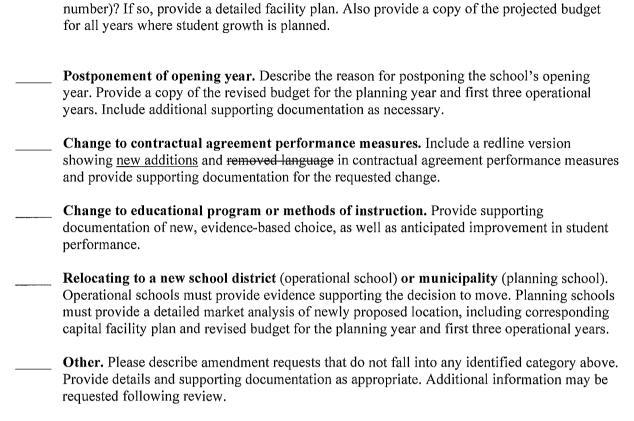
# AMENDMENT REQUEST

#### **Utah State Charter School Board**

Charter schools are public schools governed by independent boards and held accountable to a legally binding written contractual agreement with their chartering entity. The Utah State Charter School Board (SCSB) is a statutory chartering entity charged with authorizing, monitoring, evaluating, and holding accountable charter schools to compliance with federal and state laws, rules, and regulations, and their contractual agreement. If a time comes when a charter school governing board requires a change to its charter, then the contractual agreement may be modified by mutual agreement of the chartering entity and the governing body of the school.

Amendment requests, including all required attachments and supporting documentation, are due electronically no later than three weeks prior to the upcoming State Charter School Board meeting. A schedule of State Charter School Board meetings can be found at <a href="http://schools.utah.gov/charterschools/State-Charter-School-Board.aspx">http://schools.utah.gov/charterschools/State-Charter-School-Board.aspx</a>. Incomplete requests will not be considered.

1.	Charter School The Ranches Academy					
	Website	www.theranchesaca	demy.com			
	Board Chair	Stephanie Colson		Email_	scolson@theranchesacademy.com	
	School Administrate	or Susie Scherer	Email	sschere	er@theranchesacademy.com	
2.	The charter school i	s located in which schoo	district?_	Alpine		
3.	Duly elected or appointed governing board members of the school, with titles.					
	Stephanie Colson, Board Chair			Jim Miller, Vice President		
	Jason Haskell, Treasurer			Kammi Pyles, Secretary		
	DeeAnne Williams, Member Kami Orr, Member			•	Member	
4.		ttachment 1. If the reques			requested details and supporting , use the same format as required <u>AFR</u>	
	Waiver fro	m Board Rule			(include rule number and	
	title). Describe why the waiver is necessary to meet the mission of the school and help the governing board meet its contractual agreement.					
	XChange to Bylaws specific to number of board members or board member election /					
	<b>appointme</b> <del>language</del> in	-	line versio	n showin	g <u>new additions</u> and <del>removed</del>	
	Expansion of student enrollment. Indicate the number of students in grade K, $1-6$ , $7-8$ , and $9-12$ being requested. Will this expansion of student enrollment require a new facility of					



a significant structural change to an existing facility (i.e., requires a USOE facility project

5. School mission and purpose(s) (limited to one page):

The Ranches Academy Charter School was founded to join parents, teachers and students, and community together to create and environment where students have the opportunity to reach their highest potential and are challenged academically, primarily in the areas of reading, writing, and arithmetic. This will be accomplished through an academically rigorous, content-rich educational program, in an environment of discipline, respect and parental involvement.

The Ranches Academy Charter School places an emphasis on academics that will be applied through direct teaching and other effective techniques used in academically rigorous, content-rich educational program. All children should be given access to the same knowledge that assures future educational success. Curriculum should include detailed, explicit and systematic sequences of grade specific content that can be consistent, year after year. To maximize the learning experience for all, an environment of discipline and respect will be cultivated and maintained. To maximize student progress, parental involvement will be encouraged and opportunities provided for hands-on involvement in the education of their children.

6. Complete *Minimum Standard* and *Charter Contractual Agreement Goal* tables and provide statement of school adherence to State Charter School Board minimum standards and charter agreement, as found in R277-481 and contractual agreement, respectively. Include governing board corrective action plan where appropriate. (Corrective action plan(s) limited to two pages.)

# Minimum standards

Measure	Metric	Board Performance	
Ethical conduct	Number of board violations of statute, State Board rule, or charter agreement as of date of amendment request submission.	None	
Regulatory and reporting compliance	Percentage of teachers properly licensed and endorsed for teaching assignment as of date of amendment request submission.	100%	
Regulatory and reporting compliance	Percentage of employees and board members with completed criminal background checks as of date of amendment request submission.	Staff:100% Board: Deadline April 30° 2013. As of 4/15/13 4 of 7 members have completed this	

Indicator – Financial performance and sustainability				
Audit findings or recommendations	Number of material findings, financial condition findings, or repeated significant findings in prior fiscal year	None		
Current assets to total annual operating expenses	Current Assets  † (Total Annual Operating Expenses ÷ 360)	As of February 2013: \$848,765/ (\$1,953, 302/360)= 156		

#### **Charter Contractual Agreement goals**

Instructions: Insert all charter school goals found in your charter agreement with the State Charter School Board which are not found in other indicator areas. Make certain to include the section and page number where these measures, metrics, and board goals can be found. Also, include the fiscal year for the board performance value. Insert rows as needed.

Measure	Metric	Board Goal	Board Performance
see attachment			
			- The state of the

- 7. Additional information you would like the SCSB to consider:
- 8. Provide the name(s) and title(s) of district personnel to whom you provided a copy of your entire amendment request, as well as the date of contact. Vern Henshaw, Alpine Superintendent 4/15/13

The Ranches Academy adheres to State Charter School Board minimum standards and charter agreement, as found in R277-41 and contractual agreement, respectively.

87 phane Cotso	4/15/13
Governing Board Chair Signature	Date
Sususchener	4/15/13
Charter School Principal/Director	Date

Goal	Specific Objectives	Measurement Criteria
	(What will be measured?)	(How you know it—means of measuring data, percent mastery,
		etc.)
1. Enhance student learning	1. State mandated assessments SAT9 (CRT/AIR) scores, administered to every 3-6	1. Individual score gains and group mean score gains. Baseline to be established in fall 2004.
	grades every year.	to be established in fan 2004.
2. Meet status AYP <u>UCAS</u> for math and language arts.		2. 95% participation rate of all enrolled students. <del>Baseline to be established in 2004. Make</del>
	2. Grades 3-6 core test scores for math and language arts.	improvement over previous year by decreasing by 10% those below proficiency. Increase or maintain student achievement at 85% proficiency, and yearly decrease the gap between subgroups in math and language
		arts.
3. High attendance rate.	3. School attendance rate at or above 93%. Standardized and core test attendance at or above rolls.  3. School attendance rate at or above 93%. Standardized and core test attendance at or above 95%.	
4. High levels of parent satisfaction.	4. Parent satisfaction survey scores, administered twice once each year.	4. Total group score gains and category mean score gains. Total group mean score to be above 75%. Survey to be developed by Governing Body and a parent committee.
5. High levels of teacher satisfaction.	5. Teacher satisfaction survey scores, administered twice	5. Total group score gains and category mean score gains. Total group mean score to be above
	once each year.	75%. Survey to be developed by Governing Body and teachers.
6. Financial viability.	6. Ratio of revenues (including grants and other funding) to operating expenses.	6. Create and maintain a ratio of at least 1.15 as start-up and timelimited grants, and other revenue sources, become unavailable to the school.

# BY-LAWS OF THE RANCHES ACADEMY

# Article I NAME & PURPOSE

# **Section 1.01** Name of the Corporation

The name of the Corporation is The Ranches Academy, Incorporated

# **Section 1.02** The purpose of the Corporation

To act and operate exclusively as a nonprofit corporation pursuant to the laws of the State of Utah, and to manage, operate, guide, direct and promote The Ranches Academy, a Utah Public Charter School.

To engage in any and all other lawful purposes, activities and pursuits, which are substantially similar to the foregoing and which are or may hereafter be authorized by Section 501(c)(3) of the Internal Revenue Code and are consistent with those powers described in the Utah Nonprofit Corporation and Cooperation Association Act, as amended and supplemented.

To solicit and receive contributions, purchase, own and sell real and personal property, to make contracts, to invest corporate funds, to spend corporate funds for corporate purposes, and to engage in any activity "in furtherance of, incidental to, or connected with any of the other purposes."

No part of the net earnings of the Corporation shall inure to the benefit of, or be distributable to, its members, trustees, officers, or other persons, except that the Corporation shall be authorized and empowered to pay reasonable compensation for services rendered to the Corporation and to make payments and distributions in furtherance of the purposes set forth herein;

No substantial part of the activities of the Corporation shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the Corporation shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office except as authorized under the Internal Revenue Code of 1954, as amended;

The Corporation shall not carry on any other activities not permitted to be carried on (a) by a corporation exempt from Federal income tax under 501(c)(3) of the Internal Revenue Code of 1954, as amended (or the corresponding provision of any future United States Internal Revenue law).

# **Section 1.03** The Mission of The Ranches Academy

The Ranches Academy Charter School was founded to join parents, teachers, students, and community together to create an environment where students have the opportunity to reach their highest potential and are challenged academically, primarily in the areas of reading,

writing and arithmetic. This will be accomplished through an academically rigorous, content-rich educational program, in an environment of discipline, respect and parental involvement.

# **Section 1.04** The Philosophy of The Ranches Academy

The Ranches Academy Charter School places an emphasis that will be applied through direct teaching and other effective techniques used in academically rigorous, content-rich educational program. All children should be given access to the same knowledge base that assures future educational success. Curriculum should include detailed, explicit and systematic sequence of grade specific content that can be consistent year after year. To maximize the learning experience for all, an environment of discipline and respect will be cultivated and maintained. To maximize student progress, parental involvement will be encouraged and opportunities provided for hands-on involvement in the education of their children.

# ARTICLE II MEMBERS

#### **Section 2.01** Membership classes

The Ranches Academy is made up of four three membership classes, which are:

- 1. The Ranches Academy School Board of Trustees is made of 9 seven voting members and one non-voting member, which will include the Officers of the Board, namely the President, Vice President, Treasurer and Secretary, three other board members and the school's Director. The school's Director is an ex-officio non-voting member position on the School Board. Board vacancies are either filled by vote of the parent membership of appointment by the Board. Founding Family Members and one elected parent (2 year term) These individuals are identified in the The Ranches Academy charter application to the Utah State Office of Education. These members will remain until they retire their position. Founding Family Members' voting privilege allows them to vote concerning possible amendments to the The Ranches Academy charter that are presented to them by the School Council. The Board of Trustees may also hire/dismiss the director in conjunction with the School Council and ensure that the School Council follow the mission and philosophy of as written in the school charter.
- 2. The Ranches Academy School Council, which is made up of seven voting members, and one non-voting member, will include the Officers of the Board, namely, the President, Vice-President, Treasurer and Secretary, three other board members and the school's Director. The school's Director is an ex officio, non-voting, member position on the School Board. The original Board of Trustees will be selected by the Founding Family Membership. Council-vacancies are either filled by vote by the parent membership or appointment by the Board of Trustees. Parent/Guardian Members are parents/guardians of students enrolled in the The Ranches Academy Charter School who will remain so until their student(s) are no longer enrolled in The Ranches Academy. Parent/Guardian Members' only voting privilege allows them to vote for candidates to fill vacancies on the School Council or Board. Only one vote is allowed per Parent/Guardian Member family.

- 3. Parent/Guardian Members are parents/guardians of students enrolled in the The Ranches Academy Charter School who will remain so until their student(s) are no longer enrolled in The Ranches Academy. Parent/Guardian Members' only voting privilege allows them to vote for candidates to fill vacancies on the School Board. Only one vote is allowed per Parent/Guardian Member family. Faculty, Staff, and Administration Members who are any Faculty, Staff, and Administration members and remain so until no longer employed by the The Ranches Academy. Faculty, Staff, and Administration Members' only voting privilege allows them to vote for candidates to fill vacancies on the School Council. Only one vote is allowed per faculty, staff, and administration Member family.
- 4. Faculty, Staff, and Administration Members who are any Faculty, Staff, and Administration members and remain so until no longer employed by the The Ranches Academy. Faculty, Staff, and Administration Members' only voting privilege allows them to vote for candidates to fill vacancies on the School Council. Only one vote is allowed perfaculty, staff, and administration Member family.

#### Section 2.02 Non-fee based

Membership to the organization is non fee-based.

# ARTICLE III BOARD OF TRUSTEES

#### **Section 3.01** Board of Trustees size and general responsibilities

A ten-seven-member governing School Board shall manage the business of the organization. The numbers of the members may be adjusted by the Board if needed, but shall never be less than five(5) nor greater than (7). The Board is responsible for maintaining the overall policy and direction of the organization. The board shall delegate the day-to-day operations to the Director and appropriate committees. made up of Founders and one elected parent is responsible for maintaining the overall mission and direction of the organization and governing the school according to the The Ranches Academy Bylaws. The Board of Trustees will solicit applications for qualified candidates who may either be elected or appointed to the School Council.

# Section 3.02 Board of Trustees general responsibilities

The Board of Trustees will promote and support the defining mission, philosophy and goals of the Ranches Academy They will maintain the overall direction of the school by allowing a level of accountability between the Board and the School Council to be present, hire/dismiss the director, and vote for any amendments that the School Council submits to them. The President, Vice President, Treasurer and Secretary and three Board members will serve as voting members of the Board. The Director will be an ex officio member of the Board of Trustees.

- (A) Board President: The Board President shall convene regularly scheduled Board meetings and shall preside or arrange for other members preside at each meeting in the following order: Vice-President, Secretary and Treasurer.
- (B) Board Secretary: The Board Secretary shall be responsible for keeping records of Board actions, including overseeing the taking of minute's at all Board meetings, sending out meeting announcements, distributing copies of minutes and the agenda to each member and assuring that copious records are maintained. Vice President: The Vice President will chair committees on special subjects as designated by the Board. In addition, the Vice President will facilitate meetings in the absence of the Board President. If the President position is vacated mid-term, the Vice President serves as President until a new President is appointed by the Board of Trustees.
- (C) Board Members: The Board Members will chair committees on special subjects as designated by the Board. Such committees will include the Board Development Committee and the Hiring Committee. Treasurer: Treasurer: The Treasurer shall make a report at each Board meeting. The Treasurer shall chair the Finance Committee, assist in the preparation of the budget, help develop fundraising plans, and make financial information available to Board members and the public.
- (D) <u>Secretary: The Board Secretary shall be responsible for keeping records of Board actions, including overseeing the taking of minute's at all Board meetings, sending out meeting announcements, distributing copies of minutes and the agenda to each Board member, and assuring that records are maintained.</u>
- (E) Members: The Board Members will chair committees on special subjects as designated by the council and fulfill duties as assigned.

Section 3.03 <u>Purpose of the Board of TrusteesShared Authority for Running School</u>

The Board of Trustees will have shared authority for running the school with the following responsibilities:

The purpose of The Ranches Academy Board of Trustees is to ensure that the School Council follows the school's mission and philosophies as intended by the founders.

The Board of Trustees may act in the following situations:

-Exercise the right to veto policies that are contrary to the mission and the philosophy of the school

- Approve any amendments the The Ranches Academy charter before the amendment is submitted to the State Charter Board
- -Select and appoint the School Council President, Treasurer and two other Council members
- Select and approve candidates with the assistance from the School Council for Vice-President, Secretary and one council member
- Hire/dismiss the director in conjunction with the School Council

The Board delegates the day-to-day governance authority to the School Council and reserves the right to act only in the above situations when deemed necessary for the well being of the school.

Hire, dismiss and evaluate performance of the director
Promote the mission and philosophy of The Ranches Academy
Oversee school fundraising
Assure financial responsibility and accountability
Approve budget and oversee adherence

# Section 3.04 No Compensation Curriculum Knowledge and Training

Board/Council members shall receive no compensation or other benefits for their service as a Board Member other than reimbursement for reasonable expenses. Members of the Board of Trustees will be expected to be familiar with the curriculum required by the State of Utah and the curriculum of The Ranches Academy. Each member of the Board of Trustees is required to attend a minimum of one training each year.

# Section 3.05 Vacancies No Compensation

Contract for and approve independent audit.

Vacancies will exist on the death, resignation, or dismissal of a Board Member. Board of Trustees members shall receive no compensation or other benefits for their service other than reimbursement for reasonable expenses.

Section 3.06 Resignation Selection and Election of Officers to the Board of Trustees
Any Board member may resign at any time by giving notice to the organization. The positions of President, Secretary, Treasurer, and two council members will be filled by appointments by the Board of Trustees. The Vice President and one Board Member will be elected by the parent membership. An annual election for all remaining vacancies will take place before or during October and every year following. For mid-term vacancies, the Board will appoint a replacement member to complete the remainder of the term of the vacated seat.

#### Section 3.07 Dismissal Terms of Service

A Board Member may be dismissed by a majority vote of the Board of Trustees if the member in question fails to fulfill his/her responsibilities. Each Board member will serve a 2 year term. Terms will be staggered so as to not have no more than three new members each year.

#### Section 3.08 Filling of Vacancies

When a vacancy exists on the Board of Trustees, the remaining members will solicit letters of application from the parent membership to fill the vacancy. Each Council member will serve for the stated period of time, until his/her successor is elected, or until circumstances stated in section 3.08 should occur. The first initial term will vary to accommodate a fluent turn over. Vacancies on the Board of Trustees will exist (1) upon the death, (2) resignation, (3) dismissal, or (4) when term of the current Board Member is up and the member elects not to renew his/her term. In order to fill such a vacancy, the Board of Trustees will solicit letters of application from the parent/guardian membership or respected persons of the community at large. The Membership will then elect an approved applicant for those positions that are not by appointment only. Only one vote is allowed per each member family.

-

#### Section 3.09 Meeting, dates, times and locations Resignation

Regular annual meetings of the Board of Trustees will be held at such date, time, and location to be determined by the Board of Trustees. Special Meetings may be called as needed. Notice of all meetings shall be provided to each voting member at least one week prior to the meeting unless there is an issue that requires immediate attention. Meetings will be conducted in accordance to Utah Open Meeting Law. Any Board of Trustees member may resign at any time by giving notice to the Board.

# Section 3.10 Purpose of Meetings Dismissal

The main purpose of meetings will be to:

- (a) Fulfill primary responsibilities.
- (b) Consider and approve changes to The Ranches Academy Charter.
- (c) Hear School Council Members reports or concerns that require attention of the Board.

A Board member may be dismissed by a majority vote of the Board if the member in question fails to fulfill his/her responsibilities, is consistently absent from Board meetings, or misses half or more of all Board Meetings within a year. Any member may be removed from office without assigning any cause by the vote of the Board at any meeting of the Board.

# Section 3.11 Rules of Order Meeting dates, times and locations

Board Members should read and be familiar with Robert's Rules of Order as the meetings will be conducted in that format.Regular meetings of the Board of Trustees will be held six times yearly at such date, time, and location as shall be determined by the council. Special Meetings may be called by the President as needed. Notice of all meetings shall be provided to each voting member at least one week prior to the meeting unless there is an issue that requires immediate attention. The Board of Trustees will adhere to the Utah Open Meeting Act.

# Section 3.12 Definition of quorum and majority votePurpose of meetings

A quorum is defined as six of the ten members being present at a meeting. The Board may not act unless a quorum of the Board is present. A majority vote of the Board will constitute action by the Board. A tie vote of the Board constitutes a failure of that item to pass.

# The main purposes of the meetings will be to:

Fulfill primary responsibilities.

Discuss logistics of school operations.

Consider and approve new or amended policies or procedures.

Hear Board members' reports or concerns.

Consider concerns and/or questions from parents, faculty, staff, administration, students and community.

Address any other school or corporation issues.

All meeting procedures, notices, access, and minutes will comply with the state open meeting laws.

#### **Section 3.13** Attendance at Board of Trustees Meetings

The Board of Trustees shall meet at least 6 times per year at an agreed upon date, time, and location. Board members shall not miss more than 3 meeting(s) per year.

#### **Section 3.14 Rules of Order**

Board members should read and be familiar with Robert's Rules of Order as the meetings will be conducted in that format.

# **Section 3.15** Definition of quorum and majority vote

A quorum is defined as two-thirds of the Board members being present at a meeting. The Board of Trustees may not act unless a quorum of the Board is present. A majority vote of the quorum will constitute action by the Board.

# **Section 3.16** Past Employees

Past employees may not apply to serve on the Board of Trustees for a minimum of five years after employment has ended.

# ARTICLE <del>VI</del>IV <del>SCHOOL COUNCIL</del> COMMITTEES

# Section 4.01 Description of School Council Committee Creation

A seven-member governing School Council shall manage the business of the organization. The Council is responsible for maintaining the overall policy and direction of the organization. The Council shall delegate responsibility of day-to-day-operations to the Director and appropriate committees. The Board of Trustees may from time to time may create committees of the Board—consisting of not less than two (2) members and appoint additional members as needed. The Board President shall appoint all committee chairs upon recommendation.

#### **Section 4.02** School Council Titles and responsibilities Limits of power

The Council President, Vice-President, Treasurer and Secretary and three Councilmembers will serve as voting members of the Council. The Director will be an exofficio member of the Council.

(A) Council President: The Council President shall convene regularly scheduled Council meetings and shall preside or arrange for other members of the Executive Committee to preside at each meeting in the following order: Vice-President, Secretary and Treasurer.

(B) Council Vice-President: The Council Vice-President will chair committees on special subjects as designated by the council. In addition, the Vice-President will facilitate meetings in the absence of the Council President. When the President position is vacated mid-term, the Vice-President serves as President until a special election is held to elect a new Council Member, and until the Council subsequently selects its new officers.

(C) Council Treasurer: The Council Treasurer shall make a report at each Council meeting. The treasurer shall chair the Finance Committee, assist in the preparation of the budget, help develop fundraising plans, and make financial information available to Council members and the public.

(D) Council Secretary: The Council Secretary shall be responsible for keeping records of Council actions, including overseeing the taking of minute's at all Council meetings, sending out meeting announcements, distributing copies of minutes and the agenda to each Council member, and assuring that corporate records are maintained.

(E) Council Members: The Council Members will chair committees on special subjects as designated by the council and fulfill duties as assigned.

Committees will serve at the pleasure of the Board of Trustees. No committee shall have the authority to act as the Board at any time.

#### Section 4.03 Shared authority for running school

The Council will have shared authority for running the school with the following responsibilities:

Assist the director in hiring of teachers

Evaluate performance of the director

Provide assistance in observations of teachers if requested by the director

Promote the mission and philosophy of The Ranches Academy

Oversee school fundraising

Assure financial responsibility and accountability

Approve budget and oversee adherence

Contract for and approve independent audit.

# Section 4.04 Curriculum knowledge

Members of the School Council will be expected to be familiar with the curriculum-required by the State of Utah and the curriculum of The Ranches Academy.

# Section 4.05 No Compensation

Council members shall receive no compensation or other benefits for their service as a Council Member other than reimbursement for reasonable expenses.

# Section 4.06 Selection and Election of Officers to the School Council

The positions of President Treasurer, and two council members will be filled by appointments by the Board of Trustees. The Vice-President, Secretary and one Council Member will be elected by the parent membership.by. An annual election for all remaining vacancies will take place before or during May and every year following. For mid term vacancies, the Council will determine the times and dates of special elections to fill such vacancies. No Council Member may hold more than one member position on the council at the same time.

Section 4.07 Term of service

Terms of service are as follows:
President: 3 years (appointed)
Vice-President: 3 years (elected)
Treasurer: 3 years (appointed)

Secretary: 2 years (elected)

Member: 2 years (elected)

Member: 1 year (appointed)

Member:1 year (appointed)

Each Council position will serve their term until his/her successor is elected, or when circumstances stated in section 4.09 exist.

#### **Section 4.08 Vacancies**

Vacancies on the School Council will exist (1) upon the death, (2) resignation, (3) dismissal, or (4) when term of the current Council Member is up and the member-elects not to renew his/her term. In order to fill such a vacancy, the School Council will solicit letters of application from the parent/guardian membership or respected persons of the community at large. The Founding Members, the Parent/Guardian-Members, and the Faculty/Staff/Administration members will then elect an approved applicant for those positions that are not by appointment only. Only one vote is allowed per each member family. In case of a vacancy, the newly elected Council member will complete previous member's term—and then fulfill their own term of service.

#### **Section 4.09 Resignation**

Any School Council member may resign at any time by giving notice to the council.

#### Section 4.10 Dismissal

A Council member may be dismissed by a majority vote of the Council if the member in question fails to fulfill his/her responsibilities, is consistently absent from Council meetings, or misses half or more of all Council Meetings within a year. Any member may be removed from office without assigning any cause by the vote of the Council at any meeting of the Council

#### Section 4.11 Meeting dates, times and locations

Regular meetings of the School Council will be held six times yearly at such date, time, and location as shall be determined by the council. Special Meetings may be called by the Executive Committee of the Council as needed. Notice of all meetings shall be provided to each voting member at least one week prior to the meeting unless there is an issue that requires immediate attention.

# Section 4.12 Purpose of meetings

The main purposes of the meetings will be to:

Fulfill primary responsibilities.

Discuss logistics of school operations.

Consider and approve new or amended policies or procedures.

Hear Council members' reports or concerns.

Consider concerns and/or questions from parents, faculty, staff, administration, students and community.

Address any other school or corporation issues.

All meeting procedures, notices, access, and minutes will comply with the stateopen meeting laws.

# Section 4.13 Attendance at School Council meetings

The School Council shall meet at least 6 times per year at an agreed upon date, time, and location. Council members shall not miss more than 3 meeting(s) per year.

#### Section 4.14 Rules of Order

Council members should read and be familiar with <u>Robert's Rules of Order</u> as the meetings will be conducted in that format.

#### Section 4.15 Definition of quorum and majority vote

A quorum is defined as two thirds of the Council members being present at a meeting. The Council may not act unless a quorum of the Council is present. A majority vote of the quorum will constitute action by the Council.

# ARTICLE V COMMITTEES INDEMNIFICATION

# Section 5.01 Committee creation Policy

The Council may create committees as needed, such as fundraising, public relations, grants, enrollment, hiring and program committees. The Council President shall appoint all committee chairs upon recommendation from Council Members. An indemnification policy will be determined by the Board.

#### Section 5.02 Limits of power

No committee shall have any power to fill vacancies on the School Council, adopt, amend, or repeal the by laws, amend or repeal any resolution of the Council, or act on matters committed by the by laws or resolution of the Council to another committee of the Council.

#### Section 5.03 Executive Committee

The Executive Committee shall be composed of the president, vice-president, secretary, and treasurer of the School Council. The Executive Committee shall have the power and the authority of the full School Council in the intervals between meetings of the Board and be responsible to:

- (a) Plan and execute the agenda of Board meetings.
- (b) Make non-voting decisions on behalf of the Board.

# Section 5.04 Finance Committee

The Treasurer shall be the chair of the Finance Committee. The Finance Committee shall be composed of at least two but no more than three Council Members. The budget is approved by the vote of the full Council. The Finance Committee is responsible to:

- (a) Provide financial reports and updates to the Council, and assure all federal and state reporting is completed and delivered in a timely manner.
- (b) Develop and review fiscal procedures.
- (c)) Oversee the annual audit.
  - (d) Review and explain the annual budget to the full Council.

# Section 5.05 Accountability Committee

The Accountability Committee is responsible to:

- (a) To make recommendations for assessment of the educational program, student achievement, and faculty/staff/administrative, parent, and student satisfaction.
- (b) To make recommendations for establishing goals and a plan for improvement based on the needs assessment and consistent with the mission and goals of the school.
- (c) To monitor progress made toward meeting the improvement goals.
- (d) To solicit input from faculty/staff/administration, parents, and students during each phase of assessment, plan development, implementation and evaluation.
- (e) To report findings to the School Council.

#### Section 5.06 Accountability Committee

The Accountability Committee is responsible to:

- (a) To make recommendations for assessment of the educational program, student achievement, and faculty/staff/administrative, parent, and student satisfaction.
- (b) To make recommendations for establishing goals and a plan for improvement based on the needs assessment and consistent with the mission and goals of the school.
- (c) To monitor progress made toward meeting the improvement goals.
- (d) To solicit input from faculty/staff/administration, parents, and students during each phase of assessment, plan development, implementation and evaluation.
- (e) To report findings to the School Council.

ARTICLE VI INDEMNIFICATION AMENDMENTS

# Section 6.01 Policy Submission of proposed amendments

An indemnification policy will be determined by the Council. Proposed amendments must be submitted to the Secretary and sent along with regular Board meeting notices.

# Section 6.02 Majority Vote

These By-Laws may be amended when deemed necessary by a majority vote of the Board of Trustees.

# ARTICLE VII AMENDMENTS

#### Section 7.01 Submission of proposed amendments

Proposed amendments must be submitted to the Secretary and sent along with regular Council meeting notices.

# Section 7.02 Majority Vote

These By Laws may be amended when deemed necessary by a majority vote of the School-Council.

#### CERTIFICATE OF ADOPTION OF BYLAWS

I certify that I am the elected and acting Secretary of The Ranches Academy I, Incorporated, a Utah nonprofit public benefit corporation, and that the foregoing Bylaws, comprising <u>9</u> pages constitute the Bylaws of such corporation as adopted at a meeting of the Board of Trustees held on January 24, 2004.

IN WITNESS WHEREOF, I have signed my name to this certificate on January 24, 2004