- The presence of a majority of the members of the Board at a meeting duly assembled shall constitute a quorum for the transaction of business. If less than a quorum is present at the time and place of any meeting the Board members present may adjourn the meeting until a quorum shall be present.
- A Board member may be considered present if he/she communicates telephonically and or electronically.

### **Section 2: Governing Board Membership**

- The number of Governors constituting the Governing Board shall be no less than 3 and ideally 5 to 7 members. The specific number of Governors shall be determined from time to time by a majority vote of the Board.
- A person shall be at least twenty one years old and be fingerprinted to be qualified as a Board member. Employees and spouses of the Academy may serve on the board.
- Any qualified person seeking to become a member of the Academy Governing Board will submit an application including a resume and explanation of why he/she is seeking membership to the Board. Candidates for membership may be presented by a Nominating Committee which can be constituted of all Board members or be a subcommittee of the Governing Board. Additions to the Board or for replacements for members leaving the Board shall be by majority vote of the Board. The person(s) elected to fill a vacancy shall fulfill the term of his/her predecessor.
- All members shall be elected to the Boards for three-year terms by majority vote of the Board. Membership of any individual is limited to two consecutive three-year terms, with such re-election by a majority of the Board, however; a third term is permitted by majority vote of the Board, should a replacement not be readily available.
- A Board member may be removed, without cause, at any time, as determined by a majority vote of the Board present at any meeting at which there is a quorum.
- A Board member may resign at any time, by submitting a written resignation to the Chairperson or Secretary or to the other Board members if the resigning person is the Chairperson. Such resignation shall take effect at the time specified or if no time is specified, at the time such resignation is received by the Chairperson or Secretary.
- A Board member who is absent four consecutive times from Board meetings during the school year will be deemed to have resigned.

### **Section 3: Duties of the Governing Board**

- Board members shall perform any and all duties imposed on them collectively and individually by law and will comply with all State of Arizona regulations as they apply to charter schools.
- Board members shall discharge the duties of their respective positions in good faith and with that diligence and care which reasonably prudent persons would exercise in similar circumstances and like positions.

- The major responsibilities of the Board include oversight of all financial matters, establishment of school policy and the employment and removal of the Principal and all paid employees and contractors/vendors of the Academy. All such decisions of the Board are will be made by a majority vote at any meeting at which there is a quorum.
- The Board, collectively or individually, shall be available to the Principal of the Academy for consultation, advice and assistance in the resolution of any questions or issues with members of the community, parents or staff personnel. The Board shall at all times recognize that in addition to safeguarding the school finances and establishing school policies, its duty is to provide support to the Principal in the overall administration of the school.

#### **Section 4: Meetings**

- Board members shall meet at such times and places as required by these bylaws. The agenda for each meeting shall be posted in a public place at least 24 hours prior to each meeting. The meetings will be open to the general public in accordance with ARS 38-431.01.
- Annual budget meetings will be scheduled in the spring of each year to review and approve a preliminary and final budget for the following fiscal year that begins July 1. These budgets will be submitted as per the Arizona Department of Education's schedule.
- Any other meetings may be called by the chair and /or any board member with the stipulation that all meetings must have a posted agenda and subsequent minutes as per the Arizona State Public Meeting Law.
- Roberts Rules of Order shall be the parliamentary authority followed in all deliberations of the Governing Board.

#### **Section 5: Governing Board Officers**

- The officers of the Governing Board shall include a Chairperson, Vice-Chairperson, Secretary, Treasurer and such additional officers as created from time to time by a majority vote of the Board at which a quorum was present
- By majority vote, the Governing Board shall elect one of the Board members to serve as Chairperson. The Chairperson shall appoint a Vice-Person, a Secretary and a Treasurer
- Any vacancy occurring in any office, for whatever reason, shall be filled by a majority vote of the Board.
- An officer may be removed without cause, as determined by a majority vote of the Board present at any meeting at which there is a quorum.
- An officer may resign by submitting a written resignation to the Chairperson or the Secretary or to the other Board members, if the resigning officer is the Chairperson.

#### **Section 6: Duties of the Governing Board Officers**

- **Duties of the Chairperson**  
The Chairperson acts as the spokesperson 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.
- **Duties of the Vice-Chairperson**  
At the request of the Chairperson or in the absence or disability of the Chairperson, the Vice- Chairperson shall perform all the duties of the Chairperson and when so acting shall have all the powers of and be subject to all restrictions upon the Chairperson.
- **Duties of the Secretary**  
The Secretary (or designee) shall: keep accurate minutes of the meetings of the Board; make available copies of the minutes of the previous meeting and distribute them in advance of each meeting; see that all notices are duly given in accordance with the provisions of these bylaws or as required by law; maintain the Minutes Book of the Board; establish and maintain the policies book and shall be the custodian of the statements,

books, records, procedures, reports, certificates and other documents of the Academy in accordance with the Arizona Public Records Statutes.

- **Duties of the Treasurer**

The Treasurer (or designee) shall be responsible for all funds of the Academy and receive and deposit all such funds into the proper account, record and monitor receipts and disbursements from such accounts and keep accurate books and records of the finances of the Academy. The Treasurer (or designee) shall prepare a financial accounting for each Board meeting and prepare all year end accounting and file all federal and state tax returns.

## **Article IV: Parent Teacher Organization**

### **Section 1: Purpose**

- The purpose of the Parent Teacher Organization (PTO) is to provide support and feedback for the teachers and Principal in carrying out the daily Academy's activities.
- Additionally, the PTO may serve as a fund raising arm of the Academy.

### **Section 2: Membership and Meetings**

- Membership in the PTO may include parents/guardians of children enrolled in the Academy, teachers, non-certified school employees and members of the community.
- The PTO shall have publicly announced meetings that are open to all interested parties and as a committee of a public body is governed by the public meeting laws of the state to the extent that they shall post an agenda 24 hours in advance of their meetings.

## **Article V: Duties and Responsibilities of the Administration**

The responsibility to oversee and administer programs and policies of the Governing Board rests with the school's administration. Responsibilities for each administrator is defined in their respective job descriptions and illustrated in the School's Organization chart, both found in the Board Handbook.

Their general accountabilities are listed in the following sections:

### **Section 1: Principal**

The Principal is responsible for planning improvements that directly address the school's Critical Points of Accountability:

- student performance,
- school curriculum design / instructional process,
- customer satisfaction,
- full implementation of the Core Knowledge Structured Curriculum

Achieving outcomes in these four areas of accountability requires strong leadership. School leadership is clustered in terms of three distinct roles:

- instructional leader
- administrator and
- builder of school culture

### **Section 2: Director of Business and Operations**

The school Director of Business & Operations is responsible for planning improvements that directly address the school's Critical Points of Accountability:

- financial management,

- student retention & recruitment
- community outreach
- office procedures

Achieving outcomes in these four areas of accountability requires strong leadership. School leadership is clustered in terms of three distinct roles:

- site-based manager
- administrator
- builder of school culture

## **Article VI: Procedures and Restrictions**

### **Section 1: Contracts**

- The Board, by majority vote, shall approve all contracts and leases.
- The Board may authorize any officer to enter into any contract or lease or execute or deliver any instrument on behalf of the Academy and such authority shall be confined to specific instances.

### **Section 2: Loans**

- No loans shall be contracted on behalf of the Academy and no evidences of indebtedness shall be issued in its name, unless and except as authorized by the Board by a majority vote in a meeting in which a quorum was present.

### **Section 3: Checks and Drafts**

- The Board by majority vote will adopt procedures for the signing of requisitions, vouchers and checks, such procedure to be promulgated by the Treasurer and will be in accordance with general accounting practices.

### **Section 4: Committees**

- The Board may create such committees as it deems wise to have. The Board Chairperson shall appoint persons to serve on those committees. The Committee shall then elect its Chairperson. The PTO or any Committee must obtain prior Board approval for any project needing to use school funds.
- All committees of the Academy are required to follow the Public Meeting Laws.

## **Article VII: Amendments**

These bylaws may be amended, or new bylaws may be adopted, at any meeting of the Governing Board with a majority vote. Notice of such changes will be sent to the appropriate regulatory body for Charter Schools in Arizona.



## Signatures

The undersigned persons certify the foregoing bylaws have been adopted as the revised bylaws of the Ventana Academic Charter School at a meeting of the Board on May 13, 2010:  
(Signed bylaws are on file in the office)

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Dorothy Tucker, Chairperson

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Robert Chartier, Vice Chair

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Reginald Monachino, Treasurer

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Dana E. Gonder, Member

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Shea Stanfield, Member

# Amendment History

## Amendments

Article	Section	Date Approved	Content
III	6	7/15/09	The chairperson acts as the spokesperson of the Academy, striking "is the general manager and chief executive officer of the..."
V	All sections	5/13/10	Duties and Responsibilities of the Administration rather than "Principal" with two new sections, deleting all old sections.