

Adams Traditional Academy

Site Council Minutes

Thursday, May 4, 2017

ATA Building A – Science Lab

Prepared by Karen Albers

FSAC

K-1: Sally Aaronson

2-3: Jan Rauscher

4-5: Daniel Beckham

6-8: Melissa Furash

Staff: Lanie Rankin

Parent Council

Karen Albers, *Chair, PIN*

Hillary Hancock, *Book Report Book Selection*

Dan Pease, *Community Support and Development*

Cindy Richards, *Communications*

Tabitha Wall, *PTO*

Administration

Kelly Hayes, *Principal*

Absent

Specials: Open

Curriculum (Parents): Open

(Please note the Thursday, March 2, 2017 Site Council Meeting was cancelled, and Thursday, April 6, 2017 Site Council Meeting was cancelled due to lack of a quorum.)

The meeting was called to order at 6:30 p.m.

During the meeting, at 7:41 p.m. while discussing Article IV – Officers and Elections, Ms. Rauscher left the meeting due to illness. A quorum was still present and the meeting continued.

○ **Pledge of Allegiance**

○ **Emergency Items:**

There was no emergency items to discuss.

○ **Action Items:**

- Approval of Minutes - Site Council Meeting Minutes for February 2, 2017 Meeting

The motion to approve the February 2, 2017 meeting minutes was made by Mr. Beckham and seconded by Ms. Furash.

Voting: Consensus

- APEX – 6th Grade

This issue was discussed at FSAC and PIN.

Motion made by Ms. Furash and seconded by Miss Aarons to discuss the APEX 6th grade program.

Discussion included the APEX options. Mrs. Hayes provided an explanation of the 6th Grade APE program struggles as well as regular room sorting and classroom student criteria. The recommendation by Mrs. Hayes was to not have a 6th grade APEX PROGRAM.

Motion made by Ms. Furash and seconded by Mrs. Hancock to eliminate the APEX program for the 6th grade, and to proceed with normal sorting guidelines by gender, ability and behavior.

- Vote: Consensus

- Dress Code Standards

This issue was discussed at FSAC and PIN.

Motion made by Ms. Furash and seconded by Mr. Beckham to discuss Dress Code Standards.

Discussion concerns with the term Capri in the Section D title. The illustration of the patch pocket.

Motion made by Mr. Pease and seconded by Mrs. Wall to remove the wording “Capris” from the title in Section 9. Dress Standards (Grades K-8), Sub-Section D from the Parent/Student Handbook.

- Vote: Consensus

Motion made by Mrs. Wall and seconded by Mr. Pease to remove the illustration of the patch pocket in Section 9. Dress Standards (Grades K-8), Sub-Section D from the Parent/Student Handbook

- Vote: Consensus

- Book Report Book Selection Committee

Motion by Ms. Furash and seconded by Mrs. Richards to approve the recommendation to add “Who was Christopher Columbus” by Bonnie Bader for the 3rd Grade Reading List.

- Vote: Consensus

Motion by Ms. Furash and seconded by Mrs. Richards to approve the recommendation to add “Who was Abraham Lincoln” by Janet B. Pascal for the 3rd Grade Reading List.

- Vote: No Consensus

Motion by Mr. Pease and seconded by Miss Aaronson to approve the recommendation to add “Who was Abraham Lincoln” by Janet B. Pascal for the 4th Grade Reading List.

- Vote: Consensus

- **Action Items – Adams Traditional Academy PTO Bylaws**

The document named, “PTO Bylaws – Choice Recommendations 05-04-2017” (pdf) was used during this action item. The document is a comparison of the Approved PTO Bylaws dated January 20014, the recommended revised Bylaws dated July 2016 from PTO and Choice Academies, Inc. recommendations. Choice Academies, Inc. had reviewed the PTO Proposed Bylaws dated July 2016 and was concerned that some of the content was more appropriate for Operating Procedures rather than Bylaws that govern the organization.

- Article I – Name

- Motion by Mr. Pease and seconded by Mrs. Richards to discuss Article 1.
- Motion by Mrs. Wall and seconded by Miss Aarons to approve the Choice Academies, Inc. recommendations for Article I to keep January 2014 original content, and from recommended revised Bylaws dated July 2016 add the Section 1 header. Add Section 2 header and additional information.
Vote: Consensus

Section 1: The name of the organization shall be Adams Traditional Academy PTO.

Section 2: The PTO is a not for profit corporation under the 501(c)(3) section of the Internal Revenue Code.

- Article II – Purpose
 - Motion by Mrs. Wall and seconded by Ms. Furash to discuss Article II.
 - There was no agreement to pursue a motion to approve the Choice Academies, Inc. recommendation for Article II. It was determined that Article II required further editing by PTO.

- Article III – Members
 - Motion by Mr. Pease and seconded by Mr. Beckham to discuss Article III.
 - Motion by Mr. Pease and seconded by Mr. Beckham to approve the Choice Academies, Inc. recommendation for Article III to maintain the original content from January 2014 and add “s” to principal.

Vote: Consensus

Section 1: Any parent or legal guardian of a student enrolled at Adams Traditional Academy is a member and shall have voting rights. The principals and any teacher employed at the school is a member and shall have voting rights.

Section 2: There will be no dues required to be a member of the organization.

- Article IV – Officers and Elections – Section 1 Officers
 - Motion by Mrs. Hancock and seconded by Mrs. Wall to discuss Article IV – Section 1.
 - Motion by Ms. Furash and seconded by Mr. Beckham to approve the Choice Academies, Inc. recommendation to keep January 2014 original content, but change the members from 9 to 12 and add Secretary to the final bullet, along with the Site Council additional change of adding Secretary to the first paragraph. Under “Treasurer Duties” and add a fifth bullet which is bullet number 6 under Recommended Revised Bylaws dated July 2016, and add a sixth bullet which is bullet number 7 under Recommended Revised Bylaws dated July 2016. In addition, add a final bullet that states “Any filing extension must be approved by ATA Administration.” Under the position of Secretary, there are two bullets. The first one to state, “Publish PTO Council minutes, General Meeting minutes and monthly financials.” The second bullet states, “Keep an attendance log for all PTO Council meetings and PTO general meetings.” Under Officer Duties remove the header and the eight final bullets in the January 2014 version and add, “When unable to attend meetings, please contact PTO Chair.”

Vote: Consensus

Section 1: Officers. A PTO Council consisting of 12 members will be elected by the general members of the PTO during a yearly election. From the PTO Council members, a Chairperson, a Treasurer, and a Secretary will be appointed by the council at the first PTO Council meeting. All PTO Council members are named as officers of the corporation.

PTO Council Member Duties:

Each member will:

- hold a PTO office and/or chair a committee;
- be required to attend General PTO meetings;
- attend a monthly PTO Council meeting; and

- elect a Chairperson, Treasurer, and a Secretary annually at the PTO Council meeting.

Treasure Duties:

The Treasurer will:

- Keep an accurate record of receipts, expenses, and payout funds.
- Present a financial statement at every general PTO meeting.
- Make a full financial report at a meeting held at the end of the school year.
- Manage the ATA PTO checking account and ensure all financial controls are followed.
- File yearly taxes for a 501(c)(3) nonprofits with the IRS and Arizona, due date November 15th for the fiscal year July 1st through June 30th.
- File yearly Arizona Corporate Commissions report by October 22.
- Any filing extension must be approved by ATA Administration.

Secretary Duties:

The Secretary will:

- Publish PTO Council meeting minutes, General PTO meeting minutes, and monthly financials.
- Keep an attendance log for all PTO Council meetings and PTO general meetings.

Duties of all PTO Council Members:

- Assist the chairperson and carry out the duties in his or her absence or inability to serve.
 - Oversee committees and report to the Chair.
 - Enforce the organization bylaws.
 - When unable to attend meetings, please contact the PTO Chair.
- Article IV – Officers and Elections – Section 2. Nominations and Elections
 - Motion by Mrs. Hancock and seconded by Mr. Pease to discussion Article IV – Nominations and Elections
 - Mrs. Wall discussed the importance of increasing the membership to twelve.
 - Motion by Ms. Furash and seconded by Mrs. Richards to approve the change to 12 PTO Council members and approve the Choice Academies, Inc. recommendation to keep the original content from January 2014.
Vote: Consensus
 - Article IV – Officers and Elections – Section 3. Eligibility
 - Motion by Mrs. Wall and seconded by Mr. Beckham to table this section.
 - Article IV – Officers and Elections – Section 4. Terms of Office
 - Motion by Miss Aaronson and seconded by Mr. Pease to discuss Article IV – Officer and Elections – Section 4 – Terms of Office.
 - Motion by Mrs. Wall and seconded by Mr. Pease to approve Choice Academies, Inc. recommendations to keep the original 2014 January content, add Secretary to the fifth bullet and eliminate the final bullet, and the Site Council changes to include the second and third bullet under Recommended Revised Bylaws dated July 2016, and change the one (1) term to two (2) terms.
Vote: Consensus

Section 4. Terms of Office:

- PTO Council members are elected for two years of service from July 1st- June 30th.
 - Two year terms will be staggered to create a continuous atmosphere.
 - In years where more than half of the council members' terms are terminating and up for election, the Chairperson will ask for volunteers to extend their term by one year. When there are more volunteers than needed for the extension, the Principal and Chairperson will assess which terms should be extended for another year.
 - PTO Council members may run consecutive terms.
 - The offices of, Chairperson, Treasure, and Secretary shall be elected amongst the PTO Council each year.
 - A PTO Council member shall not be eligible to the same officer, for more than two (2) terms, a term is considered two (2) years.
 - A PTO Council Member shall not serve for more than two (2) consecutive terms before a one (1) year hiatus must be taken from office. After taking a one (1) year hiatus a tenured member can be re-elected.
- Article IV – Officers and Elections – Section 5. Vacancies
 - Motion by Mr. Beckham and seconded by Mrs. Richards to discussion Article IV – Officers and Elections – Section 5. Vacancies.
 - Motion by Mrs. Richards and seconded by Mrs.Wall to use the first bullet from the Recommended Revised Bylaws dated July 2016 without the last two words “majority vote”, and to keep the second bullet from the Approved Bylaws dated January 2014.
- Vote: Consensus

Section 5. Vacancies:

- If a vacancy occurs in the Chairperson, Treasurer, or Secretary position, the remaining PTO Council Members will select from the current members a new candidate and hold a vote at the next PTO Council Meeting.
 - When there is a PTO Council vacancy, the council will make a general announcement regarding the opening and include a deadline to apply. Interested members will complete a PTO Candidate Form and include documented volunteer hours by the announced deadline. The PTO Council will review the forms and select a candidate for the open position.
- Article IV – Officers and Elections – Section 6. Removal from Office
 - Motion by Mrs. Wall and seconded by Mr. Please to discussion Article IV – Officers and Elections – Section 6. Removal from Office.
 - Motion by Mr. Pease and seconded by Mrs. Furash to approve using the first bullet from the Recommended Revised Bylaws Dated July 2016 with rewording by the Site Council, and to keep the second bullet from the Approved By laws dated January 2014 with the recommended rewording by Site Council.
- Vote: Consensus

Section 6. Removal from Office.

- By majority vote of the PTO Council members, a PTO Council member can be removed from office for failure to fulfill his/her duties or by committing an act of malfeasance.

- Two weeks prior written notice must be given prior to removal from the council.
- Article VI – Finances – Section 5
Note in the Bylaws there is two Section 4s, under Finance. The second one was corrected to be Section 5 and Section 5 was updated to be Section 6.
 - Motion by Ms. Furash and seconded by Mr. Beckham to approve the change of 10% to 15% in the first bullet.
Vote: Consensus
- Council Member Terminology
 - Motion by Mr. Pease and seconded by Mr. Beckham in the Bylaws to reference the members as council members who are not holding a PTO Council position.
Vote: Consensus
- Site Council members asked that the remaining recommended PTO Bylaw changes from Article V – Meetings and on to Article XI Amendments (excluding Article VI – Section 5), be reviewed by Mrs. Wall and, if changes are still needed, be discussed at the next Site Council meeting.
- **Discussion Items:**
 - Choice Academies, Inc. Board – Per Lisa Fink, Board President
The board voted to amend the school charter to allow the ATA-PTO organization to select a representative to be their parent representative on Site Council.
- **Committee Update**
Please see the attached Committee Reports following the Agenda.
- **Adjournment at 9:00 p.m.**