



**ARKANSAS
DEPARTMENT
OF EDUCATION**



**Open-Enrollment Public Charter School
New Application**

Deadline for Submission: August 31



**Charter School: Academic Leadership Academy School of Health
Sciences for Young Men**

Date Submitted: August 31, 2012

Date Approved: _____

**Arkansas Department of Education
Charter School Office
Four Capitol Mall, Room 302-B
Little Rock, AR 72201
501.683.53132**

**Arkansas Department of Education
Open-Enrollment Public Charter Schools**

June 30	Deadline for open-enrollment letters of intent to be filed with the ADE.
August 31	Deadline for open-enrollment applications to be filed with the ADE, and superintendent of each public school district likely to be affected by proposed charter school.
September 30	Deadline for local school board where the proposed open-enrollment public charter school will be located to submit to the State Board and the applicant, written conclusions and results of any vote to approve the charter application.
September 30	Deadline for local boards of school districts likely to be affected by the proposed open-enrollment public charter school to submit any written findings or statements to the SBE.
November/December	Tentative date for application submitted to the State Board of Education. Applications approved by the local school board will receive expedited consideration. (Pending hearing timelines.)

***Note - All information must be received in the Charter School Office of the Arkansas State Department of Education no later than 4:00 p.m. on the date of the deadline. Information received in the Charter School Office after 4:00 p.m. on the established date will not be processed. It is the responsibility of the applicant to strongly adhere to the charter application timeline. Please take under consideration the length of the time that may be required for your application to reach the Charter School Office, particularly when mailing your application. Should the deadline date fall on a weekend, all materials must be received no later than 4:00 p.m. the following Monday.**

STATE BOARD OF EDUCATION
ARKANSAS DEPARTMENT OF EDUCATION
REQUIREMENTS FOR LETTER OF INTENT

To Apply For An **Open-Enrollment** Public School Charter

Applicants for open-enrollment public charter schools are required to send a one (1) page "**Letter of Intent to Apply for an Open-Enrollment Public School Charter**" to the Arkansas Department of Education.

Submit the letter of intent via certified mail to the Department of Education at the following address no later than the close of the business day (4:00 p.m.) **on June 30**, in order for the application to be considered by the State Board of Education at a later date:

Arkansas Department of Education
Charter School Office
Four Capitol Mall, Room 302-B
Little Rock, AR 72201

Required format to be followed for the letter of intent:

1. The letter of intent is to consist of only one (1) page;
2. Include the full legal name of the eligible entity which intends to apply for a charter. If a not-for-profit, specify the name on the IRS 501(c)(3) application and the entity's current 501(c)(3) status.
3. Include the contact person's name, full address, daytime telephone number, FAX number, and e-mail address;
4. Give a description of the eligible entity which will be proposing the charter;
5. Give the name of the proposed open-enrollment public charter school;
6. Describe the location of the proposed open-enrollment public charter school;
7. Identify the grade levels of students to be served by the open-enrollment public charter school;
8. Identify the number of students intended to be served by the open-enrollment public charter school; and
9. Provide a one-paragraph description of the purpose or special emphasis of the proposed school.

The contact person for the proposed open-enrollment public charter school shall sign the letter.

A copy of the letter of intent shall also be sent via certified mail to the superintendent of the public school district where the proposed public charter school will be located.

**STATE BOARD OF EDUCATION
ARKANSAS DEPARTMENT OF EDUCATION
APPLICATION FOR AN OPEN-ENROLLMENT PUBLIC CHARTER SCHOOL**

A. GENERAL INFORMATION (Please type)

Name of Proposed Charter School: Academic Leadership Academy School of Health Sciences for Young Men

Grade Level(s) for the School: Student Enrollment cap: PreK4-3: 300 Student Cap

Name of Sponsoring Entity: Academic Leadership Group

The applicant is an "eligible entity" under the following category (check one):

- a public institution of higher education;
- a private nonsectarian institution of higher education;
- a governmental entity; or
- an organization that is nonsectarian in its programs and operations, and is, or will be, exempt from taxation under Section 501(c) (3) of the Internal Revenue Code (provide evidence). (A copy of the entity's letter from the IRS reflecting tax exempt status or a copy of the entity's application for 501(c)(3) status must be attached to the application. Articles of incorporation or a letter acknowledging nonprofit status from the Secretary of State will not suffice). An eligible entity must have received formal tax exempt status under §501(c)(3) of the Internal Revenue Code of 1986 prior to the first day of its operation with students.

Name of Contact Person: Michael McCray

Address (no P.O. Box please): 1310 Gamble Road City: Little Rock ZIP: 72211

Daytime Phone Number: (501) 225-2522 FAX: (501) 225-2522

E-mail: mikemccray4@aol.com

Charter Site Address: 1167 South Hughes Street City: Little Rock

ZIP: 72211

Date of Proposed Opening: August 2013

Chief Operating Officer

of Proposed Charter: Michael McCray Title: Founder, CEO, President

Address: 1310 Gamble Road City: Little Rock

ZIP Code: 72211 Daytime Telephone Number: (501) 225-2522

The proposed charter will be located in the Little Rock School District

Provide a comprehensive list of all individuals, including but not limited to entity board members and charter school board members, involved in the organization and design of the proposed school as well as the proposed application process.

Name: Dr. Jon Lofton Position: Board Member State of Residence: Fayetteville, AR

Name: Dr. Barbara Lofton Position: Board Member State of Residence: Fayetteville, AR

Name: Ryan Norris Position: Board Member State of Residence: Little Rock AR

Name: Bridgett Williams Position: Board Member State of Residence: Little Rock, AR

Name: Rodney Lewis Position: Board Member State of Residence: Little Rock, AR

Name: Jeffrey Lewis Position: Board Member State of Residence: Little Rock, AR

Name: Gerald Williams Position: Board Member State of Residence: Little Rock, AR

Name: Sandra McFadden Position: Board Member State of Residence: Little Rock, AR

Name: Orson Weems Position: Board Member State of Residence: Fayetteville, AR

Name: Diane Clarke Position: Board Member State of Residence: Little Rock, AR

Name: Heleena Wright Position: Board Member State of Residence: Little Rock, AR

Name: Carlas Sadler Position: Board Member State of Residence: Little Rock, AR

Name: Rickey Hicks Position: Board Member State of Residence: Little Rock, AR

List the current K-12 student enrollment of the district where the proposed public charter school will be located.

24049 (Total District Enrollment)

List the school districts from which students are expected to come (use additional sheets as necessary).

LRSD

PCSSD

NLRSD

_____	_____
_____	_____
_____	_____

B. GENERAL DESCRIPTION

In succinct terms describe the proposed school including grade levels offered, student populations served, educational focus, and any other essential characteristics.

Academic Leadership Academy (ALA) School of Health Sciences for Young Men is a character-driven, values-based, college prep, and pro-family model of education that aims early and consistently to prepare students in grades PreK4-3 for academic success. ALA School of Health Sciences seeks to provide elementary students with the knowledge, skills, and disposition to meet and exceed Arkansas State standards and resources that will help to lead to continued success in school. ALA School of Health Sciences exists to provide a holistic education that will focus on mind, body, and attitude; encourage a right and honorable direction for its students; educate students with excellence in a multi-faceted program that integrates their home and school; that affirms, encourages, and equips parents; and that seeks to strengthen family relationships. ALA School of Health Sciences for Young Men will impart to its students the academic and personal foundation necessary to successfully pursue advanced studies and achieve continued personal growth.

Sponsoring Entity: Academic Leadership Group, Inc.

Name of Proposed School: Academic Leadership Academy School of Health Sciences for Young Men

Location of Proposed School: 1167 South Hughes Street, Little Rock, Arkansas, 72204

Grade Levels of Proposed School: PreK4-3 (300 enrollment cap)

Purpose or Special Emphasis of Proposed School: To promote academic excellence, greater fairness, and higher literacy, ALA School of Health Sciences for Young Men will place special emphasis on Health Sciences. Health Sciences are concerned with the development of knowledge and programs related to health and well being, particularly focusing on identifying practices that directly improve individual and group health; physical activity and leisure; biology and aging; and behavioral and socio-cultural mechanisms. The study of Health Sciences will equip students with a variety of educational tools and techniques to use emphasizing both health behavior theories and practical application through educational programming.

C. GENERAL INSTRUCTIONS

APPLICATION REQUIREMENTS AND CONTENTS: The total number of pages prepared by the applicant in response to Section D of this application form including any attachments used to support those responses **cannot exceed 60 pages**. Any attachments required by the application form are not to be included in the count for the total number of pages and are indicated by the word "required" in the list of contents below. Do not use dividers or separators noting the various parts of the application. **All pages including attachments should be numbered and clearly referred to in the narrative text.**

The narrative responses should be given in the order requested. **Brevity and clarity are strongly encouraged.** The responses and all supporting attachments should be prepared/ typed on white, 8 ½" x 11" paper (copied on one side only) suitable for reproduction. The type should be in 12 point font or larger and page margins of at least one (1) inch on all sides with page numbers clearly marked.

List of Contents:

The following is a list for the contents of the final application to be submitted to the State Board of Education. **The contents must be arranged in the order listed below:**

1. Sections A and B of the application form with all information provided (required)
2. Responses to all inquiries in Section D in the prescribed order and numbered accordingly
3. Applicant's attachments (if any) supporting narrative responses
4. A copy of the school's calendar and daily schedule (required)
5. Facility use agreement (required)
6. Proposed two-year budget estimate using worksheet provided (required)
7. Proposed salary schedule for both administrative and teaching positions (required)
8. Evidence of status as eligible entity (required)
9. Evidence of parental and community support (required)
10. Signed Statement of Assurances Form (required)

Submit the original copy of the application with original pages for all attachments including original signatures on any attachment requiring a signature. **DO NOT STAPLE THE ORIGINAL APPLICATION PAGES NOR ANY OF THE ORIGINAL ATTACHMENTS.**

In addition to the original unbound copy of the application and all attachments, **please submit: Twelve (12) one sided bound/stapled copies (no notebooks); One (1) CD copy of the application** in Microsoft Word, or Adobe Acrobat pdf file. Please ensure that the information saved on the CD can be accessed. CD should be labeled with the name of the proposed school.

All application materials must be received by the Charter School Office at the Arkansas Department of Education by 4:00 p.m. on August 31. Please make sure that applications being submitted by United States Postal Service are done so in a

timely manner as to be received in the Charter School Office by the deadline. Facsimile transmissions (FAX) will not be accepted, and any application received after this time will not be forwarded to the State Board of Education for consideration. Applications should be mailed or hand-delivered to:

Arkansas Department of Education
Charter School Office
Four Capitol Mall, Room 302-B
Little Rock, AR 722018

D. REQUIRED INFORMATION

The applicant for the proposed open-enrollment charter, if approved by the State Board of Education, agrees to operate the educational program described below in accordance with the provisions described within this document, Arkansas Code Annotated §6-23-101 et seq, the State Board of Education Rules Governing Charter Schools, and the attached assurances. This is a narrative description of various components of the proposed charter school, and the responses to the following inquiries including any supporting attachment pages **must be limited to no more than 60 pages**.

Application Standards:

1. Describe the results of the public hearing, which was held for the purpose of assessing support for the establishment of this open-enrollment public charter school. Provide copies of any supporting evidence received.

2. Provide documentation that each of the following requirements of Arkansas Code Annotated §6-23-302 were met:
 - A. The notice of the public hearing was published on a weekly basis for at least three (3) weeks prior to the date of the hearing in a newspaper having general circulation in the school district in which the school will likely be located.

 - B. The notice of the public hearing shall not be published in the classified or legal notice section of the newspaper.

 - C. The last publication date of the notice shall be no less than seven days prior to the public meeting.

 - D. Within seven (7) calendar days following the first publication of the notice of the public hearing, letters announcing the public hearing shall be sent to the superintendent of each of the school districts from which the open-enrollment public charter school is likely to draw students for the purpose of enrollment and the superintendent of any district that is contiguous to the district in which the open-enrollment public charter school will be located.

3. Describe the governing structure of the open-enrollment charter, including board composition, selection process, and responsibilities. Also describe the role of the administrators, faculty, parents, students, and community members in the leadership and decision-making of the school. As part of your response, please answer the following specific questions:
 - A. Identify what individual job position(s) or entity(s) will have final decision-making authority for the school in the areas of (1) finance and purchasing;

(2) student discipline; (3) hiring and firing of staff; and (4) hiring and firing of the school director or superintendent.

B. Specify how the final decision-maker(s) identified in response to (3)(A) above will be selected or elected, including (1) length of term, (2) method of selection or election, and (3) who will have the authority to participate in the selection or election process.

C. Explain how and to what extent the school's leadership will be accountable to parents.

4. Give the mission statement for the proposed open-enrollment public charter school.

5. Describe the educational need for the school.

6. Describe the educational program to be offered by the open-enrollment public charter school.

7. List the specific measurable goals in reading, reading comprehension, mathematics, and mathematic reasoning based on the state mandated assessments, and any other assessment tools if used, for improving student academic achievement for each year of the public charter schools' initial five (5) year period.

8. Describe the process that will be used to develop and align the curriculum with the Arkansas Curriculum Frameworks. Also describe plans to transition the curriculum to the pending requirements of the Common Core Standards in accordance with the timeframe adopted by the State Board of Education.

9. Describe the geographical area to be served by the charter, and list all school districts within the geographical area that may be affected by the open-enrollment public charter school.

10. Describe the plan for the school officials to provide an annual report to parents, the community, and the State Board of Education that demonstrates the progress made by the charter school during any previous academic year in meeting its academic performance objectives. (*See ADE Rules Governing Standards for Accreditation of Arkansas Public Schools and School Districts (standards rules), Section 7.04.2.*)

11. Describe the enrollment criteria and student admission, recruitment and selection processes for the proposed public charter school. Include a statement that a random, anonymous student selection method will be utilized in the event that more students apply for admission to the open-enrollment public charter school than can be accommodated under the terms of the charter, except as allowed for in Arkansas Code Annotated §6-23-306(14)(C). Should an applicant believe that the use of a weighted lottery is required by federal court or administrative order, the applicant shall furnish a copy of the order.

12. Summarize the job descriptions of the school director and other key personnel. Specify the qualifications to be met by professional employees (administrators, teachers, counselors, etc.) of the program. List the types of administrative positions, teaching positions, and support positions and how many of each.

13. Explain how the school will conduct its business office, with what personnel, and describe the process by which the governance structure of the school will adopt an annual budget.

14. Describe the manner in which an annual audit of the financial and programmatic operations of the school will be conducted. Act 993 of 2011 requires that the Division of Legislative Audit conduct every new charter school's first-year audit unless the State Board approves otherwise. If the school wishes to utilize a licensed accountant or licensed certified public accountant to perform the first-year audit, please identify the accountant by name, firm, address, and phone number. A school's preference as stated in this Application may not be changed without prior approval of the State Board of Education.

15. Provide a statement affirming that the public charter school will participate in the Arkansas Public School Computer Network, as required by state statute and by State Board of Education rule, for reporting both education data and financial data, including grant funds or private donations received directly by the charter school itself.

16. Describe the facilities to be used. Give the present use of the facility. If the facility to be used for the school is a facility of a school district, describe the terms established by the local school board of the district stipulating the relationship between the proposed public charter school and the district pertaining to the use of the facility. Attach a copy of the agreement, signed by the president of the local school board, the chair or president of the governing body of the proposed open-enrollment public charter school, and the chief operating officer of the proposed charter. If the facility is not operated by a school district, attach a copy of the agreement, signed by the entity owning or operating the facility and the chief operating officer of the proposed charter.

Please identify the owner(s) of the proposed facility and describe their relationship, if any, with:

(1) Members of the local board of the public school district where the proposed open-enrollment public charter school will be located,

(2) Employees of the public school district where the proposed open-enrollment public charter school will be located,

(3) The eligible entity sponsoring the open-enrollment public charter school, or

(4) Employees/directors/administrators of the sponsoring entity or proposed open-enrollment public charter school.11

Charter School Budget Information

The Budget Worksheet has been developed for application purposes. It is intended to challenge the applicant to consider the many expenses incurred in the operation of a school. It is formatted to expedite the application process. Budget revenues must equal or exceed expenses for each school year.

Upon approval of the Open-Enrollment Public Charter School, the ADE Public School Finance and Administrative Support Section will provide technical assistance. At that time, a detailed budget will be developed specific to the terms of the Charter. That budget will also meet the data reporting requirements of the Arkansas Public School Computer Network.

The Budget Worksheet is to be used as an estimate of the Revenues and Expenditures associated with the operation of the Open-Enrollment Public Charter School. The Expenditures section is a comprehensive overview of the normal expenses incurred in the operation of a school.

The following definitions are provided to assist the applicant in the completion of the Budget Worksheet:

The "Number of Students" is the number of students expected to be enrolled in the open-enrollment public charter school. The description of student numbers including addition of students by year and or grade must clearly be defined within the application.

All public schools in Arkansas receive "foundation funding," a set amount of money per student based upon average daily membership, the amount determined necessary to provide all students with an adequate education.

Number of Positions, both certified and non-certified should be stated as the full time equivalent (FTE) of each position. For example, if the Charter will have 5 FTE's position at 1.00 and 3 part-time FTE's positions at .50 employees: the 5.00 FTE's position equal a total of 5.00 FTE's positions, the 3 part-time .50 FTE's positions equal a total of 1.50 FTE's positions, for a grand total of 6.50 FTE's positions.

Fringe Benefits at a minimum should include F.I.C.A., teacher retirement, health insurance, and unemployment obligations.

Two budget worksheets must be completed, one for the school's first year of operation and one for the school's second year of operation. The proposed budget should not rely on one-time grants or other funds that are not presently guaranteed.

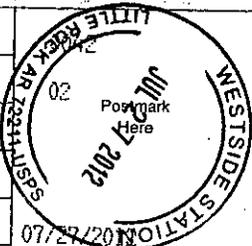
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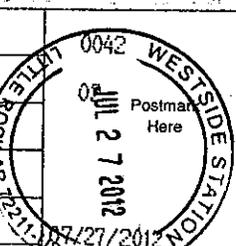
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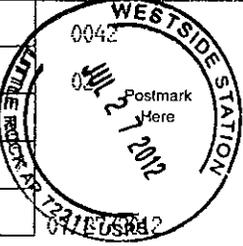
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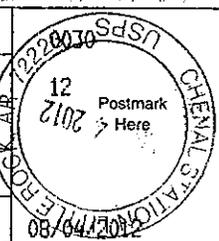
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THE DAILY RECORD

STATE OF ARKANSAS
Pulaski County

I, Bill Rector, so solemnly swear that I am the Publisher of the Daily Record, a newspaper of general circulation in Pulaski County, State of Arkansas; that I was Publisher of The Daily Record at and during the publication of the annexed legal advertisement in the matter of:

Petition to Operate an Open Enrollment Charter School

Announcement

pending in the Court in said County, and at dates of the several publications of said advertisement hereinafter stated, and that during said periods and at said dates, said newspaper was published and had a bona fide circulation in said County and State; that said newspaper had been regularly published in said County and State, and had a bona fide circulation therein for the period of one month before the date of the first publication of said advertisement; and that said advertisement was published in the regular daily issues of said newspaper on the following days:

07/24/12 07/31/12 08/07/12

W.F. Rector

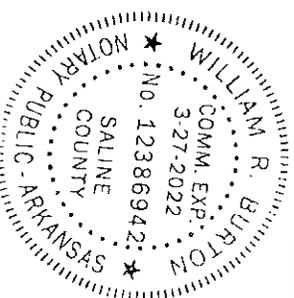
Publisher

Subscribed and sworn before me this 7th of August, 2012

William R. Burton

Notary Public

Cost of publication: \$133.24
1022685



Announcement:

Intent to File a Petition to Operate an Open Enrollment Charter School Public Hearing Notification Academic Leadership Academy School of Health Sciences for Young Men.

Academic Leadership Academy School of Health Sciences for Young Men will hold a Public Hearing on August 22, 2012 at 6:00 p.m. until 8:00 p.m. at the American Red Cross located at 401 S. Monroe, Little Rock, 72205 regarding a petition to the Arkansas State Board of Education to operate an Open Enrollment Charter School.

The purpose of this Public Hearing is to inform the public and gather information regarding the proposed school Academic Leadership Academy School of Health Sciences for Young Men. The School's anticipated opening date will be August 2013. The charter school will serve a target population of male students in grades PreK-6th.

Public input is actively being solicited. Written comments may be sent to 1310 Gamble Road, Little Rock, AR, 72211 and must be postmarked by August 22, 2012.

If special accommodations are needed please contact Michael McCray by mail at 1310 Gamble Road, Little Rock, AR, 72211, by phone at 501-786-2390, or by email at mlkemccray4@aol.com. This meeting is sponsored by Academic Leadership Group, Inc.

THE DAILY RECORD

PO Box 3595
Little Rock, AR 72203

Received of:
Michael McCray

Amount Paid \$133.24

1310 Gamble Rd.
Little Rock AR, 72211

Account # 12000979

Date Paid	Amount Paid	Check #
07/23/12	\$133.24	Visa

Invoice #: 1022685

Invoice Date: July 23, 2012

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NOT Announcement

PLAINTIFF	DEFENDANT
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Petition to Operate an Open
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legal," she said.

Mysaline.com averages about 3,000 views per day and has 650 members. During the May Primary, she said the views peaked to about 8,000 views a day.

Russell told Realtors that she has noticed many more rental properties popping up on her site, and told the crowd that they need

in a professional way. You don't want to post a picture of someone that you think is funny because it could turn out to be someone's cousin. You need to build a trust with the community. There's lot of building of friendships here. You can talk about your business later."

In January, Russell hired a sales person for the site. Tonja Fleming has an advertising background, and Russell said Fleming "knows everybody."

A graduate of UALR, Russell admits even though she knew the site had great potential, she never expected it to be as big as it is today. ❖

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personal banking
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make just the right bank.



Kent Goff.

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If special accommodations are needed please contact Michael McCray by mail at 1310 Gamble Road, Little Rock, AR. 72211, by phone at 501-786-2390, or by email at mikemccray4@aol.com. This meeting is sponsored by Academic Leadership Group, Inc.

The Daily Record is pleased to publish numerous columns from inside and outside sources. The opinions and views of these columnists are their own and do not necessarily convey the opinions of The Daily Record.

- William F. Rector, Jr.
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*Academic Leadership Academy
School of Health Sciences
for Young Men*

*Public Hearing
August 22, 2012*

Agenda

"Education is not the filling of a pail, but the lighting of a fire"

~ William Butler Yates

- I. Welcome*
- II. Introductions*
- III. About the School*
- IV. The Need*
- V. The Purpose of the School*
- VI. Curriculum*
- VII. Coordinated School Health*
- VIII. Planning Process*
- IX. Remarks*
- X. Closing*

Any genuine teaching will result, if successful, in someone's knowing how to bring about a better condition of things than existed earlier.

~John Dewey

*Academic Leadership Academy
School of Health Sciences
FOR YOUNG MEN*

MEETING MINUTES

Meeting Date: **08/22/2012**

Meeting Location: **American Red Cross**

Approval: **Draft**

Recorded By: **Kadrian McCray**

The Public Hearing was held on August 22, 2012 at 6:00p.m. at the American Red Cross located at 401 South Monroe Street, Little Rock, Arkansas, 72205. There was approximately seventeen (17) people in attendance. The Meeting was presided over by the Founder, Michael McCray and included a presentation that focused on information about the school, which was followed by forty-five (45) of questions and answers. At the conclusion of the questions and answers, Michael McCray asked if the audience felt that more information was needed regarding support for the proposed Charter School. No further action was requested and all those in attended were all in favor of the proposed Charter School. No one present spoke in opposition of the proposed Charter School.

Name	Title	Organization	Present
<Name>	<Title>	<OPDIV/Bureau/ETC>	<Y/N/Phone>

Attendance

Sign-in Sheet enclosed

1 MEETING LOCATION

Building: American Red Cross Board Room

Address: 401 S. Monroe, Little Rock, AR 72205

2 MEETING START

Meeting Schedule Start: **06:00**

Meeting Actual Start: **06:20**

Meeting Scribe: **Kadrian McCray**

3 AGENDA

- **Welcome**
- **Introductions**
- **About the School**
- **The Need for the School**
- **The Purpose of the School**
- **The Curriculum**
- **Coordinated School Health**

- **Planning Process**
- **Remarks/Questions**
- **Closing**
- **Adjournment**

Discussion:

Michael McCray: I would like to take this opportunity to welcome each of you to the Public Hearing Meeting for the Academic Leadership Academy School of Health Sciences for Young Men. This meeting is for the purposes of providing information about the proposed Charter School and to answer any questions that you may have. Please feel free to provide any feedback or input you may have about the information that you will receive today. If you have not already signed in, please do so before you leave the meeting. Refreshments are located on the back table. Restrooms are located just outside these doors to your right. Thank you for coming and let's get started, shall we.

The Need for the School

Michael McCray discussed the need for the school and how it being created is because there is a growing concern for young boys underperforming in school. **Michael McCray** stated that according to national research, more than fifty percent of young males are dropping out of high school, males make up fewer than forty percent of college students, boys earn over seventy percent of Ds and Fs and fewer than half of As in school, two-thirds of the children who are diagnosed with learning disabilities are boys, girls outperform boys in school, and boys consistently score significantly lower than girls in reading and writing. Reading is fundamental and not necessarily because one has learned how to read.....but because if you can read, you can continue to read more and educate yourself throughout life. And, if you can read, you can write.

The Curriculum

Michael McCray stated that the Curriculum that will be used will be the Common Core Curriculum, which is a curriculum that the state of Arkansas is trying to implement. **Michael McCray** stated that the Common Core Curriculum is a curriculum that most states across the Nation have adopted and implemented within their schools. It is a curriculum that is designed to provide the same education no matter where the student might live or travel.

Michael McCray also talked about the Health Science component of the curriculum and how it will offer students an interdisciplinary approach to study health, public health, the broad perspective of health and wellness at the population level, health professions, including education, and global public health. The curriculum is based on a strong

foundation in the health sciences. The curriculum includes courses in the biological, chemical, and industrial sciences, including anatomy, physiology, microbiology, humanities, pathological diseases and treatments, pharmacology, allied health, and global health.

Coordinated School Health

Michael McCray discussed implementing a Coordinated School Health Program that will serve as an addition to the school nurse but also serve as a wellness clinic for students, staff, families, and surrounding communities for those individuals who may not have adequate insurance or health care. Typical characteristics of the wellness clinic are: located in the school or on school grounds, work cooperatively within the school to become an integral part of the school, provide a comprehensive range of services that meet the specific physical and behavioral health needs of the young people and the community, employ a multidisciplinary team of providers to care for the students: nurse practitioners, registered nurses, physician assistants, social workers, physicians, alcohol and drug counselors, and other health professionals, provide clinical services through a qualified health provider such as a hospital, health department, or medical practice, require parents to sign written consents for their children to receive the full scope of services provided at the wellness clinic, have an advisory board consisting of community representatives, parents, youth, and family organizations, to provide planning and oversight. This initiative has four goals: to implement the eight component model of Coordinated School Health, establish a school based wellness clinic, develop a quality school based mental health program, establish a comprehensive wellness clinic within the community. Ultimately, this program will be used to promote health, wellness, and academic achievement in Arkansas' public schools, as well as develop, sustain, and expand on positive changes in school environment, programs, policies, and promote a lifetime of wellness for students, staff, and families.

The Planning Process

Michael McCray discussed the planning process and that the school is in the process of securing a location and completing the application process to be submitted on or by August 31, 2012.

Michael McCray: at this time, we will accept questions from the floor.

Rodney Lewis: are your statistics referring to African American boys only?

Michael McCray: no, the statistics about boys underperforming in school, more than fifty percent dropping out of school, and less than forty percent making it into college is a national research study.

Rodney Lewis: who can attend this school?

Michael McCray: because this is an Open-Enrollment Public Charter School, it has to be open to all students and cannot discriminate in any way.

Sandra McFadden: how will the students be transported to your school?

Michael McCray: as an Open-Enrollment Public Charter School, it is separate from the other school districts and therefore does not bus students. Parents will have to transport their child to and from the school. Those students who live further out may have an option to be transported by the CAT System if there is a system put in place for this for this type of transportation program.

Rodney Lewis: what will the school offer that would make me want to send my child?

Michael McCray: every school's mission or goal is to educate students. It's no different at this school. The difference between the public and other charter or private schools is that Academic Leadership Academy will be an alternative to traditional public schools operated by school districts. Academic Leadership Academy seeks to improve public education overall, including the growing concern of underperforming young boys. Academic Leadership Academy seeks to improve student learning; encourage the use of different and innovative or proven school environments and teaching and learning methods; provide parents and students with measures of improved school and student performance and greater opportunities in choosing public schools within and outside their school districts; and to provide for a well-educated community. Academic Leadership Academy believes and promotes that all children, despite their economic status or available resources, are capable of learning and achieving when appropriate systems, programs, and instructions are purposefully designed to meet their present needs, talents, and deficiencies. And, to provide students with academically challenging learning environments that prepare them to communicate effectively, think and reason critically, value diversity, engage in service learning, pursue academic excellence, and obtain sustainable and quality careers in the health sciences industry and education.

Academic Leadership Academy seeks to provide a measurement system that is not solely based on performance but understanding. Meaning, the students will be provided the type of education that challenges them to think analytically and critically about new information, as well as be to transfer and apply new information in to the practical setting. Academic Leadership Academy believes in guiding student learning without imposing the individual learning style of its teachers but rather the student. This allows the student to build their fund of knowledge in the way most appropriate for them and the task at hand. This makes them better learners and better teachers for future learners. It is unknown what knowledge and skills will be necessary for the future but it is clear that to function successfully, it will be essential to be a life-long adaptive learner. This school encourages this type of development. While attending Academic Leadership Academy, students will benefit from a holistic process of learning. Meaning, the approach to learning will be both learner-centered and teacher-centered. When you look across various classrooms and see different types of students with different learning styles, you will come to the realization that the two are inseparable aspects of the same whole. Teaching and learning is a holistic process in which there is a co-creation of meaning between student and teacher. And in order to accomplish this co-creation of meaning, Academic Leadership Academy will draw upon the following classroom dialectics: giving knowledge and facilitating understanding; theory and application, helping and challenging; maintaining rigor and encouraging creative experimentation; and respecting and supporting a wide diversity of students and student needs while maintaining balance and fairness. Academic Leadership Academy

believe that this concept of learning will evoke student motivation, generate curiosity and interest for learning, and provide a strong foundation and passion for lifelong learning among students.

Aside from the advantages of the Common Core curriculum and how the teachers of this school will deliver new information in a more innovative and exciting manner, Academic Leadership Academy also believes that the Health Science component will improve students understanding about health, and in doing so, maybe individual physical health as well. Academic Leadership Academy believes that students perform better in school when they are well. If a student is ill, then he or she will not be able to attend school. If a student reports to school ill, then he or she may not be able to perform well because they do not feel well. Over time, this pattern can impact adulthood where as an adult, the student will display the same outcomes as a professional. School health programs can help children and adolescents attain full educational potential and good health by providing them with the skills, social support, and environmental reinforcement they need to adopt long-term, healthy physical, mental, and nutritional behaviors.

Rodney Lewis: has the charter schools established any partnerships?

Academic Leadership Academy has reached out to the 4-H Program and the College of the Ozarks to implement Nutrition, agriculture, and gardening. It has reached out to the Arkansas Department of Health for assistance with the Coordinated School Health Program. It has also reached out to the University of Arkansas at Little Rock Children Internation/Share America Program to be better able to provide assistance with dental and vision services.

Sandra McFadden: what grades will this school provide?

Michael McCray: Prek4-3 and adding a grade each year up to 8th grade.

Tiffany McFadden: will there be a form of physical activity?

Michael McCray: yes, this school will teach physical education, but also seeks to implement goals and standards set forth by the Health Arkansas Campaign and the President's Fitness Campaign.

Sandra McFadden: how will you go about hiring teachers or what will be the criteria and will they be certified?

Michael McCray: teachers much meet the standards and qualifications set forth by the job description and undergo a mock teaching exercise to show proficiency as a teacher in all categories of managing a classroom. Teachers teaching a core class will have to be certified but those teaching an encore or specialty class can be hired as Highly Qualified Teachers (HQTs) with a four year degree in the subject matter.

Sandra McFadden: how will the school and teacher's salaries be financed?

Michael McCray: the school will secure state and federal funds based on the enrollment cap per pupil. These funds will be allocated for school operations and teacher salaries. The school will also seek to secure various grants as well.

Sandra McFadden: will the students be required to wear uniforms?

Michael McCray: yes, in order to create a structured environment, display professionalism, to look and act more like a team, to reduce any ridicule or embarrassment, to reduce distractions, reduce peer pressure, increase school pride, gear focus more to learning, and assist in discipline problems.

Diane Clarke: what things are being put in place for the mental health of the student?

As we all know, more boys than girl are being diagnosed with more mental and/or learning disabilities. Academic Leadership Academy first of all believes that all children, despite their deficiencies, can learn. Outside agencies, therapists, and other assistive programs will be used as an extension of our teachers and administrators.

Rodney Lewis: what are your qualifications as an administrator?

Michael McCray: I hold a Masters of Business Administration degree obtained from the University of Phoenix in Health Care Management that has given me a strong background in the business and the administrative sectors of health care, which is specifically geared towards the system in which it operates. I also hold a Masters degree in Education from American InterContinental University, with emphasis on curriculum and instruction, which enables me to plan, design, and instruct each subject area using a wide variety of teaching aids. I hold a Bachelor's of Science degree in Health Sciences with emphasis on Community Health Promotion. I am currently the Physical Education/Health Teacher and Head Boys Coach of Athletics at The Anthony School for grades K-8. I am a former Health Educator at the Arkansas Department of Health Infant Hearing Program, Physical Education/Health Teacher and Athletic Director and Head Coach at Little Rock Urban Collegiate Public Charter School, Allied Health Instructor at Remington College, and Diversity Coordinator/Health Educator for the American Red Cross. I am a proud husband, and father of four (4), including two boys of my own. I bring with me over five (5) years of practical experience in an educational setting, a current knowledge based of cultural diversity, and experience with community and health outreach. My education at the University of Arkansas at Little Rock has given me a strong background in Biology, mathematics, and the general Health Science field, developing critical thinking and analytical skills, and health education skills as well.

Rodney Lewis: what are your goals as an administrator?

- 1) - I will help to create a shared vision for students, staff and community members. I will take the time to gather input and knowledge from as many stakeholders as possible.
- 2) - I will utilize my supervisory time to build and establish relationships with students and staff. I will talk with students and staff and ask them about their lives in a sincere and caring manner. I will take an active interest in learning as much as I can about them.
- 3) - I will have high expectations for students, staff and myself. I will help to empower others to take control of their own learning and development by establishing an

environment built on accountability and responsibility.

4) - I will support and encourage those with whom I work. I will work to embrace a sharing and collaborative school culture that takes risks in an effort to do great things.

5) - I will listen more than I talk. I will use my two ears more than I use my one mouth, and I will try to learn as much as I can from others. I will make it a priority to get into classrooms to observe on a daily basis, and I will learn by listening and observing.

6) - I will communicate with and involve parents and community stakeholders as often as possible. I will work with teachers and staff to keep parents informed and up-to-date with what is going on in our school through the use of weekly newsletters, our school website and social media outlets.

7) - I will share the power of my PLN with my colleagues. I will take the time to meet with anyone interested in learning more about using social media as a means toward professional growth. I will model being a lifelong learner for both students and staff.

8) - I will base every decision I make on what is best for students. It is difficult to not get caught up in everything that is going on, but I will make every effort to put students and their needs first.

9) - I will have a healthy balance between my professional and personal life. Though I anticipate the high level of time commitment required for this job, I do not want my job to consume my entire life. My family, friends and colleagues will all benefit from this healthy balance.

10) - I will figure out a way to get in the classrooms to teach. If this means working out a schedule to teach a class so a teacher can observe another teacher, or if this means just giving a teacher a break so I can teach, then so be it. I love teaching and I am sure I will miss it; plus, it's a great way to model effective instructional strategies for younger teachers.

Diane Clarke: since this is a Health Science school, will there be a focus on nutrition?

Michael McCray: yes, and we are even hoping to grow our own vegetables for lunch and to have a farmers market for the community. We are hoping to employ our own Chef to prepare nutritious meals from the foods we grow and purchased goods. We will implement Breakfast in the Classroom in the morning to ensure that students have received a healthy breakfast in order to function and perform well in school. And we are hoping to implement a Nifty Nutrition Program, where students will receive a lesson on nutrition and a nutritious snack in the classroom.

Diane Clarke: how do you plan to advertise for the school?

Michael McCray: we will use the social network systems, Public Service Announcements (PSAs), flyers, pamphlets, and any other social media platform available to reach mass audiences or populations.

Rodney Lewis: what is a Health Science school and are there any other schools in the State of Arkansas like this.

Michael McCray: a Health Science school is a school where the educational guidelines focus largely on classroom instruction and application that are relevant components of a comprehensive school health program. The relevant components consist of science courses, such as biology, microbiology, chemistry, physics just to name a few and made to be understandable for elementary students. From the Health Science curriculum, teacher will cover information surrounding health education; a healthy environment; health services; counseling, psychological, and social services; integrated school and community efforts; physical education; nutrition services; special needs; and school-based health promotion for faculty and staff.

Lacy Lewis: will the Health Science program focus on diseases, such as obesity?

Michael McCray: yes. The curriculum will focus on diseases, pathological conditions, and diagnostic treatments and prevention.

Diane Clarke: how will your school consider food allergies when preparing lunch or other foods?

Michael McCray: the school lunch program that we must follow provides information about the meal plan set forth by the State of Arkansas. In addition, this school will require that all parents submit detailed medical information about their child and how to treat the condition.

Lacy Lewis: will the school hire any therapist, such as speech pathologists who can conduct certain examination surrounding any deficiencies related to speech and hearing?

Michael McCray: yes. I will also utilize other resources, such as the Arkansas Department of Health Infant Hearing Program, Child and Adolescent Health, and the University of Little Rock's Audiology Department to help guide these services.

Tiffany McFadden: in terms of hiring teachers, how will you screen and/or train your teachers?

Michael McCray: we will screen applicants based on credentials and experience. If selected, teachers will have to undergo a longer in-service training that will allow teachers to learn how to become better teachers and help the school achieve success from administrators and other experienced teachers.

Lacy Lewis: will there be an after school program?

Michael McCray: yes.

Lacy Lewis: will the teachers be males or co-ed?

Michael McCray: co-ed, but we definitely want to create an environment that put positive male role models before these young boys.

Lacy Lewis: will there be parental involvement?

Michael McCray: yes, and community involvement as well.

Lacy Lewis: what will the discipline policy look like?

Michael McCray: the discipline policy will be a Zero Tolerance discipline policy.

Michael McCray: thanked everyone for coming to the meeting.

4 MEETING END

Meeting Schedule End: **08:00**

Meeting Actual End: **08:15**

5 POST MEETING ACTION ITEMS

Action	Assigned To	Deadline
<Action Item>	<Assignee>	<mm/dd/yy>

6 DECISIONS MADE

[Document any decisions made during the meeting

- **Decision 1**
- **Decision 2**

Etc.]

7 NEXT MEETING

Next Meeting: <Location> <Date> <Time>

Proposal prepared by: Michael McCray
Submitted To: Collier International
Proposal submitted on: August 29, 2012

Purpose: On behalf of the Academic Leadership Group, Inc., the purpose of this proposal is to clearly outline the basic terms and conditions of the property to have the right of First Refusal to lease the property located at 1167 South Hughes Street, Little Rock, Arkansas, 72204 and so that the landlord and tenant can come up with an agreement based on this information

Details of Lease proposal:

**Letter of Intent to Apply
Open Enrollment Public Charter School**

Name of eligible entity: Academic Leadership Academy School of Health Sciences for Young Men

Contact Person **Name:** Michael McCray

Mailing Address: 1310 Gamble Road

Daytime Phone: (501) 786-2390

Fax: (501) 225-2522

Email: mikemccray4@aol.com

Description of eligible entity: Academic Leadership Academy (ALA) School of Health Sciences for Young Men is a character-driven, values-based, college prep, and pro-family model of education that aims early and consistently to prepare students in grades PreK4-3 (adding a grade each year up to grade 8) for academic success. ALA School of Health Sciences seeks to provide elementary students with the knowledge, skills, and disposition to meet and exceed Arkansas State standards and resources that will help to lead to continued success in school. ALA School of Health Sciences exists to provide a holistic education that will focus on mind, body, and attitude; encourage a right and honorable direction for its students; educate students with excellence in a multi-faceted program that integrates their home and school; that affirms, encourages, and equips parents; and that seeks to strengthen family relationships. ALA School of Health Sciences for Young Men will impart to its students the academic and personal foundation necessary to successfully pursue advanced studies and achieve continued personal growth.

Sponsoring Entity: Academic Leadership Group, Inc.

Name of Proposed School: Academic Leadership Academy School of Health Sciences for Young Men

Location of Proposed School: 1167 South Hughes Street, Little Rock, Arkansas, 72204

Grade Levels of Proposed School: PreK4-3 (300 enrollment cap)

Purpose or Special Emphasis of Proposed School: To promote academic excellence, greater fairness, and higher literacy, ALA School of Health Sciences for Young Men will place special emphasis on Health Sciences. Health Sciences are concerned with the development of knowledge and programs related to health and well being, particularly focusing on identifying practices that directly improve individual and group health; physical activity and leisure; biology and aging; and behavioral and socio-cultural mechanisms. The study of Health Sciences will equip students with a variety of educational tools and techniques to use emphasizing both health behavior theories and practical application through educational programming.

Lease Term

- Lease Term shall be five years

Lease Rate

- Lease Rate shall be 17,500 a month

Contingencies

- The lease will be contingent upon Academic Leadership Group, Inc., obtaining a Charter School for approval for the property.
- Should the Owner obtain another offer to Lease or Purchase the property, Academic Leadership Group will be given written notice and shall have 48 hours to exercise this Right of First Refusal by executing a Lease. Upon failure of Academic Leadership to execute said Lease within said time period, the Owner will be free to enter into any agreement with a third party.

This Letter of Intent is not intended to constitute a contract or an offer to enter into a contract, nor to be binding on either Academic Leadership Group, Inc., or Owner, or create any legal obligations or rights. This Letter of Intent shall not create any obligation that either Academic Leadership Group, Inc., or Owner.

- Both parties will give each other a one month's notice before clearing the premises
- If the landlord and tenant are happy with the terms and conditions in the proposal, they can go ahead with the process of creating a formal agreement.

Proposal signed and approved by:

Landlord: _____

Tenant: _____

**Academic Leadership Academy School of Health Sciences for Young Men
Narrative Description of Activities**

Academic Leadership Academy (ALA) School of Health Sciences for Young Men is a character-driven, values-based, college prep, and pro-family model of education that aims early and consistently to prepare students in grades PreK-8 for academic success. ALA School of Health Sciences seeks to provide students with the knowledge, skills, and disposition to meet and exceed Arkansas State standards and resources that will help to lead to continued success in school. ALA School of Health Sciences exists to provide a holistic education that will focus on mind, body, and attitude; encourage a right and honorable direction for its students; educate students with excellence in a multi-faceted program that integrates their home and school; that affirms, encourages, and equips parents; and that seeks to strengthen family relationships. ALA School of Health Sciences will impart to its students the academic and personal foundation necessary to successfully pursue advanced studies and achieve continued personal growth.

Name of Proposed School: Academic Leadership Academy School of Health Sciences for Young Men

Location of Proposed School: 1167 South Hughes Street, Little Rock, Arkansas, 72204

Grade Levels of Proposed School: PreK4-3

Purpose or Special Emphasis of Proposed School: To promote academic excellence, greater fairness, and higher literacy, ALA will place special emphasis on Health Sciences and provide a Common Core State Standards (CCSS) curriculum. The Health Sciences are concerned with the development of knowledge and programs related to health and well being, particularly focusing on identifying practices that directly improve individual and group health; physical activity and leisure; biology and aging; and behavioral and socio-cultural mechanisms. The study of Health Sciences will equip students with a variety of educational tools and techniques to use emphasizing both health behavior theories and practical application through educational programming.

ALA School Health Sciences for Young Men welcomes all students who may be possibly considering a career in the medical sciences or who are interested in exploring the many opportunities the specialized curricula offer. The Health Science curriculum provides students with a myriad of opportunities to pursue goals of post-secondary education at colleges or universities, at the community college level, or to enter the work force directly upon high school graduation. Students will receive a solid foundation in the core subjects. They are further prepared academically in a rigorous medical/Allied health sciences course of study. A major learning component of the program is the opportunity for students to attain practical experience in the worksite (through field trips or visitors) as well as in academic settings.

Unique to ALA is the opportunity for guaranteed admission to a number of colleges and universities throughout the nation because of the solid educational foundation established and the application of the same in any practical setting. Because of the type of education received at ALA, students will have the opportunity to be accepted to any medical, veterinary medicine, pharmacy, and nursing schools upon high school graduation---and many more opportunities will continue to grow as a result of the education received at ALA. In addition, students will take other medical science courses beyond the typical core courses. Students will also receive coursework and training through preceptorships, mentorships, research, and special opportunities

in the medical sciences field. Through partnerships throughout the medical and academic communities, students have numerous opportunities to take part in medical research. Students will work on long-term research projects with the assistance of mentors at surrounding colleges and universities, which is a reiterative component of the curriculum.

Common Core State Standards (CCSS) is a coherent, cumulative, and content-specific curriculum that will help children establish strong foundations of knowledge grade by grade. Researchers, from Johns Hopkins University, conducted a study on the effects of implementation of CKS in American schools found a growing body of evidence suggesting that CCSS fosters excellence and equity. It fosters excellence by improving student motivation and performance, boosts curiosity and enthusiasm, and lays the groundwork for future learning. It fosters equity by ensuring that all students have the benefit of a rich curriculum and narrowing the gap between high- and low-performing students. Based on the conviction that all children can learn and the accumulated evidence that intelligence is dynamic and not fixed, CCSS will help acquire the cognitive strategies that are focused on making significant cognitive changes in the quality of students' learning that underlie all subject matter of the regular curriculum. CCSS will be measured using the Curriculum-based Measurement, or CBM, which is a method of monitoring student educational progress through direct assessment of academic skills. CBM can be used to measure basic skills in reading, mathematics, spelling, and written expression. It can also be used to monitor readiness skills.

When using CBM, the Teacher will give students brief, timed samples, or "probes," made up of academic material taken from the curriculum. This, coupled with using state standards as a template for designing internal standards that clearly identifies exactly what students should know and demonstrate; and the use of a detailed item-analysis process of assessments, including released Augmented Benchmark Examination tests, will help identify precise skills and content that students need for academic success. The ALA curriculum, learning activities, and the mastery assessment of each standard will be created by blending the Arkansas Curriculum Frameworks with these skills and contents and measured by six-week assessments and year-end assessments developed prior to the start of the school year (based on our internal assessments), to guarantee a high degree of accountability to teaching the necessary material. Cohesively outlining specific content (and skills) that will be taught in English/language arts, history, geography, mathematics, science, allied health, and the fine arts will help students improve thinking habits and behaviors that will transfer not only into academic learning but also to the social environment outside the classroom. Online courses may be offered as well for individuals who are unable to attend classes in the traditional setting.

Another component of the reiterative process that ALA will employ is Nutrition. School-based programs can play an important role in promoting lifelong healthy eating. Because dietary factors "contribute substantially to the burden of preventable illness and premature death in the United States, ALA will partner with local health units and health advocates to create the "next generation" of healthy Arkansans. Students will learn about nutrition, agriculture and gardening and be able to cultivate and grow their own food products and learn how to prepare foods in a nutritional manner that is more conducive to healthy living. This health-based program will help prevent and/or decrease childhood obesity, hypertension, and other chronic diseases, illnesses, or

health disparities among adolescents. Physical activity will be a major part of the reiterative process of the nutrition curriculum as well. Physical activity will promote the development of physical attributes and social skills through a variety of physical activities, as well as promote, maintain, and improve individual and community health by assisting students, individuals, families, and surrounding communities to adopt healthy behaviors.

ALA will also establish a Wellness Center within the school that provides convenient, affordable, high quality medical and social services striving to keep students, faculty/staff, and community members physically and mentally healthy. The Wellness Center will provide general family practice services such as chronic and acute illnesses, minor injuries, routine physicals, health education, and disease prevention for students, faculty/staff, and their families.

Medical services will include but are not limited to:

- ❖ Exams and treatment for general health problems and illness care
- ❖ Physical exams for school, work, or sports
- ❖ Minor illnesses and injuries and treatments
- ❖ Health Education
- ❖ Disease prevention
- ❖ Annual adult female exams and/or diagnostic treatments
- ❖ Health Assessments
- ❖ Mental Health assessments and consultation to families regarding mental health issues
- ❖ Ongoing mental health treatment including individual, group, and family therapy
- ❖ Referrals for specialty care
- ❖ ARKids
- ❖ WIC
- ❖ Medicaid
- ❖ SNAPS
- ❖ TEA
- ❖ Food Pantry

Goals for the Wellness Center:

- ❖ To promote overall positive behaviors and to encourage primary prevention and wellness
- ❖ To provide social mental health counseling; as well as prevention services
- ❖ To improve the access to preventative and primary care
- ❖ To increase health knowledge and to enhance positive decision-making skills
- ❖ To support educational goals
- ❖ To provide health care in conjunction with primary care physicians

Academic Leadership Academy School of Health Sciences for Young Men is a School with high expectations dedicated to helping students succeed. The goal is to provide a safe environment with caring, qualified educators, well-rounded curriculum and activities which will guide students toward a successful future.

ACADEMIC LEADERSHIP ACADEMY SCHOOL OF HEALTH SCIENCES FOR YOUNG MEN

Vision Statement:

Academic Leadership Academy School of Health Sciences for Young Men is to develop in intellectually capable young men-----creative minds, healthy bodies, ethical spirits, and lifelong learners who are engaged in leadership, scholarship, and service. To help students become contributors of wisdom, compassion, and fortitude within their communities in hopes of becoming influential leaders in the health and well-being of persons across diverse populations and global societies. To combine the art and science of health education with high ethical and moral standards and provide a rigorous, academic program through which effective educators evoke students to take responsibility for learning, understanding the importance of health, and displaying humanity, humility, dignity and respect in their decisions, communications, and actions.

Mission Statement:

Academic Leadership Academy School of Health Sciences for Young Men will be recognized for advancing and advocating for health-based education, its development of high quality health education, and the improvement of health status among children; so that they are healthy and achieving at their highest potential. We are committed to sustain a school in which individuals representing diverse cultures and experiences instruct one another in the meaning and value of community, health, service, and in the joy and importance of education. We pursue this mission in order to advance the quality of human life by enhancing the understanding of diagnosis, treatment, and prevention of disease and injury, as well as promoting individual health and community well-being.

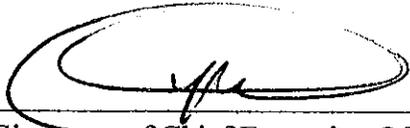
Academic Leadership Academy
School of Health Sciences
for Young Men

Open-Enrollment Public Charter School Application Statement of Assurances

The signature of the Chief Executive Officer of the public charter school certifies that the following statements are addressed through policies adopted by Academic Leadership Academy School of Health Sciences Public Charter School and, if approved, the governing body, administration, and staff of the open-enrollment charter shall abide by them:

- ❖ The information submitted in this application is true to the best of my knowledge and belief and this application has been sent to the superintendent of all the districts from which we intend to draw students.
- ❖ The proposed open-enrollment public charter school shall be open to all students, on a space available basis, and shall not discriminate in its admission policy on the basis of race, color, national origin, creed, sex, ethnicity, sexual orientation, mental or physical disability, age, ancestry, athletic performance, special need or proficiency in the English language, and academic achievement, except as follows: the open-enrollment public charter school may adopt admissions policies that are consistent with federal law, regulations, or guidelines applicable to charter schools. However, the charter may provide for the exclusion of a student who has been expelled from another public school district.
- ❖ In accordance with federal and state laws the proposed open-enrollment public charter school hiring and retention policies of administrators, teachers, and other employees shall not discriminate on the basis of race, color, national origin, creed, sex, ethnicity, sexual orientation, mental or physical disability, age, ancestry, or special need.
- ❖ The proposed open-enrollment public charter school shall operate in accordance with federal laws and rules governing public schools; applicable provisions of the Arkansas Constitution; and state statutes or regulations governing public school not waived by the approved charter.
- ❖ An open-enrollment public charter school shall not use the moneys that it receives from the state for any sectarian program or activity or as collateral for debt. However, open-enrollment public charter schools may enter into lease-purchase agreements for school buildings built by private entities with facilities bonds exempt from federal taxes under 26 USCS 142(a) as allowed by Arkansas Code Annotated § 6-20-402. No indebtedness of an open-enrollment public charter school shall ever become a debt of the state of Arkansas.
- ❖ The proposed open-enrollment public charter school shall not impose taxes or charge students tuition or fees that would not be allowable charges in the public school districts.

- ❖ The facilities of the proposed public charter school shall comply with all requirements for accessibility for individuals with disabilities in accordance with the ADA and IDEA and all other state and federal laws.
- ❖ Should the open-enrollment public charter school voluntarily or involuntary close, the (applicant should know that any fees associated with the closing of the school including but not limited to removal of furniture, equipment, general expenses, etc, are the sole responsibility of the sponsoring entity. No indebtedness of any kind incurred or created by the open-enrollment public charter school shall constitute an indebtedness of the state or its political subdivisions, and no indebtedness of the open-enrollment public charter school shall involve or be secured by the faith, credit, or taxing power of the state or its political subdivisions. In the case of school closure, property bought with state funds may be sold if required by the State Board of Education. The state has a perfected priority security interest in the net proceeds from the sale or liquidation of the property to the extent of the public funds used in the purchase.



Signature of Chief Executive Officer of the School

8/30/2012

Date

Michael McCray

Print of Type Name

Academic Leadership Academy School of Health Sciences for Young Men

Development of Facilities

Site size standards were updated in 1999-2000 to reflect significant changes in education, such as class size reduction in kindergarten through grade three, implementation of the (federal) Education Amendments of 1977, Title IX (gender equity), parental and community involvement, and technology.

In addition to the educational reforms noted above, the expanded use of buildings and grounds for community use and agency joint use and legislative changes in the site-selection process regarding environmental, toxic, and other student and staff safety issues makes it necessary to use outside vendors or contractors to fully develop school facilities.

Local school districts have expressed concern in building renovations as they carry out their responsibility to provide safe and educationally appropriate facilities for their children and communities.

This document was prepared by Michael McCray, Founder/CEO of Academic Leadership Academy School of Health Sciences for Young Men for the purpose of School Facilities Planning.

**Academic Leadership Academy
School of Health Sciences for Young Men
Conflict of Interest Statement for Board of Trustees**

The Board of Trustees is appointed or elected to serve Academic Leadership Academy School of Health Sciences for Young Men and its constituencies. The men and women who accept this position are expected to carry out their duties in a manner that inspires and assures the confidence of the school and the broader community.

The Board of Trustees shall exercise the utmost good faith in all transactions touching upon their duties to the charter 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 dealing between themselves and the school. They shall not use their positions as trustees, or knowledge gained therefrom, so that a conflict might arise between the school's interest and that of any individual Trustee.

A conflict of interest arises in any situation in which a Board of Trustee (and his or her immediate family) is involved in an activity that could adversely affect his or her judgment with respect to the business of the school or otherwise diminish the interest of the school. When such a conflict arises, the individual with a conflict is expected to disclose in writing the existence of the conflict.

**Academic Leadership Academy
School of Health Sciences for Young Men
Policy against Discrimination**

No person shall, on the basis of race, color, religion, gender, age, marital status, disability, political or religious beliefs, national or ethnic origin, or sexual orientation be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity, or in any employment conditions or practices conducted by this School, except as provided by law.

The School shall comply with all state and federal laws, which prohibit discrimination and are designed to protect the civil rights of applicants, employees, and/or students, or other persons protected by applicable law.

The School shall admit students to programs and classes without regard to race, color, religion, gender, age, national or ethnic origin, marital status, disability or handicap or sexual orientation.

Proposed Budget FY 2013-2014
Academic Leadership Academy School of Health Sciences for Young Men

Revenues	Amount	Total
State Public Charter School Aid:		
No. of Students (300) x \$6,267.00	\$ 1,880,100	
No. of Students (300) x \$35 Enhancement Funding	\$ 10,500	
No. of Students (300) x \$42.38 Professional Development	\$ 12,714	
No. of Students (300) x \$496 [70%:487J NSLA Funding	\$ 148,800	
Total State Charter School Aid		\$ 2,052,114
Other Sources of Revenues:		
Private Donations or Gifts	\$ -	
Federal Grants	\$ -	
Fundraising (Uniform Grants)	\$ -	
Other:		
ELL \$293 per eligible student (27)	\$ 7,911	
Spec. Educ Supervisor \$7.30 per student	\$ 5,080	
Spec. Education \$1,000 per eligible student (70)	\$ 70,000	
(Federal Title Funds \$350 per student	\$ 170,450	
School Lunch payments and reimbursement (487)	\$ 400,314	
65%FreeRdu:breakfast 20%/8%·lunch 41 %/15%		
Total Other Sources of Revenues		\$ 653,755
Total Revenues		\$ 5,220,826

Expenditures	Amount	Total
Administration:		
Salaries: (No. of Positions 2.0 FTE)	\$ 306,048	
Fringe Benefits	\$ 34,300	
Purchased Services	\$ 8,352	
Supplies and Materials	\$ 3,600	
Equipment	\$ 4,000	
Other (Professional Dev)	\$ 2,400	\$ 358,700
Administration Assistants:		
Salaries: (No. of Positions 4.0 FTE)	\$ 79,045	
Fringe Benefits	\$ 19,200	
Purchased Services	-	
Supplies and Materials	\$ 2,000	
Equipment	\$ 4,000	
Other (Professional Dev)	\$ 500	\$ 104,745
Regular Classroom Instruction:		
Salaries: (No. of Positions 48.5)-Average 38K	\$ 1,872,974	
Fringe Benefits	\$ 557,554	

Purchased Services	\$ 17,744	
Supplies and Materials	\$ 321,567	
Equipment	\$ 500,000	
Other (Professional Dev)	\$ 11,400	\$ 3,281,238
Special Education:		
Salaries: (No. of Positions 2.0 FTE)	\$ 136,000	
Fringe Benefits	\$ 11,360	
Purchased Services	\$ 3,500	
Supplies and Materials	\$ 14,327	
Equipment	\$ 2,000	
Other (Professional Dev)	\$ 600	\$ 167,787
Alternative Education (ELL)		
Salaries: (No. of Positions 2.0 FTE)	\$ 70,000	
Fringe Benefits	\$ 7,180	
Purchased Services		
Supplies and Materials	\$ 2,672	
Equipment	\$ 2,000	
Other (Professional Dev)		\$ 81,852
Guidance Services:		
Salaries: (No. of Positions 2.0 FTE)	\$ 80,000	
Fringe Benefits	\$ 11,800	
Purchased Services	-	
Supplies and Materials	\$ 1,000	
Equipment	\$ 2,500	
Other	\$ 4,176	\$ 99,476
Health Services/Wellness Clinic:		
Salaries: (No. of Positions 6.0 FTE)	\$ 162,023	
Fringe Benefits	-	
Purchased Services	\$ 5,000	
Supplies and Materials	\$ 2,000	
Equipment	\$ 3,000	
Other (Professional Dev)	\$ 2,000	\$ 174,023
Media Services:		
Salaries: (No. of Positions 1.0 FTE)	\$ 63,787	
Fringe Benefits	-	
Purchased Services	\$ 9,600	
Supplies and Materials	\$ 36,200	
Equipment	\$ 5,000	
Other (Professional Dev)	-	\$ 114,587
Fiscal Services:		
Salaries: (No. of Positions 1.0)	\$ 51,510	
Fringe Benefits	\$ 10,700	

Purchased Services	\$ 5,000	
Supplies and Materials	\$ 2,000	
Equipment	\$ 2,000	
Other (Professional Dev)	\$ 600	\$ 71,810

Maintenance and Operation:

Salaries: (No. of Positions 2.0)	\$ 83,000	
Fringe Benefits	\$ 12,460	
Purchased Services	\$ 60,000	
Supplies and Materials	\$ 16,800	
Equipment	\$ 3,600	
Other	-	\$ 175,860

Pupil Transportation:

Salaries: (No. of Positions)	-	
Fringe Benefits	-	
Purchased Services	\$ 88,000	
Supplies and Materials	-	
Equipment	-	
Other	-	\$ 88,000

Food Services:

Salaries: (No. of Positions 5.0 FTE)	\$ 153,390	
Fringe Benefits	-	
Purchased Services	\$ 397,814	
Supplies and Materials	-	
Equipment	\$ 2,500	\$ 553,704
Other		

Data Processing: IT Admin

Salaries: (No, of Positions 1.0)	\$ 42,000	
Fringe Benefits	\$ 12,240	
Purchased Services	\$ 29,800	
Supplies and Materials	\$ 2,000	
Equipment	\$ 10,000	
Other (Professional Dev,)	\$ 600	\$ 96,640

Substitute Personnel:

Salaries: (No, of Positions)	-	
Fringe Benefits	-	
Purchased Services	\$ 5,760	\$ 5,760

Facilities:

Lease/Purchase (contract for 1 yr. including upgrades)	\$ 438,000	
Please list upgrades - Playground Equipment	\$ 25,000	\$ 463,000

Utilities (contract for 1 yr)	\$ 48,000	
Insurance:	-	
Liability	\$ 14,000	
Content	\$ 16,000	
Property	\$ 12,000	\$ 90,000
Other Expenditures:		
Scholarships for Uniforms	\$ 16,000	
Legal Services	\$ 8,000	
Field Trips	\$ 8,600	
Support Services	\$ 5,000	\$ 37,600
Total Expenditures		\$ 12,890,677

Proposed Budget FY 2014-2015
Academic Leadership Academy School of Health Sciences for Young Men

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Academic Leadership Academy School of Health Sciences for Young Men
Bylaws

Bylaws

for the regulation, except as otherwise provided

by the statute of its Articles of Incorporation

of

Academic Leadership Academy School of Health Sciences for Young Men

an Arkansas nonprofit public benefit corporation

MEMBERSHIP

The corporation has no members. The rights which would otherwise vest in the members vest in the Founder of the corporation (hereinafter "Founder") of Academic Leadership Academy School of Health Sciences for Young Men (hereinafter "Academic Leadership Academy School of Health Sciences for Young Men). Actions which would otherwise require approval by a majority of all members or approval by the members require only approval of the Founder (hereinafter "Founder").

BOARD OF TRUSTEES

Powers

The Board shall advise or direct the affairs of the corporation and exercise its powers, subject to the limitations of the Arkansas Nonprofit Public Benefit Corporation Law, the Articles of Incorporation and these Bylaws. The Board may advise the management of the activities of the corporation to others, so long as the affairs of the corporation are managed, and its powers are exercised, under the Board's ultimate jurisdiction.

Without limiting the generality of the powers here granted to the Board, but subject to the same limitations, the Board shall have all the powers enumerated in these Bylaws, and the following specific powers:

General Responsibilities

Responsible for ensuring that the academic program of Academic Leadership Academy School of Health Sciences for Young Men Charter School is successful, that the school's program and operation are faithful to the terms of its charter, and that the school is a viable organization.

Specific Responsibilities:

Review the mission and purpose of Academic Leadership Academy School of Health Sciences for Young Men and keep it clearly in focus.

Create and periodically review the mission statement which:

- ❖ Serves as a guide to organizational planning, board and staff decision-making, volunteer initiatives, and setting priorities among competing demands for scarce resources.
- ❖ Is used as the vehicle for assessing program activities to ensure that the organization is not drifting away from its original purposes.
- ❖ Understand and support the mission statement.

Support and review the performance of the School Leader

- ❖ Provide frequent and constructive feedback.
- ❖ Assist when board members overstep prerogatives or misunderstand their roles.
- ❖ Compliment for exceptional accomplishments.
- ❖ Provide for an annual written performance review with a process agreed upon with the School Leader well in advance.
- ❖ Ensure effective organizational planning
- ❖ Approve an annual organizational plan that includes concrete, measurable goals consistent with the charter and accountability plan.

Ensure adequate resources

- ❖ Approve fundraising targets and goals.
- ❖ Assist in carrying out development plan.
- ❖ Make an annual gift at a level that is personally meaningful.

Manage resources effectively

- ❖ Approve the annual budget.
- ❖ Monitor budget implementation through periodic financial reports.
- ❖ Approve accounting and personnel policies.
- ❖ Provide for an independent annual audit by a qualified CPA.
- ❖ Ensure adequate insurance is in force to cover students, staff, visitors, the board and the assets of the school.

Determine, monitor and strengthen the programs and services

- ❖ Assure programs and services are consistent with the mission and the charter.

- ❖ Approve measurable organizational outcomes.
- ❖ Approve annual, attainable board and management level goals.
- ❖ Monitor progress in achieving the outcomes and goals.
- ❖ Assess the quality of the program and services.

Enhance Academic Leadership Academy School of Health Sciences for Young Men public standing

- ❖ Serve as ambassadors, advocates and community representatives of the school.
- ❖ Ensure that no board member represents her/himself as speaking on behalf of the board unless specifically authorized to do so.
- ❖ Provide for a written annual report and public presentation that details ALA's mission, programs, financial condition, and progress made towards charter promises.
- ❖ Approve goals of an annual public relations program.

Ensure legal and ethical integrity and maintain accountability

- ❖ Establish policies to guide the school's board members and staff.
- ❖ Develop and maintain adequate personnel policies and procedures (including grievance mechanisms).
- ❖ Adhere to the provisions of the school's bylaws and articles of incorporation.
- ❖ Adhere to local, state and federal laws and regulations that apply to the school.
- ❖ Ensure compliance with all federal state and local government regulations.

Recruit and orient new board members and assess board performance

- ❖ Define board membership needs in terms of skill, experience and diversity.
- ❖ Cultivate, check the credentials of and recruit prospective nominees.
- ❖ Provide for new board member orientation.
- ❖ To elect and remove board members.
- ❖ Conduct an annual evaluation of the full board and individual Trustees.

NUMBER OF TRUSTEES

The number of Trustees of the corporation shall be not less than 10 nor more than 25. The Board shall fix the exact number of Trustees, within these limits, by Board Resolution or amendment of the Bylaws. As of the date on which these Bylaws are adopted, the exact number of Trustees is fixed at 10.

ELECTION OF TRUSTEES

The Founder shall automatically be a Trustee. The Board shall elect the remaining Trustees by the vote of a majority of the Trustees then in office, whether or not the number of Trustees in office is sufficient to constitute a quorum, or by the sole remaining Trustee.

Eligibility

The Board may elect any person who in its discretion it believes will serve the interests of the corporation faithfully and effectively. In addition to other candidates, the Board will consider the following nominees:

A parent of an active Academic Leadership Academy School of Health Science for Young Men Student, who is designated by the Academic Leadership Academy Parents' association to represent that association (the "Parent Representative").

A community leader of Academic Leadership Academy who is designated by the Board to represent the Community (the "Community Leader Representative").

An Academic Leadership Academy teacher, selected by the Board (the "Academic Leadership Faculty Representative")

INTERESTED PERSONS

No interested persons will serve as a Board member.

TERM OF OFFICE

The term of office of all members of the initial Board of Trustees shall be one year.

At the end of the first year, the Board shall provide for staggered terms of its Directors, by designating approximately one-third of the Trustees to one-, two- and three year terms. Following the expiration of those designated terms, the term of each Trustee shall continue for three years, except the term of any Trustee who is the Parent, Alumni, Faculty, or Community Representative shall be one year.

The term of office of a Trustee elected to fill a vacancy in these bylaws begins on the date of the Trustee's election, and continues: (1) for the balance of the unexpired term in the case of a vacancy created because of the resignation, removal, or death of a Trustee, or (2) for the term specified by the Board in the case of a vacancy resulting from the increase of the number of Trustees authorized.

A Trustee's term of office shall not be shortened by any reduction in the number of Trustee resulting from amendment of the Articles of Incorporation or the Bylaws or other Board action.

A Trustee's term of office shall not be extended by any reduction in the number of Trustee resulting from amendment of the Articles of Incorporation or the Bylaws or other Board action.

TIME OF ELECTIONS

The Board shall elect Trustees whose terms begin on July 1 of a given year at the Annual Meeting for that year, or at a Regular Meeting designated for that purpose, or at a Special Meeting called for that purpose.

REMOVAL OF TRUSTEES

The Board may remove a Trustee without cause as provided by the Arkansas Nonprofit Public Benefit Corporation law. The Board may remove any Trustee who:

- ❖ Has failed to attend three or more of the Board's Regular Meetings in any calendar year;
- ❖ Has been declared of unsound mind by a final order of court;
- ❖ Has been convicted of a felony;
- ❖ Has been found by a final order or judgment of any court to have breached any duty imposed by the Arkansas Nonprofit Public Benefit Corporation Law; or
- ❖ For such other good causes as the Board may determine.

RESIGNATION BY TRUSTEE

A Trustee may resign by giving written notice to the Board chair or Secretary. The resignation is effective on the giving of notice, or at any later date specified in the notice. A Trustee may not resign if the Trustee's resignation would leave the corporation without a duly elected Trustee in charge of its affairs, without first giving notice.

VACANCIES

A vacancy is deemed to occur on the effective date of the resignation of a Trustee, upon the removal of a Trustee, upon declaration of vacancy pursuant to these Bylaws, or upon a Trustee's death. A vacancy is also deemed to exist upon the increase by the Board of the authorized number of Trustees.

COMPENSATION OF TRUSTEES

Trustees shall serve without compensation. However, the Board may approve reimbursement of a Trustee's actual and necessary expenses while conducting corporate business.

PRINCIPAL OFFICE

The corporation's principal office shall be at 1310 Gamble Road, Little Rock, Arkansas, 72211, or at such other place as the Board may select by resolution or amendment of the Bylaws. The Secretary shall note any change in principal office on the copy of the Bylaws maintained by the Secretary.

MEETING OF THE BOARD

Place of Meetings

Board Meetings shall be held at the corporation's principal office or at any other reasonably convenient place as the Board may designate.

Annual Meetings

An Annual Meeting shall be held in May of each year for the purpose of electing Directors, making and receiving reports on corporate affairs, and transacting other business as comes before the meeting.

Regular Meetings

Regular Meetings shall be held at various times within the year as the Board determines.

Special Meetings

A Special Meeting shall be held at any time called by the Chair or by any five Directors.

ADJOURNMENT

A majority of the Trustees present at a meeting, whether or not a quorum, may adjourn the meeting to another time and place. Notice of the time and place of holding an adjourned meeting need not be given to absent Trustees if the time and place be fixed at the meeting adjourned, except if the meeting is adjourned for longer than 24 hours, notice of the adjournment shall be given as specified in these Bylaws.

NOTICES

Notices of Board Meetings shall be given as follows:

Annual Meetings and Regular Meetings may be held without notice if the Bylaws or the Board fix the time and place of such meetings.

Special Meetings shall be held upon four days' notice by first-class mail or 48 hours' notice delivered personally or by telephone, facsimile or e-mail. Notices will be deemed given when deposited in the United State mail, addressed to the recipient at the address shown for the recipient in the corporation's records, first-class postage prepaid; when personally delivered in writing to the recipient; or when faxed, e-mailed, or communicated orally, in person or by telephone, to the Trustee of to a person whom it is reasonably believed will communicate it promptly to the Trustee.

Waiver of Notice

Notice of a meeting need not be given to a Trustee who signs a waiver of notice or written consent to holding the meeting or an approval of the minutes of the meeting, whether before or after the meeting, or attends the meeting without protest prior to the meeting or at its commencement, of the lack of notice. The Secretary shall incorporate all such waivers, consents and approvals into the minutes of the meeting.

ACTION BY THE BOARD

Quorum

A quorum consists of one-third of the fixed number of Directors.

Action by the Board

Actions Taken at Board Meetings

The actions done and decisions made by a majority of the Trustees present at a meeting duly held at which a quorum is present are the actions and decisions of the Board, except for purposes of electing Trustees, appointing committees and delegating authority thereto, or amending the corporation's Bylaws, where the action of a majority of Trustees then in office is required by the Arkansas Nonprofit Public Benefit Corporation Law or as set out in these Bylaws. The Board may continue to transact business at a meeting at which a quorum was originally present, even though Trustees withdraw, provided that any action taken is approved by at least a majority of the quorum required.

Actions Without a Meeting

The Board may take any required or permitted action without a meeting if all the Trustees individually or collectively consent in writing to the taking of that action. Such consent shall have the same effect a unanimous vote of the Board, and shall be filed with the minutes of the Board proceedings.

Board Meeting by Conference Telephone

Trustees may participate in a Board meeting through use of conference telephone or similar communication equipment, so long as all Trustees participating in such meeting can hear one another. Participation in a meeting pursuant to this section constitutes presence in person at such meeting.

COMMITTEES

Appointment of Committees

The Board may appoint one or more Board Committees by vote of the majority of Trustees. A Board Standing Committee will consist of not less than two Trustees, who shall serve at the pleasure of the Board.

AUTHORITY OF BOARD COMMITTEES

The Board may delegate to a Board committee any of the authority of the Board, except with respect to:

- ❖ The election of Trustees.
- ❖ Filling vacancies on the Board or any committee which has the authority of the Board.
- ❖ The fixing of Trustee compensation for serving on the Board or on any committee.
- ❖ The amendment or repeal of any Board resolution.
- ❖ The amendment or repeal of Bylaws or the adoption of new Bylaws.
- ❖ The appointment of other committees of the Board, or the members of the committees.
- ❖ The expenditure of corporate funds to support a nominee for Trustee.
- ❖ The approval of any self-dealing transaction, as defined by the Arkansas Nonprofit Public Benefit Corporation Law.

Procedures of Committees

The Board may prescribe the manner in which the proceedings of any Board Committee are to be conducted. In the absence of such prescription, a Board Committee may prescribe the manner of conducting its proceedings, except that the regular and special meetings of the Committee are governed by the provisions of these Bylaws with respect to the calling of meetings.

STANDARD OF CARE

Performance of Duties

Each Trustee shall perform all duties of a Trustee, including duties on any Board Committee, in good faith, in a manner the Trustee believes to be in the corporation's best interest and with such care, including reasonable inquiry, as an ordinary prudent person in a like position would use under similar circumstances.

Reliance on Others

In performing the duties of a Trustee, a Trustee shall be entitled to rely on information, opinions, reports or statements, including financial statements and other financial data, presented or prepared by:

- ❖ One or more officers or employees of the corporation whom the Trustee believes to be reliable and competent in the matters presented;
- ❖ Legal counsel, independent accountants or other persons as to matters that the Trustee believes are within that person's professional or expert competence; or
- ❖ A Board Committee, on which the Trustee does not serve, as to matters within its designated authority, provided the Trustee believes the Committee merits confidence and the Trustee acts in good faith, after reasonable inquiry when the need is indicated by the circumstances, and without knowledge that would cause such reliance to be unwarranted.

Investments

In investing and dealing with all assets held by the corporation for investment, the Board shall exercise the standard of care described above and avoid speculation, looking instead to the permanent disposition of the funds, considering the probable income, as well as the probable safety of the corporation's capital. The Board may delegate its investment powers to others, provided that those powers are exercised within the ultimate direction of the Board. No investment violates this section where it conforms to provisions authorizing such investment contained in an instrument or agreement pursuant to which the assets were contributed to the corporation.

Rights of Inspection

Every Trustee has the right to inspect and copy all books, records and documents of every kind and to inspect the physical properties of the corporation, provided that such inspection is conducted at a reasonable time after reasonable notice, and provided that such right of inspection and copying is subject to the obligation to maintain the confidentiality of the reviewed information, in addition to any obligations imposed by any applicable federal, state or local law.

Participation in Discussions and Voting

Every Trustee has the right to participate in the discussion and vote on all issues before the Board or any Board Committee, except as noted below:

The Academic Leadership Academy School of Health Sciences for Young Men faculty Representative shall not be present for the discussion and vote on any matter involving: (a) the performance evaluation or discipline of any administrator or faculty member; (b) administrator or faculty compensation; (c) Executive Sessions of the Board; or (d) any other matter at the discretion of a majority of the Trustees then present.

Any Trustee shall be excused from the discussion and vote on any matter involving: (a) a self-dealing transaction; (b) a conflict of interest, (c) indemnification of that Trustee; or (d) any other matter at the discretion of a majority of the Trustees then present.

Duty to Maintain Board Confidences

Every Trustee has a duty to maintain the confidentiality of all Board actions, including discussions and votes. Any Trustee violating this confidence may be removed from the Board. Moreover, the Academic Leadership Academy School of Health Sciences for Young Men Representative shall not be present for the discussion and vote on any matter involving: (a) the performance evaluation or discipline of any administrator, faculty member or student; (b) administrator or faculty compensation; (c) Executive Session of the Board; or (d) any other matter at the discretion of a majority of the Trustees then present. Representative may be disciplined, including immediate dismissal, if Board information is disclosed without the Chair's prior approval.

OFFICERS

Officers

The officers of the corporation consist of a President (hereinafter "Chair"), Vice President (hereinafter "Vice Chair"), a Secretary and a Chief Financial Officer (hereinafter "Treasurer"). The corporation also may have such other officers as the Board deems advisable.

Chair

Subject to Board control, the Chair has general supervision, direction and control of the affairs of the corporation, and such other powers and duties as the Board may prescribe. If present, the Chair shall preside at Board meetings.

Vice Chair

If the Chair is absent or disabled, the Vice Chair shall perform all the Chair's duties and, when so acting, shall have all the Chair's powers and be subject to the same restrictions. The Vice Chair shall have other such powers and perform such other duties as the Board may prescribe.

Secretary

The Secretary shall: (a) keep or cause to be kept, at the corporation's principal office, or such other place as the Board may direct a book of minutes of all meetings of the Board and Board Committees, noting the time and place of the meeting, whether it was regular or special (and if special, how authorized), the notice given, the names of those present, and the proceedings; (b) keep or cause to be kept a copy of the corporation's Articles of Incorporation and Bylaws, with amendments; (c) give or cause to be given notice of the Board and Committee meetings as required by the Bylaws; and (d) have such other powers and perform such other duties as the Board may prescribe.

Treasurer

The Treasurer shall: (a) keep or cause to be kept adequate and correct accounts of the corporation's properties, receipts and disbursements; (b) make the books of account available at all times for inspection by any Trustee; (c) deposit or cause to be deposited the corporation's monies and other valuables in the corporation's name and to its credit, with the depositories the Board designates; (d) disburse or cause to be disbursed the corporation's funds as the Board directs; (e) render to the Chair and the Board, as requested but no less frequently than once every fiscal year, an account of the corporation's financial transactions and financial condition; (f) prepare any reports on financial issues required by an agreement on loans; and (g) have such other powers and perform such other duties as the Board may prescribe.

ELECTION, ELIGIBILITY AND TERM OF OFFICE

Election

The Board shall elect the officers annually at the Annual Meeting or a Regular Meeting designated for that purpose or at a Special Meeting called for that purpose, except that officers elected to fill vacancies shall be elected as vacancies occur.

Eligibility

A Trustee may hold any number of offices, except that neither the Secretary nor Treasurer may serve concurrently as the Chair.

Term of Office

Each officer serves at the pleasure of the Board, holding office until resignation, removal or disqualification from service, or until his or her successor is elected.

Removal and Resignation

The Board may remove any officer, either with or without cause, at any time. Such removal shall not prejudice the officer's rights, if any, under an employment contract. Any officer may resign at any time by giving written notice to the corporation, the resignation taking effect on receipt of the notice or at a later date of specified in the notice.

NON-LIABILITY OF TRUSTEES

The Trustees shall not be personally liable for the corporation's debts, liabilities or other obligations.

Indemnification of Corporate Agents

The corporation shall indemnify any Trustee, officer, employee or other agent of this corporation, who has been successful (1) on the merits in defense of any civil, criminal, administrative or investigative proceeding brought to procure a judgment against such person by

reason of the fact that he/she is, or was, the corporation's agent, or (2) in defense of any claim, issue or matter therein. In such case, the corporation will provide indemnity against expenses actually and reasonably incurred by the person in connection with such proceeding. If the corporate agent either settles any such claim or sustains a judgment against him/her, then indemnification against expenses, judgments, fines, settlements and other amounts reasonably incurred in connection with such proceedings shall be provided by this corporation but only to the extent allowed by, and in accordance with the requirements of, the Arkansas Nonprofit Public Benefit Corporation Law.

Insurance for Corporate Agents

The Board may adopt a resolution authorizing the purchase and maintenance of insurance on behalf of any Trustee, officer, employee or other agent of the corporation, against any liability other than for violating provisions of law relating to self-dealing asserted against or incurred by the agent in such capacity or arising out of the agent's status as such, whether or not the corporation would have the power to indemnify the agent against such liability under the provisions of the Arkansas Nonprofit Public Benefit Corporation Law.

Self-Dealing Transactions

The corporation shall not engage in any self-dealing transactions, except as approved by the Board. "Self-dealing transaction" means a transaction to which the corporation is a party in which one or more of the Trustees have a material financial interest ("interested Trustee(s)"). Notwithstanding this definition, the following transactions are not self-dealing transactions, and are subject to the Board's general standard of care.

The Board's action of fixing a Trustee's compensation as Academic Leadership Academy School of Health Sciences for Young Men Principal, a Trustee or corporate officer; or A transaction which is part of a public or charitable program of the corporation, if the transaction (a) is approved or authorized by the Board in good faith and without unjustified favoritism, and (b) results in a benefit to one or more Trustees or their families because they are in a class of persons intended to be benefited by the program.

OTHER PROVISIONS

Fiscal Year

The fiscal year of the corporation begins on July 1 of each year and ends on June 30 of the following year.

Execution of Instruments

Except as otherwise provided in these Bylaws, the Board may adopt a resolution authorizing any officer or agent of the corporation to enter into any contract or execute and deliver any instrument in the name of or on behalf of the corporation. Such authority may be general or confined to specific instances. Unless so authorized, no officer, agent or employee shall have

any power to bind the corporation by any contract or engagement, to pledge the corporation's credit, or to render it liable monetarily for any purpose or any amount.

Checks and Notes

Except as otherwise specifically provided by Board resolution, checks, drafts, promissory notes, orders for the payment of money, and other evidence of indebtedness of the corporation may be signed by the Founder.

Construction and Definitions

Unless the context otherwise requires, the general provisions, rules of construction, and definitions contained in the Arkansas Nonprofit Corporation Law and the Arkansas Nonprofit Public Benefit Corporation Law shall govern the construction of these Bylaws. Without limiting the generality of the foregoing, words in these Bylaws shall be read as the masculine or feminine gender, and as the singular or plural, as the context requires, and the word "person" includes both a corporation and a natural person. The captions and headings in these Bylaws are for convenience of reference only and are not intended to limit or define the scope or effect of any provisions.

Conflict of Interest

Any Trustee, officer, key employee, or committee member having an interest in a contract, other transaction or program presented to or discussed by the Board or Board Committee for authorization, approval, or ratification shall make a prompt, full and frank disclosure of his or her interest to the Board or committee prior to its acting on such contract or transaction. Such disclosure shall include all relevant and material facts known to such person about the contract or transaction which might reasonably be construed to be adverse to the corporation's interest. The body to which such disclosure is made shall thereupon determine, by majority vote, whether the disclosure shows that a conflict of interest exists or can reasonably be construed to exist. If a conflict is deemed to exist, such person shall not vote on, nor use his or her personal influence on, nor be present during in the discussion or deliberations with respect to, such contract or transaction (other than to present factual information or to respond to questions prior to the discussion). The minutes of the meeting shall reflect the disclosure made the vote thereon and, where applicable, the abstention from voting and participation. The Board may adopt conflict of interest policies requiring:

Regular annual statements from Trustees, officers, key employees to disclose existing and potential conflict in interest; and corrective and disciplinary actions with respect to transgressions of such policies.

For the purpose of this section, a person shall be deemed to have an "interest" in a contract or other transaction if he or she is the party (or one of the parties) contracting or dealing with the corporation, or is a director, trustee or officer of, or has a significant financial or influential interest in the entity contracting or dealing with the corporation.

Interpretation of Charter

Whenever any provision of these Bylaws is in conflict with the provisions of the Charter, the provisions of these Bylaws control.

AMENDMENT

A majority of the Trustees may adopt, amend or repeal these Bylaws.

CERTIFICATE OF SECRETARY

The undersigned does hereby certify that the undersigned is the Secretary of the Academic Leadership Academy School of Health Sciences for Young Men, a nonprofit public benefit corporation duly organized and existing under the laws of the State of Arkansas, that the foregoing Bylaws of said corporation were duly and regularly adopted as such by the Board of Trustees of said corporation, which Trustees are the only members of said corporation; and that the above and foregoing Bylaws are now in full force and effect.

**ACADEMIC LEADERSHIP ACADEMY
SCHOOL OF HEALTH SCIENCES
FOR YOUNG MEN
BOARD OF TRUSTEES POSITION EXPECTATIONS**

General Responsibilities:

Each Trustee is responsible for actively participating in the work of the Academic Leadership Academy School of Health Sciences for Young Men Board of Trustees and the life of the school. Each Trustee is expected to affirm and strive to fulfill the performance expectations outlined below. These expectations are to be clearly articulated prior to nominating any candidate as a board member. The Academic Leadership Academy School of Health Sciences for Young Men Board will nominate the candidate only after s/he has agreed to fulfill these expectations. In addition to the responsibilities below, individual Board member are expected to help each other fulfill the tasks outlined in the collective duties of the Board of Trustees.

Specific Responsibilities:

1. Believe in and be an active advocate and ambassador for the values, mission, and vision of Academic Leadership Academy School of Health Sciences for Young Men.
2. Work with fellow board members to fulfill the obligations of board membership.
3. Behave in ways that clearly contribute to the effective operations of the Board of Trustees:
4. Focus on the good of the organization and group, not on a personal agenda
5. Support board decisions once they are made
6. Participate in an honest appraisal of one's own performance and that of the board
7. Build awareness of and vigilance towards governance matters rather than management.
8. Regularly attend board and committee meetings. Prepare for these meetings by reviewing materials and bringing the materials to meetings. If unable to attend, notify the board or committee chair.
9. Be prepared to actively participate in the following board services:
 - ❖ Attend a quarterly board meeting
 - ❖ Attend events at the school, assisting with fundraising and other ambassador tasks as needed
 - ❖ Keep informed about the school and its issues by reviewing materials, participating in discussions, and asking strategic questions.
 - ❖ Actively participate in one or more fundraising event(s) annually.
 - ❖ Use personal and professional contacts and expertise for the benefit of Academic Leadership Academy School of Health Sciences for Young Men.
 - ❖ Serve as a committee or task force chair or member.
 - ❖ Support capital campaigns at a level that is personally meaningful.
 - ❖ Inform the Board of Trustees of Academic Leadership Academy School of Health Sciences for Young Men of any potential conflicts of interest, whether real or perceived, and abide by the decision of the board related to the situation.
 - ❖ Abide by school constitution and bylaws.

Academic Leadership
Academy School of Health
Sciences for Young Men

Standard Operating
Procedures Manual

2012

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I. Introduction

1.1: Overview

As mandated by the Arkansas Department of Education regulations and Board policy, a set of internal controls and operational procedures have been developed to promote operational efficiency and effectiveness, provide reliable financial information, safeguard assets and records, encourage adherence to prescribed policies, and comply with law and regulation. This Standard Operating Procedures Manual addresses tasks, functions, and daily activities for the effective and efficient operations of Academic Leadership Academy School of Health Science for Young Men. The Standard Operating Procedures Manual is intended to be used as a reference manual by administrators, secretaries and any staff members that have Budgetary/Financial or Operational responsibilities. Its purpose is to provide an efficient, control and accountability system that will help assure appropriate use of —Public Funds. It must be understood that the principles of this manual are based on, —Generally Accepted Accounting Principles, and rely on an assumption that individuals have a general understanding of the financial and operational process of a School System. For this School to operate at optimum efficiency there must be a spirit of cooperation, teamwork and communication between the school staff and the Business Office.

This manual is also intended to identify and define internal controls that are at the core of the school's operations. Internal controls are a very important function of a school's overall approach to accountability. The framework of checks and balances identified in good systems of internal control ensure that the assets of the school are safeguarded, that the accounting information produced is accurate and complete, and the information obtained from the school's accounting system can be relied upon and used with confidence by people involved in school decision making and by stakeholders generally. Internal controls are also directly related to financial risk. The identification of risk is a key element of financial management. The external

audit of a school complements the internal control environment by providing the school with a report on the operation of the controls and highlighting areas, via management letters to the board, where changes and/or improvements may be required.

The first section of this manual includes information that the Chief Financial Officer/School Business Administrator must follow in order to be compliant with Federal Law, State Law, State Regulations, Academic Leadership Academy School of Health Sciences for Young Men Board Policies and Regulations. The subsequent sections provide detailed guidelines for the various departments within the Business Office and the Administration. For additional information, please review the Board Policies and Procedures posted on the school's website.

II. Internal Controls

The main objectives of internal control include the following:

2.1: Validity

(a) To ensure that all financial transactions are recorded, that they are soundly supported by appropriate documentation and that the accounting records report the true financial position of the school in a clear manner. This ensures they can be relied upon with confidence to provide a basis for informed financial decision making.

2.2: Authorization

(a) To ensure that transactions are properly authorized and processed by persons acting within their designated authority.

2.3: Completeness and Accuracy

(a) To give assurance that the financial records include all transactions and that these transactions can be completely verified. That nothing is omitted either purposely or by mistake and that the financial reports represent the whole picture of the school's financial position.

2.4: Timeliness

(a) To ensure that all transactions are recorded as close as practicable to the time of occurrence, so that at all times the accounting records reflect the actual financial situation and can be verified.

2.5: Security

(a) To provide assurance of the safe keeping of assets and records.

2.6: Physical Existence

(a) To ensure that all assets are recorded on the asset register.

2.7: Types of Internal Control

(a) There are many types of internal controls that provide assurance of security and proper functioning of the accounting system. The major controls can be broadly classified under the following headings.

Organization: An Administration Policy with a clear plan of the organization, together with written position descriptions that define and allocate responsibilities has been developed. These policies define unambiguously to whom the holder of each position reports and the inter-relationships between job functions. They provide sufficient clarity to prevent both inefficient overlapping of functions and the avoidance of responsibility in some areas. In developing administrative policies and organizational charts, careful attention has been given to keeping the accounting function as separate from other functions as possible so that the accounting records provide a more independent and reliable check on the other areas of the school administration. Senior administrative staff are charged with ensuring that other administrative staff are fully informed and have sufficient training to follow the approved policies and procedures.

Segregation Duties: The prime method of ensuring this safeguard is to separate those responsibilities or duties which, if combined, would enable an individual person to process and record a complete transaction, such as ordering, receiving, approving and paying for goods. Segregation of duties may appear difficult to achieve where a limited number of administrative staff are available for the accounting and finance functions. However, this important task is being addressed by alternating sequential tasks, so that no one person has complete responsibility for the entire transaction, provided that some separation occurs between key activities. Functions that should be separated include authorization, payment, custody and recording.

Physical Controls: These are measures that are taken to safeguard assets, including property, equipment, cash and buildings. They include a control system for keys, combinations and passwords.

Delegation, Authorization and Approval: The delegation of authority to incur and to authorize expenditure is provided by the Board. All transactions must be authorized or approved by a responsible person who is familiar with statute, code and policy requirements. Limits to amounts that may be authorized are set and observed after approval by the Board.

Arithmetical and Accounting Controls: These are the controls within the record keeping function and include: ensuring that all transactions have been properly authorized; accurately recording all data ensuring no transactions are omitted; reconciling the accounting records with independently provided information, such as the bank statement.

Personnel: Principals and supervisory personnel should ensure administrative staff are fully informed and have sufficient knowledge and expertise to follow the approved policies and position descriptions. Training programs and professional development are effective means of accelerating employee development and of increasing the number of persons in the school office who are able to assume greater responsibility. Senior administrative staff have a constant training function, not only of other administrative staff, but also in ensuring that teachers and other staff are aware of, and comply with, internal control requirements.

Supervision: A good system of internal control must include provision for supervision of transactions and record keeping. This can be facilitated by an internal checking system, where the work of one person automatically checks that of another; for example, the person receiving goods may check that they were properly ordered and authorized. This is further strengthened by a system of _spot checking random areas at regular intervals to ensure correct compliance with the control system. Ultimately, however, the responsibility that controls are in place and compliance is being achieved rests with the managerial personnel, school principals and the Chief Financial and Chief Operations Officer.

Management Controls: These are the controls exercised outside the day-to-day system routine. They include overall supervisory controls.

III. Standard Operating Procedures

A. Business and Operational Procedures

3.1: Budget Development and Administration

(a) After extensive budget discussion and review with the various budgeting entities (various school departments, administrative team and Finance Committee), the budget will be approved by the Board by September 30.

(b) A budget package that includes budget summary, budget narrative and cash flow statement is submitted to the Board for review and approval for the following fiscal year.

(c) Budget projections are based on enrollment projections provided by the charter school.

(d) Budget is developed using the proper classification of expenditures and are as follows:

Expenditures-Instruction: The expenditures classified as instructional will include expenditures for those activities dealing directly with the interaction between teachers and students. Teaching may be provided for students in a school classroom or in other locations such as a home or a hospital. Included here are the activities of aides or classroom assistance of any type. Pursuant to the rules and regulations outlined by the Arkansas Board of Education, a charter school must be monitored by the Board of Education to ensure that the percentage of school funds spent in the classroom is at least comparable to the average percentage of school funds spent in the classroom in all other public schools in the State. Instructional expenditures must comprise at least 60 percent of total general fund expenditures.

Salaries of Teachers

The salaries for all teaching services delivered to students, including the services of part-time, summer and substitute teachers. If teachers are sharing responsibilities between teaching assignments and administrative or support assignments as defined on the subsequent pages, their salaries should be prorated based on the time spent on each major assignment whether teaching, administrative or support.

Other Salaries for Instruction

The salaries for any assistants or aides to instructional staff other than secretarial or clerical personnel.

Purchased Professional and Technical Services

Services which, by their nature, can be performed only by persons or firms with specialized skills and knowledge. While a product may or may not result from the transaction, the primary reason for the purchase is the service provided. Included are the services of assembly speakers and standardized specific subject exams.

Other Purchased Services

Amounts paid for property services or other services rendered by organizations or personnel not on the payroll of the charter school (separate from professional and technical services). While product may or may not result from the transaction, the primary reason for the purchase is the services provided. Included is the rental of equipment for instructional use.

General Supplies

Expenditures for all classroom supplies other than textbooks, including freight and cartage. Includes test protocols, chalk, paper, pencils, periodicals, etc.

Textbooks

Expenditures for textbooks furnished free to pupils, binding and other textbook repairs and freight cartage of textbooks. Expenditures for books used in the classroom not meeting this definition are included in general supplies.

Miscellaneous Expense

Amounts paid for instructional goods and services not classified elsewhere. For example, admission costs for field trips (not including transportation).

Expenditures- Administrative: The expenditures in this area of the budget include the following: general/school administration, business/central services and improvement of instruction

services. Total general/school administration includes the costs associated with the activities concerned with establishing and administering policy for operating the charter school.

Business services include costs for such services as budgeting services, receiving and disbursing services, financial/property accounting, payroll, inventory control, managing funds, purchasing services, printing, publishing and duplicating services.

Central services include activities such as research and development, planning, evaluation, information services, data processing services and staff services. Services related to improvement of instruction include the costs associated with the assistance of instructional staff in planning, developing and evaluating the process of providing learning experiences for students.

The combined total of administrative and support expenditures cannot be greater than 40 percent of total general fund expenditures.

Salaries of Administration

The salaries for all positions, with the exception of secretarial and clerical assistants, as described under Administration Expenses in the Budget Summary. If the personnel in these positions are sharing responsibilities between administrative assignments and teaching or support assignments as defined on the subsequent pages, their salaries should be prorated based on the time spent on each major assignment whether teaching, administrative or support.

Salaries of Secretarial/Clerical Assistants

The salaries for all secretarial and clerical assistants, as described under Administration Expenses in the Budget Summary.

Total Benefit Costs

Expenses paid by the charter school on behalf of all employees; these amounts are not included in the gross salary but are in addition to that amount. Included in this category are group insurance, Social Security contributions, retirement contributions, tuition reimbursement, unemployment compensation, workmen's compensation and unused sick leave. TPAF

(Teachers Pension and Annuity Fund) Social Security and pension costs will be paid by the state on behalf of the charter school. TPAF Social Security will be on a reimbursement basis by the State; therefore, this should be considered in the cash disbursements in the Cash Flow Schedule.

Purchased Professional/Technical Services (Consultants)

Services that are not performed by an employee of the charter school but rather purchased as it relates specifically to administration. Some examples are purchased services for areas such as business support services for budgeting and payroll, financial accounting, outside auditors, curriculum developers, legal services and consultants.

Other Purchased Services

Amounts paid for property services or other services rendered by organizations or personnel not on the payroll of the charter school (separate from professional and technical services).

Included is the rental of equipment (exclusive of communications/equipment), staff travel for administration and management fees.

Communications/Telephone

Expenditures for telephone and communication services including the rental of equipment. Also included here are the expenses for postage equipment rental and postage.

Supplies and Materials

Amounts paid for material items relating to administration of an expendable nature that are consumed, worn out or deteriorated by use.

Judgments against the Charter School

Expenditures for all judgments against the charter school that are not covered by liability insurance but are of a type that might have been covered by insurance. Legal expenses for defending against judgments are not recorded here but under Administration Services.

Interest on Current Loans

Expenditures for interest on notes (not including interest on mortgage payments).

Interest for Lease Purchase Agreements

Amounts paid for interest under lease purchase agreements.

Mortgage Payments Interest

Mortgage interest cost for facilities owned by the charter school. Do not include principal payments on this line.

Miscellaneous Expense

Amounts paid for administrative goods and services not classified elsewhere.

Expenditures- Support Services: Costs associated with the activities related to assisting the instructional staff with the content and process of providing learning experiences and other costs associated with daily operations of the charter school. The major functions will include attendance/social work services, health/personnel services, guidance services, child study teams, educational media/school library, operations and maintenance of plant services, transportation services for field or athletic trips provided directly by the charter school, food services programs and board-sponsored athletics and co-curricular activities. The combined total of administrative and support expenditures cannot be greater than 40 percent of total general fund expenditures.

Salaries of Support Services

Salaries for services rendered as outlined in the Support Services section of this Budget Summary. If the personnel in these positions are sharing responsibilities between support assignments and teaching or administrative assignments as defined on the subsequent pages, their salaries should be prorated based on the time spent on each major assignment whether teaching, administrative or support.

Purchased Professional/Technical Staff (Consultants)

Services that are not performed by an employee of the charter school but purchased as it relates specifically to support services. Examples include guidance services and child study team services.

Other Purchased Services

Amounts paid for property services or other services rendered by organizations or personnel not on the payroll of the charter school (separate from professional and technical services).

Included is the rental of equipment for support services use and cleaning, repair and maintenance services by non-charter school employees.

Rent of Land and Buildings

The cost to rent buildings or facilities used by the charter school.

Insurance for Property, Liability and Fidelity

Expenditures for all types of insurance coverage other than fringe benefits for employees and administrative-related insurance, which are reported under Administrative Expenses.

Supplies and Materials

Amounts paid for material items relating to support services of an expendable nature that are consumed, worn out or deteriorated by use.

Transportation- Other than to/ from School

The cost of transportation services for field and athletic trips provided to students attending the charter school. No other transportation costs are to be included in charter school's general fund budget.

Reserved For Future Use

Leave blank. This line item is reserved for future use.

Energy Costs

The cost of utilities; for example, heat, electricity and air conditioning.

Miscellaneous Expenditures

Amounts paid for goods or services related to support services not properly classified elsewhere.

Capital Outlay: Activities concerned with equipment purchases, acquiring land and buildings, remodeling buildings, initially installing or extending service systems and other built-in equipment and improving sites.

Instructional Equipment

Expenditures for the initial, additional and replacement of instructional furniture and equipment. Instructional furniture and equipment is that which is purchased for use by pupils and instructional staff in instruction programs.

Non-Instructional Equipment

Expenditures for the initial, additional and replacement of non-instructional furniture and equipment. Non instructional furniture and equipment is that which is purchased for use by either administrative or support services and serve no direct instructional benefit to the students (for example, computer hardware for the business office).

Purchase of Land/Improvements

Expenditures for the purchase of land and improvements.

Lease Purchase Agreements – Principal

Amounts paid for the principal under lease purchase agreements for land and buildings.

Mortgage Payments Principal

The principal portion of mortgage costs for buildings or facilities owned by the charter school.

Building Purchase other than Lease Purchase

Amounts paid for the purchase of a building other than lease purchase agreement.

Miscellaneous Expense

Amounts paid for capital goods and services not classified elsewhere.

(e) Monthly the treasurer and the board secretary submit reports on the administration of the budget for review and approval.

(f) Deposits are received as cash or checks by the schools for student activity accounts, the food service program for lunch, and the board office for refunds, and miscellaneous items.

Bank Accounts and Investments

- (a) All bank accounts must be in the name of the school and be registered under the EIN of the school.
- (b) No bank account can be created without formal Founder/CEO action.
- (c) Registered signatories must be approved by the Board and often requires a co-signatory as well.
- (d) All bank accounts are to be reconciled monthly by the treasurer of school monies and reported to the Board.
- (e) Transfers amongst the bank accounts can only be authorized by the business administrator.
- (f) All bank accounts and investments must be insured as defined by the Government Unit Deposit Protection Act.

Chart of Accounts

- (a) The Arkansas Department of Education has created a minimum chart of accounts for use in schools.
- (b) The Board has authorized an expansion of that code to include data on location and subject/activity.
- (c) This account data is maintained in the school's financial record. Reporting is generated and summarized on this account coding data as is necessary.
- (d) The chart of accounts is annually reviewed/updated to ensure complete compliance with the state standards.

Receipts

- (a) Receipts are reviewed to ensure that they properly belong to the Arkansas Department of Education.
- (b) All receipts are deposited into the bank accounts within 24 hours of their physical receipt.
- (c) Copies are made of all checks and are filed with the bank deposit slip.

(d) All cash received is immediately acknowledged with an official receipt which is completed in duplicate. If an official receipt is voided it is so marked and both copies are filed in the Arkansas Department of Education records for later review. All official receipts are transmitted to the treasurer of school monies so that they can be reconciled against the bank statements.

(e) No cash or checks shall be stored in an unsecured location.

(f) All bounced checks are pursued to ensure that the district is made whole (this includes the collection of any and all fees charged by the bank.)

(g) If receipts are received by mail, the Founder/CEO opens all mail and the checks are transmitted to the person who generates the deposit slip for the bank and transmits the deposit to the bank.

(h) Surety bonds are maintained for the positions of business administrator and treasurer of school monies. Additionally, the Arkansas Department of Education may have an insurance plan coverage for other employee's malfeasance.

(i) In the Business Office, the following people are involved:

i. School Business Administrator

ii. Assistant to the School Business Administrator

iii. Accounts Payable Clerk

Purchase Order Approval and Payment Procedures

(a) School/Department secretarial personnel will complete a purchase order after the Principal and Founder/CEO approves the paper copy.

(b) The Chief Financial Officer/School Business Administrator will approve requisition verifying account accuracy and budget amount. The Chief Financial Officer/School Business Administrator will seek final approval and guidance from Founder/CEO.

(c) Purchase Orders will be reviewed and accounting staff will attach back up documentation to the printed purchase order.

(d) All purchase orders are then given to the Chief Financial Officer/School Business Administrator for his/her review and signature and then to the Founder/CEO for final review and signature.

(e) Once the purchase order is signed, no information can be changed on that purchase order without canceling that purchase order and issuing a new requisition or with an additional excess purchase order issued by the Accounting Office.

Payment Procedures

(a) In order for the Accounts Payable Clerk to pay purchase orders, all vouchers must be accompanied by an original invoice (no copies or faxes are acceptable). They must also have received a report certifying goods/services have been received.

(b) No payment is to be made to a vendor without a Business Registration Certificate on file or with an explanation if not needed.

(c) No school credit card is allowed by the Arkansas Department of Education.

(d) If the invoice is more than a 10% difference of the price(s) listed on the purchase order and deemed accurate, a new purchase order **MUST** be issued with the correct amounts. If the prices on the invoice in less than 10% different than the purchase order price(s), the Chief Financial Officer/School Business Administrator may approve this change on the original purchase order.

(e) Payment information is entered into the school's financial records.

(f) The school's financial records will not allow the same invoice to be paid twice.

(g) Any taxes are eliminated from the invoice and not paid. Any inappropriate shipping charges are removed. No late fees are paid without the Chief Financial Officer/School Business Administrator's/Founder-CEO approval.

(h) Payments are reviewed by the Board's Finance committee and Founder/CEO.

(i) The Founder/CEO approves payment of the bills list.

(j) Checks are printed and remitted to the vendor.

(k) Outstanding checks are reviewed after six months to determine if they should be cancelled or not.

(l) In the Business Office, the following people are involved:

- School Business Administrator reviews the requisitions for the board office
- Accounts Payable Clerk prints the purchase orders and appends any attachments from the budget manager.
- Accounts Payable Clerk mails the vendor the appropriate copy of the purchase order.
- Accounts Payable Clerk is sent the receiving copy which is returned to the business office when the item is obtained.
- Accounts Payable Clerk collects the voucher packet and enters the payment information in the district's software.
- School Business Administrator will review the payment batch information.
- Members of the Board's Finance committee will review the entire bill list and make recommendations.
- Accounts Payable Clerk remits the checks to the vendors with the appropriate remittance advice.
- The district does not maintain central receiving. Therefore each budget manager will need to maintain and control all necessary stock.

3.7: Unauthorized purchases will not be tolerated!

(a) A purchase order is considered authorized when said order has been printed and signed by the Chief Financial Officer and Founder/CEO.

(b) A requisition CANNOT be faxed in place of a purchase order. An order CANNOT be called into the vendor without a signed purchase order.

The following penalties will apply:

✓ **Penalties for Unauthorized Purchases**

1. First Offense: Letter in Personnel File/Pay for Purchase

2. Second Offense: Suspension/Pay for Purchase
3. Third Offense: Loss of Increment/Pay for Purchase

3.8: Purchasing Procedures

- (a) Vendors can only be entered into the system by the business office. Requests for new vendors are submitted to the business office on the appropriate form.
- (b) Vendors are not made available until they complete the necessary state forms, i.e., business registration, W-9, affirmative action registration, etc.
- (c) Vendors are monitored to ensure that they are not on the state's disbarment list.
- (d) The Business Office will not accept any purchase order payment requests after the due date for the upcoming board meeting.
- (e) Only the Chief Financial Officer or Founder/CEO can approve a hand check. A hand check is defined as appropriate when it is an emergency of the school district.
- (f) Any request for a hand check should be submitted in writing to the Chief Financial Officer or Found/CEO.
- (g) The Chief Financial Officer /School Business Administrator will approve/disapprove and if needed, get the Founder/CEO approval.
- (h) If approved, the Accounts Payable Clerk will process the purchase order and check for Chief Financial Officer and Founder/CEO signature.

3.9: Procedure for Bidding Process

- (a) Purchases over the bid threshold limit (30,000) must be advertised in the newspaper for sealed bids to be opened on a specific date and time. The lowest responsible bidder will be awarded the contract.
- (b) Any requested purchases over the bid limit must be sent to the Chief Financial Officer/School Business Administrator and Founder/CEO, including the specifications of the product or services.
- (c) If approved by the Founder/CEO and Board's Finance Committee, the advertisement

and awarding of bids will be processed by the business office.

(d) The business office will then notify the appropriate party of award and the person requesting will process requisition for purchase order approval.

(e) In order to review aggregate expenses, the Accounts Payable Clerk will submit to the Chief Financial Officer/School Business Administrator a monthly list of vendors who have received cumulative payments of over \$20,000 for that fiscal year.

3.10: Procedure for Obtaining Quotes

(a) Employees purchasing good/services over \$5,400 must obtain two quotes from competitors. State contract vendors are exempt from the quote and bid threshold. Bid threshold is \$30,000.

(b) The employee requesting purchases above quote limit must contact two vendors who sell the products or services and receive written quotes from each. These written quotes **MUST** be attached to the purchase order as backup.

(c) The Chief Financial Officer/School Business Administrator will review quotes for accuracy and approve purchase order for completion and final review by Founder/CEO.

3.11: Request for Proposal (RFP) Process

(a) Submit the specifications for an RFP to the Business Office for advertisement. submitted the request.

(c) A recommendation will be made to the Finance Committee and the Board for review.

3.12: Pay-to-Play Law

(a) Any contract to be awarded through a —non-fair and open procurement process and exceeding the threshold of \$17,500 must complete a *Political Contribution Disclosure Form*.

(b) The form must be completed by the vendor and on file in the Business Office ten (10) days prior to board approval.

(c) Schools should plan accordingly when submitting resolutions for board approval.

B. Accounting Procedures

4.1: Requisitions

(a) Academic Leadership Academy School of Health Sciences for Young Men will use the state contract vendor pool whenever possible. The use of non-state contract vendors for ordering general supplies or any other items covered by a state contract vendor is strongly discouraged. (b) State contract vendors do not require shipping charges.

However, there could be a freight charge on state contract furniture orders.

(c) Two quotes are required for vendors that do not have a state contract number when you exceed the quote threshold of \$4,350. If the aggregate of the goods/services are \$29,000 or more, the bidding process must be utilized.

(d) To expedite orders, obtain current catalogs with correct prices and shipping charges prior to submitting a requisition. When in doubt, overestimate on the shipping charges.

The district recommends 10% shipping and handling charges if not known.

(e) Once the requisition is complete, send a copy of the requisition page along with any necessary documentation to the Business Office.

(f) Purchase orders without the necessary backup detail will NOT be mailed out to the vendor, until such information is received. (Registration forms, original receipts, quotes, mileage logs, detail specifications for computer orders, etc.) A copy of the requisition page is necessary even if you have no other necessary documentation. This indicates the requisition is final. Revised documentation required. All requisitions for technology orders that require installation by the Technology Department must have been reviewed by the Director of Technology to ensure compatibility with the district's computer network.

(g) All requisitions, signed vouchers, receiving reports (anything pertaining to accounting) should be forwarded to the Accounts Payable Clerk within the Business Office. All calls pertaining to requisitions and purchase orders processing should be

addressed to the Accounts Payable Clerk. All calls pertaining to the specifics of the order should be directed to the originator of the purchase order.

(h) *Remember to finalize your requisitions.* Either approve them or cancel them.

4.2: New Vendor Requests

(a) The Business Office would like to limit the amount of new vendor numbers being issued. *Please contact the Business Office if a new vendor is needed. **A vendor will not be paid in until a copy of the vendor's Business Registration Certificate or proof of exemption is secured.***

(b) It is a state law that all vendors seeking contracts with school are registered with the Division of Revenue. We are required to keep the certificates on file. Non-profit, tax-exempt or governmental agencies are exempt but it is our policy to have proof on file.

(c) If you would like to expedite your vendor request, ask the company or individual if they have a business registration certificate. If the answer is no, please obtain a contact name and a fax number and notify the Business Office. The Accounts Payable Clerk will fax a set of instructions to the vendor on how to obtain a Business Registration Certificate on line.

(d) Please be sure to include a description of the type of items/service etc. when submitting a vendor request form. This will enable the Business Office to categorize the vendor and to use this information to better serve you with suggestions as to what vendor to use.

(e) The Accounts Payable Clerk will research vendors before requesting a new vendor number.

4.3: Purchase Orders

(a) The Business Office can help expedite an order if you call to make arrangements, but this privilege should not be abused--- **Learn to plan ahead.**

(b) Blanket purchase orders are no longer permitted or accepted.

(c) Items that were never listed on a purchase order cannot be added to a processed order. A new purchase order should be submitted.

(d) **Once the purchase order is signed, it can no longer be altered.** It must be replaced with a new order unless the total invoice is less than 10% different in price. This change must be authorized by the Chief Financial Officer/School Business Administrator or Founder/CEO.

(e) In the case of minor excess charges (less than 10% difference of the PO amount), the Chief Financial Officer/School Business Administrator or Founder/CEO will authorize a change in the purchase order. In the case of a major excess (more than 10% difference of the PO amount), the original purchase is closed and the information is sent to the Business Office for the entry of a new requisition with the new prices. Please reference the original purchase order number. This rule also applies to changes for incorrect account numbers or wrong vendors.

4.4: Allocation of Expenditures

(a) When charging expenditures to more than one GAAP account, you must support your allocation.

(b) What was the method or basis used to distribute the expense? It cannot be arbitrary. Is it by item classification, was a percentage used? You need to provide written documentation on the requisition form that will be sent to the Business Office. It will be attached to the purchase order for possible auditor review.

(c) If there is not enough money in the proper account to charge off expenditures, a request for a transfer of funds prior to the purchase will be needed.

(d) Transfer of funds must be submitted to the Board for approval.

4.5: Resolutions

(a) A board resolution for amounts at or over the bid threshold of \$36,000 is required.

Two written quotes are required to be attached to the purchase order if the purchase

order amount is 15% of the bid threshold (\$5,400). Cooperative agreements with other school districts are exempt from the bidding and quote process.

(b) When submitting board resolutions please make sure to state the nature, duration, service, amount and *(if applicable)* the grant to be charged. **All contracts must be submitted to the Business Office for signature. No other employee is permitted to sign contracts.**

(c) The Business Office will publish a notice in the official newspaper to disclose professional services contracts.

(d) Once a resolution is board approved, the originator should complete a requisition.

(e) The Business Office will sign the contract and forward to the appropriate parties.

4.6: Reimbursements

(a) AS A GENERAL RULE, THE BOARD DOES NOT REIMBURSE EMPLOYEES FOR ITEMS AND GOODS PERSONALLY PURCHASED BY THE EMPLOYEE. The Board recognizes that there are occasions when items may need to be purchased immediately and will make every effort to expedite purchase orders.

(b) Petty Cash: The Board does not maintain a petty cash account.

(c) Travel/Conferences: All travel requires prior approval from the Lead Person and the Board. The following provisions apply to travel:

- Overnight travel in the State of New Jersey is no longer reimbursable.
- One day trips are not eligible for meal reimbursements.
- An employee can no longer purchase their own airline or non-local rail tickets. They must be done through the purchasing procedure.
- Only federal reimbursement rates can be utilized at conferences or conventions.
- Training to maintain a certification that is not required as condition of employment is not authorized.
- For third party funded events payment arrangements should be on the third party

organization's letterhead. Travel of this type of event is permissible only if the third party funds the entire cost of the attendance.

- Local Same Day Travel only if:

(1) the travel does not include an overnight (hotel) stay

(2) the amount of any reimbursement for gas, tolls, etc. does not exceed \$50 per day

and (3) registration fees do not exceed \$100 per person.

- Out-of-State Travel:

1. Complete the Request for Out-of-State Travel form and submit your request to the Lead Person with a copy to the Business Administrator. Please make sure to include the following: who (names of individuals), what (name of conference), where (location and dates of travel), why (educational value to the students) and the total cost of the trip.

2. Departments shall patronize hotels and motels that offer that offer special rates to government employees unless alternative lodging offers greater cost benefits and is more advantageous to the conduct of the State business.

- Once you are approved, select one of the following options:

Contact a travel agency. (Wherever Travel accepts purchase orders for travel and hotel arrangements). You must put through a requisition. Airline arrangements must now be made with a purchase order. The most economical air travel must be used, including the use of discounted and special rates.

- The following is recommended be considered by the State:

Use of connecting versus non-stop flights

Use of —low-cost airlines

Departing earlier or later

Exploring alternative arrival and departure dates

If making your own hotel arrangements, you must secure your reservation with your credit card. A school check can be cut and brought with you to pay for your stay.

(d) You are eligible for food, travel (hotel, airline) and transportation (mileage, bus, train, taxi, parking and toll charges) expenses pertaining to approved travel. Room tax, occupancy tax will be reimbursed. Original receipts should be submitted. Credit card receipts are not acceptable alone; need itemized receipts.

(e) The travel regulations dictate that the amount reimbursable for meals and incidentals are reimbursable for breakfast, lunch and dinner. You will not be reimbursed for expenses beyond these amounts. Reimbursement for breakfast on the day of travel and dinner on the day from travel are not allowed.

(f) The maximum rate for reimbursement is \$51 per day (includes meal tip) and \$3 for incidentals (tips to baggage handlers, hotel maids). Alcoholic drinks are not reimbursed. Original receipts should be submitted along with a calculator tape that should prove to the requisition. Please remember to deduct sales tax and also identify meal category.

(g) Lodging – Staff members shall document their effort to secure the lowest convenient price for hotels and airfares by attaching, if possible quotes from different hotels.

(h) Taxi reimbursement to and from hotel or airport only. Valet parking is not reimbursable.

4.7: Field Trips

(a) The field trips shall be board approved. All requests must be sent to the Chief Academic Officer for approval. Then the Chief Academic Officer forwards the list of request to the Business Office for board approval. Please plan ahead.

(b) Mileage rate is set by the Arkansas Department of Finance and Administration and Board of Education and is currently \$.42/mile. The Academic Leadership Academy School of Health Sciences for Young Men's policy is to use that rate for the entire school calendar year. Please submit a mileage log. Out-of-district and in-district mileage shall be submitted with an Expenses Statement Form to be paid through a purchase order at the rate listed earlier.

4.8: Refreshments for Meetings

(a) If you are requesting refreshments at any meeting, please contact the Chief Financial Officer/School Business Administrator for guidance in this issue. In most cases, the request will be denied unless the refreshments are for a student activity or an approved parent event usually covered by revenues generated by the Parents Council.

(c) If refreshments are approved, the Food Service Department services **MUST** be utilized unless prior approval is received, the event requires —ethnic food, the event includes a donation of food (i.e., partnership with the Food Bank) or the event occurs during the summer months.

4.9: Professional Services

Definition of professional services:

i. Professional services" means services rendered or performed by a person authorized by law to practice a recognized profession and whose practice is regulated by law and the performance of which services requires knowledge of an advanced type in a field of learning acquired by a prolonged formal course of specialized instruction and study as distinguished from general academic instruction or apprenticeship and training.

Professional services may also mean services rendered in the provision or performance of goods or services that are original and creative in character in a recognized field of artistic endeavor.

(b) A board resolution is required for any professional service over \$4,350.00.

(c) Curriculum or grant related resolutions should be sent to the Chief Academic Officer for administrative approval.

(d) Other resolutions should go directly to the Chief Operations Officer for approval. The Business Office only accepts resolutions approved by an administrative or operations Chief.

(e) All contract information should be attached to the resolutions. Contracts can only be

signed by the Chief Financial Officer/School Business Administrator or by the Board President.

(f) Approved resolutions are then placed on the agenda for Board approval.

(g) Please be sure, when writing a resolution, to include the name of the grant to which it will be charged.

(h) Whoever initiates a resolution should follow up with the purchase order after board approval.

(i) If a resolution is approved to an individual, that should be the name of the vendor on the purchase order. If a resolution is approved to a company, the purchase order must be made out to the same name.

(j) To expedite the purchase orders please submit a copy of the approved resolution and the contract along with your requisition.

C. Personnel Procedures

5.1: Procedure for Attendance Verification Process

(a) All full-time and part-time staff (teachers, aides, substitutes, non-instructional staff and custodians/maintenance personnel) will swipe in at the front entrances of each of the schools. All staff may sign in/out at either of the two hand scanners at each school. Shared employees should sign in/out of each school that they work if they travel to different schools during a work day.

(b) Each school Principal and Office Manager will receive an e-mail of absence staff each morning. Any teacher, substitute or aide that does not sign in will be included in that e-mail to the Principals and this will provide the school time to cover a class, if needed.

(c) All Substitute teachers, and aides will swipe in daily at one of the two hand scanners at each school. The Principal will assign the Substitute or aid with the name of the teacher and class assignments the substitute is filling in for that day. This list will be sent

to the Business Office weekly. All other employees report days out to their immediate supervisor and verifies submission of the proper forms to the Human Resources Office.

All employees not in attendance must be reported and charged appropriately (sick, leave, school business, etc.).

(d) Employees will receive quarterly attendance reports from the Personnel Office to assist them in completing the Staff Absence Form and requesting a personal/bereavement/vacation day(s), etc. in advance. The form is then submitted to their supervisor for approval. An employee will review, sign and return the report as part of the verification process for that quarter within some set time. If employee does not return the signed verification then the quarterly report sent will be assumed to be correct.

(e) The supervisor or his/her designee will review the attendance records to ensure the employee has the day(s) available to be absent without the need to be docked for that absence.

(f) If the employee has the day(s) available, the supervisor can approve it. If this employee does not have the day available, the employee needs to request the day without pay in writing for Board approval. The request should be submitted to the Chief Operations Officer or designee.

(g) The Chief Operations Officer will forward the form to Human Resources who will verify the available days and update the system. If Board approval is required, payroll will be notified of the outcome.

(h) It is the employee's responsibility to inform the Principal/Supervisor if they do not take an approved day(s). The Principal/Supervisor needs to notify via e-mail to Human Resources informing them of the cancelled date.

5.2: Sick Days

(a) The employee will complete a Staff Absence Form the day after they return to work.

(b) The supervisor or his/her designee will review the attendance records to ensure the

employee has the sick day(s) available. If they do, they indicate that, sign and send to the Superintendent for approval.

(c) If the employee does not have the sick day(s) available, the supervisor should indicate that and have employee request for Board approval for days without pay. If the supervisor, employee and Chief Operations Officer or Chief Academic Officer (in the case of teachers) are agreeable, the employee may take a personal or vacation day, if available instead of requesting the time without pay.

(d) The supervisor will sign and forward to the Chief Operations or Chief Academic Officer for approval. The approved documentation will be sent to Human Resources for implementation.

5.3: Personal Leave Days

(a) Full-time (10 and 12 month) employees are entitled to three (3) Personal Leave Days per year during the first three years of their employment.

(b) New full-time employees will receive three (3) Personal Leave Days after ninety (90) days of employment.

(c) Unused personal days at May 30th will be lost and not be carried over to the next fiscal year.

5.4: Procedure for Custodial/Maintenance/Grounds Overtime

(a) Custodians/maintenance/grounds personnel will be provided equal access to overtime opportunities.

(b) The custodian/maintenance/grounds person shall swipe in and out, including overtime. Overtime will not be approved unless the hand scan document is approved by the CFO/School Business Administrator or Founder/CEO.

5.5 Attendance Reporting

(a) All employees are to register their attendance in their building.

(b) An employee's absence is recorded after the office manager reviews the daily report

received via e-mail from the main office. This information is placed on the —Staff Absence Report for ALL PERSONNEL.

(c) A Daily Absentee and Substitute Report is to be sent via inter-office mail to the Payroll Department. A Weekly Sign-In Substitute Report is to be sent via inter-office mail to the Payroll Department each Friday morning for the purpose of reporting the substitutes.

(d) The employee is required to complete a —Staff Day Off Form when they return to work following an illness from work.

(e) The employee is required to fill out a —Staff Day Off Form in advance of any other leave day requested prior to an absence for approval (i.e. vacation day, school business day, personal day, etc.). A personal leave request must be made five (5) days prior to the requested day except in an emergency situation. Please refer to the most current Academic Leadership Academy School of Health Science for Young Men Staff Policies and Procedures Manuel and Board Policy for additional explanation in these matters.

(f) It is the employee's responsibility to e-mail his/her Principal/Supervisor and Human Resources indicating that a previously approved day was not taken. In the event that it was a professional day, the Chief Operations Officer's Office should also be notified via e-mail.

5.6 Staff Procedure Requesting a Leave of Absence

(a) Submit a letter requesting a leave for medical, maternity, or personal to the Chief Operations Officer or Chief Academic Officer (instructional staff).

(b) Include the start date, type of leave and whether you wish to utilize sick/personal days (if available).

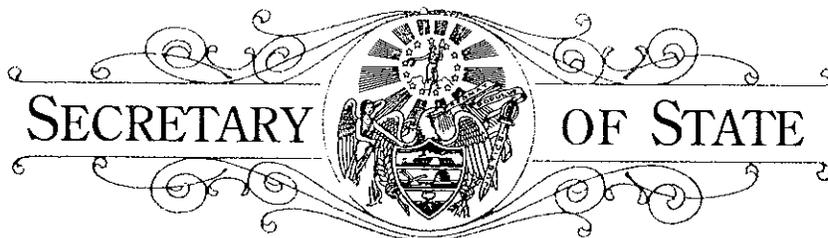
(c) If the request is a medical/maternity leave, then a Doctor's note must accompany the request. Please see the Human Resources Manager for the medical form that needs to be completed by the employee and their medical Doctor.

(d) Copy the School Principal, HR Manager and Business Office.

(e) Once the letter is received, your request will be reviewed and submitted to the school board for approval, and a response letter will be mailed at that time.

<p>5.7: Days Allowed For Absences Sick Days (Teachers)</p>	<p>Teachers who start employment on August 7th are awarded 11 days of sick leave. Employment start dates after the month of August, teachers will receive a pro-rata share of days depending on his/her start date.</p>
<p>Sick Days (12 month)</p>	<p>Full-time 12 month employees will receive 1 day per full calendar month worked. After the first year, 12 month employees earn 1.08 days per full calendar month worked or 13 days over a 12 month cycle (August 7th – July 31st)</p>
<p>Sick Days (10 month non-union staff)</p>	<p>Ten (10) month employees receive 1 day per full calendar month worked. After the first year, 10 month employees earn 1.08 days per full calendar month worked or 11 days over a 10 month cycle (October 7th – July 31st).</p>
<p>Personnel Day(s)</p>	<p>Full-time employees receive 3 days per year. Teaching staff with perfect attendance who qualify may receive an incentive or convert their unused personal days into accumulated sick time.</p>

STATE OF ARKANSAS



Mark Martin

ARKANSAS SECRETARY OF STATE

To All to Whom These Presents Shall Come, Greetings:

I, Mark Martin, Arkansas Secretary of State of Arkansas, do hereby certify that the following and hereto attached instrument of writing is a true and perfect copy of

Articles of Incorporation

of

ACADEMIC LEADERSHIP GROUP

filed in this office March 6, 2012 in compliance with the provisions of the law and are hereby declared a body politic and corporate, by the name and style aforesaid, with all the powers, privileges and immunities granted in the law thereunto appertaining.



In Testimony Whereof, I have hereunto set my hand and affixed my official Seal. Done at my office in the City of Little Rock, this 6th day of March, 2012.

Mark Martin

Arkansas Secretary of State



ARTICLES OF INCORPORATION of ACADEMIC LEADERSHIP GROUP

Article I.

The name of the corporation is Academic Leadership Group

Article II.

This corporation is a nonprofit public benefit corporation and is not organized for the private gain of any person. It is organized under the Arkansas Nonprofit Public Benefit Corporation Law for public purposes. The specific purpose of the corporation is to manage, operate, guide, direct and promote Academic Leadership Academy School of Health Sciences for Young Men, and such other educational activities as the Board of Directors may define from time to time.

Article III.

The name and address of the corporation's initial agent for service of process is:

Michael McCray, Founder, CEO, Present

Academic Leadership Academy School of Health Sciences for Young Men

1310 Gamble Road

Little Rock, AR. 72211

NO MEMBERS

Article IV.

The corporation is organized and operated exclusively to manage, operate, guide, direct and promote Academic Leadership Academy School of Health Sciences for Young Men, and to educate students, within the meaning of Internal Revenue Code Section 501(c)(3).

Article V.

Notwithstanding any other provision of these Articles of Incorporation, the corporation shall not carry on any other activities not permitted to be carried on (1) by a corporation exempt from federal income tax under Internal Revenue Code Section 501(c)(3) or (2) by a corporation, the contributions to which are deductible under Internal Revenue code Section 170(c)(2).

Article VI.

No substantial part of the activities of this corporation shall consist of carrying on propaganda, or otherwise attempting to influence legislation, and the corporation shall not participate or

intervene in any political campaign (including the publishing or distribution of statements) on behalf of any candidate for public office.

Article VII.

The name and address of the person appointed to act as the incorporating director of this corporation is:

Michael McCray

1310 Gamble Road

Little Rock, AR. 72211

Article VIII.

The property of this corporation is irrevocably dedicated to the management, operation, guidance, direction and promotion of Academic Leadership Academy School of Health Sciences for Young Men, and the education of students, and no part of the net income or assets of the organization shall ever inure to the benefit of any director, trustee, officer or member thereof or to the benefit of any private person.

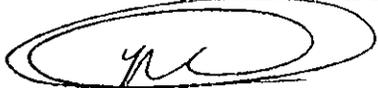
In the event of the dissolution of the corporation for any reason, any assets of the corporation remaining after compliance with applicable provisions of the Arkansas Corporation Code shall be distributed by the corporation to another nonprofit benefit corporation whose primary purpose is education.

Dated March 6, 2012

Michael McCray, Founder, CEO, President

I, the above mentioned initial director of this corporation, hereby declare that we are the persons who executed the foregoing Articles of Incorporation, which execution is our act and deed.

Michael McCray, Founder, CEO, President


Michael McCray

Date of this notice: 03-06-2012

Employer Identification Number:
45-4713810

Form: SS-4

Number of this notice: CP 575 A

ACADEMIC LEADERSHIP GROUP
% MICHAEL MCCRAY
1310 GAMBLE RD
LITTLE ROCK, AR 72211

For assistance you may call us at:
1-800-829-4933

IF YOU WRITE, ATTACH THE
STUB AT THE END OF THIS NOTICE.

WE ASSIGNED YOU AN EMPLOYER IDENTIFICATION NUMBER

Thank you for applying for an Employer Identification Number (EIN). We assigned you EIN 45-4713810. This EIN will identify you, your business accounts, tax returns, and documents, even if you have no employees. Please keep this notice in your permanent records.

When filing tax documents, payments, and related correspondence, it is very important that you use your EIN and complete name and address exactly as shown above. Any variation may cause a delay in processing, result in incorrect information in your account, or even cause you to be assigned more than one EIN. If the information is not correct as shown above, please make the correction using the attached tear off stub and return it to us.

Based on the information received from you or your representative, you must file the following form(s) by the date(s) shown.

Form 1120

09/15/2012

If you have questions about the form(s) or the due date(s) shown, you can call us at the phone number or write to us at the address shown at the top of this notice. If you need help in determining your annual accounting period (tax year), see Publication 538, *Accounting Periods and Methods*.

We assigned you a tax classification based on information obtained from you or your representative. It is not a legal determination of your tax classification, and is not binding on the IRS. If you want a legal determination of your tax classification, you may request a private letter ruling from the IRS under the guidelines in Revenue Procedure 2004-1, 2004-1 I.R.B. 1 (or superseding Revenue Procedure for the year at issue). Note: Certain tax classification elections can be requested by filing Form 8832, *Entity Classification Election*. See Form 8832 and its instructions for additional information.

IMPORTANT INFORMATION FOR S CORPORATION ELECTION:

If you intend to elect to file your return as a small business corporation, an election to file a Form 1120-S must be made within certain timeframes and the corporation must meet certain tests. All of this information is included in the instructions for Form 2553, *Election by a Small Business Corporation*.

