

Aurora Academy Board of Directors



Policy & Procedures Book

Revised: August 2016
Updated 9-2014 (Sec 2.12.4 & 2.13.6)
Updated 11-2014 (Mission, Vision, Dress Code/Hair)
Updated 6-2015 (Enrollment, Charter Contract, Strategic Plan)
Updated 11-2016

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1. The School

1.1. *Vision and Mission Statement*

Please note: Per Section 1.0 of the Charter School Contract, changes to the mission/vision statement must have prior approval by the APS Board of Education.

1.1.1. Vision Statement

Aurora Academy Charter School's mission is to provide a well-rounded, rigorous curriculum with high academic standards for Kindergarten through 8th grade students.

1.1.2 Mission Statement

Aurora Academy Charter School is a collaborative community dedicated to ensuring high academic achievement and positive character development.

1.1.3 Core Values

Parents choose Aurora Academy because the Aurora Academy community values:

- Mastering advanced academic standards
- Active participation in a rigorous Core Knowledge curriculum
- Learners becoming real world problem solvers
- Teaching to our own high standards
- Showing respect and accepting responsibility
- A stable and safe learning environment
- Contributing to the school community
- Being a leader in the greater community

Adopted: Adoption by Aurora Academy Board: June 11, 2001

Revised: Mission statement revised August 2008

Adopted: Charter Approval July 2010

Revised: Mission and Vision statements revised October 2014

1.2. *Guiding Principles*

Aurora Academy adheres to the following educational principles:

- Core Knowledge Curriculum
- High Academic Standards
- High Behavior Standards
- Uniform Dress Code
- Textbooks
- Parental Involvement
- Character Development
- Computer Literacy
- Performance and Effort-Based Letter Grades
- Well-Rounded Education in the Arts

2. Board of Directors

2.1. *Articles of Incorporation*

See Appendix A.

2.2. *By-laws*

See Appendix B.

2.3. *Charter Contract with Aurora Public Schools*

See Appendix C.

2.4. *Strategic Plan*

The Board of Directors and the Administration create and administer a strategic plan each school year. This plan defines long-term and annual objectives. For a current copy of the plan, please see the Planning tab in the Board Notebook.

See Appendix D.

2.5. *Board of Directors Meetings*

Meetings of the Aurora Academy Board of directors are posted on the bulletin board located next to the Board Room. The meeting dates and agendas will also be published on the school website.

2.5.1. **Colorado Open Meeting and Open Records Law**

Meetings (and subsequent record) of the Aurora Academy Board of Directors are conducted in accordance with the Colorado Open Meeting Law C.R.S. §24-6-401 (also known as the Colorado Sunshine Law). The following information is a summary of the operational points of the law.

- A. **Meeting:** A gathering to discuss public business (in person, by telephone, electronically, or by other means of communication)
- B. **Open Meeting** (i.e. held in public): Any meeting where no formal action taken nor is a majority or quorum present. Any member of the public who wishes can sit in
- C. **Noticed Meeting:** A noticed meeting is any meeting where either of the following occurs:
 - 1. A formal action of the Board is taken, or
 - 2. A majority (or quorum as defined in the By-Laws) of the Board is present or is expected to be present

Action cannot be taken without a quorum or a noticed meeting.

Notice: Must be posted in a designated spot no fewer than 24 hours prior to the meeting. Include the agenda where possible. Because of the “where possible” language in the law, late changes can be made to the posted agenda.

Minutes: Must be taken at regular meetings and available for public inspection. Minutes shall be recorded “promptly.” No specific time limit for making the minutes available is dictated in the law but usual practice is to adopt minutes for a meeting at the next regularly scheduled meeting.

Executive Session: Everything must be done in open meeting except discussions that are covered by statute as executive session material. The Board cannot go into executive session just because they want to talk about something in private.

Executive Session topics are limited by law to the following:

- A. Real or personal property purchase, lease or sale, CRS 24-6-402(4)(a);
- B. Conferences with attorneys for the purpose of receiving legal advice, CRS 24-6-402(4)(b);
- C. Confidential matters under state or federal law, such as student academic records, CRS 24-6-402(4)(c);
- D. Details of security arrangements, including defense against terrorism, CRS 24-6-402(4)(d);
- E. Negotiation strategy and instructing negotiators, i.e., contract negotiations, CRS 24-6-402(4)(e);
- F. Personnel matters (individual employees or groups of employees but not Board members; this provision also does not apply to discussions of personnel policies not personal to particular employees), CRS 24-6-402(4)(f)(I & II);
- G. Consideration of documents protected from disclosure under the Open Records Act, CRS 24-6-402(4)(g);
- H. Discussion of individual students where the discussion would adversely affect the person or persons involved, CRS 24-6-402(4)(h).
- I. Discussion topics not covered as Executive Session:
 - a. discussions concerning a board member
 - b. appointment of a person to fill a vacancy on the board
 - c. salary schedules

Minutes for Executive Session: While written minutes of Executive Sessions are not usually taken, Executive Sessions must be audio-recorded and the tape kept on file for 90 days. The two exceptions to this recording requirement for charter schools are: i) discussions of an individual student for discipline, and ii) discussions where in the opinion of the school's attorney the attorney-client privilege applies. In this event, a written waiver of the requirement for audio recording should be signed by the Board attorney and included in the regular Board minutes.

Sunshine List: The Secretary must keep a list of each person who has requested specific notice of meetings and provide individual notice to such persons in advance of the meeting.

Procedure to resolve into Executive Session

Before the Board resolves itself into Executive Session, the statutory reason for the Executive Session must be announced and placed on the Agenda and in the minutes, along with the statutory citation. A motion to enter into Executive Session requires a 2/3 vote of the Board. Note that unless the vote is unanimous to enter into Executive Session, a roll call vote must be taken in order to show the required supermajority.

In the event the Board is in Executive Session to discuss legal matters, the Board's attorney must be present and the attorney must sign a statement to be included in the Board's minutes verifying the attorney's presence and the discussion of legal matters. It is a best practice to have a standard form available for the attorney's signature.

After the Executive Session ends, the Board returns to regular session where minutes are again taken and formal action can be engaged in again. Remember, Executive Sessions can ONLY be entered if one of the statutory subjects applies, not just to avoid publicly airing the Board's dirty laundry.

Once in Executive Session, the Board:

- A. Must stick to announced topic,
- B. Cannot take votes (if the Board wants to vote, must resolve out of executive session and take the vote as part of the public meeting), and
- C. Record the session.

2.5.2. Robert's Rules of Order

Meetings of the Aurora Academy Board of Directors are conducted using parliamentary procedure governed by Robert's Rules of Order. See Appendix F for more information.

2.5.3. Meeting Minutes

Minutes will be taken of all Aurora Academy Board meetings in accordance with Colorado law. Upon approval by the Board, minutes from regular and work sessions will be made available to the public. Even though minutes of executive sessions are recorded, these minutes are not made available to the public.

- A. Minutes will record:
 - 1. Kind of meeting (regular, special, executive)
 - 2. Name of the organization
 - 3. Date and place of meeting
 - 4. Presence of the Chairperson and Secretary (or the names of the substitutes)
 - 5. Presence of a quorum
 - 6. List of directors who are present
 - 7. Time the meeting was called to order
 - 8. All adopted or defeated motions
 - 9. Name of the maker of the motions
 - 10. Names of all members giving reports
 - 11. Names of all those elected or appointed
 - 12. Number of votes on each side in a ballot or counted vote
 - 13. Adjournment time
 - 14. Date minutes were approved or corrected

- B. Minutes will not record:
 - 1. Discussion or personal opinion
 - 2. Name of the person seconding the motion
 - 3. Withdrawn motions (it is as if the motion was never made)
 - 4. Entire reports. Instead the minutes will notate the name of the person giving the report, the group/position that the person represents (i.e. Personnel Committee), and state that the report is attached to the minutes.

2.6. Job Descriptions

2.6.1. Director

- A. The Aurora Academy Board of Directors, and in turn each director, is collectively responsible for:
 - 1. Implementing the mission statement as well as the school's philosophy and objectives (this philosophy should be read on a regular basis and taken into consideration whenever possible changes of policy are under discussion.),
 - 2. Establishing policies for operation of Aurora Academy, ensuring that the provisions of the corporation's Articles of Incorporation, By-laws and the contracts with the Joint School District 28J of the Counties of Adams and Arapahoe School Board are being followed,
 - 3. Establishing fiscal policy and boundaries, with budgets and financial controls for the school,
 - 4. Selecting a new Principal when needed,
 - 5. Establishing the policies under which the Principal will administer the school,
 - 6. Establishing necessary working committees and being sure that all directors are actively involved in appropriate committee assignments,
 - 7. Periodic evaluations of the school, taking into consideration the school's stated philosophy and goals,
 - 8. Conducting a written annual evaluation of the performance of the Principal and establishing goals for the following year,
 - 9. Conducting a written annual self-evaluation, including consideration of whether the board and its committees are independently knowledgeable concerning school matters or are relying too heavily upon the Principal and other staff for guidance,
 - 10. Keeping full and accurate minutes of its meetings and those of its committees,
 - 11. Maintaining a policy book so that governing decisions made over a period of years may be readily available to subsequent leadership and administrators,

12. Developing and maintaining a communication link to the community, and
13. Developing and facilitating fund raising activities and attracting grants.

B. Individually, each director is also responsible for:

1. Attending and actively participating in board meetings on a regular, consistent basis,
2. Adequately preparing before meetings by studying materials sent in advance regarding key actions the board is expected to take at the next meeting, and
3. Serving on at least one board committee or ad hoc committee.

Adopted: April 9, 2001

Amended: November, 2016

2.6.2. Committee Chairman (Board's Standing and Advisory Committees)

A. The Committee Chairman:

1. Is appointed by the Board of Directors,
2. Works with the Executive Committee to ensure a clear view of the committee's charge and the scope of authority and to coordinate efforts with other committees,
3. Sets the tone for committee work,
4. Depending on composition of committee set in policy, will recruit non-director committee members, and
5. Oversees the logistics of the committee's operations, ensures that procedures are documented and develops any necessary policy revisions.

B. Reports to the full Board on committee's decisions / recommendations,

C. Assigns work to the committee members, sets the agenda and runs the meetings, and ensures distribution and recording of meeting minutes (ensures that copies of all e-mails are recorded as part of public record of the committee's activities), and

D. Initiates and leads the committee's annual evaluation.

Adopted: October 8, 2001

Amended: November, 2016

2.6.3. Standing Board and Advisory Committee Member

The Board's Standing or Advisory committee member:

1. Regularly attends committee meetings and important related meetings,
2. Makes serious commitment to participate actively in committee work,
3. Volunteers for and willingly accepts assignments and completes them thoroughly and on time,
4. Stays informed about committee matters, prepares themselves well for meetings and reviews and comments on minutes and reports,
5. Gets to know other committee members and builds a collegial working relationship that contributes to consensus, and
6. Is an active participant in the committee's annual evaluation and planning efforts.

Adopted: October 8, 2001

2.6.4. President

The Board's President:

1. Is a member of the Board of Directors,
2. Works with the Principal to develop meeting agendas and chairs meetings of the full Board of Directors,
3. Provides leadership to the Board of Directors,
4. Develops and implements officer transition plans,
5. Serves as the district liaison concerning contract negotiations as well as other district relations,
6. Serves as the liaison to the Colorado Department of Education, the League of Charter Schools (as the voting delegate), and other charter school organizations,
7. Chairs the Executive Committee,

8. Chairs the Personnel Committee,
9. Chairs the Grievance Committee,
10. Serves as member of the Finance Committee,
11. Serves as President of the Aurora Academy Building Corporation, and
12. Serves as the point person for communicating Board directives to the Principal.

Adopted: October 8, 2001

Amended: May 20, 2002; November 2016

2.6.5a. First Vice President

The First Vice President:

1. Is a member of the Board of Directors,
2. Performs the President's responsibilities when the President is not available,
3. Participates closely with the President to develop and implement officer transition plans,
4. Shadows the President, for the purpose of succession planning and training, in all duties pertaining to the President's position,
5. Serves as member of the Executive Committee, and
6. Shall serve as financial secretary of the Community Action Committee.

Adopted: October 8, 2001

Amended: May 20, 2002; February 24, 2014; November 2016

2.6.5b. Second Vice President

The Second Vice President:

1. Is a member of the Board of Directors,
2. Performs the President's responsibilities when the President and First Vice President is not available,
3. Participates closely with the President to develop and implement officer transition plans, and
4. Serves as member of the Executive Committee.

Adopted: October 8, 2001

Amended: May 20, 2002; February 24, 2014; November 2016

2.6.6. Treasurer

A. The Board's Treasurer:

1. Is a member of the Board of Directors,
2. Chairs the Finance Committee,
3. Provides oversight to the financial process and ensures proper controls, including division of duties, is in place; approving expenditures and serving as the primary signer on school bank accounts,
4. Serves as member of the Executive Committee,
5. Serves as the Board's primary point of contact with the Financial Advisor, and
6. Participates closely with the President to develop and implement officer transition plans.

Adopted: October 8, 2001

Amended: May 20, 2002

2.6.7. Secretary

A. The Board's Secretary:

1. Is a member of the Board of Directors,

2. Maintains records of the Board and ensures effective management of Aurora Academy's records (this includes all contracts, personnel related files, legal documentation, etc.),
3. Maintains archives in the Aurora Academy computer system,
4. Publishes the meeting agendas for full Board meetings and distributes the Board Packets prior to the meetings,
5. Compiles and gains approval of minutes for meetings of the full Board and Executive Sessions, ensures that proper minutes are recorded for all committee meetings, maintains the by-laws and ensures the advance notice of appropriate meetings,
6. Is the point person for all Board correspondence (including internal and external letters, newsletter articles, reports, etc.) to ensure consistency, proper distribution, and retention for historical records - all Board correspondence must go through the Secretary prior to distribution,
7. Maintains the *Board Policy, Procedure, and Planning Book*, Board Calendar, and the Board's Task List, and
8. Participates closely with the President to develop and implement officer transition plans.

Adopted: October 8, 2001

Amended: May 20, 2002

2.7. Policy: Board of Director Eligibility, Selection, and Terms

- A. **Eligibility:** To be eligible for election or appointment to the Aurora Academy Board of Directors, an individual must meet the following requirements:
1. The individual must be a parent or legal guardian of a child currently enrolled and attending Aurora Academy. Eligibility ceases when all of the individual's children cease to be enrolled at the school. If a director should cease to be eligible, the President of the Board will declare a vacancy.
 2. To be a candidate for election or appointment, the family must have met at least 50% of the volunteer hour requirements, commensurate with the point within the school year that the election or appointment is taking place.
 3. The individual must be prepared to sign the Board Director Agreement upon election or appointment. See Appendix E.
 4. To reduce the possibility of conflicts of interest, employees of Aurora Academy and their relatives are not eligible to serve on the Board of Directors.
 5. Former employees and their relatives are eligible to serve no sooner than one year from the time of separation.
 6. Only one parent/guardian from a particular family may serve on the board at a time.
 7. The eligibility provisions can be waived by a unanimous vote of the Board to fill one position with a member of the community who does not have a child enrolled at Aurora Academy. The community member must be reappointed by a unanimous vote of the Board annually for up to 3 consecutive years of service. After 3 consecutive years of service, the community member can be considered for another position under the same conditions following a one-year break. (approved 11/2013)
- B. **Selection:** Directors are chosen by a majority vote at the annual election. In the event that a director resigns, or for any other reason is unable to complete his/her term of service, the President of the Board shall declare a vacancy of that board position and letters of candidacy will be accepted. The Board, by a two-thirds majority vote of the remaining directors, will appoint a new director to fulfill the remaining term of the vacated position. Time that is served as an appointed director is not counted towards the term limits. (approved 1/2016)
- C. **Terms:** To ensure continuity, terms of service are staggered. Elected directors will serve three-year terms. Typically, three board positions will be elected each school year. Given that the number of positions on the board is purposely set to an odd number, three board positions will be elected every 3rd year starting in 2002.

An elected director may only serve 2 consecutive terms (6 years). Any elected director is eligible to serve as an appointed member or upon election following a one-year break. (1/2016)

Adopted: April 9, 2001

Amended: February 28, 2005; November 11, 2013; January 11, 2016

2.8. *Policy: Board of Director Elections*

Elections for director positions will be held annually. At this time, other issues that are deemed by the Board to require parental approval may be voted on by eligible voters.

- A. **Definition of Eligible Voter:** Eligible voters are defined as parents or guardians of children currently enrolled and attending the school. Each voter will be allowed one ballot.
- B. **Voting Methods:** Voting will occur annually, either at the annual meeting or through absentee ballot. Voters who cannot attend the annual meeting will be allowed to vote by absentee ballot.
- C. **Vote Tabulation:** Votes shall be tallied and publicized by an ad-hoc tally committee of three that is appointed by the Board Development Committee. To be eligible for the ad-hoc tally committee, the person cannot be a Board Director, related to any candidate, or an employee of the school.
- D. **Ties:** In the event of a tie, the tally committee will automatically recount the votes. If there is still a tie, the winner will be selected by a random drawing.
- E. **Campaigning:** Candidates will communicate their qualifications to the voting constituency primarily through written formats, most notably by Candidate Letters that will be sent home to each family. Candidates will be limited to discussion of their own qualifications and issues facing the school. No negative campaigning directed at other candidates or specific individuals will be allowed. The Board Development Committee must approve all campaign documents prior to distribution or posting. Candidates may make suggestions related to other campaign forums to the Board Development Committee. The Committee will consider these suggestions on an equal access basis and must give approval prior to implementation. Candidates will not be allowed to do any campaigning to the children in any format. School database, mailing lists, and/or directories will not be used for campaigning. Failure to comply with any of these provisions will result in disqualification of the candidate from the election.
- F. **Election Notice, Quorum, and Majority Definitions:** In accordance with Section 2.2 of the Aurora Academy bylaws, the following definitions apply to Director election and removal votes:
 - 1. Written notice will be given to the membership of upcoming elections at least 30 days prior to the date of the voting.
 - 2. In order to achieve a quorum for a director election or director removal vote, at least 25% of all eligible voters must cast a vote.
 - 3. As further definition regarding director elections in Section 3.2 of the by-laws, each voter will be able to cast one vote for each position that is to be filled with the election. To define majority for these elections, the candidates receiving the highest number of votes will be selected to fill the positions. For example, if the election is being held to fill two director positions, the voter will be able to cast votes for two candidates. In this case, the two candidates with the highest number of votes received will fill the director positions.
 - 4. If a quorum is not achieved, the seat or seats subject to election shall be deemed vacant. The board may, in its sole discretion, consider the results of an election in which a quorum was not achieved in filling a vacancy. (5/2013)
 - 5. In the event of removal, voters shall be able to cast a vote in favor or against removal of each incumbent director subject to the vote, and a majority shall be simple majority of the votes of a quorum.
- G. If the number of qualified candidates equals the number of board position openings, the board reserves the right to appoint the candidates to the open positions in lieu of elections. (1/07)

Adopted: April 9, 2001

Amended: February 11, 2002; April 22, 2002; June 24, 2002; Jan 2007; May 2013

2.9. *Policy and Procedure: Policy Making*

- A. The board shall be solely responsible for adopting, repealing, or amending policies for Aurora Academy. Action by the board shall be accomplished as set forth by the by-laws.
- B. Proposals for adopting, repealing or amending policies for Aurora Academy may be made in writing by any member of the board, an administrator, or by any parent or staff member. Proposals originating from parents or staff will be submitted through an administrator of the school.

- C. Except in cases of emergencies, the board shall adhere to the following procedure in adopting, repealing, or amending policies for Aurora Academy.
1. **First Reading:** The proposed policy shall be submitted for approval on first reading at a regular or special meeting of the board called for that purpose. The proposed policy shall be contained in the board packet distributed prior to the meeting. At first reading the board shall receive public comment and comments from the sponsor of the proposed policy.
 2. **Second Reading:** If the proposed policy is approved on first reading as set forth in the previous sub-section, it will be placed on the agenda and considered at the next ensuing regular or special meeting called for that purpose. No amendment shall be adopted at second reading unless the amendment receives a two-thirds vote of the directors present at the meeting. If the proposed policy is adopted upon second reading it shall become a policy. The Policy Manual shall be amended accordingly.
 3. **Emergencies:** Upon a two-thirds 2/3 vote of the directors present at a regular or special meeting called for that purpose, an emergency may be declared. If an emergency is declared, a policy may be adopted on first reading.

Adopted: July 9, 2001

2.10. *Policy: Director Conflicts of Interest*

The Board of Directors is appointed/elected to serve Aurora Academy and its constituents. The men and women who accept these positions are expected to carry out their duties in a manner that inspires and assures the confidence of the school, the Aurora Public School District, and the broader community.

Directors shall exercise the utmost good faith in all transactions touching upon their duties to the school and its property. In their dealings with and on behalf of the school, they are held to a strict rule of honest and fair dealings between themselves and the school. They shall not use their positions as trustees, or knowledge gained from these positions, so that a conflict might arise between the school's interest and that of any individual director.

It is the policy of the Board that conflicts of interest and the appearance of conflicts of interests must be avoided. Cases fall into three categories: a) Require disclosure, b) Require prior approval, c) Are prohibited. Individual cases must be brought before the Board of Directors to determine the appropriate course of action.

- A. **Definition:** Conflict of interest is a situation in which a person such as a director, public official, an employee, or a professional, has a private or personal interest sufficient enough to appear to influence the objective exercise of his or her official duties such as:
1. Using his or her position on the Board in any manner intended to promote personal/fiduciary interest or the personal/fiduciary interests of family members, friends or supporters,
 2. Accepting anything of value in return for taking particular positions on matters before the board,
 3. Gaining financial compensation (however, members may be reimbursed for any approved expenses incurred by them in performing their duties as members of the Board),
 4. Leaving the impression that his or her position on any issue can be influenced by anything other than a fair presentation of all sides of the issue,
 5. Transacting Aurora Academy business with a company in which they or their family have a material interest, and
 6. Not maintaining confidential information. Examples of confidential information include, but are not limited to: personnel matters, matters relating to Aurora Academy business, information dealing with finance, employment, salary, students, teachers and staff.
- B. **Responsibility:** Since the possibilities for conflict of interest are almost limitless and cannot all be covered in policy, directors are expected to conduct themselves at all times with the highest ethical standards in a manner which will bear the closest scrutiny, and are responsible for seeking guidance from the appropriate source before embarking on activities which might be questionable.

Adopted: September 13, 2001

Amended: November, 2016

2.11. *Policy: Board Confidentiality*

No Board Director at Aurora Academy shall knowingly disclose confidential information gained by reason of information shared at a board meeting or in their capacity as a Director. This includes confidential information that may arise in discussion of:

- Children enrolled and their families
- Property
- Operations
- Personnel
- Policies
- Affairs of Aurora Academy

Board Directors shall not use information to advance any personal interest, financial or otherwise.

Aurora Academy shall maintain confidentiality of employee and student records, and no Board Director shall accept employment or engage in any business or professional activity that might be expected to induce him or her to disclose confidential information acquired by reason of serving this Board.

A breach of this policy will be reviewed by the Executive Committee and may result in dismissal from the Board.

Adopted: April 22, 2002

2.12. *Policy: Advisory Committees to the Board*

Advisory committees are made up of various members of our school community including directors, administration, staff, and parents. While these committees are charged with specific mandates, their primary function is to advise and make recommendations to the Board.

2.12.1. **School Accountability Committee**

The School Accountability Committee is commissioned by and responsible to the Board of Directors to review and assess all aspects of school accountability to ensure Aurora Academy is in alignment with the charter agreement.

The Board of Directors will appoint two Directors, the Principal, at least one member of the teaching staff, a community member where possible, and no fewer than three parents from within our school community who represent the diversity of the community, to serve on this committee. The Principal will serve as chairperson of this committee.

The School Accountability Committee's charge is to:

1. Meet at least on a quarterly basis,
2. Recommend additions/deletions to the AACCS curriculum as defined in Section 8.1 (the AACCS Board of Directors has final approval of curriculum (5/2014)),
3. Propose to the Board of Directors standards and measurements to assess the effectiveness of the educational program,
4. Assist the Board and the Principal with audits, assessments and accreditation issues,
5. Assist with the development and recommendation of student performance goals and school improvement plans,
6. Develop, circulate and compile annual parent, teacher, and student surveys and questionnaires in order to assess overall satisfaction,
7. Assist the Board and Principal with requests for waivers from applicable statutes and/or regulations,
8. Prepare accountability reports for the Board of Directors and ensure proper reports are compiled to meet state and district accountability requirements,
9. Maintain statistical information to be used to assess progress and prepare for subsequent charter renewal,

10. Complete other tasks from time to time as deemed necessary by the Board,
11. Annually submit objectives as part of the planning and budgeting process,
12. Annually evaluate its work as a committee and the objectives it has committed itself to and report on it to the Board of Directors, and
13. Report to the Board of Directors on a regular basis in a manner determined by the Board.

Adopted: October 8, 2001
Amended: November 8, 2010

2.12.2. Community Action Committee

The Community Action Committee (CAC) is commissioned by and responsible to the Board of Directors to build and strengthen relations within our school community and our community at large in order to support the facilities and programs of the school.

The Board of Directors will appoint two Directors, members from the staff and faculty, parents within our school community and other members as deemed appropriate. The Board of Directors Vice President I will serve as the Financial Secretary of the committee.

The Community Action Committee's charge is to:

1. Develop and implement social occasions and events to build the school community and culture,
2. Support the school's faculty and staff with events to show appreciation,
3. Set annual goals for fund raising and implement fund raising programs to support committee programs as approved by the Board,
4. Develop and maintain marketing literature and school promotion strategies to facilitate recruitment of students to the school and enhance the school's name recognition and reputation in the local community,
5. Assure appropriate parent, alumni, and local community communications and programs to facilitate continuing cultivation of the friends and patrons of the school,
6. Investigate new resource development projects, activities, and ideas for possible use in the future,
7. Annually submit objectives as part of the planning and budgeting process,
8. Annually evaluate its work as a committee and the objectives it has committed itself to and report on it to the Board of Directors, and
9. Report to the Board of Directors on a regular basis in a manner determined by the Board.

Adopted: March 2014
Amended: September 2014; November 2016; January 2018

2.12.3. Growth Feasibility Committee

The Growth Feasibility Committee is commissioned by and responsible to the Board of Directors to assess all aspects of the facility and equipment needs of the school.

The Board of Directors will appoint two Directors, a member of the administration, and parents and faculty to serve on this committee as deemed appropriate. The Board will designate a director to be the chairperson.

The Growth Feasibility Committee's charge is to:

1. Assess the short and long-term facility and equipment needs of the school,
2. Oversee the physical condition of the facility and to work with the maintenance staff to provide regular assessments, reports and recommendations to the Board for planned improvements,
3. Develop relationships internally and externally to secure needed expertise,
4. Annually submit objectives as part of the planning and budgeting process,
5. Annually evaluate its work as a committee and the objectives it has committed itself to and report on it to the Board of Directors, and
6. Report to the Board of Directors on a regular basis in a manner determined by the Board.

Adopted: November 2012

2.13. Policy: Standing Board Committees

Standing Board subcommittees are essentially subgroups of the full Board that will carry out the duties of the Board. These committees are made up entirely of directors (with the exception of the Finance Committee which includes the Principal and Financial Advisor).

2.13.1. Board Development Committee

The Board Development Committee is commissioned by, and responsible to, the Board of Directors to assume the primary responsibility for matters pertaining to the Board of Director's recruitment, nominations, orientation, training, and evaluation in accordance with the by-laws and establish policies and practices approved by the Board of Directors.

Two Directors, appointed by the Board, will serve on this committee. The Board will designate one of the appointed Directors to chair this committee. Any member of the Aurora Academy Board of Directors is eligible to sit on this committee; however, those directors who are running for re-election are not permitted to participate in any task related to the actual election process (i.e. handling or tallying ballots).

The Board Development Committee's charge is to:

1. Study the current composition of the Board of Directors to determine current skills and experience and identify skills / experience needed on the Board,
2. Recruit members to serve as Board Directors and develop a slate of candidates for consideration by the membership at the annual meeting or appointment by the Board of Directors in accordance with selection/election procedures outlined in the by-laws, annually reviewing the procedures for Board recruitment and maintaining a file of potential Board Directors,
3. Develop an orientation and training plan for new Board Directors, on-going training for all Directors, and assist in the planning of the annual Board retreat,
4. Ensure that all directors are complying with the Board Director Agreement, referring serious violations to the full Board,
5. Oversee and facilitate the Board's strategic planning processes (this includes developing the actual strategic plan, orchestrating regular reviews of progress made towards goals set down in strategic plan, and disseminating the strategic plan to the constituency of the school,
6. Facilitate an annual Board self-evaluation,
7. Annually submit objectives as part of the planning and budgeting process,
8. Annually evaluate its work as a committee and the objectives it has committed itself to and report on it to the Board of Directors, and
9. Report to the Board of Directors at regular meetings of the Board in a manner determined by the Board.

Adopted: April 9, 2001

Amended: October 8, 2001; May 20, 2002; March 2014

2.13.2. Executive Committee

The Executive Committee is commissioned by and responsible to the full Board of Directors to function on behalf of the Board of Directors in specific situations. Any action taken is to be ratified by the full Board of Directors at its first subsequent meeting. The Executive Committee also performs organizational and communication functions to facilitate the effectiveness of the full Board and its committees.

The Executive Committee is comprised of the President, Vice President(s), Treasurer, and Secretary. The President of the Board will serve as chairperson for this committee.

- A. The Executive Committee's charge is to:

1. Operate in the place of the Board of Directors during those times when the Board does not or cannot meet and timeliness is an issue,
 2. Make decisions or take actions on matters specifically delegated to the Executive Committee by the full Board,
 3. Report on any actions taken at the next regularly scheduled meeting of the full Board,
 4. Serve as a sounding board and provide counsel to the Administration,
 5. Plan and set the agenda of the full Board's meetings,
 6. Maintain and facilitate effective communication between all committees of the Board, and
 7. Annually evaluate its work as a committee and the objectives it has committed itself to and report on such to the Board of Directors.
- B. The authority of the Executive Committee does not include the ability to:
1. Amend the articles or bylaws,
 2. Dissolve the nonprofit corporation,
 3. Dismiss or elect new board directors or officers,
 4. Hire or fire a charter school administrator,
 5. Enter into or alter major contracts such as the charter contract,
 6. Sue another entity,
 7. Change a board approved budget, or
 8. Adopt or eliminate major programs or services.

Adopted: October 8, 2001

2.13.3. Finance Committee

The Finance Committee is commissioned by and responsible to the Board of Directors and is charged with the direct oversight of the school's financial concerns according to directives set by the Board.

The Finance Committee is comprised of the Treasurer, President, an appointed Director, the Administrator, and the Financial Advisor. The Treasurer of the Board will serve as chairperson for this committee.

The Finance Committee's charge is to:

1. Maintain an ongoing plan to identify and prioritize short-term and long-term financial objectives and strategies to achieve these goals (the Finance Committee will solicit input from the full Board and present the plan to the Board for final approval),
2. Review, analyze, and prepare the school's annual budget for the Board's approval (see Appendix G),
3. Perform monthly detailed review of financial statements and advise the Board of significant deviations from the approved budget, review all requests for non-budgeted expenditures over a set dollar amount determined by the Board and recommend action to the Board,
4. Ensure that appropriate financial controls are in place,
5. Develop and implement, with Board approval, a plan to review, recommend, and schedule major capital expenditures not included in the annual operating budget and the systematic replacement of all capitalized and depreciable property,
6. Develop and implement, with Board approval, a long-term facilities/property master plan that identifies major renovations, acquisition of property, building programs, funding strategies, etc.,
7. Ensure compliance with all Aurora Public Schools District financial requirements and contract terms,
8. Schedule and facilitate annual audits. Review and respond to audit findings and present findings and recommendations to the full Board,
9. Review investment policies, practices, objectives and performance,
10. Develop, facilitate, and oversee supplemental funding avenues such as attracting grants, full-utilization of the campus, etc.,
11. Annually evaluate its work as a committee and the objectives it has committed itself to and report on such to the Board of Directors, and
12. Report to the Board of Directors on a monthly basis in a manner determined by the Board.

Adopted: October 8, 2001

2.13.4. Grievance Committee

The Grievance Committee is commissioned by, and responsible to, the Board of Directors to mediate and resolve grievances. The President and one other Director will serve on this committee. The President will serve as chairperson of this committee.

The Grievance Committee's charge is to:

1. Investigate and determine the appropriate course of action related to complaints/grievances that have been properly filed according to the grievance policy,
2. Attempt to resolve all issues at the committee level (at its discretion, the Grievance Committee may refer an issue on to the full Board of Directors for resolution),
3. Investigate and record findings/decisions in a final Grievance Committee Report,
4. Annually submit objectives as part of the planning and budgeting process,
5. Annually evaluate its work as a committee and the objectives it has committed itself to and report on it to the Board of Directors, and
6. Report to the Board of Directors on a regular basis in a manner determined by the Board.

Adopted: October 8, 2001

Amended: March 16, 2016; November 2016

2.13.5. Personnel Committee

The Personnel Committee is commissioned by, and responsible to, the Board of Directors to assume the responsibility for advising it on matters pertaining to personnel administration and staffing. This responsibility shall, in no way, interfere with the authority of the Administration to, in accordance with the approved personnel policies, hire and supervise the remaining staff of the charter school.

The Personnel Committee is comprised of the President and one appointed Director. The President of the Board will serve as chairperson for this committee.

The Personnel Committee's charge is to:

1. Provide overall policy guidance for personnel matters at Aurora Academy, researching and making recommendations regarding specific personnel issues, including legal issues, to the full Board of Directors,
2. Oversee administrative practices for general hiring, personnel administration, and professional development for faculty and staff to ensure adherence to related policies,
3. Function as confidante and counsel to the Administration in the area of personnel issues and review with the Administration in advance any looming non-renewal or firing decisions (final decisions of this nature are referred to the full Board of Directors),
4. Work with the Finance Committee to develop the school's compensation/benefit philosophy and plan (this plan is ultimately submitted to the full Board for approval),
5. Facilitate the recruitment and screening process for the Principal position and present the slate of candidates to the full Board for the final interviewing and selection process,
6. With input from all Directors, prepare and conduct performance evaluations of the Principal,
7. Review and recommend the Principal's compensation/benefit package,
8. Organize and oversee the Principal Mentorship Program on an as-needed basis (a list of goals and objectives must be submitted to the full Board for approval),
9. Evaluate climate issues at the school (general morale, gender and diversity issues, moral climate, etc.),
10. Annually submit objectives as part of the planning and budgeting process,
11. Annually evaluate its work as a committee and the objectives it has committed itself to and report on it to the Board of Directors, and
12. Report to the Board of Directors on a regular basis in a manner determined by the Board

Adopted: October 8, 2001

2.13.6. Mentoring Committee

The Mentoring Committee is commissioned by and responsible to the Board of Directors to provide ongoing mentoring support to current board officers and committee chairmen on an as-needed basis.

The Board of Directors will appoint up to three Directors, members from Administration, and past board officers from within our school community to serve on this committee. The Board will designate a chairperson from the committee members.

The Mentoring Committee's charge is to:

1. Be paired with current board officers and committee chairmen to provide mentoring as needed,
2. Maintain an accurate list of names, contact information and strengths of committee members and keep a history of the committee's membership,
3. May be charged with other tasks from time to time as deemed necessary by the Board,
4. Annually submit objectives as part of the planning and budgeting process,
5. Annually evaluate its work as a committee and the objectives it has committed itself to and report on it to the Board of Directors, and
6. Report to the Board of Directors on a regular basis in a manner determined by the Board.

Adopted: February 22, 2010

Amended: November, 2016

2.14. *Policy: Fund Balance Policy Goal*

It is the goal of the Aurora Academy (AACS) Board of directors to have a Fund Balance Policy that supports the current Bond covenants and the long term viability goals of the School. The General Fund Balance target amount is \$1,000,000. If the School's General Fund Balance Total exceeds this amount, it will be the Boards objective to use any excess over \$1,000,000 to improve the facility or support School operations in any capacity.

Adopted: August 12, 2013

Amended: December 08, 2016

3. Administration & Personnel

3.1. Job Descriptions

See Appendix K

3.2. Policy: Staff Conflicts of Interest

It is the policy of the Aurora Academy that conflicts of interest and the appearance of conflicts of interests must be avoided. Cases fall into three categories: a) Require disclosure, b) Require prior approval, c) Are prohibited. Individual cases must be brought before the Administrative team to determine appropriate course of action.

- A. **Definition:** Conflict of interest is a situation in which a person such as a public official, an employee, or a professional, has a private or personal interest sufficient enough to appear to influence the objective exercise of his or her official duties such as:
1. Not maintaining confidential information (Examples of confidential information include, but are not limited to, personnel matters, matters relating to Aurora Academy business, information dealing with finance, employment, salary, students, teachers and staff.),
 2. Using Aurora Academy equipment, materials, supplies and services for personal use (When borrowing of commonplace equipment is permitted, it must not impede the operation of Aurora Academy functions)

- in any way. The administrative head will make that determination as well as determine in advance the amount of charge, taken into account depreciation, to be applied as a rental.),
3. Accepting something of value in return for preferential treatment or advancement,
 4. Having a personal relationship between a teacher and a student which might appear to compromise the objectivity of the teacher (When this occurs, it is the responsibility of the teacher to disclose the matter to the administrative head.),
 5. Taking advantage of the power imbalance, which exists between students, staff and/or teachers for personal benefit, and
 6. Engaging in outside employment, private business, or other activity, which might have an adverse effect on, or create a conflict of interest, with the school.
- B. **Responsibility:** Since the possibilities for conflict of interest are almost limitless and cannot all be covered in policy, staff are expected to conduct themselves at all times with the highest ethical standards in a manner which will bear the closest scrutiny, and are responsible for seeking guidance from the appropriate source before embarking on activities which might be questionable.

Adopted: September 13, 2001
Amended: November, 2016

4. Students

4.1.1. Policy: School Uniforms

Dress Code:

Introduction - The learning environment is significantly influenced by students' attire. Parents are expected to enforce the uniform dress code as part of their child's enrollment at Aurora Academy. The purpose of the uniform dress code is to promote learning, reduce the distraction and cost of fashion, reduce disruptions and disciplinary problems, and promote school pride.

The Board developed a brochure complete with color pictures of typical uniform items. The intent is to provide a simple visual reference: **If the uniform items look like those in the pictures, they will be acceptable.** This brochure is available on our website. We will no longer maintain a list of acceptable items by brand or model number.

Enrollment at Aurora Academy constitutes acceptance of this policy, agreement to adhere to and support the policy, and acknowledgment of discipline for non-compliance as set forth in the Aurora Academy Discipline Code.

Uniform clothing is required for all students. It is the responsibility of students, parents, and staff to follow this code. Uniforms must be worn during school hours, except under special circumstances, as announced by the Administration.

Uniforms

General

- Students must present a neat appearance. Shirts must be worn tucked in. Shoes should be tied and belts must be worn with belt-looped pants and shorts.
- Uniforms, including Aurora Academy sweatshirts, are to be of appropriate size – not oversized or undersized.
- School uniforms must be in “good repair” as determined by Aurora Academy staff.
- Any parent with a student with special needs may petition the administration for a waiver from specific items in the dress code.

Shoes

- All shoes should be conservative in style. Shoes should be plain or in coordinated colors of black, brown, grey, navy, or white. Modest stripes, patterns and multi-tone colored shoes are acceptable if they contain only the coordinated colors (black, brown, grey, navy, or white). Other colors are not acceptable.

- All shoes should be free of lights and 'characters' (e.g., Pokémon, Barbie, etc.)
- Conservative sandals may be worn without socks and are subject to the same guidelines as all other shoes. Sandals should have a strap around the heel.
- 'Flip-flops' are not allowed.
- Any heels or platform shoes should be a safe height of no more than 1½".
- Tennis shoes (in black, brown, grey, navy, or white) are acceptable and are subject to the same guidelines as all other shoes; modest stripes are okay, but bright colors are not acceptable.
- Tennis shoes are required for gym, but separate tennis shoes are not necessary. (If a child wears tennis shoes to school, he may wear the same shoes to PE if he has PE that day.)
- Dress boots are acceptable in plain black, brown, grey, navy, or white.
- Boots with adornments will not be allowed. Students will be required to be change into school-approved shoes.
- Snow boots must be changed into school-approved shoes while inside the building.

Socks/Tights

- Socks should be worn in plain solid colors of navy, white, hunter green, black, or khaki.
- Socks may be any length.
- Tights may be worn in navy, hunter green, or white smooth opaque and/or cable knit footed tights.
- Footless tights are not allowed.
- Leggings are not allowed.
- Socks or tights must always be worn except with sandals.
- Inconspicuous shorts may be worn under skirts and jumpers. Knit leggings and pants that show underneath these articles of clothing are not allowed.

Bottoms

- Uniform pants must be navy or khaki, pleated or flat front, cotton or twill. Baggy pants, colored jeans, "skinny" pants (which are tight, and cling to the leg), or cargo style pants are not acceptable.
- Uniform bottoms do not have full back pockets.
- Jumpers may be worn in approved color: AACS school plaid only.
- Skorts may be worn in approved colors: AACS school plaid, khaki and navy.
- Shorts in pleated or flat front should be navy or khaki in color, cargo style shorts are not acceptable.
- Uniform capris should be navy or khaki in color.
- Hemlines of skirts, jumpers, shorts, and skorts must be of modest length. The hemlines of jumpers and skirts should not be shorter than 3" above the knee. This is to be measured by the student kneeling on the floor and staff measuring 5" from the floor.
- No "low-riding" of pants will be allowed.

Belts

- Uniform bottoms that have belt loops must be worn with a belt.
- Approved belt colors are solid brown, navy, black, or khaki.
- Belts and Buckles should be plain and without adornments.
- Belt loops may not be removed.
- Belts must be completely tucked into loops and are not to hang down.
- Kindergarten students are excused from wearing belts.
- AACS will no longer provide 'borrow belts.' Students will receive a Behavior Reflection if they forget to wear a belt.

Tops

- Approved tops are short/long sleeved oxford button down in white, short/long sleeved peter pan blouse in white or short/long sleeved polo shirts in navy, hunter green, or white.
- Plain white undershirts may be worn under school shirts for warmth. Sleeves of white undershirts should not exceed the length of the uniform shirt (i.e. a long sleeved undershirt with a short sleeved uniform top is not allowed).
- Aurora Academy sweatshirts may be worn at any time.
- Aurora Academy T-shirts may be worn only on Fridays (shirts must say Aurora Academy).
- Uniform shirts must be worn under sweatshirts and sweaters.

- A plain navy blue tie may be worn with the oxford shirt.
- Plain solid color uniform cardigan sweaters may be worn in white, navy or hunter green.
- Plain solid color uniform sweater vests may be worn in navy or hunter green.
- Outerwear that is worn for warmth to and from school, and at outside recess, is not considered a uniform item. Any sweaters/sweatshirts worn inside the school must be an approved uniform item (see brochure).

Accessories/Hair

- Students may wear small post earrings; no dangling or hoop-style earrings are allowed.
- Rings, necklaces, and bracelets, if worn, must be simple in appearance. Watches are allowed. No other items of jewelry or adornment are allowed. One item per appendage.
- No make-up, including press-on nails and/or nail polish may be worn in grades K-5; in grades 6-8 no excessive make-up may be worn. Any make-up must be simple and neat (no outlandish colors are allowed).
- No hats of any kind may be worn in the building.
- Baseball caps are not allowed at school, including at recess. Knit hats may be worn for warmth at recess.
- Hair must be kept neat and have a combed appearance. Students may wear plain uniform color hair accessories. Hair extensions should be of a natural hair color. Irregular coloring or cutting of hair, including multiple shaved in lines and designs of any sort, mohawks, or any other outlandish hairstyles will be considered inappropriate. A single straight shaved in part is acceptable. If you are unsure if the hairstyle/color your student is considering is acceptable or not, please consult with Administration before changing your student's hair. Hair coloring and outlandish hairstyle parameters are left to the discretion of the Administration.

Gym – All students in grades 6-8 must wear an approved gym uniform including shorts or sweatpants and a t-shirt to Physical Education class. This specific uniform (shorts or sweatpants and a t-shirt) must be purchased from Aurora Academy. Purchasing two uniforms is recommended for each student to make laundering more convenient. PE uniforms may be passed down to other family members/friends or sold back to the uniform store if in good condition.

- No substitutes or look-alikes will be permitted.
- PE uniforms must fit appropriately.
- PE uniform shirts may not be worn for Falcon Fridays.
- Tennis shoes and socks are required for all students, grades K-8.

Approved Uniform Items – To view a complete listing of acceptable uniform items, review the uniform brochure on the AACCS website or visit the website of one of the following uniform vendors that we have worked with and fit within the Dress Code Policy.

- Dennis Uniforms: www.dennisuniform.com (school code: C0W - that's C zero W)
- French Toast: www.frenchtoast.com (school code: QS47BAF)
- Educational Outfitters: www.educationaloutfitters.com (school code: CO01177 – that's C, O, zero, one, one, 7, 7)

Uniform care and alteration suggestions –

- The top part of the jumper may be removed and re-sewn to make it longer.
- Slacks that become too short or get holes in the knees can be cut off into shorts. They must be hemmed the same length as purchased shorts.

Dress-of-Choice Days – Dress-of-Choice days occur on one designated day of each month as a reward for those students who have not received any demerits in the previous month. On Dress of Choice days, students are to follow these general rules:

- Clothing must be in good repair.
- T-shirts must not have any sayings that relate to drugs, alcohol, tobacco, gangs, or weapons or have any offensive phrases, as determined by Administration.
- Bare midriffs are not permitted.
- Shirts must have sleeves.
- Length of shorts, skirts, skorts, and dresses must follow the length specified in the Dress Code.
- Clothing must be the appropriate size.
- Dress Code rules regarding hair and cosmetics are still applicable.

Falcon Fridays – To show school pride every Friday, students may wear T-shirts and/or sweatshirts with Aurora Academy name or logo instead of a uniform shirt. These may be purchased at the school. PE uniform shirts are not to be worn as Falcon Friday shirts. All other elements of the dress code still apply.

Jeans Day – Jeans Days occur at various times throughout the year and are used as a fundraiser for different school activities. On Jeans Days the guidelines for general grooming that are stated in the Dress Code still apply. On Jeans Days, the following rules apply:

- Only plain black or blue denim jeans may be worn; no adornments, prints, or rhinestones.
- Only jeans that are in good repair may be worn; no ripped or torn jeans.
- No skintight jeans or sagging jeans.
- Students must wear uniform shirt, shoes and belts.
- Dress Code rules regarding hair and cosmetics are still applicable.

Dress items not covered above but considered inappropriate and a distraction from the learning environment are subject to review by Administration.

Dress Code Violations – Students in violation of the dress code will be given a Behavior Reflection the first time they are found to be in violation of any part of the dress code. A student being in violation of the dress code additional times (after the first violation) will result in a Demerit and Dress-of-Choice loss.

Amended: June, 2016; January 2018

4.1.2. Policy: Sports Team Uniforms

As a way to recognize our student athletes and encourage team spirit, students who participate on Aurora Academy sports teams will be allowed to wear their sports team uniforms to school on the day of the first home game and their final game of the season (last game on schedule or championship game). Just as with the regular school uniforms, the sports clothing must be clean and in good condition. All other uniform requirements will still apply on these days.

Adopted by motion: February 25, 2002

4.2. Student Handbook

See Appendix L

In addition to the hyperlink posted above (Appendix L), the current Parent/Student handbook is posted on the Aurora Academy website (www.aacademy.org) and can be found in printed form at the school.

4.3. Enrollment

4.3.1. Procedure: Enrollment and Lottery

Aurora Academy's contract with the Aurora Public School District provides for enrollment of 535 children. The contract stipulates that non-district resident students can be accepted into the school only after the following students have been accommodated. Enrollment priority is determined in the following order:

- Children of school founders
- Students enrolled in the charter school the preceding school year
- Siblings of current students (Section 4.3.1.1) and children of Aurora Academy employees
- New students residing in the Aurora Public School District
- New students residing outside of the Aurora Public School District

(For more information on enrollment and priority, please refer to section 5.4 of the District Contract.)

Aurora Academy maintains an enrollment list of new student prospects. In order to be considered for enrollment, parents/guardians must attend enrollment meetings that are facilitated by the Administration and/or Board throughout the year. Attendance at these meetings is mandatory before a student's name is placed in the lottery.

The lottery procedures are:

1. The number of open positions is determined for each grade level. As part of this process, parents/guardians must submit a Letter Of Intent indicating that their current students will be continuing on next year. Parents/guardians must also indicate siblings of current students that will also be attending the following year.
2. Children of founding parents and students who are currently enrolled are automatically given slots on the next year's roster as space allows. Incoming siblings and employee's children are slotted next. In the event that there are more incoming children than the open positions can accommodate, a lottery of these students is held to fill the available slots.
3. New APS students are slotted next. A lottery of these students is held to fill the available slots. Once a student is slotted into an open position, the new family receives sibling priority and other siblings will be slotted immediately if space is available.
4. If slots are still available, a lottery of non-resident children is held and the remaining slots are filled. As in the case of new APS students, sibling priority applies once one student in the family is given an open slot.

Amended: June 11, 2015; April 11, 2016

4.3.1.1. Sibling Priority Policy

We warmly welcome all of our students' siblings, family and friends to attend Aurora Academy. Each year, we fill openings at our school through a lottery system mandated by the State of Colorado so all children have the opportunity to receive a great education. It is important to us that siblings, living in the same home, can all attend the same school so families can all be together.

Aurora Academy would like to extend a benefit to our current families by offering priority enrollment to children that live in the **same home**. In order to qualify for this benefit, the following criteria must be met. Should the following criteria not be met then children wishing admittance must submit application through the lottery system conducted each year, in the spring.

Note: All three of the following criteria must be met to qualify for sibling priority:

- A. Currently enrolled child(ren)'s family must have completed 50% of volunteer hours by mid-January to qualify for openings prior to the lottery,
- B. Child(ren) must live in the same home of the child attending Aurora Academy, and
- C. To be considered a "sibling" children must meet this definition:
"Sibling" means one of two or more children or wards related:
 - a. By blood, legal guardianship or adoption through a common legal [parent](#) or
 - b. Through the marriage of the children's or wards' legal or biological [parents](#).

Note: Being a "relative," "relation," or "family member" does not meet the requirement of "sibling." Different families living in the same home does not qualify children as "siblings."

Please note: If you have children currently attending Aurora Academy and have another child in your home that will enter the lottery system, you DO NOT need to attend a **required enrollment meeting**.

Approved: February 23, 2015

Amended: April, 2016

4.3.2. Policy: Lottery Schedule and Creation of Enrollment Lists

The Board of Directors has discussed at great length the philosophy behind the process and timing of starting new students in the school, especially mid-year. Given the rigorous nature of our educational programs, timing of when to introduce new students into the program is important to minimize disruption in the classrooms and provide the best transition for the student. On the other hand, because of our belief in the Core Knowledge curriculum and the other guiding principles on which the school was founded, it is the Board's intent to offer our program to as many students as possible (up to the limit agreed upon in our current contract) and fulfill the terms of our contract with the District. The policy listed below is designed to create a balance between these issues.

Aurora Academy will hold two lotteries each year:

First Semester Enrollments (May through October Count Date)

The primary lottery will be held in March to fill open positions for the next school year. This lottery list will be used to enroll students starting in August.

The same lottery list will be used to fill open positions through the district count date in October. All attempts will be made to fill the roster for the October count. (Aurora Academy's funding is based on this count.)

August – October Enrollments

The lottery list will be used to fill positions August-October if there becomes space in a particular grade.

Adopted by Motion: November 29, 2001
Updated June 11, 2015

5. Curriculum

5.1. Curriculum Changes

The Principal is the responsible party for recommending additions/deletions to the AACCS curriculum. The AACCS Board of Directors has final approval of curriculum.

Requests for additions/changes/deletions to the AACCS curriculum will be made in writing to the Principal. The Principal will establish a committee to review curriculum, as needed. This committee shall be a subcommittee under the School Accountability Committee.

5.2. Curriculum Policy

The Aurora Academy Charter School (AACCS) Board of Directors recognizes its responsibility for the improvement and growth of the educational program. To this end, all curricula materials will be evaluated by committee and recommended for approval by the Board prior to implementation or use by staff or students at Aurora Academy.

Instructional materials will be defined as all textbooks and/or required materials furnished by the school for instructional use and/or included on students' reading lists. Students' personal reading material and all library material is exempt from this procedure. However, all other supplemental printed, visual or electronic reading materials should be approved by the Principal prior to purchase and/or use by school staff; this includes movies shown in the classroom. All materials will be selected in conformance with the stated goals and/or standards of Aurora Academy and the procedures set forth herein.

Staff will rely on reason and professional judgment in the selection of high-quality materials that align with the Colorado State Standards and the Core Knowledge Scope and Sequence, when applicable. Instructional materials will be chosen so as not to include any bias pertaining to sex, race, creed, religion, color, national origin, or sexual orientation.

5.3. Curriculum Committee

The school Principal will establish an instructional Materials/Curriculum Committee of at least three adult members chosen from staff, parents and/or guardians of Aurora Academy students. This committee shall be a subcommittee under the School Accountability Committee. Teacher(s) responsible for implementing the proposed instructional materials shall be given the opportunity to review these materials and complete a recommendation form. The committee shall review proposed textbooks or other materials for accuracy and educational value to the total school program, in light of grade level appropriateness and alignment to stated school educational standards. Each member of the committee shall submit a recommendation form for adoption, to the Principal or designee.

The school Principal will review the recommendations of the selection committee. Recommendations shall be submitted to the SAC and then to the AACS Board of Directors Board for approval. Instructional materials must be approved by the Aurora Academy Board of Directors prior to their use by staff and/or students except in an approved pilot program.

Eliminating a curriculum:

If eliminating or replacing curriculum previously adopted as AACS curriculum, deemed deficiencies of said program must be outlined and supported with documentation and submitted through the same procedures for adoption of new curriculum. This includes a review and recommendation by at least three adult members chosen from staff, parents and/or guardians of Aurora Academy students in a preselected committee established by the Principal.

Movies and Other Electronic Materials

Movies or other electronic materials containing a rating other than “General Audiences” shall be approved by the Administration and requires a parental permission slip.

Adopted: August 22, 2005

Amended: May 2014, November 2016

6. Facilities

6.1. Lease

See Appendix I

Appendix A

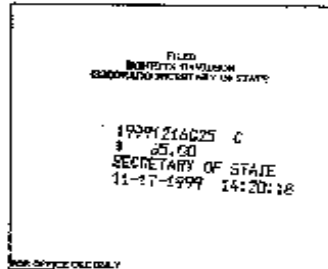
Aurora Academy Articles of Incorporation



**ARTICLES OF INCORPORATION
NONPROFIT CORPORATION**

Return to: Colorado Secretary of State
1500 Broadway, Ste. 200
Denver, CO 80202
(303) 864-2221
fax (303) 834-2202

FILING FEE: \$60.00
Submit 4 typed original + 1 copy
(Please include self-addressed envelope)



The undersigned party (or parties), acting as the incorporator(s) of a nonprofit corporation in accordance with C.R.S. 7-122-101, hereby submit to the Colorado Secretary of State these Articles of Incorporation, and ask to be recorded as follows:

1. The Corporate Name is: Aurora Academy
Address of Principal Office: 13464 E. Sunnyside Place Aurora, Colorado 80012
2. The name of the initial Registered Agent and address of the initial Registered Office is: Cheri Deah
780 S. Mason Way Aurora, CO 80012
(Number, excluding Suite or Apartment) Street City/Town Zip Code
3. Signature of the Registered Agent consenting to such appointment: Cheri Deah
4. The name and address of each incorporator are as follows:

Name: <u>Lynda Francoeur</u>	Address: <u>1454 S. Yampa Court Aurora 80011</u>
Name: <u>Darlene Beals</u>	Address: <u>73014 E. Idaho Pl. Aurora 80012</u>
Name: <u>Birna Kluppinger</u>	Address: <u>2278 S. Clichart St. Aurora 80011</u>
Name: <u>Genene Gardner</u>	Address: <u>26903 E. Colfax #210 Aurora 80011</u>
5. Voting Members (if check appropriate box)
 will have voting members will not have voting members
6. The provisions for the distribution of assets upon dissolution of the nonprofit corporation are as follows:
The distribution of Aurora Academy's assets will go back into the Aurora Public School District.
7. The Secretary of State may send a copy of this form upon completion for filing in the following address:
2078 E. Clichart St. Aurora, CO 80014

Darlene Beals SANDRA GARBER
Incorporator's Printed Name and Signature
Lynda M. Francoeur Genene Gardner
Incorporator's Printed Name and Signature
Form Approved Secretary of State (Rev. 8/88) Birna Kluppinger Cheri Deah
Incorporator's Printed Name and Signature

Appendix B

Aurora Academy By-Laws

BYLAWS OF AURORA ACADEMY

ARTICLE I.

Establishment

Section 1.1. Non-profit corporation. Aurora Academy is a non-profit Colorado corporation registered with the Secretary of State on November 17, 1999.

Section 1.2. Principal office. The principal office of the corporation shall be located in Aurora, Colorado. The corporation may have such other offices within Colorado as the board of directors may designate or as the business of the corporation may require from time to time.

Section 1.3. Registered Office. The registered office of the corporation required by the laws of the State of Colorado to be maintained in Colorado may be, but need not be, identical with the director office and the address of the registered office may be changed from time to time by the board of directors.

ARTICLE II.

Members

Section 2.1. Members. Each parent or legal guardian of a child enrolled at Aurora Academy shall be a member of the corporation. Such membership shall terminate when the child ceases to be enrolled at the school.

Section 2.2. Board Resolution. The board of directors shall provide by resolution for a regular membership meeting at least annually for the purpose of electing directors. Notice provisions, special meetings, quorum and manner of acting shall be determined by board resolution, except where a board resolution conflicts with the Colorado Nonprofit Corporation Act, in which case the provisions of the latter shall control.

ARTICLE III.

Board of Directors

Section 3.1. General Powers. The business and affairs of the corporation shall be managed by its board of directors, except as otherwise provided in the Colorado Nonprofit Corporation Act, the articles of incorporation, or these bylaws.

Section 3.2. Number, Tenure and Qualifications. The number of directors of the corporation shall be not less than one (1). The exact numbers of directors shall be determined by by-laws adopted by a majority of all directors then in office. Directors shall be elected at the annual meeting of the members by a majority of those voting. Each director shall hold office for a term as designated by the board of directors. A director having three (3) or more consecutive absences from the annual meetings of the board of directors shall be

deemed to have resigned as a director. Directors shall be removed in the manner provided by the Colorado Nonprofit Corporation Act.

Section 3.3. Chairperson and Vice Chairperson. The board of directors shall elect a chairperson and vice chairperson of the board of directors from among the directors. The term of such chairperson and vice chairperson shall be for a period of one (1) year or until such time as their respective successors are duly elected and qualified. The chairperson of the board of directors shall preside over all meetings of the board of directors, and, in the absence of the chairperson of the board of directors, the vice chairperson of the board of directors shall preside over the meeting.

Section 3.4. Vacancies. Any director may resign at any time by giving written notice to the president or to the secretary of the corporation. Such resignation shall take effect at the time specified therein; and unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective. Any vacancy occurring in the board of directors shall be filled by the board of directors at a special meeting called for such purpose. A director elected to fill a vacancy shall be appointed for the un-expired term of his predecessor in office.

Section 3.5. Regular Meetings. A regular meeting of the board of directors shall be held without other notice than this bylaw once a year and shall constitute its annual meeting. The board of directors may provide by resolution the time and place for the holding of additional regular meetings without other notice than such resolution. Such additional regular meetings shall be held at least monthly.

Section 3.6. Special Meetings. Special meetings of the board of directors may be called by or at the request of the president or any two directors. The person or persons authorized to call special meetings of the board of directors may fix any place as the place for holding any special meeting of the board of directors called by them.

Section 3.7. Notice. Notice of any special meeting shall be given at least five (5) days prior to the meeting by written notice delivered personally or mailed to each director at his business address, or by notice given at least two (2) days prior to the meeting by telegraph, telex, telecopier or other similar device. If mailed, such notice shall be deemed to be delivered three (3) days after such notice is deposited in the United States mail so addressed, with postage thereon prepaid. If notice is given by telegram, such notice shall be deemed to be delivered when the telegram is delivered to the telegraph company. A director waives notice of a regular or special meeting by attending or participating in the meeting unless, at the beginning of the meeting, he objects to the holding of the meeting or the transaction of business at the meeting. Neither the business to be transacted at, nor the purpose of, any regular or special meeting of the board of directors need be specified in the notice or waiver of notice of such meeting.

Section 3.8. Quorum. A majority of the number of directors fixed by Section 3.2 of these bylaws shall constitute a quorum for the transaction of business at any meeting of the board of directors, but if less than such majority is present at a meeting, a majority of the directors present may adjourn the meeting from time to time without further notice, for a period not to exceed sixty (60) days at any one adjournment.

Section 3.9. Manner of Acting. The act of the majority of the directors present at a meeting at which a quorum is present shall be the act of the board of directors.

Section 3.10. Presumption of Assent. A director of the corporation who is present at a meeting of the board of directors or committee of the board at which action on any corporate matter is taken shall be presumed to have assented to the action taken unless (i) he objects at the beginning of the meeting to the holding of the meeting or the transaction of business at the meeting; (ii) he contemporaneously requests that his dissent be entered in the minutes of the meeting; or (iii) he gives written notice of his dissent to the presiding officer of the meeting before its adjournment or delivers such dissent by registered mail to the secretary of the corporation immediately after the adjournment of the meeting. Such right to dissent as to a specific action taken at

a meeting of the board of directors or a committee of the board shall not be available to a director who voted in favor of such action.

Section 3.11. Committees. The board of directors, by resolution adopted by a majority of the full board of directors, may designate from among its members an executive committee and one or more other committees, each of which, to the extent provided in the resolution, shall have all the authority of the board of directors; except that no such committee shall have the authority to: (i) fill vacancies on the board of directors or any committee thereof; (ii) amend the bylaws; or (iii) approve a plan of merger.

Section 3.12. Advisory Committees. The board of directors, by resolution adopted by a majority of the board of directors, may appoint advisory committees to the board of directors who, by such appointment, shall not be deemed to be directors, officers or employees of the corporation and whose functions shall not include participation in the operating management of the corporation. Members of the board of directors shall be entitled to serve on advisory committees. The advisory committees shall meet at such times, as the board of directors shall determine. The advisory committee shall consider, advise upon and make recommendations to the board of directors and to the chairman of the board with respect to matters of policy relating to the general conduct of the business of the corporation and with respect to such questions relating to the conduct of the business of the corporation as may be submitted to it by the board of directors or the executive committee. By way of example and not of limitation, the board of directors may appoint a policy and planning committee to advise on fund raising and an investment management committee to advise the corporation on its investment portfolio. The members of the advisory committee shall hold office at the pleasure of the board of directors. Additional members or members to fill vacancies may be appointed at any regular or special meeting of the board of directors.

Section 3.13. Telephonic Meetings. One or more members of the board of directors or any committee designated by the board may participate in a meeting of the board of directors or a committee thereof by means of conference telephone or similar communications equipment by which a persons participating in the meeting can hear one another at the same time. Such participation shall constitute presence in person at the meeting.

Section 3.14. Standard of Care. A director shall perform his duties as a director, including his duties as a member of any committee of the board upon which he may serve, in good faith, in a manner he reasonably believes to be in the best interests of the corporation, and with such care as an ordinarily prudent person in a like position would use under similar circumstances. In performing his duties, a director shall be entitled to rely on information, opinions, reports, or statements, including financial statements and other financial data, in each case prepared or presented by the persons herein designated; but he shall not be considered to be acting in good faith if he has knowledge concerning the matter in question that would cause such reliance to be unwarranted. A person who so performs his duties shall not have any liability by reason of being or having been a director of the corporation.

The designated persons on whom a director is entitled to rely are: (i) one or more officers or employees of the corporation whom the director reasonably believes to be reliable and competent in the matters presented, (ii) counsel, public accountants, or other persons as to matters which the director reasonably believes to be within such persons' professional or expert competence; or (iii) a committee of the board or an advisory committee upon which the director does not serve, duly designated in accordance with Sections 3.12 or 3.13 of these bylaws, as to matters within its designated authority, which committee the director reasonably believes to merit confidence.

No member of the board of directors shall permit his position on the board of directors to create a conflict between his personal business activities and the actions of the corporation.

ARTICLE IV.

Officers and Agents

Section 4.1. General. The officers of the corporation shall be a president, one or more vice presidents, a secretary, and a treasurer. The board of directors may elect such other officers, assistant officers, committees and agents, including a chairman of the board, assistant secretaries and assistant treasurers, as they may consider necessary, who shall be chosen in such manner and hold their offices for such terms and have such authority and duties as from time to time may be determined by the board of directors. In all cases where the duties of any officer, agent or employee are not prescribed by the bylaws or by the board of directors, such officer, agent or employee shall follow the orders and instructions of the president.

Section 4.2. Election and Term of Office. The officers of the corporation shall be elected annually by the board of directors. Each officer shall hold office until the first of the following occurs: until his successor shall have been duly elected or appointed and shall have qualified; or until his death; or until he shall resign; or until he shall have been removed in the manner hereinafter provided.

Section 4.3. Removal. Any officer or agent may be removed by the board of directors whenever in its judgment the best interest of the corporation will be served.

Section 4.4. Vacancies. A vacancy in any office, however occurring, may be filled by the board of directors for the un-expired portion of the term.

Section 4.5. President. Subject to the direction and supervision of the board of directors, the president shall be the chief executive officer of the corporation and shall have general and active control of its affairs and business and general supervision of its officers, agents and employees. Unless otherwise directed by the board of directors, the president shall attend in person or by substitute appointed by him, or shall execute on behalf of the corporation written instruments appointing a proxy or proxies to represent the corporation, at all meetings of the members of any other corporation in which the corporation is a member. He may, on behalf of the corporation, in person or by substitute or by proxy, execute written waivers of notice and consents with respect to any such meetings. At all such meetings and otherwise, the president, in person or by substitute or proxy as aforesaid, may vote for the corporation and may exercise any and all rights and powers incident to such membership, subject however to the instructions, if any, of the board of directors. The president shall have custody of the treasurer's bond, if any.

Section 4.6. Vice President(s). The vice president(s) (if the corporation so desires to have more than one) shall assist the president and shall perform such duties as may be assigned to them by the president or by the board of directors. In the absence of the president, the vice president, (or, if there be more than one, the vice presidents in the order designated by the board of directors, or if the board makes no such designation, then the vice president designated by the president, or if neither the board nor the president makes any such designation, the senior vice president as determined by first election to that office), shall have the power and perform the duties of the president.

Section 4.7. Secretary. The secretary shall (i) keep the minutes of the proceedings of the executive committees, advisory committees, and the board of directors; (ii) see that all notices are duly given in accordance with the provisions of these bylaws or as required by law; (iii) be custodian of the corporate records; (iv) keep at the corporation's registered office or director place of business within Colorado a record containing the names and addresses of all directors; and (v) in general, perform all duties incident to the office of secretary and such other duties as from time to time may be assigned to him by the president or by the board of directors. Assistant secretaries, if any, shall have the same duties and powers, subject to supervision by the secretary. The directors may, however, respectively, designate a person other than the secretary or assistant secretary to keep the minutes of their respective meetings.

Any books, records, or minutes of the corporation may be in written form or in any form capable of being converted into written form within a reasonable time prepared for approval by the board at next subsequent meeting.

Section 4.8. Treasurer. The treasurer shall be the director financial officer of the corporation shall have the care and custody of all funds, securities, evidences of indebtedness and other personal property of the Corporation and shall deposit the same in accordance with the instructions of the board of directors. He shall receive and give receipts and acquittance for money paid in on account of the corporation, and shall pay out of the funds on hand all bills, payrolls and other just debts of the corporation of whatever nature upon maturity. He shall perform all other duties incident to the office of the treasurer and, upon request of the board, shall make such reports to it as may be required at any time. He shall, if required by the board, give the corporation a bond in such sums and with such sureties as shall be satisfactory to the board, conditioned upon the faithful performance of his duties and for the restoration to the corporation of all books, papers, vouchers, money and other property of whatever kind in his possession or under his control belonging to the corporation. He shall have such other powers and perform such other duties as may from time to time be prescribed by the board of directors or the president. The assistant treasurers, if any, shall have the same powers and duties, subject to the supervision of the treasurer.

The treasurer shall also be the director accounting officer of the corporation. He shall prescribe and maintain the methods and systems of accounting to be followed, keep complete books and records of account, prepare and file all local, state, and federal tax returns, prescribe and maintain an adequate system of internal audit and prepare and furnish to the president and the board of directors statements of account showing the financial position of the corporation and the results of its operations.

ARTICLE V.

Indemnification of Certain Persons

Section 5.1. Authority for Indemnification. Any person who was or is a party or is threatened to be made a party to any threatened, pending, or completed action, suit, or proceeding, whether civil, criminal, administrative, or investigative, and whether formal or informal, by reason of the fact that he is or was a director, officer, employee, fiduciary or agent of the corporation or is or was serving at the request of the corporation as a director, officer, partner, trustee, employee, or agent of any foreign or domestic corporation or of any partnership, joint venture, trust, other enterprise or employee benefit plan ("Any Proper Person" or "Proper Person"), shall be indemnified by the corporation against expenses (including attorneys' fees), judgments, penalties, fines, (including any excise tax assessed with respect to an employee benefit plan) and amounts paid in settlement reasonably incurred by him in connection with such action, suit or proceeding if it is determined by the groups set forth in Section 5.4 of these bylaws that he conducted himself in good faith and that he (i) reasonably believed, in the case of conduct in his official capacity with the corporation, that his conduct was in the corporation's best interest, or (ii) in all other cases (except criminal cases) believed that his conduct was at least not opposed to the corporation's best interests, or (iii) with respect to criminal proceedings had no reasonable cause to believe his conduct was unlawful. A person will be deemed to be acting in his official capacity while acting as a director, officer, employee or agent of this corporation and not when he is acting on this corporation's behalf for some other entity. No indemnification shall be made under this Section 5.1 to a director with respect to any claim, issue or matter in connection with a proceeding by or in the right of a corporation in which the director was adjudged liable to the corporation or in connection with any proceeding charging improper personal benefit to the director, whether or not involving action in his official capacity, in which he was adjudged liable on the basis that personal benefit was improperly received by him. Further, indemnification under this Section 5.1 in connection with a proceeding brought by or in the right of the corporation shall be limited to reasonable expenses, including attorneys' fees, incurred in connection with the proceeding. These limitations to reasonable expenses, etc., shall apply to directors only and not to officers, employees, fiduciaries or agents of the corporation.

Section 5.2. Right to Indemnification. The corporation shall indemnify Any Proper Person who has been wholly successful on the merits or otherwise, in defense of any action, suit, or proceeding referred to in Section 5.1 of these bylaws, against expenses (including attorneys' fees) reasonably incurred by him in connection with the proceeding without the necessity of any action by the corporation other than the determination in good faith that the defense has been wholly successful.

Section 5.3. Effect of Termination of Action. The termination of any action, suit or proceeding by judgment, order, settlement or conviction, or upon a plea of nolo contendere or its equivalent shall not of itself create a presumption that the person seeking indemnification did not meet the standards of conduct described in Section 5.1 of these bylaws. Entry of a judgment by consent, as part of a settlement shall not be deemed an adjudication of liability.

Section 5.4. Groups Authorized to Make Indemnification Determination. In all cases, except where there is a right to indemnification as set forth in Section 5.2 of these bylaws or where indemnification is ordered by a court, any indemnification shall be made by the corporation only as authorized in the specific case upon a determination by a proper group that indemnification of the Proper Person is permissible under the circumstances because he has met the applicable standards of conduct set forth in Section 5.1 of these bylaws. This determination shall be made by the board of directors by a majority vote of a quorum, which quorum shall consist of directors not parties to the proceeding ("Quorum"). If a Quorum cannot be obtained, the determination shall be made by a majority vote of a committee of the board of directors designated by the board, which committee shall consist of two or more directors not parties to the proceeding, except that directors who are parties to the proceeding may participate in the designation of directors for the committee. If a Quorum of the board of directors cannot be obtained or the committee cannot be established, or even if a Quorum can be obtained or the committee can be established but such Quorum or committee so directs, the determination shall be made by independent legal counsel selected by a vote of a Quorum of the board of directors or a committee in the manner specified in this Section 5.4 or, if a Quorum of the full board of directors cannot be obtained and a committee cannot be established, by independent legal counsel selected by a majority vote of the full board (including directors who are parties to the action).

Section 5.5. Court Ordered Indemnification. Any Proper Person may apply for indemnification to the court conducting the proceeding or to another court of competent jurisdiction for mandatory indemnification under Section 5.2 of these bylaws, including indemnification for reasonable expenses incurred to obtain court ordered indemnification. If the court determines that the director is fairly and reasonably entitled to indemnification in view of all the relevant circumstances, whether or not he met the standards of conduct set forth in Section 5.1 of these bylaws or was adjudged liable in the proceeding, the court may order such indemnification as the court deems proper, except that if the individual has been adjudged liable, indemnification shall be limited to reasonable expenses incurred.

Section 5.6. Advance of Expenses. Expenses (including attorneys' fees) incurred in defending a civil or criminal action, suit or proceeding may be paid by the corporation to Any Proper Person in advance of the final disposition of such action, suit or proceeding upon receipt of (i) a written affirmation of such Proper Person's good faith belief that he has met the standards of conduct prescribed in Section 5.1 of these bylaws; (ii) a written undertaking, executed personally or on his behalf, to repay such advances if it is ultimately determined that he did not meet the prescribed standards of conduct (the undertaking shall be an unlimited general obligation of the Proper Person but need not be secured and may be accepted without reference to financial ability to make repayment); and (iii) a determination is made by the proper group (as described in Section 5.4 of these bylaws), that the facts as then known to the group would not preclude indemnification.

ARTICLE VI.

Provision of Insurance

By action of the board of directors, notwithstanding any interest of the directors in the action, the corporation may purchase and maintain insurance, in such scope and amounts as the board of directors deems appropriate, on behalf of any person who is or was a director, officer, employee, fiduciary, or agent of the corporation, or who, while a director, officer, employee, fiduciary or agent of the corporation, is or was serving at the request of the corporation as a director, officer, partner, trustee, employee, fiduciary or agent of any other foreign or domestic corporation or of any partnership, joint venture, trust, other enterprise, or employee benefit plan, against any liability asserted against, or incurred by, him in any such capacity or arising out of his status as such, whether or not the corporation would have the power to indemnify him against such liability under the provisions of Article V of these bylaws or applicable law.

ARTICLE VII.

Miscellaneous

Section 7.1. Waiver of Notice. Whenever notice is required by law, by the articles of incorporation or by these bylaws, a waiver thereof in writing signed by the director or other person entitled to said notice, whether before, at or after the time stated therein, shall be equivalent to such notice.

Section 7.2. Fiscal year. The fiscal year of the corporation shall be as established by the board of directors.

Section 7.3. Amendments. The board of directors shall have power to make, amend and repeal the bylaws of the corporation at any regular or special meeting of the board. The bylaws shall be reviewed by the board for any useful or necessary amendments at least biennially at the regular meeting of the board.

Section 7.4. Gender. The masculine gender is used in these bylaws as a matter of convenience only and shall be interpreted to include the female and neuter genders as the circumstances indicate.

Section 7.5. Conflicts. In the event of any irreconcilable conflict between these bylaws and either the corporation's articles of incorporation or applicable law, the latter shall control.

Section 7.6. Definitions. Except as otherwise specifically provided in these bylaws, all terms used in these bylaws shall have the same definitions as in the Colorado Nonprofit Corporation Act.

ARTICLE VIII

Purpose & Distribution of Assets

Section 8.1 General Purpose. The corporation is organized and shall be operated exclusively for public, charitable, or educational purposes. Specifically, the corporation is organized to operate a public charter school in and for Joint School District No. 28J in Adams and Arapahoe Counties, Colorado (Aurora School District). For those purposes, it may promote, establish, conduct, and maintain activities of its own or it may contribute to or otherwise assist other corporations, persons or institutions in carrying on such activities; and for such purposes, it may solicit and receive funds and other property, real, personal, and mixed, and interests therein, by gift, transfer, devise, or bequest, and invest, hold, manage, administer, expend, and apply such funds and property, subject to such conditions and limitations, if any, as may be expressed in any instrument of gift, transfer, devise or bequest.

Section 8.2 Limit on Director's Interests. No part of the income or principal of the corporation shall inure to the benefit of or be distributed to any director, or officer of the corporation or any other private individual, but reimbursement for expenditures or the payment of reasonable compensation for services rendered shall not be deemed to be a distribution of income or principal.

Section 8.3 Employee or Agent Participation. No part of this Article shall prevent the corporation from making appropriate provision for participation of employees or other agents in management of the corporation, or the school its supports, provided that in such event all conflicts of interest which may arise from such participation are defined and protected against.

Section 8.4 Distribution of Assets. If, for any reason, it becomes necessary to dissolve this corporation: (a) the assets shall be applied so far as feasible to the benefit of public education and towards carrying out the purposes stated in these articles of incorporation; (b) in the event and to the extent that, in the judgment of the directors, it is not feasible to apply the assets as provided above, the assets shall be applied to and for the use of only another entity organized and operated exclusively for charitable or educational purposes and qualified for tax exemption from Federal income tax under Section 501(c) (3) of the Internal Revenue Code.

Appendix C

Charter School Contract with Aurora Public Schools

AURORA ACADEMY RENEWAL CONTRACT

THIS CHARTER SCHOOL CONTRACT, dated effective as of the 1st day of July, 2015, is made and entered by and between the JOINT SCHOOL DISTRICT NO. 28J OF THE COUNTIES OF ADAMS AND GRAPAHOE COLORADO, AKA AURORA PUBLIC SCHOOLS (the "School District" or "District") and Aurora Academy, a Colorado not-for-profit corporation, and public charter school.

RECITALS

WHEREAS, the Colorado General Assembly has enacted the Charter Schools Act ("Act"), C.R.S. §§ 22-30.5-101 et seq. for certain purposes as enumerated in § 22-30.5-102(2) and (3); and

WHEREAS, on December 7, 1999 the Board of Education of the School District ("Board" or "Board of Education") approved a charter school application from Aurora Academy for the establishment of Aurora Academy as a School District charter school; and

WHEREAS, after approving the Aurora Academy Charter School application, the parties entered into a contract for the operation of the charter school pursuant to the Act; and

WHEREAS, the School District has the authority to grant certain waivers from School District policies/regulations under state law; and

WHEREAS, Aurora Academy submitted a request and application to renew its charter contract (together with its application, hereafter the "Application") that was conditionally approved by the Board on December 16, 2014; and

WHEREAS, the School District and Aurora Academy desire to continue the operation of Aurora Academy in accordance with the terms stated herein.

NOW, THEREFORE, in consideration of the foregoing Recitals and their mutual covenants contained herein, the parties agree as follows:

AGREEMENT

1.0 Mission Statement. The "Mission Statement" found in the Application is approved by the School District to the extent that it is consistent with the principles of the General Assembly's declared purposes for enacting the Charter Schools Act as set forth in C.R.S. § 22-30.5-102(2) and (3). The mission statement may be modified from

Appendix D

Strategic Plan



Aurora Academy Strategic Plan • 2018

Mission: Aurora Academy Charter School's mission is to provide a well-rounded, rigorous curriculum with high academic standards for Kindergarten through 8th grade students.

Vision: Aurora Academy Charter School is a collaborative community dedicated to ensuring high academic achievement and positive character development.

Values:

1. Learners mastering academic standards through a rigorous curriculum in preparation for high school and post-secondary readiness, utilizing Core Knowledge and proven curricula.
2. A collaborative community of students, parents, and faculty who show respect and accept responsibility to sustain high standards of learning.
3. A safe learning facility.
4. Positive character development.
5. Acting with integrity, communicating effectively, and attending to our stewardship functions.
6. A board, administration and faculty that keep fidelity to the mission, vision and values (MVV).
7. Fiscal Responsibility: Growing revenue streams beyond state funding, maintaining a balanced budget, and being prepared for emergencies.

Motto:

Aurora Academy...expect more, achieve more

Appendix E

Aurora Academy Board Director Agreement

Aurora Academy Board of Directors shall have a firm belief in the fundamental, traditional format and be committed to using the Core Knowledge and Open Court curriculums. Directors shall be fully committed to the charter school concept.

The purpose of the Board of Directors is to direct, not to manage, the school. Board members shall be able to manage, carry out the Aurora Academy vision, foster relationships with staff and the school community, and oversee the budget.

Qualifications

- Read Professor E.D. Hirsch's book "Cultural Literacy" and agree with the principle that our society has a foundation of knowledge upon which subsequent learning is built,
- Be familiar with the Core Knowledge Scope and Sequence,
- Understand the curriculum used in Open Court and Saxon Math,
- Be in agreement with the educational philosophy, discipline policy and administrative structure of our school, and
- Complete the online training provided from the Colorado Department of Education at: <http://www.boardtrainingmodules.org/>.

Prior board experience is helpful. A high value for professionalism and the success of the school is mandatory. Motivation for serving on the Board shall be solely to help guarantee the educational success of students.

All Board members are strongly encouraged to attend a yearly board conference where the goals of the Board are defined, a board self-evaluation critiqued, outside speakers present information on effective board leadership, and other pertinent topics are discussed.

The Board will perform annual self-evaluation.

The Board will set goals for itself annually.

Directors shall fulfill their responsibilities on the Board, board committees or sub-committees to their fullest capability.

All Board directors should be public relations representatives of the school.

Behavioral Expectations

Expectations include a professional demeanor and dress at all Board meetings. Issues being discussed shall not be personalized and directed toward any other board director, staff member, parent or anyone else. Confidentiality is expected in all situations.

Board members shall respect and listen to ideas being presented by other board members. Board members not fulfilling their responsibilities to their fullest potential shall be encouraged by each of the directors.

When receiving criticisms from parents or other interested parties about staff or other board members, the board member shall direct the speaker to the board member/staff member, which the situation involves. Board members will never speak negatively about staff or other board members to the school community, or parties outside the school community.

Conflicts shall be resolved with the people with which it was created. Board members will commit to resolving conflict directly with each other or with the appropriate staff member and not share the conflict with anyone outside of the conflict, including, but not limited to other parents, other staff members or the media.

Board members shall exemplify integrity, honesty and respect. A dedication and commitment to the vision of Aurora Academy and the charter school movement shall be top priority for any board member. Any board members finding themselves involved in an irresolvable conflict shall put the vision of the school first and step down from the board.

Board directors shall abide by the open meetings law [C.R.S. 24-6-401 through 402]. The open meetings law states that anyone discussing board business, policy, actions, resolutions, etc. with anyone else on the board, except at regularly scheduled meetings, is illegal. "Meeting" with another board member is defined as communication through person, telephone, or any other means. Confidentiality law is also outlined in this section of the statute. Personnel matters, individual students, and negotiations are confidential by law.

A board member missing more than two consecutive board meetings without prior approval for their absence from at least two other board members, shall Be relieved of their board involvement immediately.

Governance of Aurora Academy

Aurora Academy shall be governed by a Board of Directors. The Principal of AACCS shall answer directly to the Board and serve at the pleasure of the board. The Principal shall make decisions on a day--to--day basis and fulfill all administrative duties for the school. The board will maintain the vision and steer the school's direction as it carries out the Mission Statement.

As with all charter schools, Aurora Academy is an entity separate from the school district in the area of governance. This unique characteristic of charters shall be guarded by each board member.

Board members will not question any decision made by the Principal in any public arena. If a director questions a decision, he or she shall immediately take that concern or disagreement to the administrator in a confidential and diplomatic format. Likewise, the Principal shall agree to the same commitment. Respect for each other shall remain constant.

While at the school, Board members shall be mindful of the different roles they play: parent, volunteer, board member, etc. Board members will not use their position of authority while acting in their parent or volunteer roles. Directors shall foster good relationships with the administrator and staff on a personal level. With humility, each Board member will serve the best interests of the school.

Board members shall remember that stepping out of their advisory/board capacity and attempting to run the school as an administrator, will always cause problems.

The vision and mission statement of Aurora Academy, a fundamental charter school, will serve to guide and direct the Board of Directors. The goal to continually improve, maintain integrity, serve AACCS families and ensure academic success for our students shall take precedence in all situations.

Signed _____ Board Member, Aurora Academy Charter School

Dated _____

Adopted: April 9, 2001
Amended: April 22, 2002; October 2016

Appendix F

Summary of Robert's Rules of Order

Parliamentary procedure can become quite complex. The following summary is offered as a means to communicate the basic elements of Robert's Rules and how they are applied at Aurora Academy. The information provided in this section was excerpted from Robert's Rules in Plain English by Doris P. Zimmerman.

A. Basic Rules of Parliamentary Procedure

The rights of the organization supersede the rights of the individual members. The organization has the right to make its own rules that then must be observed by all members. Should a conflict arise between the rights of a member and the rights of the organization to do its business, the rights of the organization prevail.

1. All members are equal and their rights are equal. Those rights include attending meetings, making motions, participating in debates, making nominations, voting, and holding office
2. A quorum must be present to do business
3. The majority rules. The minority has a right to be heard, but once a decision has been reached by a majority of the members present and voting, the minority must then respect and abide by the decision
4. Silence is consent. Those members who do not vote (i.e. abstain) agree to go along with the decision of the majority by their silence. Robert's rules state that a majority is a majority of those voting. Abstentions do not count.

For instance, 5 of the 7 directors meet (reaching a quorum). A vote is taken where two members abstain. Two members votes Yes and one member votes No. The motion carries with a vote of 2!

5. Two-thirds Vote Rule. A two-thirds vote is necessary whenever you are *limiting or taking away the rights* of members or whenever you *change something that has already been decided*. For instance, to amend the agenda after the agenda has been approved takes a two-thirds majority vote.
6. One question at a time and one speaker at a time. No motion is in order that does not *directly relate* to the question under consideration. In addition, once a member has been recognized, he has been granted "the floor" and another member may not interrupt him.
7. Debatable motions must receive full debate. Debatable motions cannot be put to vote as long as members wish to debate it. Debate can only be suspended by a two-thirds vote of the members present.
8. Once a question is decided, you cannot bring up the same motion or one essentially like it at the same meeting. Such a motion should be ruled out of order. (Note: There is a type of motion called a restorative motion that can bring a motion back to the group under special circumstances.)
9. Personal remarks in debate are always out of order. Personal remarks must be ruled out of order by the chair. Debate must be directed to *motions* and not *motives; principles* not *personalities*.

B. Motions

Motions are used to introduce business in a meeting. No business can be introduced without a motion.

A main motion is defined as a proposal that certain action to be taken or an opinion be expressed by the group. Main motions allow a group to do its work. The words to use are, "I MOVE".

A secondary motion is one that can be made *while* the main motion is on the floor and *before* it has been decided. There are three types of secondary motions:

1. Subsidiary – This type of motion relates directly to the motion on the floor. It may change the words, send it to a committee, delay it, etc. Subsidiary motions are designed to expedite business by disposing of the pending motion other than by adopting or rejecting it. This type of motion is the most commonly used in meetings.
2. Subsidiary motions cause confusion because they have rank among themselves. Rank is the order of precedence of motions. A motion of higher rank can be made while a motion of lower rank is on the floor. The motion of lower rank yields to the one of higher rank.

3. **Privileged** – This type of motion is of an emergency nature, such as to recess or adjourn. They do not relate to the motion on the floor but to the welfare of the group. They are of high rank and must be handled before any other business that may be pending. Because of their high privilege, the motions are not debatable.
4. **Incidental** – This type of motion is procedural. They deal with process, such as enforcing proper procedure, correcting errors, verifying votes, etc. When introduced, they must be decided before business can resume.

A restorative motion allows a question to be brought back. This type of motion allows the group to change its mind. In essence, this a contradiction to parliamentary rules that state that once a question has been decided it cannot be brought back up again in the same meeting. Robert’s Rules, however, state that, *within limits*, members have the right to rethink a situation if they feel the decision was made too quickly or without enough information.

C. How a Motion is Made and Acted Upon

1. A member requests the floor.
2. The floor is assigned. The chair recognizes the member and assigns him the floor by calling his name. (This helps keep order by informing the group that Mr. X has the floor.)
3. The motion is made. Mr. X introduces the motion by saying “I MOVE...”
4. The motion is seconded. Another member says “I SECOND”. This member does not need to be recognized.
5. The Chair states the motion by saying “IT HAS BEEN MOVED AND SECONDED...” It is important that the Chair restate the motion so that the proposal is clarified in the minds of the members. The motion is said to be “pending” once it has been stated by the Chair. It must be disposed of in some manner before other business can be considered.
6. Debate is held. The Chair opens debate by saying “IS THERE ANY DISCUSSION?” The Chair must open all debatable questions to debate. Debate should continue as long as members wish to discuss the question unless motions have been adopted to either limit or close debate.
7. The Chair puts the question to a vote. The Chair again restates the motion. “THE QUESTION IS ON THE MOTION THAT...”. Restating the motion keeps the members clear about the purpose of the vote. The Chair then calls for the vote. (See voting methods).
8. The Chair interprets and announces the results of the vote. “THE NOS HAVE IT AND...”. The Chair is explaining the outcome of the vote to the members.

D. Rules that Govern Main Motions

MAIN MOTIONS		
Rules that govern main motions	Other things to know	Chair should rule out of order motions that:

<ul style="list-style-type: none"> <input type="checkbox"/> Cannot interrupt a member who has been assigned the floor <input type="checkbox"/> Require a second, unless the motion is from a committee <input type="checkbox"/> Can be debated <input type="checkbox"/> Can be amended <input type="checkbox"/> Require a majority vote 	<p>The Chair can require a long motion to be submitted in writing</p> <p>The maker of the motion has first right to speak to it</p> <p>A member can vote against his own motion but can't speak against it</p> <p>A member can modify his own motion before it is stated by the Chair. The member can also offer an amendment after his motion has been stated by the Chair.</p> <p>A member can withdraw his motion up to the time it has been stated by the Chair and after that he must have the permission of the group. The person who seconded does not need to give permission to withdraw</p>	<p>Conflict with the law or by-laws</p> <p>Repeat the same question on the same day</p> <p>Conflict with an already adopted motion</p> <p>Operate outside the scope or object of the organization</p> <p>Conflict or repeat motions held in committee</p> <p>Appear dilatory **, incorrect, frivolous, or rude</p>
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** A dilatory tactic is the misuse of a parliamentary procedure to deliberately delay or prevent action in a meeting. Every group has the right to protect itself from such tactics because the rights of the organization supersede the rights of the individual members. It is the duty of the chair to prevent a dissident minority from misusing legitimate forms of motions to obstruct business. Such motions should be ruled out of order or those members engaged in such game playing should not be recognized. Examples of dilatory tactics: Members who constantly demand a recount on every vote when the results are perfectly clear to all the members; a small group of members who repeatedly raise points of orders or appeal the Chair's decisions; motions that are foolish.

E. Motion Types

Motions carry rank. Ranking means that the motions are arranged in a specific order in which they must be considered and acted upon. The purpose is to avoid confusion when they are applied to the main motion.

Rank means that a motion of higher rank can be made at the time a motion of lower rank is on the floor or pending. A motion of higher rank takes precedence over a motion of lower rank. By default, the main motion is the lowest ranking motion.

To Do This	Motion Type	Say This	Interrupt Speaker?	Second Req'd?	Motion amendable?	Motion debatable?	What vote is required
RANKED MOTIONS (In lowest to highest ranking order)							
Introduce business	Main	"I move that"	No	Yes	Yes	Yes	Majority
Change wording of a motion	Subsidiary – Amend	"I move to amend the motion by ..." (Adding striking out, substituting, etc)	No	Yes	Yes	Yes (if made to a debatable motion)	Majority

To Do This	Motion Type	Say This	Interrupt Speaker?	Second Req'd?	Motion amendable?	Motion debatable?	What vote is required
Study an issue further i.e. send to Committee / Admin / Ad Hoc Group, etc	Subsidiary – Commit	“I move that the motion be referred to ...”	No	Yes	Yes	Yes (but only to the desirability of referring – not the main question)	Majority
Postpone action to future date (a motion can't be postponed more than one meeting)	Subsidiary-Postpone definite	“I move that the motion be postponed to”	No	Yes	Yes	Yes (but only to the desirability of postponement – not the main question)	Majority
Limit discussion	Subsidiary – Limit Debate	“I move that the debate be limited to 1 speech of X minutes for each member” or “I move that the at X:XX p.m. debate be closed”	No	Yes	Yes (only to change the time limit)	No	Two-thirds (by roll call or show of hands)
End Debate (on motion stated last)	Subsidiary – Previous Question	“I move the previous question”	No	Yes	Yes	No	Two-thirds (by roll call, or show of hands)
Take up a previously tabled matter	Subsidiary – Take up	“I move we take”	No	Yes	No	No	Majority
Suspend further consideration of an issue	Subsidiary – Table	“I move we table the motion”	No	Yes	No	No	Majority
Privilege issues(i.e. effecting rights of organization or specific members)	Privileged – General	“We cannot hear in the back of the room”	Yes	No	NA	NA	Chair decides
	Privileged - Personal	”The speaker is misstating my point”					

Take intermission	Privileged – Recess	“I move that we recess until...”	No	Yes	Yes (only to length of time of recess)	Yes	Majority
Close meeting	Privileged – Adjourn	“I move that we adjourn”	No	Yes	No	No	Majority
UNRANKED MOTIONS							
Consider an issue out of its scheduled order	Incidental – Suspend rules	“I move we suspend the rules and consider”	No	Yes	No	No	Two-thirds
Object to procedure or a personal affront	Incidental - Point of Order	“Point of order”	Yes	No	No	No	Chair decides
Protest ruling of chair	Incidental – Appeal	“I appeal the decision of the chair”	Yes	Yes	No	Yes (No member is allowed to speak more than once except the Chair who speaks first in defense of ruling and may speak again at the end, before the vote.	Majority required to reverse ruling of Chair
Request information (i.e. germane to question)	Incidental – Point of info	“Point of information”	No	No	No	No	Given by Chair / authority
Request parliamentary help	Incidental – Parliamentary Inquiry	“I rise to a parliamentary question”	No	No	No	No	Given by Chair / authority
Demand a verification of the vote	Incidental – Division	Call out “division”	Yes	No	No	No	On demand of one member
To separate parts of a motion	Incidental – Division of a question	“I move that the motion be divided” (Each part must be able to stand alone)	No	Yes	Yes	Yes	Majority

To remove an improper matter from the floor	Incidental – Object to consideration	“I object to the consideration of” (Must be made before debate has begun. Otherwise consideration has begun and it is too late to object)	No	No	No	No	Two-thirds
To withdraw a motion I made	Incidental – Permission to Withdraw	“I request that my motion be withdrawn”	No	No	No	No	Majority (usually by general consent)
RESTORATIVE MOTIONS							
Strike an entire motion, resolution, by-law, etc that was done in the past. Note: cannot rescind if action has already been taken as result of a vote (i.e. a contract signed)	Restorative – Rescind	“I move to rescind...”	No	Yes	NA	NA	Two-thirds (if in same meeting) Majority (if notice given at prior meeting)
Rethink a vote that has taken place. This motion must be made at the same meeting that the vote took place.	Restorative – Reconsider	“I move that reconsider the motion...” Note: Motion must be made by someone who voted on the prevailing side	No	Yes	Yes	Yes	Majority

F. Voting

Types of Votes		
Type	Calculation	Example
Majority	More than half the votes cast	5 out of 7
Two-Thirds	Has at least twice the number of votes on the winning side as on the losing side. (A vote of one-third plus one can defeat the motion)	6 out of 9 (in our case 6 out of 7)
Plurality	The largest number of votes given any candidate or proposition when there are three or more choices	7 votes cast: Proposition A gets 3, Proposition B gets 2, and Proposition C gets 2. Proposition A wins without a majority.

METHODS OF VOTING		
Voice Vote	Usual method of voting when the motion does not require more than a majority.	Chair calls for the affirmative first. "ALL THOSE IN FAVOR, PLEASE SAY AYE". "ALL THOSE OPPOSED, SAY NO" Chair decides based on what he hears. If results are uncertain, the vote must be verified by a show of hands or roll call vote.
Show of hands or role call vote	Required for all motions that require a two-thirds vote.	Votes counted and record by show of hands or roll call.
General Consent	Method for proceeding in which action is taken without a formal vote or motion. The	"IF THERE IS NO OBJECTION, WE'LL TAKE A 10 MINUTE RECESS" If there are objections, the matter is put to vote in the usual way.

Appendix G

Current Annual Budget

FY2014-15 SUMMARY BUDGET						
	DISTRICT CODE	11 Charter School Fund	22 Governmental Designated Grants Fund	80 Internal Service	74 Pupil Activity Agency	TOTAL
Aurora Academy Charter School						
Budgeted Pupil Count	608.0					
BEGINNING FUND BALANCE (Includes ALL Reserves)	Object Source	831,337.65		625,578.00		1,456,915.65
REVENUES						
Local Sources	1000 - 1999	21,250.00		446,104.00	41,000.00	508,354.00
Intermediate Sources	2000 - 2999					0.00
State Sources	3000 - 3999	92,128.00	9,000.00			101,128.00
Federal Sources	4000 - 4999		2,250.00			2,250.00
TOTAL REVENUES		113,378.00	11,250.00	446,104.00	41,000.00	611,732.00
TOTAL BEGINNING FUND BALANCE & REVENUES		944,715.65	11,250.00	1,071,682.00	41,000.00	2,068,647.65
TOTAL ALLOCATIONS TO/FROM OTHER FUNDS	6800, 6700, 6800	3,915,912.00				3,915,912.00
TRANSFERS TO/FROM OTHER FUNDS	6200 - 6300					0.00
Other Sources	6100, 6400, 6500, 6800, 6880, 6881					0.00
AVAILABLE: BEGINNING FUND BALANCE & REVENUES (Plus or Minus (If Revenue) Allocations and Transfers)		4,860,627.65	11,250.00	1,071,682.00	41,000.00	5,984,559.65
EXPENDITURES						
Instruction - Program 0010 to 2099						
Salaries	0100	1,462,883.00	9,000.00			1,471,883.00
Employee Benefits	0200	471,459.00				471,459.00
Purchased Services	0300, 0400, 0600	374,208.67	2,250.00			376,458.67
Supplies and Materials	0800	139,750.00			41,000.00	180,750.00
Property	0700	15,000.00				15,000.00
Other	0800, 0900	3,802.00				3,802.00
Total Instruction		2,467,102.67	11,250.00	0.00	41,000.00	2,519,352.67
Supporting Services						
Students - Program 2100						
Salaries	0100					0.00
Employee Benefits	0200					0.00
Purchased Services	0300, 0400, 0600					0.00

Appendix H

Aurora Academy Building Corporation Articles of Incorporation

RECORDED

FILED
BONITA DAYVISON
COLORADO SECRETARY OF STATE

**ARTICLES OF INCORPORATION
OF AURORA ACADEMY BUILDING CORPORATION
(Nonprofit Corporation)**

COMMISSIONER
100-00
SECRETARY OF STATE
CO 15-1001

ARTICLE I — NAME

The name of the Corporation is Aurora Academy Building Corporation ("Corporation").

ARTICLE II — DURATION

The period of duration of the Corporation is perpetual.

ARTICLE III — REGISTERED OFFICE AND AGENT

The address of the initial principal office of the Corporation shall be: 10251 E. 1st Avenue, Aurora, CO 80010-4308. The name of the initial registered agent at such address is: Stephen Garrison.

ARTICLE IV — PURPOSES, POWERS AND OBJECTS

Section 4.01. *Purposes.* The Corporation is organized exclusively for the purpose of holding title, as nominee or otherwise, to real and/or personal property for, and to make same available for use by, Aurora Academy Charter School ("Charter School"), a public charter school approved by Joint District No. 281 of Adams and Arapahoe Counties, Colorado ("District"), and to otherwise provide facilities, equipment and other physical plant and related support to the Charter School.

Section 4.02. *Powers.* The Corporation shall have the following powers:

- (a) To receive and maintain a fund or funds of real or personal property, or both, and to use and apply the whole or any part of the income and principal of such funds for the purpose stated in Section 4.01.
- (b) To have one or more offices and to conduct and carry on any of its business at any place in the State of Colorado, or in any other state, territory or jurisdiction, as may be determined by the Board of Directors.
- (c) To buy or otherwise acquire, sell or otherwise dispose of, mortgage or otherwise encumber, exchange, lease, hold, use, operate or otherwise deal in and with real, personal and mixed property of all kinds and any rights or interest therein for any purposes of the Corporation and the Charter School.
- (d) To borrow money and secure the repayment of monies borrowed for any purpose of the Corporation.

Appendix I

Lease Agreement with AABC

Reception #: D9081151, 06/27/2013 at 02:29 PM, 1 OF 48, Recording Fee \$246.00
Electronically Recorded Official Records Arapahoe County, CO Matt Crane, Clerk
& Recorder

After Recording Please Return to:
Kwik Rock LLP
1821 California Street, Suite 1100
Denver, Colorado 80202
Attention: Hester M. Purnell, Esq.

LEASE AGREEMENT

by and between

AURORA ACADEMY,
as Lessor

and

AURORA ACADEMY BUILDING CORPORATION,
as Lessee

Dated as of June 1, 2013

The interest of Aurora Academy Building Corporation in this Lease Agreement has been assigned to Wells Fargo Bank, National Association, as trustee (the "Trustee") under the Indenture of Trust, dated as of June 1, 2013, by and between the Colorado Educational and Cultural Facilities Authority and the Trustee, and is subject to the security interest of the Trustee.

813-560-4212

Appendix J

Charter School Application (2000)

(printed copy on file in the AACCS Board Room)

Appendix K

Administration and Personnel Job Descriptions

Aurora Academy Charter School

Principal Job Description

SUMMARY: Employee shall perform the duties and responsibilities proficiently, and in a collaborative manner consistent with the standards of care and quality that accompany the higher norms of the profession.

CLASSIFICATION: Exempt

MAJOR GOALS:

The Principal is responsible for the successful execution of the school mission and goals. To achieve these goals, success must be achieved and maintained in several areas including:

- Educational success
- Staff management
- Financial stability
- Operational success
- Successful communication and satisfaction of all stakeholders

ESSENTIAL DUTIES AND RESPONSIBILITIES: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions.

- Educational Success:
 - Implementation, evaluation, analysis and reporting of all school assessments and student data
 - Actively complete regular analysis, implementation, and evaluation of all school curricula
 - Ensure the highest quality instruction and content materials at all grade levels

- Meet and exceed all educational standards and goals set forth by the Colorado Department of Education (CDE), Aurora Public Schools (APS), and Aurora Academy Charter School (AACS) Board of Directors
- Develop and implement yearly unified improvement plan, and complete stated goals
- Collaborate with, and inform the School Accountability Committee (SAC) or all educational goals, data and results
- Staff Management:
 - Communicate clearly defined roles and responsibilities to all employees
 - Conduct yearly performance evaluations in accordance with Colorado state law and AACS job descriptions
 - Clearly define, and make recommendations to the AACS Board regarding staff retention, job assignments, and financial compensation
 - Ensure all Human Resources (HR) files are correct and complete
 - Ensure all HR hiring, evaluations, performance plans and non-renewals are done fairly, accurately, and in accordance with Colorado law and school policy
 - Effectively communicate regularly with all employees in regards to day-to-day operations, procedures and policies
 - Participate, collaborate and ensure fair, respectful and equitable treatment for all employees
 - Respond to all staff concerns and complaints quickly and responsibly
 - Provide mentoring opportunities to new teachers, and coaching and support to all employees
 - Ensure all teaching staff are fully qualified, and properly licensed
- Financial Stability:
 - Actively protect the financial health of AACS by maintaining a working knowledge of all financial policies, and ensure adherence to them
 - Attend finance committee meetings
 - Oversee creation and accuracy of monthly and yearly financial reports
 - Participate in the development of a detailed yearly budget with financial consultant, finance manager and AACS Board
 - Organize and direct yearly lottery to ensure maximum enrollment each year
 - Maintain a working knowledge of all financial policies and ensure adherence
 - Approve expenditures and sign checks as required
- Operational Success:
 - Compliance with charter contract with APS, state and federal regulations
 - Oversee day-to-day operations
 - Oversee carpool operations
 - Meet emergency requirements and procedures, complete all required training drills for staff and students
 - Ensure safety and health protocols are established and maintained
 - Create and implement all staff and student schedules, including academic, recess, lunch and dismissal
 - Implement areas of strategic plan designated as Principal's Responsibility
 - Maintain a well-defined technology infrastructure, and ensure proper hardware/software for educational goals and purposes including state assessments
 - Attend/assign attendance at all Board and committee meetings
 - Create yearly school calendar
 - Oversee creation and enforcement of all policies and procedures in staff and student handbooks including discipline and dress code
 - Monitor facility maintenance and upkeep; make recommendations to maintenance staff and AACS Board as needed
 - Meet regularly with maintenance, technology and non-certified personnel
- Public Relations and Communication:
 - Develop and promote a positive school climate for all stakeholder
 - Oversee communications/distributions to all stakeholders
 - Communicate with APS and other outside agencies as needed

- Provide clear and timely communication of school mission, vision, policies and procedures to all stakeholders
- Deliver written reports to AACS Board prior to monthly meetings
- Ensure AACS Board, parent, staff and student satisfaction
- Publish weekly newsletter to faculty and monthly newsletter to parents
- Participate in staff, student and community activities
- Oversee all communication with local media, district, and other related entities as required

EDUCATION AND RELATED WORK EXPERIENCE:

- Colorado Principal License or the ability to acquire one is required.
- Candidate must have classroom teaching experience and excellent oral and written communication skills.

TECHNICAL SKILLS, KNOWLEDGE AND ABILITIES:

- Personal computer and keyboarding skills.
- Ability to maintain confidentiality in all aspects of the job.
- Ability to promote and follow Board of Education policies. Superintendent policies and building and department procedures.
- Ability to communicate, interact and work effectively and cooperatively with people from diverse ethnic and educational backgrounds.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers, Microsoft Office applications, email, etc.
- Operating knowledge of Renaissance Learning, behavior tracking system, and Pearson evaluation system within 30 days of hire.

REPORTING RELATIONSHIPS AND DIRECTION/GUIDANCE:

- Reports to AACS Board of Directors
- Observe, monitor and evaluate AACS staff

Aurora Academy Charter School

Assistant Principal Job Description

SUMMARY: Employee shall perform the duties and responsibilities proficiently, and in a collaborative manner consistent with the standards of care and quality that accompany the higher norms of the profession.

CLASSIFICATION: Exempt

MAJOR GOALS:

The Assistant Principal will assist the Principal in administering and evaluating Aurora Academy's Strategic Plan, goals, operations and programs. This position is responsible for working with parents, teachers, support staff and students in Elementary and Middle School. Assistant Principal must support high academic standards, a strong phonics approach to reading, character education, Saxon Math and Core Knowledge and in addition, work well with positive behavior solutions to discipline.

ESSENTIAL DUTIES AND RESPONSIBILITIES: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions.

- Enforce and follow Aurora Academy Charter School (AACS) and school district's rules and policies.
- Direct oversight of school discipline.
- Maintain and keep current school wide behavior data.
- Facilitate school wide PBIS system 'SOAR'.
- Lead in the development of character education.
- Oversee school induction program.
- Collaborate with others to fulfill responsibilities related to school goals and priorities.
- Fulfill all responsibilities related to student 504 plans.
- Co-manage school and state assessments and data with the Principal.
- Attend all scheduled staff and professional development meetings.
- Participate in professional growth opportunities, and school-wide functions.
- Cultivate a professional relationship with parents and community.
- Perform teacher evaluations.
- Other duties as assigned.

EDUCATION AND RELATED WORK EXPERIENCE:

- Colorado Principal License or the ability to acquire one is required.
- Candidate must have classroom teaching experience and excellent oral and written communication skills.

TECHNICAL SKILLS, KNOWLEDGE AND ABILITIES:

- Personal computer and keyboarding skills.
- Ability to maintain confidentiality in all aspects of the job.
- Ability to promote and follow Board of Education policies, Superintendent policies and building and department procedures.
- Ability to communicate, interact and work effectively and cooperatively with people from diverse ethnic and educational backgrounds.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers, Microsoft Office applications, email, etc.
- Operating knowledge of Renaissance Learning, behavior tracking system, and Pearson evaluation system within 30 days of hire.

REPORTING RELATIONSHIPS AND DIRECTION/GUIDANCE:

- Reports to AACS Principal
- Observe, monitor and evaluate AACS staff

Aurora Academy Charter School

Administrative Assistant Job Description

SUMMARY: Employee shall perform the duties and responsibilities proficiently, and in a collaborative manner consistent with the standards of care and quality that accompany the higher norms of the profession.

CLASSIFICATION: Non-Exempt

MAJOR GOALS: The Administrative Assistant will assist the Principal and Assistant Principal in administering and evaluating Aurora Academy's Strategic Plan, goals, operations and programs. This position is responsible for working with parents, teachers, support staff and students in Elementary and Middle School. Administrative Assistant must support high academic standards, character education, work well with positive behavior solutions to discipline, and actively seek ways to work as a team with administration and staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions.

1. Assure all assigned and scheduled office duties are completed on time and accurately.
 - a. Assist the Principal and Assistant Principal with projects, daily assignments, student and personnel crisis
 - b. Manage paperwork, data and reports related to curriculum, assessment, HR and student information
 - c. Assist with tardy students
 - d. Answer and direct phone calls
 - e. Manage email
 - f. Answer questions, greet, and direct students, parents and staff throughout the day
 - g. TeacherEase system administrator
 - h. Staff SOAR coordinator
 - i. Falcon Flash administrator
 - j. Assist with TCAP and CMAS, count week, and enrollment
 - k. Produce school emergency phone tree
 - l. Other duties/projects as assigned
2. Foster teamwork and promote a team environment.
 - a. Support administration, teachers and AACS Board of Directors
 - b. Work with administration to successfully run fire, tornado and earthquake drills
3. Follow school policies.
 - a. Understand, and be able to explain Parent/Student handbook to students, staff and parents
 - b. Help resolve uniform issues with students and parents
 - c. Understand, and be able to explain discipline policies to parents and students
 - d. Assist administration with lunch and after school detentions
4. Maintain accurate calendars for Aurora Academy.
 - a. Outlook AACS calendar administrator
 - b. Website master calendar administrator
 - c. Provide, maintain, and keep accurate account of activity forms
 - d. Maintain Principal and Assistant Principal calendars

EDUCATION AND RELATED WORK EXPERIENCE:

- High school diploma or equivalent

TECHNICAL SKILLS, KNOWLEDGE AND ABILITIES:

- Personal computer and keyboarding skills.
- Ability to maintain confidentiality in all aspects of the job.
- Ability to promote and follow Board of Education policies, Superintendent policies and building and department procedures.
- Ability to communicate, interact and work effectively and cooperatively with people from diverse ethnic and educational backgrounds.
- Self-motivated, detail oriented, and good organizational skills.
- Ability to lift 30 lbs.
- Ability to sit for prolonged periods of time while working on a computer.

- Ability to read, comprehend, and summarize written information from a variety of sources.
- Ability to answer phones, and cover for other positions within the office.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers, Microsoft Office applications, email, etc.
- Operating knowledge of Infinite Campus and TeacherEase, within 30 days of hire.
- Operating knowledge of copiers, printers and mail machine within 30 days of hire.

REPORTING RELATIONSHIPS AND DIRECTION/GUIDANCE:

- Reports to AACCS Principal

Aurora Academy Charter School

Business Manager Job Description

SUMMARY: Employee shall perform the duties and responsibilities proficiently, and in a collaborative manner consistent with the standards of care and quality that accompany the higher norms of the profession.

CLASSIFICATION: Non-Exempt

MAJOR GOALS:

- Conduct efficient, accurate financial operations
- Maintain accounting controls
- Purchase supplies and furnishings
- Manage vendor contracts
- Perform human resources and payroll processing
- Function as audit contact and compliance person

ESSENTIAL DUTIES AND RESPONSIBILITIES: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions.

(all are *as needed* except *Weekly Check Run, Monthly Payroll, Monthly Customer statements, Monthly Bank reconciliations, Monthly journal entries, Annual 1099s, Annual CDE reports, and Annual Audit*)

- BUDGET/FINANCE
 - run periodic financial reports to monitor and reconcile accounts
 - monitor department and classroom budgets
 - complete monthly journal entries for Building Corporation
 - provide financial documents to Bond Trustee per Bond Covenant schedule
 - serve as designated “responsible person” to ensure compliance with the Tax Regulatory Agreement of the CECFA Revenue Bonds, series 2013
 - confer with contract CPA and review financial reports
 - participate in finance committee & provide financial info to Board upon request
 - comply with State Financial Transparency Act—post required documents on website

- serve as principal in-house interface with auditors
- prepare reports, spreadsheets, schedules, etc. as requested by auditors
- reconcile student enrollment database with book deposit liability
- reconcile bank & credit card accounts monthly
- track inventory
- ACCOUNTS PAYABLE
 - match invoices to packing slips, check for accuracy and resolve discrepancies
 - post invoices, pay, mail, file
 - manage cash flow
 - process credit applications for new vendors
 - obtain W-9s from vendors
 - run 1099s at calendar year-end
 - process book deposit refunds
- ACCOUNTS RECEIVABLE
 - create invoices for bounced checks, lost uniforms, lost books and facility rental
 - monitor in timely manner: phone calls, letters, and statements
 - submit overdue accounts to collection agency
 - submit reimbursement requests for title grant-funded expenses
- PAYROLL
 - ensure timely payroll and manage payroll funding
 - collect time-off forms from salaried employees
 - input all info online—Paychex:
 - new employees or subs
 - permanent changes in information, tax status, pay, bank accounts, deferred compensation
 - additions or deductions from pay: coaching pay, garnishments etc.
 - obtain current pay rates from APS on subs every month
 - reconcile all payroll journals and reports
 - prepare reconciliations of salary schedule, PERA transmittal and ING (401K) to gross pay for administrative approval
 - make payroll journal entries in QuickBooks
 - prepare and transmit reports and payments for employee's retirement contributions
 - maintain computerized and hard copy records as required by law\
- HUMAN RESOURCES
 - distribute, collect and file all human resources paperwork
 - assist with insurance enrollment
 - assist with deferred compensation enrollment
 - background checks
 - prepare CDE, APS, CO DOL, PERA, SSA, Medicare & other governmental agency reports as required
 - coordinate risk management with staff
 - generate employee agreements
 - post current Federal, State, and other required employment notices
 - research and apply PERA, government, and school district policy to HR document creation or revision
- CASH MANAGEMENT
 - make bank deposits
 - control and reconcile petty cash
 - coordinate cash handling procedures with all staff
 - monitor cash flow & transfer funds
 - research investment products and process as authorized
- CASH MANAGEMENT
 - make bank deposits
 - control and reconcile petty cash
 - coordinate cash handling procedures with all staff

- monitor cash flow & transfer funds
- research investment products and process as authorized

- PURCHASING
 - procure competitive bids on facility services and benefits services
 - maintain controls through procedure and documentation: signed requisition→order→packing slip→invoice
 - office & kitchen supplies – purchase and receive
 - classroom supplies - purchase and receive
 - furniture & fixtures - purchase and receive
 - equipment - purchase and receive
 - IT – software and tech equipment - purchase and receive
 - maintenance and building supplies - purchase and receive
 - handle damage or shortage issues
 - process returns

- FACILITY MANAGEMENT
 - maintain schedule of contracts and lease agreements: terms & expirations
 - research and procure new vendors as needed or as directed
 - be contact point for cleaning issues
 - administer keys
 - manage security alarm account users
 - handle rental contracts and billing

- MISCELLANEOUS/CLERICAL
 - schedule buses for field trips
 - make travel arrangements and conference registrations
 - create and revise forms
 - report liability and worker’s comp insurance claims
 - file/maintain financial records
 - annual yearbook sales and distribution
 - annual classroom inventory and check-out
 - infraction database: data entry & reports
 - front desk duty backup as needed

EDUCATION AND RELATED WORK EXPERIENCE:

- High school diploma or equivalent
- Accounting education and experience

TECHNICAL SKILLS, KNOWLEDGE AND ABILITIES:

- Personal computer and keyboarding skills.
- Ability to maintain confidentiality in all aspects of the job.
- Ability to promote and follow Board of Education policies, Superintendent policies and building and department procedures.
- Ability to communicate, interact and work effectively and cooperatively with people from diverse ethnic and educational backgrounds.
- Data Entry

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Working Knowledge of Microsoft Office Suite and QuickBooks
- High level of reading comprehension—Ability to research, interpret and apply regulations, contracts and policies of multiple governmental bodies
- Professional communication, verbal and written
- Work independently
- File, classify and maintain a large number and variety of records
- Maintain confidentiality of records

- Lift heavy boxes/bend/stoop
- Sit for prolonged periods of time while working on computer
- Use own vehicle for banking and miscellaneous purchasing

REPORTING RELATIONSHIPS AND DIRECTION/GUIDANCE:

- Reports to AACCS Principal

Aurora Academy Charter School

Front Office School Support Job Description

SUMMARY: Employee shall perform the duties and responsibilities proficiently, and in a collaborative manner consistent with the standards of care and quality that accompany the higher norms of the profession.

CLASSIFICATION: Non-Exempt

MAJOR GOALS: The Front Office School Support will professionally run the reception desk. This position is responsible for working with parents, teachers, support staff and students in Elementary and Middle School. Front Office School Support must support staff teamwork, high academic standards, character education, uniform dress code, and work well toward positive behavior solutions to discipline.

ESSENTIAL DUTIES AND RESPONSIBILITIES: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge,

skill and/or ability required. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions.

5. Assure all assigned and scheduled office duties are completed on time and accurately.
 - a. Check in and track tardy students
 - b. Daily attendance
 - c. Answer and direct phone calls
 - d. Manage email
 - e. Answer questions, greet, and direct students throughout the day
 - f. Greet and direct parents and visitors as they arrive
 - g. Aesop sub line coordinator
 - h. Ensure student safety by requesting parents and visitors to sign themselves and students in and out of the building
 - i. Infinite Campus system administrator
 - j. Keep accurate and timely student records
 - k. Send out mailings throughout the year
 - l. Order student sweatshirts
6. Foster teamwork and promote a team environment.
 - a. Support administration, teachers and AACCS Board of Directors
 - b. Assist administration with detention and student discipline
 - c. Work with administration to successfully run fire, tornado and earthquake drills

- d. Maintain contact with APS print services and warehouse mail regarding orders, pick-ups and drop-offs
- e. Monitor copiers and supplies
- 7. Follow school policies.
 - a. Understand, and be able to explain Parent/Student handbook to students, staff and parents
 - b. Help resolve uniform issues with students and parents
 - c. Understand, and be able to explain discipline policies to parents and students
 - d. Assist administration with lunch and after school detentions
- 8. Achieve enrollment capacity.
 - a. Coordinate enrollment meetings in February
 - b. Run AACS lottery in March
 - c. Update student data as needed
 - d. Count week coordinator

EDUCATION AND RELATED WORK EXPERIENCE:

- High school diploma or equivalent

TECHNICAL SKILLS, KNOWLEDGE AND ABILITIES:

- Personal computer and keyboarding skills.
- Ability to maintain confidentiality in all aspects of the job.
- Ability to promote and follow Board of Education policies, Superintendent policies and building and department procedures.
- Ability to communicate, interact and work effectively and cooperatively with people from diverse ethnic and educational backgrounds.
- Self-motivated, detail oriented, and good organizational skills.
- Ability to lift 30 lbs.
- Ability to sit for prolonged periods of time while working on a computer.
- Ability to read, comprehend, and summarize written information from a variety of sources.
- Ability to answer phones, and cover for other positions within the office.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers, Microsoft Office applications, email, etc.
- Operating knowledge of Infinite Campus, student data system, within 30 days of hire.
- Operating knowledge of copiers, printers and mail machine within 30 days of hire.

REPORTING RELATIONSHIPS AND DIRECTION/GUIDANCE:

- Reports to AACS Principal

Aurora Academy Charter School

Teacher Job Description

SUMMARY: Employee shall perform the duties and responsibilities proficiently, and in a collaborative manner consistent with the standards of care and quality that accompany the higher norms of the profession.

CLASSIFICATION: Exempt

Aurora Academy Charter School

MAJOR GOALS:

- Proficient rating on Colorado Teachers Evaluation System
- Successful implementation of Common Core Standards and Core Knowledge scope and sequence, as measured by state tests, MAPs, and other school assessments.
- Accelerate learning each school year, for each student, to achieve a minimum of one year's growth.

Volunteer Coordinator Job Description

ESSENTIAL DUTIES AND RESPONSIBILITIES: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions.

- Enforce and follow Aurora Academy Charter School (AACS) and school district's rules and policies.
- Correctly and completely implement assigned curriculum.
- Preparation and planning must be complete and kept current.
- Classroom must be kept clean, organized and appropriately arranged and decorated.
- Grade book must be kept current with at least one grade/score per subject each week.
- Attendance must be kept current daily.
- Select, adapt and use a variety of instructional methods appropriate to learners and the environment.
- Maintain appropriate classroom management.
- Participate in the development of character education.
- Collaborate with others to fulfill responsibilities related to school goals and priorities.
- Attend all scheduled staff meetings.
- Participate in professional growth opportunities.
- Cultivate a professional relationship with parents and community.
- Other duties as assigned.

EDUCATION AND RELATED WORK EXPERIENCE:

- Must have a License in applicable teaching content area.

TECHNICAL SKILLS, KNOWLEDGE AND ABILITIES:

- Personal computer and keyboarding skills.
- Ability to maintain confidentiality in all aspects of the job.
- Ability to promote and follow Aurora Academy School Board policies, Principal's policies and building and department procedures.
- Ability to communicate, interact and work effectively and cooperatively with people from diverse ethnic and educational backgrounds.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers, Microsoft Office applications, email, etc.
- Operating knowledge of Renaissance Learning and Infinite Campus within 30 days of hire.

REPORTING RELATIONSHIPS AND DIRECTION/GUIDANCE:

- Reports to AACS Principal
- This job has no supervisory responsibilities

SUMMARY: Employee shall perform the duties and responsibilities proficiently, and in a collaborative manner consistent with the standards of care and quality that accompany the higher norms of the profession.

CLASSIFICATION: Non-Exempt

MAJOR GOALS: The Volunteer Coordinator will professionally run the AACCS parent volunteer program, with the goal of 13,000 parent volunteer hours annually. This position is responsible for working with parents, teachers, support staff and students in Elementary and Middle School. Volunteer Coordinator must support staff and parent teamwork, high academic standards, character education, uniform dress code, and work well toward positive behavior solutions to discipline.

ESSENTIAL DUTIES AND RESPONSIBILITIES: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions.

9. Manage Volunteer Program
 - a. Identify and match parent skills with school's academic, technical, professional, building and grounds maintenance, and janitorial needs and extracurricular events (Town Hall, movie nights, Jamborees, fall concert, spring concert, Falcon Fest, 8th grade continuation, Volunteer Saturdays)
 - b. Train and direct volunteers throughout the day
 - c. Create a welcoming environment for parent volunteers
 - d. Create and distribute quarterly volunteer newsletter
 - e. Carry out incentive and rewards programs for volunteers, including Town Hall awards presentation
 - f. Maintain accurate volunteer webpage
 - g. Maintain parent volunteer field trip and sports driver paperwork
 - h. Manage and update parent volunteer hour Excel spreadsheets and volunteer key
 - i. Host yearly new parent orientation night
10. Additional responsibilities:
 - a. Supervise and train paraprofessionals as the lunch and recess para coordinator
 - b. Lost and found coordinator
 - c. Other duties as assigned
11. Follow school policies.
 - a. Understand, and be able to explain Parent/Student handbook to students, staff and parents
 - b. Understand, and be able to explain discipline policies to parents and students

EDUCATION AND RELATED WORK EXPERIENCE:

- High school diploma or equivalent
- Bachelors degree?

TECHNICAL SKILLS, KNOWLEDGE AND ABILITIES:

- Personal computer and keyboarding skills.
- Ability to maintain confidentiality in all aspects of the job.
- Ability to promote and follow Board of Education policies, Superintendent policies and building and department procedures.
- Ability to communicate, interact and work effectively and cooperatively with people from diverse ethnic and educational backgrounds.
- Self-motivated, detail oriented, and good organizational skills.

- Ability to lift 30 lbs.
- Ability to sit for prolonged periods of time while working on a computer.
- Ability to read, comprehend, and summarize written information from a variety of sources.
- Ability to answer phones, and cover for other positions within the office.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers, Microsoft Office applications, email, etc.
- Operating knowledge of Infinite Campus, student data system, within 30 days of hire?

- Operating knowledge of copiers, printers, laminator and mail machine within 30 days of hire.

REPORTING RELATIONSHIPS AND DIRECTION/GUIDANCE:

- Reports to AACS Principal