



**Compliance Review**  
**For 2010 – 2011 School Year**  
**Additional Documentation**  
**Submitted October 13, 2011**



P.O. Box 2459 • Richmond, VA 23218 • 804-767-8005 • [www.PatrickHenryCharter.org](http://www.PatrickHenryCharter.org)

**Sharon Burton**  
*President*

October 14, 2011

**Kristen Nye Larson**  
*Vice President*

Dear Mrs. Bridges:

**Clay Dishon**  
*Secretary*

The enclosed documents are in response to your follow-up questions and requests regarding the PHSSA compliance review. There are several items not included in this package. They include:

**Dianna Herndon**  
*Treasurer*

- Updated accountability plan
- Exceptional education and student services expectations
- Family involvement and impact on admissions.

*Directors*  
**Antione Green**  
**Deborah Corliss**  
**Cheryl Groce Wright**  
**Deb Butterworth**

We realize the above items are important and we will get them to you as soon as possible. Unfortunately, our principal was unable to deliver these documents to the Board in prior to the October 15<sup>th</sup> deadline. Due to unforeseen circumstances, she is out of the office until early November. We hope to pull this information together with the help of a temporary replacement or when Ms Boyd returns in early November.

*Ex-officio*  
**Pamela Boyd**  
**Joy Simpson**

In regards to the information requested on family involvement and impact on admissions, PHSSA thought that the best way to present the information to RPS is to provide both quantitative and qualitative data. Although we still need the principal's input and assistance on this data, we have a plan in place to collect this additional data (qualitative) and will get that to you as soon as possible.

**Patrick Henry School  
of Science and Arts**

Please contact me if you have any questions or concerns you would like to discuss. I can be reached at 615-8751 or [Sharon.burton@patrickhenrycharter.org](mailto:Sharon.burton@patrickhenrycharter.org)

P.O. Box 2459  
Richmond, VA 23218  
804-888-7061

Sincerely,

611 West 31<sup>st</sup> Street  
Richmond, VA 23225

*Sharon C. Burton*  
**Sharon Burton**  
**President**

cc:  
PHSSA Board of Directors

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## Acknowledgements

As the first elementary charter school in the Commonwealth of Virginia we are fully aware that we could not be where we are today without the support of numerous groups and individuals. As stated in our charter we require the investment of various stakeholders to assure our success and would like to thank them for all their hard work - in no particular order of importance.

In submitting our first compliance report we would like to acknowledge all the hard work and numerous volunteer hours provided by our parents. Their input, hard work, feedback, and entrusting us with the most precious assets, their children, speaks volumes to how much they mean to us. We could not have achieved our current success without our strong parental community.

Our staff, as stated by our interim principal, is one of the finest groups of teachers she has ever seen. They have worked under trying circumstances in less than optimal facilities, without the services of many other full time resources, and they have come through this first year with tremendous results. Their focus has remained steadfastly on the young children entrusted to them each day, and ensuring they have the best education through the innovative, integrated curriculum as put forth in our charter. Our most sincere thanks to this wonderful group of dedicated professionals.

Many thanks to our first year of students, many of whom left wonderful academic environments to become trailblazers in this new concept of a charter school. As stated by our valedictorian in May, the fourth and fifth graders came from various backgrounds, including excellent city schools, independent schools, and home schooling but came together as a group who respected the differences each brought to the table and formed strong relationships in this new educational environment.

To Troutman Sanders our most sincere thanks for helping us navigate the legal intricacies of charter school law in the Commonwealth of Virginia. Being the first elementary charter school in the state and the first charter school in the City of Richmond has required the services of a legal team who were at times forging new areas of the law. Their dedication, leadership and expertise in various legal specialties have always made themselves available to us to solve any legal issue that presented itself. Many, many thanks to all of you, as we could never have faced these issues without the knowledge you provided.

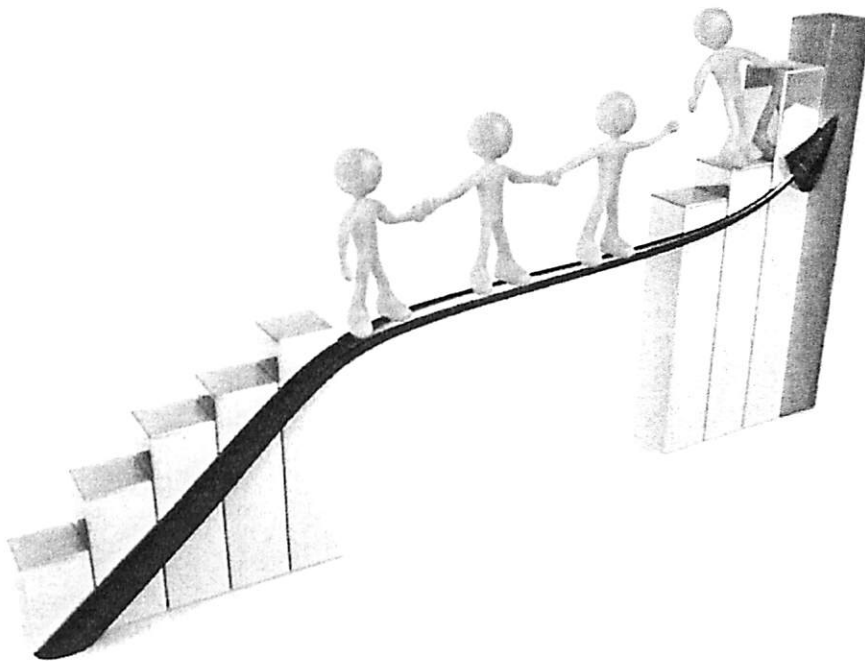
Last, but most assuredly not least, we want to acknowledge and thank Richmond Public Schools for their dedication and insight into providing another educational CHOICE for the children and families of the City of Richmond. You have provided constant support and guidance as we navigated new educational waters for both of us. Our board chose to forge a path into the foray of charter schools; and by so doing we required RPS - our LEA - to join us. We want to thank you for that partnership and acknowledge the time vested in each PHSSA student. We know that we have received more than our fair share of your time and sincerely want to thank you for going "above and beyond" for our success - that of PHSSA and RPS - for the success of all children in the City of Richmond.

Our special thanks to the Chief Academic Officer and Director of Elementary Education, as well as the following departments: Budget and Financial Reporting, Internal Audit, Human Resources, Plant Services, Legal, Exceptional Education, Special Education and Student Services, Technology, and Transportation. Also we thank the Instructional Specialists, Testing Manager, and Manager of Pupil Personnel Services.

In closing we would like to extend a special thanks to all members of the Richmond Public School Board, and most especially to our Superintendent, Dr. Yvonne Brandon. As our first year comes to a close, we look forward to further development of our partnership for the benefit of all Richmond public school children.

# Patrick Henry School of Science and Arts

## Management and Operation



11:17 AM  
09/27/11  
Cash Basis

**Patrick Henry School of Science and Arts**  
**Statement of Financial Position**  
As of June 30, 2011

**ASSETS**

**Current Assets**

**Checking/Savings**

Checking - PHSSA 501(c)(3) 53,066.76

Checking - PH Charter LLC 60,740.93

**Total Checking/Savings 113,807.69**

**Other Current Assets**

Security Deposits 5,000.00

**Total Other Current Assets 5,000.00**

**Total Current Assets 118,807.69**

**Fixed Assets**

Construction in Progress 36,910.06

**Equipment and Furniture**

Computers & Related 26,517.43

Furniture 6,311.46

Other 6,343.97

**Total Equipment and Furniture 41,172.86**

**Total Fixed Assets 78,082.92**

**TOTAL ASSETS 196,890.61**

**LIABILITIES & EQUITY**

**Equity**

**Temp. Restricted Net Assets**

Patrick Henry Charter LLC Fund 60,740.93

Chesapeake Bay Restoration Fund 6,790.00

McGowan Fund 50,000.00

Natl Fish & Wildlife 2,935.24

VEE Grant -1,679.92

**Total Temp. Restricted Net Assets 118,786.25**

**Unrestricted Net Assets -22,343.16**

**Net Income 100,447.52**

**Total Equity 196,890.61**

**TOTAL LIABILITIES & EQUITY 196,890.61**

**Patrick Henry School of Science and Arts**  
**Statement of Financial Income and Expense**  
July 2010 through June 2011

	<u>Atria/ACECF</u>	<u>Auction 2010 - for Exp Op</u>	<u>CSP 2009</u>
<b>Income</b>			
<b>Direct Public Support</b>			
Business Contributions	0.00	0.00	0.00
Individual Contributions	0.00	7,089.22	0.00
Organization Contributions	0.00	0.00	0.00
<b>Total Direct Public Support</b>	<u>0.00</u>	<u>7,089.22</u>	<u>0.00</u>
<b>Donated Services &amp; Equipment</b>			
Accounting and Attorney Fees	0.00	0.00	0.00
Equipment	0.00	0.00	0.00
<b>Total Donated Services &amp; Equipment</b>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
<b>Grants &amp; Awards</b>			
Corporate Grants	15,000.00	0.00	0.00
Federal Grants	0.00	0.00	91,767.04
Foundation Grants	0.00	0.00	0.00
State Grants	0.00	0.00	0.00
<b>Total Grants &amp; Awards</b>	<u>15,000.00</u>	<u>0.00</u>	<u>91,767.04</u>
<b>Other Income</b>			
Breakfast & Lunch Receipts	0.00	0.00	0.00
Field Trip & EC Receipts	0.00	0.00	0.00
Miscellaneous Income	0.00	0.00	0.00
Special Events Contributions	0.00	0.00	0.00
Special Events Sales	0.00	0.00	0.00
<b>Total Other Income</b>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
<b>Total Income</b>	<u>15,000.00</u>	<u>7,089.22</u>	<u>91,767.04</u>
<b>Gross Profit</b>	15,000.00	7,089.22	91,767.04
<b>Expense</b>			
<b>FUNDRAISING</b>			
Online auction	0.00	0.00	0.00
Professional Consultants	0.00	682.50	0.00
Other	0.00	0.00	0.00
<b>Total FUNDRAISING</b>	<u>0.00</u>	<u>682.50</u>	<u>0.00</u>
<b>MANAGEMENT &amp; GENERAL</b>			
Accounting Fees	0.00	0.00	0.00
Advertising Expenses	0.00	0.00	0.00
Bank Charges	0.00	0.00	0.00
Filing Fees	0.00	0.00	0.00
Insurance - D & O Liability	0.00	0.00	0.00



**Patrick Henry School of Science and Arts**  
**Statement of Financial Income and Expense**  
July 2010 through June 2011

	<u>Atria/ACECF</u>	<u>Auction 2010 - for Exp Op</u>	<u>CSP 2009</u>
Legal Fees	0.00	0.00	0.00
Office Supplies	0.00	0.00	1,494.15
Postage	0.00	0.00	0.00
Printing & Copying	0.00	0.00	0.00
Principal Expenses			
Salary - Principal	0.00	0.00	0.00
Air & Train Fares	0.00	0.00	0.00
Conference & Class Costs	0.00	0.00	430.25
Lodging	0.00	0.00	208.00
Meals	0.00	0.00	73.16
Mileage, Auto Rental, Parking	0.00	0.00	302.04
<b>Total Principal Expenses</b>	<u>0.00</u>	<u>0.00</u>	<u>1,013.45</u>
<b>Total MANAGEMENT &amp; GENERAL</b>	0.00	0.00	2,507.60
<b>PROGRAM EXPENSES</b>			
Contract Services			
Intercession			
Activity Costs	0.00	0.00	0.00
Coordinators	3,500.00	0.00	0.00
Meals Provided	0.00	0.00	0.00
Transportation	0.00	0.00	0.00
<b>Total Intercession</b>	<u>3,500.00</u>	<u>0.00</u>	<u>0.00</u>
Recycling Services	0.00	0.00	0.00
Remediation/Tutoring	11,500.00	0.00	0.00
Student Meals	0.00	0.00	0.00
Student Transportation Services	0.00	0.00	0.00
<b>Total Contract Services</b>	<u>15,000.00</u>	<u>0.00</u>	<u>0.00</u>
Facilities and Equip Expense			
Building - Semmes			
Fees and Inspections	0.00	0.00	1,082.50
Garden Project	0.00	0.00	0.00
Playground & Equipment	0.00	0.00	0.00
<b>Total Building - Semmes</b>	<u>0.00</u>	<u>0.00</u>	<u>1,082.50</u>
Equipment			
IT Infrastructure	0.00	0.00	1,048.83
Repairs & Maint - Equipment	0.00	0.00	0.00
Classroom Furniture & Equipment	0.00	0.00	1,027.58
<b>Total Equipment</b>	<u>0.00</u>	<u>0.00</u>	<u>2,076.42</u>
Rent	0.00	0.00	250.00

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09/27/11  
Cash Basis

**Patrick Henry School of Science and Arts**  
**Statement of Financial Income and Expense**  
July 2010 through June 2011

	<u>Atria/ACECF</u>	<u>Auction 2010 - for Exp Op</u>	<u>CSP 2009</u>
<b>Total Facilities and Equip Expense</b>	<b>0.00</b>	<b>0.00</b>	<b>3,388.92</b>
<b>Grants and Awards Expenses</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Operations</b>			
Books - Library	0.00	0.00	0.00
Field Trips & Activities	0.00	0.00	0.00
In School Programs	0.00	0.00	189.13
Miscellaneous	0.00	0.00	0.00
Postage, Mailing Service	0.00	0.00	327.15
Refreshments	0.00	0.00	0.00
Supplies			
Classroom Supplies	0.00	0.00	5,389.68
Curriculum	0.00	0.00	4,052.08
Educational Materials	0.00	0.00	0.00
Nursing Supplies	0.00	0.00	587.77
<b>Total Supplies</b>	<b>0.00</b>	<b>0.00</b>	<b>10,009.53</b>
<b>Total Operations</b>	<b>0.00</b>	<b>0.00</b>	<b>10,505.81</b>
<b>Staff Development</b>			
Air & Train Fares	0.00	0.00	0.00
Conference & Class Costs	0.00	0.00	14,581.28
Lodging	0.00	0.00	285.80
Meals	0.00	0.00	0.00
Mileage, Auto Rental, Parking	0.00	0.00	0.00
Training Stipends	0.00	0.00	2,405.00
<b>Total Staff Development</b>	<b>0.00</b>	<b>0.00</b>	<b>17,232.08</b>
<b>Start-up Expenses</b>			
Moving expenses	0.00	0.00	3,003.00
PH Building Tax Credit Costs	0.00	0.00	0.00
Temp Location Bldg R & M	0.00	0.00	30,504.48
<b>Total Start-up Expenses</b>	<b>0.00</b>	<b>0.00</b>	<b>33,507.48</b>
<b>Total PROGRAM EXPENSES</b>	<b>15,000.00</b>	<b>0.00</b>	<b>64,834.25</b>
<b>Total Expense</b>	<b>15,000.00</b>	<b>682.50</b>	<b>67,141.85</b>
<b>Net Income</b>	<b>0.00</b>	<b>6,408.72</b>	<b>24,825.19</b>

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**Patrick Henry School of Science and Arts**  
**Statement of Financial Income and Expense**  
July 2010 through June 2011

	<u>CSP 2010</u>	<u>Exp Op 2010</u>	<u>General Fund</u>
<b>Income</b>			
<b>Direct Public Support</b>			
Business Contributions	0.00	0.00	500.00
Individual Contributions	0.00	31,747.00	13,509.11
Organization Contributions	0.00	-18,000.00	0.00
<b>Total Direct Public Support</b>	<u>0.00</u>	<u>13,747.00</u>	<u>14,009.11</u>
<b>Donated Services &amp; Equipment</b>			
Accounting and Attorney Fees	0.00	0.00	165,208.50
Equipment	0.00	0.00	837.00
<b>Total Donated Services &amp; Equipment</b>	<u>0.00</u>	<u>0.00</u>	<u>166,045.50</u>
<b>Grants &amp; Awards</b>			
Corporate Grants	0.00	0.00	0.00
Federal Grants	52,881.22	0.00	0.00
Foundation Grants	0.00	0.00	0.00
State Grants	0.00	0.00	0.00
<b>Total Grants &amp; Awards</b>	<u>52,881.22</u>	<u>0.00</u>	<u>0.00</u>
<b>Other Income</b>			
Breakfast & Lunch Receipts	0.00	0.00	0.00
Field Trip & EC Receipts	0.00	0.00	0.00
Miscellaneous Income	0.00	0.00	375.72
Special Events Contributions	0.00	-25.00	25.00
Special Events Sales	0.00	0.00	191.18
<b>Total Other Income</b>	<u>0.00</u>	<u>-25.00</u>	<u>591.90</u>
<b>Total Income</b>	<u>52,881.22</u>	<u>13,722.00</u>	<u>180,644.51</u>
<b>Gross Profit</b>	<u>52,881.22</u>	<u>13,722.00</u>	<u>180,644.51</u>
<b>Expense</b>			
<b>FUNDRAISING</b>			
Online auction	0.00	1,058.94	0.00
Professional Consultants	0.00	0.00	0.00
Other	0.00	0.00	550.38
<b>Total FUNDRAISING</b>	<u>0.00</u>	<u>1,058.94</u>	<u>550.38</u>
<b>MANAGEMENT &amp; GENERAL</b>			
Accounting Fees	0.00	0.00	43,740.00
Advertising Expenses	1,075.22	0.00	0.00
Bank Charges	0.00	0.00	118.92
Filing Fees	0.00	0.00	1,025.00
Insurance - D & O Liability	0.00	0.00	1,034.00

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**Patrick Henry School of Science and Arts**  
**Statement of Financial Income and Expense**  
July 2010 through June 2011

	<u>CSP 2010</u>	<u>Exp Op 2010</u>	<u>General Fund</u>
Legal Fees	0.00	0.00	130,405.75
Office Supplies	0.00	0.00	38.47
Postage	17.60	0.00	98.57
Printing & Copying	1,179.69	0.00	418.95
Principal Expenses			
Salary - Principal	0.00	0.00	6,282.83
Air & Train Fares	261.40	0.00	0.00
Conference & Class Costs	785.00	0.00	333.00
Lodging	731.40	0.00	0.00
Meals	0.00	0.00	0.00
Mileage, Auto Rental, Parking	69.00	0.00	38.52
Total Principal Expenses	<u>1,848.80</u>	<u>0.00</u>	<u>6,634.35</u>
<b>Total MANAGEMENT &amp; GENERAL</b>	<b>4,119.31</b>	<b>0.00</b>	<b>183,514.01</b>
<b>PROGRAM EXPENSES</b>			
Contract Services			
Intercession			
Activity Costs	2,552.34	0.00	0.00
Coordinators	0.00	0.00	0.00
Meals Provided	3,731.56	0.00	0.00
Transportation	<u>2,331.03</u>	<u>0.00</u>	<u>0.00</u>
Total Intercession	<u>8,614.93</u>	<u>0.00</u>	<u>0.00</u>
Recycling Services	780.00	0.00	0.00
Remediation/Tutoring	810.00	0.00	1,363.70
Student Meals	0.00	0.00	3,273.74
Student Transportation Services	<u>0.00</u>	<u>0.00</u>	<u>-2,108.26</u>
Total Contract Services	<u>10,204.93</u>	<u>0.00</u>	<u>2,531.19</u>
Facilities and Equip Expense			
Building - Semmes			
Fees and Inspections	262.50	75.00	0.00
Garden Project	1,105.58	0.00	0.00
Playground & Equipment	<u>0.00</u>	<u>2,800.00</u>	<u>0.00</u>
Total Building - Semmes	<u>1,368.08</u>	<u>2,875.00</u>	<u>0.00</u>
Equipment			
IT Infrastructure	773.27	0.00	297.62
Repairs & Maint - Equipment	119.99	0.00	0.00
Classroom Furniture & Equipment	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Total Equipment	<u>893.26</u>	<u>0.00</u>	<u>297.62</u>
Rent	<u>0.00</u>	<u>0.00</u>	<u>1.00</u>

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Cash Basis

**Patrick Henry School of Science and Arts**  
**Statement of Financial Income and Expense**  
July 2010 through June 2011

	<u>CSP 2010</u>	<u>Exp Op 2010</u>	<u>General Fund</u>
<b>Total Facilities and Equip Expense</b>	<b>2,261.34</b>	<b>2,875.00</b>	<b>298.62</b>
<b>Grants and Awards Expenses</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Operations</b>			
Books - Library	1,419.06	0.00	-1,423.07
Field Trips & Activities	27.46	0.00	-49.34
In School Programs	250.87	0.00	0.00
Miscellaneous	1.00	0.00	274.05
Postage, Mailing Service	0.00	0.00	229.39
Refreshments	0.00	0.00	251.33
Supplies			
Classroom Supplies	4,804.48	0.00	149.82
Curriculum	4,231.72	0.00	0.00
Educational Materials	4,318.57	0.00	0.00
Nursing Supplies	276.01	0.00	0.00
<b>Total Supplies</b>	<b>13,630.78</b>	<b>0.00</b>	<b>149.82</b>
<b>Total Operations</b>	<b>15,329.17</b>	<b>0.00</b>	<b>-567.82</b>
<b>Staff Development</b>			
Air & Train Fares	371.80	0.00	0.00
Conference & Class Costs	2,634.90	0.00	0.00
Lodging	191.84	0.00	0.00
Meals	158.11	0.00	270.83
Mileage, Auto Rental, Parking	716.45	0.00	0.00
Training Stipends	0.00	0.00	0.00
<b>Total Staff Development</b>	<b>4,073.10</b>	<b>0.00</b>	<b>270.83</b>
<b>Start-up Expenses</b>			
Moving expenses	0.00	0.00	0.00
PH Building Tax Credit Costs	0.00	1,500.00	1,000.00
Temp Location Bldg R & M	428.60	0.00	50.00
<b>Total Start-up Expenses</b>	<b>428.60</b>	<b>1,500.00</b>	<b>1,050.00</b>
<b>Total PROGRAM EXPENSES</b>	<b>32,297.14</b>	<b>4,375.00</b>	<b>3,582.82</b>
<b>Total Expense</b>	<b>38,416.45</b>	<b>5,433.94</b>	<b>187,847.21</b>
<b>Net Income</b>	<b>16,444.77</b>	<b>8,289.06</b>	<b>-7,002.70</b>

11:22 AM  
09/27/11  
Cash Basis

# **Patrick Henry School of Science and Arts Statement of Financial Income and Expense**

July 2010 through June 2011

	Auction 2009 (Inactive)	ExCur (Inactive)	Library (Inactive)	Meals (Inactive)
<b>Income</b>				
<b>Direct Public Support</b>				
Business Contributions	0.00	0.00	1,000.00	0.00
Individual Contributions	0.00	0.00	0.00	0.00
Organization Contributions	0.00	0.00	0.00	0.00
<b>Total Direct Public Support</b>	<u>0.00</u>	<u>0.00</u>	<u>1,000.00</u>	<u>0.00</u>
<b>Donated Services &amp; Equipment</b>				
Accounting and Attorney Fees	0.00	0.00	0.00	0.00
Equipment	0.00	0.00	0.00	0.00
<b>Total Donated Services &amp; Equipment</b>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
<b>Grants &amp; Awards</b>				
Corporate Grants	0.00	0.00	0.00	0.00
Federal Grants	0.00	0.00	0.00	0.00
Foundation Grants	0.00	6,500.00	0.00	0.00
State Grants	0.00	0.00	0.00	0.00
<b>Total Grants &amp; Awards</b>	<u>0.00</u>	<u>6,500.00</u>	<u>0.00</u>	<u>0.00</u>
<b>Other Income</b>				
Breakfast & Lunch Receipts	0.00	0.00	0.00	3,527.11
Field Trip & EC Receipts	0.00	1,200.38	0.00	0.00
Miscellaneous Income	0.00	0.00	0.00	0.00
Special Events Contributions	0.00	0.00	0.00	0.00
Special Events Sales	0.00	0.00	0.00	0.00
<b>Total Other Income</b>	<u>0.00</u>	<u>1,200.38</u>	<u>0.00</u>	<u>3,527.11</u>
<b>Total Income</b>	<u>0.00</u>	<u>7,700.38</u>	<u>1,000.00</u>	<u>3,527.11</u>
<b>Gross Profit</b>	0.00	7,700.38	1,000.00	3,527.11
<b>Expense</b>				
<b>FUNDRAISING</b>				
Online auction	395.00	0.00	0.00	0.00
Professional Consultants	0.00	0.00	0.00	0.00
Other	0.00	0.00	0.00	0.00
<b>Total FUNDRAISING</b>	<u>395.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
<b>MANAGEMENT &amp; GENERAL</b>				
Accounting Fees	0.00	0.00	0.00	0.00
Advertising Expenses	0.00	0.00	0.00	0.00
Bank Charges	0.00	7.00	0.00	0.00
Filing Fees	0.00	0.00	0.00	0.00
Insurance - D & O Liability	0.00	0.00	0.00	0.00

**Patrick Henry School of Science and Arts**  
**Statement of Financial Income and Expense**  
July 2010 through June 2011

	Auction 2009 (Inactive)	ExCur (Inactive)	Library (Inactive)	Meals (Inactive)
Legal Fees	0.00	0.00	0.00	0.00
Office Supplies	0.00	0.00	0.00	0.00
Postage	0.00	0.00	0.00	0.00
Printing & Copying	0.00	0.00	0.00	0.00
<b>Principal Expenses</b>				
Salary - Principal	0.00	0.00	0.00	0.00
Air & Train Fares	0.00	0.00	0.00	0.00
Conference & Class Costs	0.00	0.00	0.00	0.00
Lodging	0.00	0.00	0.00	0.00
Meals	0.00	0.00	0.00	0.00
Mileage, Auto Rental, Parking	0.00	0.00	0.00	0.00
<b>Total Principal Expenses</b>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
<b>Total MANAGEMENT &amp; GENERAL</b>	0.00	7.00	0.00	0.00
<b>PROGRAM EXPENSES</b>				
<b>Contract Services</b>				
<b>Intercession</b>				
Activity Costs	0.00	0.00	0.00	0.00
Coordinators	0.00	0.00	0.00	0.00
Meals Provided	0.00	0.00	0.00	0.00
Transportation	0.00	0.00	0.00	0.00
<b>Total Intercession</b>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Recycling Services	0.00	0.00	0.00	0.00
Remediation/Tutoring	0.00	0.00	0.00	0.00
Student Meals	0.00	0.00	0.00	3,527.11
Student Transportation Services	0.00	0.00	0.00	0.00
<b>Total Contract Services</b>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>3,527.11</u>
<b>Facilities and Equip Expense</b>				
<b>Building - Semmes</b>				
Fees and Inspections	0.00	0.00	0.00	0.00
Garden Project	0.00	0.00	0.00	0.00
Playground & Equipment	0.00	0.00	0.00	0.00
<b>Total Building - Semmes</b>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
<b>Equipment</b>				
IT Infrastructure	0.00	0.00	0.00	0.00
Repairs & Maint - Equipment	0.00	0.00	0.00	0.00
Classroom Furniture & Equipment	0.00	0.00	0.00	0.00
<b>Total Equipment</b>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
<b>Rent</b>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>

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# **Patrick Henry School of Science and Arts Statement of Financial Income and Expense**

July 2010 through June 2011

	<small>Auction 2009</small> <u>(Inactive)</u>	<u>ExCur</u> <u>(Inactive)</u>	<u>Library</u> <u>(Inactive)</u>	<u>Meals</u> <u>(Inactive)</u>
<b>Total Facilities and Equip Expense</b>	0.00	0.00	0.00	0.00
<b>Grants and Awards Expenses</b>	0.00	0.00	0.00	0.00
<b>Operations</b>				
Books - Library	0.00	0.00	2,644.84	0.00
Field Trips & Activities	0.00	1,193.36	0.00	0.00
In School Programs	0.00	6,500.00	0.00	0.00
Miscellaneous	0.00	0.00	0.00	0.00
Postage, Mailing Service	0.00	0.00	0.00	0.00
Refreshments	0.00	0.00	0.00	0.00
Supplies				
Classroom Supplies	0.00	0.00	0.00	0.00
Curriculum	0.00	0.00	0.00	0.00
Educational Materials	0.00	0.00	0.00	0.00
Nursing Supplies	0.00	0.00	0.00	0.00
<b>Total Supplies</b>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
<b>Total Operations</b>	0.00	7,693.36	2,644.84	0.00
<b>Staff Development</b>				
Air & Train Fares	0.00	0.00	0.00	0.00
Conference & Class Costs	0.00	0.00	0.00	0.00
Lodging	0.00	0.00	0.00	0.00
Meals	0.00	0.00	0.00	0.00
Mileage, Auto Rental, Parking	0.00	0.00	0.00	0.00
Training Stipends	0.00	0.00	0.00	0.00
<b>Total Staff Development</b>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
<b>Start-up Expenses</b>				
Moving expenses	0.00	0.00	0.00	0.00
PH Building Tax Credit Costs	0.00	0.00	0.00	0.00
Temp Location Bldg R & M	0.00	0.00	0.00	0.00
<b>Total Start-up Expenses</b>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
<b>Total PROGRAM EXPENSES</b>	<u>0.00</u>	<u>7,693.36</u>	<u>2,644.84</u>	<u>3,527.11</u>
<b>Total Expense</b>	<u>395.00</u>	<u>7,700.36</u>	<u>2,644.84</u>	<u>3,527.11</u>
<b>Net Income</b>	<u>-395.00</u>	<u>0.00</u>	<u>-1,644.84</u>	<u>0.00</u>



**Patrick Henry School of Science and Arts**  
**Statement of Financial Income and Expense**  
July 2010 through June 2011

	Transport (Inactive)	Total Inactive	McGowan
<b>Income</b>			
<b>Direct Public Support</b>			
Business Contributions	0.00	1,000.00	0.00
Individual Contributions	0.00	0.00	0.00
Organization Contributions	18,000.00	18,000.00	0.00
<b>Total Direct Public Support</b>	18,000.00	19,000.00	0.00
<b>Donated Services &amp; Equipment</b>			
Accounting and Attorney Fees	0.00	0.00	0.00
Equipment	0.00	0.00	0.00
<b>Total Donated Services &amp; Equipment</b>	0.00	0.00	0.00
<b>Grants &amp; Awards</b>			
Corporate Grants	0.00	0.00	0.00
Federal Grants	0.00	0.00	0.00
Foundation Grants	0.00	6,500.00	50,000.00
State Grants	0.00	0.00	0.00
<b>Total Grants &amp; Awards</b>	0.00	6,500.00	50,000.00
<b>Other Income</b>			
Breakfast & Lunch Receipts	0.00	3,527.11	0.00
Field Trip & EC Receipts	0.00	1,200.36	0.00
Miscellaneous Income	0.00	0.00	0.00
Special Events Contributions	0.00	0.00	0.00
Special Events Sales	0.00	0.00	0.00
<b>Total Other Income</b>	0.00	4,727.47	0.00
<b>Total Income</b>	18,000.00	30,227.47	50,000.00
<b>Gross Profit</b>	18,000.00	30,227.47	50,000.00
<b>Expense</b>			
<b>FUNDRAISING</b>			
Online auction	0.00	395.00	0.00
Professional Consultants	0.00	0.00	0.00
Other	0.00	0.00	0.00
<b>Total FUNDRAISING</b>	0.00	395.00	0.00
<b>MANAGEMENT &amp; GENERAL</b>			
Accounting Fees	0.00	0.00	0.00
Advertising Expenses	0.00	0.00	0.00
Bank Charges	0.00	7.00	0.00
Filing Fees	0.00	0.00	0.00
Insurance - D & O Liability	0.00	0.00	0.00

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**Patrick Henry School of Science and Arts**  
**Statement of Financial Income and Expense**  
July 2010 through June 2011

	(Inactive)	Total Inactive	McGowan
Legal Fees	0.00	0.00	0.00
Office Supplies	0.00	0.00	0.00
Postage	0.00	0.00	0.00
Printing & Copying	0.00	0.00	0.00
Principal Expenses			
Salary - Principal	0.00	0.00	0.00
Air & Train Fares	0.00	0.00	0.00
Conference & Class Costs	0.00	0.00	0.00
Lodging	0.00	0.00	0.00
Meals	0.00	0.00	0.00
Mileage, Auto Rental, Parking	0.00	0.00	0.00
Total Principal Expenses	0.00	0.00	0.00
<b>Total MANAGEMENT &amp; GENERAL</b>	<b>0.00</b>	<b>7.00</b>	<b>0.00</b>
<b>PROGRAM EXPENSES</b>			
Contract Services			
Intercession			
Activity Costs	0.00	0.00	0.00
Coordinators	0.00	0.00	0.00
Meals Provided	0.00	0.00	0.00
Transportation	0.00	0.00	0.00
Total Intercession	0.00	0.00	0.00
Recycling Services	0.00	0.00	0.00
Remediation/Tutoring	0.00	0.00	0.00
Student Meals	0.00	3,527.11	0.00
Student Transportation Services	18,000.00	18,000.00	0.00
Total Contract Services	18,000.00	21,527.11	0.00
Facilities and Equip Expense			
Building - Semmes			
Fees and Inspections	0.00	0.00	0.00
Garden Project	0.00	0.00	0.00
Playground & Equipment	0.00	0.00	0.00
Total Building - Semmes	0.00	0.00	0.00
Equipment			
IT Infrastructure	0.00	0.00	0.00
Repairs & Maint - Equipment	0.00	0.00	0.00
Classroom Furniture & Equipment	0.00	0.00	0.00
Total Equipment	0.00	0.00	0.00
Rent	0.00	0.00	0.00

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**Patrick Henry School of Science and Arts**  
**Statement of Financial Income and Expense**  
July 2010 through June 2011  
Transport

	<u>(Inactive)</u>	<u>Total Inactive</u>	<u>McGowan</u>
<b>Total Facilities and Equip Expense</b>	0.00	0.00	0.00
<b>Grants and Awards Expenses</b>	0.00	0.00	0.00
<b>Operations</b>			
Books - Library	0.00	2,844.84	0.00
Field Trips & Activities	0.00	1,183.38	0.00
In School Programs	0.00	8,500.00	0.00
Miscellaneous	0.00	0.00	0.00
Postage, Mailing Service	0.00	0.00	0.00
Refreshments	0.00	0.00	0.00
Supplies			
Classroom Supplies	0.00	0.00	0.00
Curriculum	0.00	0.00	0.00
Educational Materials	0.00	0.00	0.00
Nursing Supplies	0.00	0.00	0.00
<b>Total Supplies</b>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
<b>Total Operations</b>	0.00	10,338.20	0.00
<b>Staff Development</b>			
Air & Train Fares	0.00	0.00	0.00
Conference & Class Costs	0.00	0.00	0.00
Lodging	0.00	0.00	0.00
Meals	0.00	0.00	0.00
Mileage, Auto Rental, Parking	0.00	0.00	0.00
Training Stipends	0.00	0.00	0.00
<b>Total Staff Development</b>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
<b>Start-up Expenses</b>			
Moving expenses	0.00	0.00	0.00
PH Building Tax Credit Costs	0.00	0.00	0.00
Temp Location Bldg R & M	0.00	0.00	0.00
<b>Total Start-up Expenses</b>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
<b>Total PROGRAM EXPENSES</b>	<u>18,000.00</u>	<u>31,886.31</u>	<u>0.00</u>
<b>Total Expense</b>	<u>18,000.00</u>	<u>32,267.31</u>	<u>0.00</u>
<b>Net Income</b>	<u>0.00</u>	<u>-2,038.84</u>	<u>50,000.00</u>

**Patrick Henry School of Science and Arts**  
**Statement of Financial Income and Expense**  
July 2010 through June 2011

	<u>NFWP grant</u>	<u>VEE</u>	<u>TOTAL</u>
<b>Income</b>			
<b>Direct Public Support</b>			
Business Contributions	0.00	0.00	1,500.00
Individual Contributions	0.00	0.00	52,345.33
Organization Contributions	0.00	0.00	0.00
<b>Total Direct Public Support</b>	<u>0.00</u>	<u>0.00</u>	<u>53,845.33</u>
<b>Donated Services &amp; Equipment</b>			
Accounting and Attorney Fees	0.00	0.00	165,206.50
Equipment	0.00	0.00	837.00
<b>Total Donated Services &amp; Equipment</b>	<u>0.00</u>	<u>0.00</u>	<u>166,043.50</u>
<b>Grants &amp; Awards</b>			
Corporate Grants	0.00	0.00	15,000.00
Federal Grants	0.00	0.00	144,628.28
Foundation Grants	62,535.00	0.00	119,035.00
State Grants	0.00	2,470.00	2,470.00
<b>Total Grants &amp; Awards</b>	<u>62,535.00</u>	<u>2,470.00</u>	<u>281,133.28</u>
<b>Other Income</b>			
Breakfast & Lunch Receipts	0.00	0.00	3,527.11
Field Trip & EC Receipts	0.00	0.00	1,200.36
Miscellaneous Income	0.00	0.00	375.72
Special Events Contributions	0.00	0.00	0.00
Special Events Sales	0.00	0.00	191.18
<b>Total Other Income</b>	<u>0.00</u>	<u>0.00</u>	<u>5,294.37</u>
<b>Total Income</b>	<u>62,535.00</u>	<u>2,470.00</u>	<u>508,316.46</u>
<b>Gross Profit</b>	<u>62,535.00</u>	<u>2,470.00</u>	<u>508,316.46</u>
<b>Expense</b>			
<b>FUNDRAISING</b>			
Online auction	0.00	0.00	1,453.94
Professional Consultants	0.00	0.00	682.50
Other	0.00	0.00	550.38
<b>Total FUNDRAISING</b>	<u>0.00</u>	<u>0.00</u>	<u>2,686.82</u>
<b>MANAGEMENT &amp; GENERAL</b>			
Accounting Fees	0.00	0.00	43,740.00
Advertising Expenses	0.00	0.00	1,075.22
Bank Charges	0.00	0.00	125.92
Filing Fees	0.00	0.00	1,025.00
Insurance - D & O Liability	0.00	0.00	1,034.00

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**Patrick Henry School of Science and Arts**  
**Statement of Financial Income and Expense**  
July 2010 through June 2011

	<u>NFWF grant</u>	<u>VEE</u>	<u>TOTAL</u>
<b>Total Facilities and Equip Expense</b>	<b>3,750.76</b>	<b>1,879.92</b>	<b>14,254.58</b>
<b>Grants and Awards Expenses</b>	<b>55,849.00</b>	<b>0.00</b>	<b>55,849.00</b>
<b>Operations</b>			
Books - Library	0.00	0.00	2,840.83
Field Trips & Activities	0.00	0.00	1,171.48
In School Programs	0.00	0.00	6,920.00
Miscellaneous	0.00	0.00	275.05
Postage, Mailing Service	0.00	0.00	558.54
Refreshments	0.00	0.00	251.33
Supplies			
Classroom Supplies	0.00	0.00	10,343.88
Curriculum	0.00	0.00	8,283.80
Educational Materials	0.00	0.00	4,318.57
Nursing Supplies	0.00	0.00	843.78
<b>Total Supplies</b>	<b>0.00</b>	<b>0.00</b>	<b>23,790.13</b>
<b>Total Operations</b>	<b>0.00</b>	<b>0.00</b>	<b>35,605.36</b>
<b>Staff Development</b>			
Air & Train Fares	0.00	0.00	371.80
Conference & Class Costs	0.00	0.00	17,198.16
Lodging	0.00	0.00	457.84
Meals	0.00	0.00	428.94
Mileage, Auto Rental, Parking	0.00	0.00	716.45
Training Stipends	0.00	0.00	2,405.00
<b>Total Staff Development</b>	<b>0.00</b>	<b>0.00</b>	<b>21,575.99</b>
<b>Start-up Expenses</b>			
Moving expenses	0.00	0.00	3,003.00
PH Building Tax Credit Costs	0.00	0.00	2,500.00
Temp Location Bldg R & M	0.00	0.00	30,983.08
<b>Total Start-up Expenses</b>	<b>0.00</b>	<b>0.00</b>	<b>36,486.08</b>
<b>Total PROGRAM EXPENSES</b>	<b>59,599.76</b>	<b>1,879.92</b>	<b>213,034.20</b>
<b>Total Expense</b>	<b>59,599.76</b>	<b>1,879.92</b>	<b>405,868.94</b>
<b>Net Income</b>	<b>2,935.24</b>	<b>790.08</b>	<b>100,447.52</b>



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Patrick Henry School of Science and Arts  
State of the School and Milestones 2010-2011  
August 2010 - September 2011

As Patrick Henry School of Science and Arts (PHSSA) completes its first full year of operation, it is important to update you, the friends of PHSSA (donors, volunteers, PH alums) on the major milestones we have accomplished this year. As the first charter school in Richmond, the first elementary charter school in state, and one of only four charter schools in the Commonwealth of Virginia, PHSSA has forged forward working in tandem with Richmond Public Schools, parents and stakeholders. While we understand we still have a long way to go, the board is invigorated by what has happened this year and what has been set-up for our second year of operation. Here are some of our milestones:

- August 2010 PHSSA, opened its doors to the first 150 students housed in the Education Center at the Woodland Heights Baptist Church.
- Completed a successful lottery for our second year of operation accepting over 195 students
- Held our first Town Hall meeting to update stakeholders on the success of our operation and ask for input.
- Implemented the first phases of the \$100,000 National Fisheries and Wildlife Foundation (NFWF) grant to study rain water run-off at the PH building.
- Received \$50,000 from the William G. McGowan Charitable Fund that was a matching grant to go toward the implementation of smart pads and cloud technology for our students.
- Received a \$50,000 check from the Jacquemin Family Foundation for the renovation and upgrade of the library at Patrick Henry.
- Received \$150,000 2X matching grant from Mary Morton Parsons Foundation. We received the check for \$150,000 in September 2011.
- Parts 1 and 2 of the state Historic Tax Credit (HTC) application have been accepted and approved with the help of Sadler & Whitehead Architects PLC. The HTC is worth in excess of \$250,000 to PHSSA over the term of the renovations
- Obtained the services of Cameron Cosby of Hunton & Williams LLP to assist with our historic tax credits.
- Organized the Patrick Henry Charter, LLC to use in conjunction with the HTC.
- Retained Dixon, Hughes, and Goodman LLP as Historic Tax Credit accountants to Patrick Henry Charter, LLC.



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- Received grants over the last two years totaling in excess of \$650,000 toward academic programs and operations.
- Received a gift of one week "Composer in Residency" program from Kid Pan Alley, compliments of Jacquemin Family Foundation and VMFA.
- Received 100 new library books from the Heart of America Foundation for our new library.
- Installed the first stages of a new playground with ADA features over spring break with over 50 parent volunteers as well as teachers, board members, and community volunteers
- Installed the first gardens at the Patrick Henry building over the same time period. The gardens are an integral aspect of our entire curriculum.
- Successfully completed the first 501c3 audit that was provided by Goodman & Company, LLP
- Hired DeWitt & Associates, Inc. to help us formulate our first Strategic Business Plan. Looking ahead for PHSSA and its vision we have plans to solicit input by conducting five focus groups to include parents, teachers and staff, board members, community stakeholders and current and prospective donors.
- Have had VIP school visits from the First Lady of Virginia, Maureen McDonnell, U.S Representative Eric Cantor, and Superintendent Dr. Yvonne Brandon.
- Successfully completed the process of hiring BAM Architects LLC to complete the plans for the renovation of the Patrick Henry building at 3411 Semmes Avenue.
- Published an RFP for a General Contractor to complete the work at the Patrick Henry building and expect a contract to be signed by June 15.
- Completed a construction schedule that will allow Patrick Henry to start renovations on or about July 1, 2011 and to start classes in the renovated building by January 1, 2012.
- Have closed on a \$200,000 loan from Self Help Federal Credit Union for half of the Phase I/IA construction costs and re-paid the loan.
- Have notified the RPS of the board's desire to have the Patrick Henry building surplused back to City of Richmond so that we can continue renovations with another loan next fiscal year.
- Hired an accountant/bookkeeper to track and manage PHSSA board income and expenses.
- Have reached out to other like minded organizations including Peter Paul Development Center, William Byrd Community House, Communities in Schools, and Local Initiative Support Corporation (LISC).
- To complete renovation Phases II & III in 2011-12, pursuing a \$1.0M loan combining the resources of LISC, Building Hope, and Virginia Community Capital
- PHSSA was the only public school in the greater Richmond area to participate in Junior FIRST LEGO League (Jr.FLL), a program geared to children aged 6 -9 years old that utilizes a modified FIRST LEGO League (FLL) framework.



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- PHSSA was selected to represent the entire Commonwealth in a national traveling forestry exhibit of the Forestry Exchange Box, a program of the American Forest Foundation. The exhibit was presented in February to state officials including Virginia's State Forester and the Secretary of Agriculture and Forestry. The Forestry Exchange Box is part of Project Learning Tree that encourages teachers and students to take their lessons outdoors and into the woods to experience nature and learn about the importance of forests.
- Countless hours of volunteer time on the part of parents, board members, and community partners

September 30, 2011



## **PATRICK HENRY SCHOOL OF SCIENCE AND ARTS POLICIES AND PROCEDURES**

Patrick Henry School of Science and Arts (PHSSA) operates under the auspices of Richmond Public Schools. The policies of Richmond Public Schools (RPS) and the Richmond Public School board are therefore applicable to PHSSA. Policies and procedures developed by PHSSA and the Board of Directors, are produced to supplement those presently in place within the system. As a charter school, PHSSA requires additional policies and procedures, covering areas that may have no relevance to other public schools in the RPS system. Examples can be found in areas such as enrollment lotteries, student uniforms, and family involvement contracts. Likewise, having its own Board of Directors, PHSSA requires specific and unique structural guidelines as related to the makeup and process of that body in maintaining and supporting the school's charter. It is in this spirit, that the policies and procedures of PHSSA are both created and sustained.

## **CONFLICT OF INTEREST POLICY**

### **Article I** **Purpose**

The purpose of the conflict of interest policy is to protect this tax-exempt organization's (Organization) interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or director of the Organization or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

### **Article II** **Purpose**

#### **1. Interested Person**

Any director, principal officer, or member of a committee with governing board delegated powers, who has a direct or indirect financial interest, as defined below, is an interested person.

#### **2. Financial Interest**

A person has a financial interest if the person has directly or indirectly, through business, investment, or family:

- a. An ownership or investment interest in any entity with which the Organization has a transaction or arrangement; or
- b. A compensation arrangement with the Organization, or with any entity or individual with which the Organization has a transaction or arrangement; or
- c. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the Organization is negotiating a transaction or arrangement.

Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial.

A financial interest is not necessarily a conflict of interest. Under Article III, Section 2, a person who has a financial interest may have a conflict of interest only if the appropriate governing board or committee decides that a conflict of interest exists.

### **Article III** **Procedures**

#### **1. Duty to Disclose**

In communication with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the directors and members of committees with governing board delegated powers considering the proposed transaction or arrangement.

#### **2. Determining Whether a Conflict of Interest Exists**

After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he/she shall leave the governing board or committee while the determination of a conflict of interest is discussed and voted upon. The remaining board or committee members shall decide if a conflict of interest exists.

#### **3. Procedures for Addressing the Conflict of Interest**

- a. An interested person may make a presentation at the governing board or committee meeting, but after the presentation, he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.
- b. The chairperson of the governing board or committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.
- c. After exercising due diligence, the governing board or committee shall determine whether the Organization can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.
- d. If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the governing board or committee shall determine by a majority votes of the disinterested directors whether the transaction or arrangement is in the Organization's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination it shall make its decision as to whether to enter into the transaction or arrangement.

#### **4. Violations of the Conflict of Interest Policy**

- a. If the governing board or committee has reasonable cause to believe that a member has failed to disclose actual or possible conflicts of interest, it shall inform the

member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.

- b. If, after hearing the member's response and after making further investigation as warranted by the circumstances, the governing board or committee determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

#### **Article IV** **Records of Proceedings**

The minutes of the governing board and all committees with board delegated powers shall contain:

- a. The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the governing board's or committee's decision as to whether a conflict of interest existed.
- b. The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.

#### **Article V** **Compensation**

- a. A voting member of the governing board who receives compensation, directly or indirectly, from the Organization for services is precluded from voting on matters pertaining to that member's compensation.
- b. A voting member of any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Organization for services is precluded from voting on matters pertaining to that member's compensation.
- c. No voting member of the governing board or any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Organization, either individually or collectively, is prohibited from providing information to any committee regarding compensation.

**Article VI**  
**Annual Statements**

Each director, principal officer and member of a committee with governing board delegated powers shall annually sign a statement which affirms such person:

- a. Has received a copy of the conflicts of interest policy,
- b. Has read and understands the policy,
- c. Has agreed to comply with the policy, and
- d. Understands the Organization is charitable and in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

**Article VII**  
**Periodic Reviews**

To ensure the Organization operates in a manner consistent with charitable purposes and does not engage in activities that could jeopardize its tax-exempt status, periodic reviews shall be conducted. The periodic reviews shall at a minimum, include the following subjects:

- a. Whether compensation arrangements and benefits are reasonable, based on competent survey information and the result of arm's length bargaining.
- b. Whether partnerships, joint ventures, and arrangements with management organizations conform to the Organization's written policies, are properly recorded, reflect reasonable investment or payments for goods and services, further charitable purposes and do not result in inurement, impermissible private benefit or in an excess benefit transaction.

**Article VIII**  
**Use of Outside Experts**

When conducting the periodic reviews as provided for in Article VII, the Organization may, but need not, use outside advisors. If outside experts are used, their use shall not relieve the governing board of its responsibility for ensuring periodic reviews are conducted.

## **BOARD OF DIRECTORS COMMITMENT AGREEMENT**

### **Mission Statement:**

*The Patrick Henry School of Science and Arts ("PHSSA") operates a kindergarten through fifth-grade public charter school based on meaningful parent, educator and community involvement. The school will provide the children of Richmond, Virginia with an academically rigorous science- and arts-based curriculum that emphasizes environmental awareness and social responsibility.*

### **Background:**

PHSSA is a Virginia nonstock corporation which is tax-exempt under Section 501(c)(3) of the Internal Revenue Code of 1986, as amended. PHSSA has a charter agreement with the School Board of the City of Richmond to operate a public charter school. As a public charter school, the school is considered a City of Richmond public school. Like other corporation's the Board of Directors of PHSSA (the "Board") manages the affairs of the corporation. The day-to-day operations of the school are carried out by the Principal and staff of PHSSA. Members of the Board shall be required to manage, carry out the PHSSA vision, foster relationships with staff and the school community, and oversee the budget. Directors shall be fully committed to the charter school concept.

### **Required Reading:**

- Read *The Color of Their Skin*, a book about the history of Brown vs. Board of Education in the City of Richmond
- Be familiar with the integrated curriculum that PHSSA uses
- Be in agreement with the educational philosophy, discipline policy and administrative structure of our school
- Read and review PHSSA's articles of incorporation, bylaws, charter and charter application
- Read and agree to the terms of PHSSA's conflicts of interest policy

### **Board Member Requirement:**

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

Access to and experience with use of a computer. The Board does not have physical office space and related resources. Board members will be given a PHSSA email that they must use for all

PHSSA related correspondence. Board members are expected to check email at least four times a week and use the PHSSA electronic system for circulating and reviewing board documents.

Since the Board is comprised of all volunteers and currently does not have paid staff, Board members are responsible for their own administrative responsibilities including, but not limited to, copying, faxing, emailing and research.

Board members should contribute educational, fundraising and/or community expertise to PHSSA. PHSSA strives to have a board comprised of educators, philanthropists and community members and parents. All applicants should fit into this pyramid of expertise.

#### **Governance of PHSSA:**

PHSSA is a Virginia nonstock corporation which is tax-exempt under Section 501(c)(3) of the Internal Revenue Code of 1986, as amended. PHSSA is governed by its Board. The Board provides overall policy direction and guidance to the Principal, and the Principal implements the decisions of the Board. The Principal also makes decisions on a day-to-day basis and fulfills or oversees all administrative duties for the school. The Board will maintain the vision and steer the school's direction as it carries out PHSSA's Mission Statement and tax exempt purpose stated in its articles of incorporation.

As a Virginia nonstock corporation, the directors of PHSSA have the same duties and responsibilities as directors of any other non-stock corporation and the directors of PHSSA are expected to understand and fulfill these duties. Central among these various duties is adhering to Virginia's statutory standard of conduct found in Section 13.1-870 of the Virginia Nonstock Corporation Act. This standard provides that a director shall discharge his or her duties as a director "in accordance with [his or her] good faith business judgment of the best interests of the corporation." Additionally, as a 501(c)(3) organization, the corporation and its directors must operate in accordance with its tax exempt purpose and should strive to comply with applicable Internal Revenue Service ("IRS") best practices for nonprofit organizations.

As with all charter schools, PHSSA, is an entity separate from the school district in the area of governance. PHSSA has a charter agreement with the School Board of the City of Richmond to operate a public charter school. This unique characteristic of charter schools is a privilege and shall be guarded and respected by each Board member. Working against this structure can be grounds for removal from the Board.

If a director questions a decision of the Principal or another administrator, he or she shall immediately take that concern or disagreement to the President of the Board in a confidential and diplomatic format. Likewise, the Principal shall agree to the same commitment. Respect for each other shall remain constant.

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

Board members shall remember that stepping out of their advisory/Board capacity and attempting to run the school as an administrator is improper.

The Mission Statement and tax exempt purpose of PHSSA will serve to guide and direct the Board. The goal to continually improve, maintain integrity, serve PHSSA families and ensure academic success for our students shall take precedence in all situations.

**Agreement:**

I recognize that the Board is the legal non-profit entity that entered into the charter agreement with Richmond Public Schools and it manages the operations of PHSSA. The Board consists of a wide variety of professionals who are highly qualified in education, technology, and skills necessary to effectively manage the school. The Board is responsible for negotiating and assuring compliance with the charter agreement, ensuring adherence to applicable laws and regulations, making policy decisions, insuring the financial stability of the school, fiduciary requirements, overseeing the Principal, and monitoring the operational decisions of the School Planning and Management Team. As a member of the Board, I pledge to devote active and constructive participation in the development and implementation of PHSSA's mission and tax exempt purpose. I have read and agree to the above standards of conduct and PHSSA's conflicts of interest policy. I understand that my roles and responsibilities include the following:

1. Attending regular meetings of the Board and remain for the duration of the full meeting, which are each approximately two hours in duration. The Board meets at least twenty-four (24) times per year. Be accessible for committee meetings, Board related matters and email correspondence in between Board meetings.
2. Providing leadership to Board committees. Each voting director is expected to serve as an active, ongoing member of at least three committees. This requires a number of meetings per year plus individual committee task completion time. Presently committees include curriculum, facilities, student code of conduct, Board development, personnel, finance, and governance.
3. Committing time to developing financial resources for PHSSA. This includes making a personally meaningful financial gift, grant initiatives, seeking worthy in-kind donations, as well as supporting other fund development activities of PHSSA in a manner



appropriate for directors. PHSSA's current annual give/get contribution for each director is \$2,500. The "get" contribution is define as a Board member being directly responsible for securing a financial donation from another entity.

4. Responsibly reviewing and acting upon committee recommendations brought to the Board for action.
5. Preparing in advance for decision-making and policy formation at Board meetings; take responsibility for self-education on the major issues before the Board.
6. In general, utilizing personal and professional skills, relationships and knowledge for the advancement of PHSSA.
7. Reading and responding to PHSSA emails at least 4 times per week, unless notice is given to President about your absence.
8. Obtaining and use PHSSA assigned email for all Board related matters and business. This will show the community the legitimacy of your role and allow PHSSA to fully comply and respond to Virginia Freedom of Information Act ("FOIA") requests.
9. Becoming familiar with the requirements of FOIA as they apply to PHSSA.
10. Advocating PHSSA's mission and work to the community, knowing that to others I represent PHSSA a member of its Board in the community within and outside of PHSSA.
11. Acting in the best interest of PHSSA and excuse myself from discussions and votes where I have a conflict of interest
12. Working in good faith with PHSSA's President and other Board members as partners toward achieving the School's goals.
13. Attending one PTA meeting a year to show support and encouragement for that vital aspect of our school. Board members will not serve on the PTA board. Board members may chair and serve on committees of the PTA.
14. Attending an annual Board retreat where the goals of the Board are defined, a Board self-evaluation will be critiqued, outside speakers may present information on effective Board leadership and other pertinent topics are discussed.
15. Annually attending a Board Visit Day. During this time, directors will visit classrooms, talk with the staff and become familiar with current school concerns.
16. Fulfilling his or her responsibilities on the Board, Board committees or subcommittees to his or her fullest capability and in accordance with his or her good faith business judgment of the best interests of PHSSA. All Board members should be the best public relations representatives the school has.

**I am aware that this director position description is an expression of good faith and provides a common ground from which the directors can operate. Additional information on PHSSA mission, educational program and Board responsibilities is contained in the Board orientation materials and bylaws which I have read. I also have read and agree to abide by the terms of PHSSA's conflicts of interest policy.**

**Name:**

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**Address:**

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**Phone(s):**

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**Signature:**

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**Date:** \_\_\_\_\_

**No goods or services are provided in return for tax-deductible gifts. The Patrick Henry School of Science and Arts is a 501(c)(3) nonprofit charitable organization. Gifts to the School are tax-deductible as allowed by law. Federal Tax ID # 26-2977435.**

## **FREEDOM OF INFORMATION ACT (FOIA) POLICY**

### **Introduction:**

The Virginia Freedom of Information Act (FOIA), located at 2.2-3700 et. Seq. of the Code of Virginia, guarantees citizens of the Commonwealth and representatives of the media access to public records held by public bodies, public officials, and public employees.

A public record is any writing or recording- regardless of whether it is a paper record, an electronic file, an audio or video recording, or any other format-that is prepared or owned by, or in the possession of a public body or its officers, employees or agents in the transaction of public business. All public records are presumed to be open, and may only be withheld if a specific, statutory exemption applies.

The FOIA policy states that the purpose of the FOIA is to promote an increased awareness by all persons of governmental activities. In furthering this policy, FOIA requires that the law be interpreted liberally, in favor of access, and that any exemption allowing public records to be withheld must be interpreted narrowly.

611 West 31<sup>st</sup> Street, Richmond, VA 23224 804. 888.7061

### **Virginia Freedom of Information Act:**

- Your Rights
- Request for Records
- Costs
- PHSSA Responsibilities
- FOIA Exemptions
- FOIA Request Contacts

### **Your Freedom of Information Act Rights**

- You have the right to request to inspect or receive copies of public records, or both.
- You have the right to request that any charges for the requested records be estimated in advance.
- If you believe that your FIOA rights have been violated, you may file a petition in district or circuit court to compel compliance with FOIA.

### **How to Request Records from PHSSA**

1. You may request records by U.S. Mail, fax, e-mail, in person, or over the phone. FOIA does not require that your request be in writing, nor do you need to specifically state that you are requesting records under FOIA. From a practical perspective, it may be helpful to both you and the person receiving your request to put your request in writing.
2. Your request must identify the records you are seeking with "reasonable specificity". This is a common-sense standard. It does not refer to or limit the volume or number of records that you are requesting; instead, it requires that you be specific enough so that PHSSA can identify and locate the records that you are seeking.

3. Your request must ask for existing records or documents. FOIA gives you a right to inspect or copy records; it does not apply to a situation where you asking general questions about the work of PHSSA, nor does it require PHSSA to create a record that does not exist.
4. You may choose to receive electronic records in any format used by PHSSA in the regular course of business.

\*For example, if you are requesting records maintained in a Microsoft Excel spreadsheet, you may elect to receive those records electronically, via e-mail or on a computer disk, or to receive a printed copy of those records.

5. If PHSSA has questions about your request, please cooperate with efforts to clarify the type of records that you are seeking, or to attempt to reach a reasonable agreement about a response to a large request. Making a FOIA request is not an adversarial process, but we may need to discuss your request with you to ensure that we understand what records you are seeking.

#### **FOIA Costs**

1. You may have to pay for the records that you request from PHSSA. FOIA allows us to charge for the actual costs of responding to FOIA requests. This would include items such as staff time spent searching for the requested records, copying costs, or any other costs directly related to supplying the requested records. It cannot include general overhead costs.
2. If PHSSA estimates that it will cost more than \$200.00 to respond to your request, we may require you to pay a deposit, not to exceed the amount of the estimate, before proceeding with your request. The five days that we have to respond to your request, does not include the time between when we ask for a deposit and your response.
3. You may request that we estimate in advance the charges for supplying the records that you have requested. This will allow you to know about any costs upfront, or give you the opportunity to modify your request in an attempt to lower the estimated costs.
4. If money is owed from a previous FOIA request that has remained unpaid for more than 30 days, PHSSA may require payment of the past due amount before it will respond to the new FOIA request.

#### **The Virginia Freedom of Information Act (FOIA) Fee Schedule**

As provided by Section 2.2-3704(F) of the Code of Virginia of 1950, as amended, "a public body may make reasonable charges not to exceed its actual cost incurred in accessing, duplicating, supplying, or searching for the requested records."

Section 2.2-3704(H) of the Code of Virginia of 1950, as amended, provides in pertinent part that:

- In any case where a public body determines in advance that charges for producing the requested records are likely to exceed \$200, the public body may, before continuing to process the request, require the requester to agree to payment of a deposit not to exceed the amount of the advance determination. The deposit shall be credited toward the final cost of supplying the requested records.

In an effort to apprise the public of the charges associated with supplying records requested pursuant to FOIA, PHSSA provides the following itemization of charges:

- The hourly rate of the employee(s) responsible for accessing, duplicating, supplying, or searching for the requested records multiplied by the length of time required to process the request will be assessed.
- If copies of records are requested, a cost of one cent per page will be assessed. This duplication cost is in addition to the hourly rate of the employee(s) responsible for duplicating the requested records.
- If copies of audio CDs or are requested, a cost of thirty-five cents per CD will be assessed. This cost is in addition to the hourly rate of the employee(s) responsible for duplicating the requested records.
- As stated above, when the estimated advance determination of charges exceeds \$200, a deposit will be required in an amount equal to half of the total amount of the estimated advance determination of charges. The deposit will be credited toward the final cost of supplying the requested records. PHSSA will discontinue processing a request for records until a response, indicating the acceptance of such charges and remittance of the required deposit. Upon request, PHSSA will estimate in advance, the charges for supplying the requested records. A final itemized statement of actual costs assessed will be provided upon completion of processing the request for records.

As provided by Section 2.2-3704(I) of the Code of Virginia of 1950, as amended, before processing a request for records, PHSSA may require a requester to pay any amounts owed to PHSSA for previous requests for records that remain unpaid 30 days or more after receipt of the final itemized statement of actual costs.

All payments due under this fee schedule shall be sent to the attention of the principal of PHSSA, 611 West 31<sup>st</sup> Street, Richmond, VA 23224. Checks and money orders shall be made payable to Patrick Henry School of Sciences and Arts.

PHSSA reserves the right to amend or supplement this fee schedule as necessary in accordance with the applicable law. Please contact the PHSSA Principal at (804) 888-7061

with any questions or concerns regarding this fee schedule. Questions may also be submitted to the principal of PHSSA in writing at the address stated above.

The Virginia Freedom Of Information Act is codified at Sections 2.2-3700 through 2.2-3714 of the Code of Virginia of 1950, as amended.

Effective: March 1, 2010

### **Responsibilities in Responding to Your Request**

1. PHSSA must respond to your request within five working days of receiving it. "Day One" is considered the day after your request is received. The five day period does not include weekends or holidays or days when administration offices are closed (e.g. inclement weather).
2. The reason behind your request for public records from Patrick Henry Charter School is irrelevant, and we cannot ask you why you want the records before we respond to your request. FOIA does, however, allow PHSSA to ask you to provide your name and legal address.
3. FOIA requires that Patrick Henry Charter School make one of the following responses to your request within the five day period:
  - We provide you with the records that you have requested in the entirety.
  - We withhold all of the records that you have requested, because all of the records are subject to a specific statutory exemption. If all of the records are being withheld, we must send you a response in writing. That writing must identify the volume and subject matter of the records being withheld, and state the specific section of the Code of Virginia that allows us to withhold the records.
  - We provide some of the records that you have requested, but withhold others. We cannot withhold an entire record if only a portion of it is subject to an exemption. In that instance, we may redact the portion of the record that may be withheld, and must provide you with the remainder of the record. We must provide you with a written response stating the specific section of the Code of Virginia that allows portions of the requested records to be withheld.
  - If it is practically impossible for PHSSA to respond to your request within the five-day period, we must state this in writing, explaining the conditions that make the response impossible. This will allow us seven additional working days to respond to your request, giving us a total of twelve working days to respond to your request.
  - If you make a request for a very large number of records, and we feel that we cannot provide the records to you within 12 working days without disrupting our other

organizational responsibilities, we may petition the court for additional time to respond to your request. However, FOIA requires that we make a reasonable effort to reach an agreement with you concerning the production of the records before we go to court to ask for more time.

### **Commonly Used FOIA Exemptions**

The Code of Virginia allows any public body to withhold certain records from public disclosure. Patrick Henry Charter School commonly withholds records subject to the following exemptions:

1. Personnel records ( 2.2-3705.1(1) of the Code of Virginia)
2. Written advice of Legal counsel and Records subject to attorney-client privilege ( 2.2-3705.1(2)) or attorney work product ( 2.2-3705.1(3))
3. Test or examinations ( 2.2-3705.1(4))
4. Records recorded in or compiled exclusively for use in closed meetings ( 2.2-3705.1(5))
5. Vendor proprietary information ( 2.2-3705.1(6))
6. Records relating to the negotiation and award of a contract, prior to a contract being awarded (2.2-3705.1(12))
7. Scholastic records containing information concerning identifiable individuals ( 2.2-3705.4 (1))
8. Confidential letters and settlements of recommendation ( 2.2-3705.4(2)) Virginia Freedom of

### **Virginia Freedom of Information Advisory Council**

General Assembly Building, 2<sup>nd</sup> Floor  
910 Capital Street  
Richmond, VA 23219

E-mail: [foiacouncil@dis.virginia.gov](mailto:foiacouncil@dis.virginia.gov)  
Telephone: 804.225.3056; 1.866.448.4100  
Fax: 804.371.8705

Last updated October 1, 2010

### **FOIA contacts at PHSSA**

1. All requests for public records which are not routine shall be directed to the principal of

**PHSSA, Mrs. Pamela Boyd via U.S. mail or hand delivery:**

**611 West 31<sup>st</sup> Street  
Richmond, Virginia 23224**

**Via telephone at 804.888-7061  
Via facsimile at 804.\*\*\*.\*\*\*\***

**Or via electronic mail**

- 2. In addition, the Freedom of information Advisory Council is available to answer any questions you may have about FOIA. The Council may be contacted by e-mail at [foiacouncil@leg.state.va.us](mailto:foiacouncil@leg.state.va.us), or by phone at 804.225.3056 or [toll free] 1.866.448.4100.**



April, 2010

**PATRICK HENRY SCHOOL OF SCIENCE AND ARTS  
FAMILY INVOLVEMENT CONTRACT**

The staff and parents/guardians at Patrick Henry School of Science and Arts (PHSSA) have high expectations of themselves and the students at the school. We understand that, when a family and a school work together to support learning, students achieve more, develop more positive attitudes and have higher self-confidence. As a parent/guardian, I understand that I am my child's greatest influence. Family involvement is a requirement for student admission and continued enrollment at PHSSA.

We plan to promote greater achievement for \_\_\_\_\_ at PHSSA for the academic year of \_\_\_\_\_ by working together as a team.

**AS THE ADMINISTRATOR OF PHSSA, I AGREE:**

- To direct energy toward greater student achievement.
- To develop creative educational opportunities.
- To guide, support and encourage faculty and staff in their instructional efforts.
- To involve parents in their child's learning.
- To invite the entire administrative team and other resource personnel to help students achieve their academic goals.

\_\_\_\_\_  
Pamela Boyd, Principal

**AS THE TEACHER, I AGREE:**

- To plan instruction appropriate for each child's academic needs.
- To provide resources to enhance the learning process.
- To encourage each child to achieve his or her academic goals.
- To teach and encourage students to develop good character.
- To make every effort to maintain excellent personal attendance.
- To communicate regularly with parents/guardians and respond promptly to communications from parents/guardians.

\_\_\_\_\_  
Signature of Teacher

**AS THE PARENT (S) /GUARDIAN (S), I (WE) AGREE:**

- To complete at least six (6) hours of volunteer service to PHSSA per quarter per family for a total of twenty-four (24) hours of family involvement per academic year.
- To report all family volunteer hours to the PHSSA Volunteer Coordinating Committee.
- To attend two (2) parent/teacher conferences per year.

- To read the Student Code of Conduct with my child and support the policies contained in the PHSSA Code of Conduct.
- To read with my child a minimum of twenty (20) minutes a day four (4) days a week.
- To be aware of my child's daily class work and homework and to encourage my child to complete all class assignments, reports and projects on time.
- To provide or arrange for transportation to and from PHSSA for my child.
- To make sure my child is on time for school and prepared for learning.
- To stay informed and up to date about events and issues at PHSSA by reading communications from the school.
- To report any illness or absence to PHSSA and keep my child home if he or she is ill.
- To work cooperatively with PHSSA at all times for the benefit of my child.

\_\_\_\_\_  
Parent/Guardian Signature

**AS THE STUDENT, I AGREE:**

- To be responsible for my own learning.
- To complete all classroom assignments, projects and homework on time.
- To be courteous and respectful to adults, teachers and other students.
- To attend school every day unless I have an excused absence.
- To wear my uniform to school.
- To follow the school rules in the PHSSA Code of Conduct.

\_\_\_\_\_  
Student Signature

## **PATRICK HENRY SCHOOL OF SCIENCE AND ARTS VOLUNTEER RESOURCE FORM**

Recognizing the time constraints faced by some families, including those families with working parents and single parents/guardians, PHSSA shall offer multiple ways in which families can satisfy the family involvement requirement. Some of these opportunities shall be available during the day, some the evenings, and some on weekends. PHSSA has established a Volunteer Coordinating Committee to assist families in meeting their family involvement requirement. By completing this Volunteer Resource Form, the Volunteer Coordinating Committee will be able to assist you in meeting your family involvement requirement.

### **CONTACT INFORMATION**

Parent or Guardian: \_\_\_\_\_  
Student: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
Best Way to Contact You: \_\_\_\_\_  
I prefer to volunteer on: \_\_\_\_\_  
(day of week or no preference)  
I prefer to volunteer in the: \_\_\_\_\_  
(morning, afternoon, evening or no preference)

### **WAYS TO VOLUNTEER**

There are many fun ways to volunteer with PHSSA. Place a check next to any of the following areas in which you may have interest.

#### **Join a Committee**

\_\_\_\_\_ **Parent Teacher Association** (attend monthly evening meetings, become an officer of the PTA, set the agenda and facilitate meetings, assist in organizing school-wide events).

\_\_\_\_\_ **Volunteer Coordinating Committee** (assist families in finding opportunities to meet their family involvement requirement, track family volunteer hours, send reminders to families that need to complete their hours).

\_\_\_\_\_ **Parent Fundraising Committee** (organize and coordinate several fundraising events).

#### **Classroom Help**

\_\_\_\_\_ Volunteer in the classroom (as needed by your child's classroom teacher).

\_\_\_\_\_ Chaperone field trips and other events.

\_\_\_\_\_ Room Parent (be a parent contact for your child's class, make phone calls to parents about upcoming events, plan small parties for your child's class).

\_\_\_\_\_ Volunteer in the Art Room (as needed by the art teacher).

\_\_\_\_\_ Volunteer in the Library.  
\_\_\_\_\_ Volunteer in the Science Lab.

### **Administrative Support**

\_\_\_\_\_ Front Desk Coverage (answer the door and phone, make photo-copies, other light administrative support).

\_\_\_\_\_ Parent Listserv (manage the school's electronic email list, add new parents, collect and disseminate information to parents using the school listserv).

### **Other Ways to Help**

\_\_\_\_\_ Help plan and assist with a specific school-wide event (e.g. end of the year family party).

\_\_\_\_\_ Call me! You never know what I might be able to do. Students are our greatest assets, and families are our greatest resources. If you have any talents or special interests and would like to volunteer your services, please let us know what they are. Thank you!

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## **PHSSA STUDENT DRESS CODE**

The Patrick Henry School of Science and Arts (PHSSA) believes learning is a serious undertaking that should not be distracted from by matters of dress. PHSSA also believes manner of dress affects student behavior. PHSSA has a mandatory dress code for all students.

**There are many positive reasons for a school dress code, including:**

- Dress codes encourage students to express their individuality through personality and academic achievements, not outward appearances
- Dress codes put the focus on academics, not fashion, because they project a neat, serious, businesslike image
- Schools with dress codes have fewer discipline problems because students are not distracted by other students' clothing
- Dress codes can be less expensive
- Dress codes eliminate pressure to wear brand name clothing
- Dress codes create a sense of school pride and belonging

**Each student, at all times when he or she is at school in session or participating in a school activity at school or elsewhere at anytime, must wear the following:**

- **Bottoms:** Tan/Khaki or navy long pants, short pants, skirts, skorts or jumpers
  - The hem on shorts, skirts, skorts or jumpers may not be higher than 2 inches above the knee.
  - Bottoms may be twill, corduroy, wool, cotton/poly blend or cotton.
  - Bottoms must be worn securely at the waist.
  - A black or brown belt is required if a garment has belt loops.
  - Kindergarten and 1st grade students do not have to wear belts.
- **Tops:** White or Navy long-sleeve or short-sleeve
  - All shirts must have a collar.
  - Shirts may be knit polo, oxford, woven dress shirt or blouses.
  - Logos are not allowed on shirts.
  - All shirts with tails must be tucked in.
- **Socks:** A pair of white, black or navy socks. White, black or navy tights allowed when girls are wearing skirts, skorts or jumpers.
  - **Shoes:** a pair of black or brown closed toe, rubber soled shoes with backs or a pair of white or black sneakers.
  - The platforms or heels of the shoe cannot exceed 1-1/2 inches in height. No high heels allowed.
  - On days when the student has physical education class, the student must wear sneakers.

- **Sweaters: Navy blue sweaters**
  - Sweaters may be worn during cold weather.
  - Sweaters may be made of cotton, wool or knit material.
  - A white or navy shirt or blouse must be worn underneath sweaters.
- Students may not wear sweatshirts or 'hoodies' at any time at PHSSA other than ones with school logos as approved by school administrators.

#### **Other Dress Code Rules**

- Clothing that is too tight or too loose is not appropriate in school.
- Winter coats, jackets, hats, gloves and mittens are not to be worn in the classroom.
- No nail polish, makeup, or dyed hair is allowed.
- No bracelets, necklaces or dangling earrings.
- No one can wear any head covering except for religious or health and safety reasons with the principal's prior knowledge

#### **Failure to Comply with Dress Code**

- School Administrators will determine if clothing is appropriate for school and complies within the guidelines of the PHSSA.
- If a student is determined to be inappropriately dressed, the "Compliance Procedures and Consequences" policy will be enforced.

As explained in the initial charter agreement all students are expected to wear school uniforms. This expectation must be withheld to insure the integrity and mission of the school. Patrick Henry will adopt a no tolerance philosophy to these expectations. The purpose of the uniforms is to help students understand that social promotion or alienation due to the style of clothes they wear is unacceptable.

We want to promote school unity amongst students. One of the best ways to show this is to provide uniforms for them to wear. Below you will find bullet points to highlight our policy. Please review this with your son or daughter and once completed sign and return to school.

#### **Patrick Henry Charter School Uniform descriptions**

- Solid navy shorts, skirts, skorts, jumpers, pants must have a finished hem. All uniforms must be in acceptable condition, no rips, tears or holes.
- Uniforms must be worn and belted at the natural waist. Belts should be navy blue, black or brown, no studs, beading or decoration.
- Shorts, skirts, skorts and jumpers must be no more than two inches above or below the knee. Tops must be white or navy blue and have a collar.

- Students may wear dress shirts, polo shirts, or blouses. All shirts must be tucked. Shirts may have the school insignia but no other designs are permitted.
- Gym uniforms are only to be worn on gym days.
- Shoes must be enclosed and fastened/tied properly. The wearing of sneakers is permitted. Heels are to be no higher than 1". Shoe laces are to be of normal length and properly tied. Shoes with wheels or lights are not permitted.
- Boots can be worn to school but they must be changed. Boots of any fashion are not part of the uniform policy and therefore are not allowed. Only solid white or solid navy socks or tights are permitted.
- Navy blue uniform sweaters or vests (without a hood) may be worn over the proper uniform which includes a belt.
- No hats, caps or sunglasses may be worn in the building. Undergarments must never be visible.
- No long-sleeved shirts are to be worn under short-sleeved shirts. Coats and jackets must be worn open in the building and only while walking to go to an outdoor activity. Extreme hair color/style that causes a disruption, or interferes with the learning environment will not be allowed.

### **Compliance Procedures and Consequences**

Noncompliance, as outlined above interferes with the daily instructional focus of the school. PHSSA is optimistic that since all parents were aware of the policy prior to enrollment, there will be minimal infractions imposed to your son/daughter.

### **Consequences for Noncompliance**

#### **Step I**

Parents will receive a verbal warning from his/her teacher. Phone call will be documented.

#### **Step II**

Parents/guardians are mailed a written reminder and/or a reminder sent home in student's folder.

#### **Step III**

Parents/guardians are called and asked to comply with school policy by bringing the appropriate school uniform clothing to school.

#### **Step IV**

Parent is requested to serve two additional hours of volunteer service. A date and time will be channeled through the student's teacher and/or any other staff member. If the parent does not attend the scheduled time, two additional hours will be added. Volunteer hours must be scheduled within seven school days from the date of the infraction and served within a thirty day time frame.

**Step V:**

A mandatory parent conference will be held with principal or principal's designee.

*Note: No student will receive consequences for financial or hardship circumstances that have been discussed prior to infraction with the principal or principal's designee.*

*Note: Student incentives will be give each quarter for students who comply with the policy without incidence.*

Questions? Comments? Email the guidance counselor at [cbattle@richmond.k12.va.us](mailto:cbattle@richmond.k12.va.us).



## **PHSSA LOTTERY PROCEDURES**

**February 1, 2011**

### **Overview of PHSSA Admissions Policy**

#### **I. Pre-Lottery Status:**

**A. Siblings** – According to page 78 of PHSSA Application, “As specified in the Federal NCLB Guidance (USDOE 2004), current students, and siblings of students already admitted to or attending PHSSA will have pre-lottery status in admissions.” A sibling is defined as a brother or sister living in the same household who has one or both parents in common, a half or step sibling, a foster child or a child under legal guardianship of the same parent(s). Verification of a sibling relationship under procedures established by PHSSA is required. For sibling(s) to maintain their pre-lottery status, the sibling who was granted the spot in the school, is required to enroll at that same time the sibling(s) with the pre-lottery status. If the sibling granted the spot, drops their enrollment, then the pre-lottery sibling(s) will be awarded their initial lottery spot or waitlist number.

**B. Underperforming Schools** - In accordance with Title IX and the No Child Left Behind Act, families enrolled at underperforming schools will be given 1 weight in the lottery, as to give families an extra advantage to receive enrollment in PHSSA. (NOTE: At the time of this lottery, there were no underperforming schools, so no extra weights will be awarded.).

**C. Returning Students** - All returning students will be given pre-lottery status for returning years and will not need to reapply. However, returning students will be required to verify residency in the City of Richmond each school year and were required to submit an intent to return form pursuant to procedures established by PHSSA.

#### **II. Lottery Procedures**

**A. PHSSA shall comply fully with the Virginia free schools law as applied to charter schools, Virginia Code Section 22.1-3, which requires that “Enrollment shall be open to any child who is deemed to reside within the relevant school division, as set forth in 22.1-3, through a lottery process on a space available basis. A waiting list shall be established if adequate space is not available to accommodate all students whose parents have requested to be entered in the lottery process. Such waiting list shall be prioritized through a lottery process and parents shall be informed of their student’s position on the list.”**

**a. Pursuant to Article 2, Section I of the Charter Agreement, PHSSA shall conduct the lottery by assigning a number to each family application. The numbers will be placed in a hopper. Balls will be drawn one at a time, all**

grades at the same time. The numbers will be drawn during a videotaped session by a third party.

**B. Family Lottery Balls.** A family application is defined as each family being assigned one lottery ball. For example, if two siblings applying for admission in the same year, they will be assigned one lottery ball, despite the grade. In the event that a family ball is drawn and a grade is already full for one of the sibling applications on that ball, the sibling will be placed on the General Waitlist in the order its ball has been drawn. If a family ball is drawn and no spots are available for any family members at the time of the lottery, all applicants will be placed on the General Waitlist.

**a. Lottery Procedures**

1. Prior to the lottery, PHSSA will assign a number to each family application and shall determine the number of available slots for each grade level.
2. For each family application, a numbered ball corresponding to each family will be placed in a hopper.
3. For each family ball, a third party will draw numbered balls one by one until all the balls are drawn. The third party shall announce the number on each ball as it is drawn, and the number on each ball will be recorded as it is drawn.
4. For each ball drawn, video recording of the lottery will begin before the numbered balls are placed in the hopper and will conclude after the last ball is drawn from the hopper.
5. At the conclusion of the lottery, PHSSA will prepare a list of the applications receiving the available slots for each grade level and a general wait list for each grade level in the order the numbers for such applications were drawn in the lottery.
6. PHSSA will maintain the list of numbers assigned to each application, the videotape of the lottery, the list of the order in which the numbered balls were drawn, the list of the applications receiving the available slots in each grade level and the waiting list of applications for each grade level for a period of one (1) year from the date of the lottery and shall make such materials available for inspection by the public upon reasonable notice.

**C. Enrollment/Documentation**

a. PHSSA will be open to all children in kindergarten through 5th in the City of the Richmond Public School District. Upon notification of acceptance at PHSSA for each school year, the parent or guardian of an applicant must provide the following documentation. Without providing all of these items, a child cannot attend PHSSA:

7. School/Guardian/Student Contract (agreeing to 6 hours volunteer time per quarter);\*
8. Proof of guardianship (if applicant is not the parent or custodial parent)
9. Student's birth certificate;\*\*
10. Proof of student's current immunization(s);
11. Social security card
12. Proof of student's physical examination within the past year;
13. Verification of residency in the City of Richmond, Virginia by providing:
  1. A Lease/Rental Agreement or
  2. A utility bill.

\*As part of enrollment, parents must sign a commitment to contribute 6 hours of their time each quarter at the school. Parental involvement is for the benefit of the child even more than it is for the school. It demonstrates to the child that school is important. PHSSA will do everything to assist families in this requirement. Families may, for example, be able to meet their commitment by doing work for the school at their home, or have other family members donate their time on the parents' behalf. PHSSA will work with families who display a "good-faith effort" to fulfill their family commitment.

\*\*Age Requirements: A student must be 5 years old by September 30, 2011 to attend kindergarten.

1. Deferred enrollment will not be accepted.
2. The parent or guardian of an applicant or student will be notified of the student's acceptance via U.S. mail or phone (if necessary). They will then be given until **March 31, 2011** to reply to that notification via email or phone to accept their spot. **The documentation listed above must be provided during student registration.** If the required documentation is not provided by the family within 30 days of such notification, the student's spot at PHSSA will be automatically forfeited and the next student on the waiting list for that grade level will be granted the forfeited enrollment space.

# **Patrick Henry School of Science and Arts**

## **CONFIDENTIALITY AGREEMENT**

### ***Statement of Policy***

Each board member has a duty to place the interest of the organization foremost in any dealings with the organization and has a continuing responsibility to comply with the requirements of this policy or disclose or divulge to others confidential information.

### ***Confidentiality Statement***

I shall keep confidential all information relating to or used in the business and operations of the organization whether prepared, compiled, developed or obtained by me, or by the organization prior to or during the term of my appointment.

Except in the regular course of my appointment or unless expressly authorized or directed in writing, I shall not, during or after the term of such appointment, copy, reproduce, disclose or divulge to others, use or permit others to use any confidential information related to the business and operation of the organization.

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Signature

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Date

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Board Member Name(Print)

**Policy approved 10/4/11 by PHSSA Board of Directors  
Patrick Henry School of Science and Arts  
Transportation Policy  
Originally proposed August 16, 2011**

**Background Information**

The revenue that PHSSA receives from Richmond Public Schools does not cover transportation expenses in its entirety and the Board must draw from operating expenses that impact the entire school population.

**Policy (effective for 2012-13)**

According to PHSSA's charter application, approved on October 2009, *"RPS will be responsible for transporting IEP-eligible students (see Section XXII) with disabilities who require special education transportation in order to attend PHSSA... PHSSA believes that similar to other Richmond Public Schools with specialty programs, such as Open High School and Community High School, and students who attend schools outside of their zoned school through the School Board's open enrollment policy, it shall be the responsibility of the families desiring enrollment to transport their children to PHSSA..."* The charter also states, *"The PHSSA PTA shall maintain a Carpool-Ride/Share Committee to facilitate environmentally friendly transportation, where possible. If it appears that any student is being excluded (or excluding themselves) from enrollment because of a perceived inability to arrange suitable daily transportation, PHSSA will work diligently to develop an alternative transportation plan to meet that student's needs."*

Because bus space is limited, transportation is based on "hardship qualifications," with the most urgent and dire situations being considered first. Based on the limited space and resources, PHSSA will not provide bus service to:

- Any student living within a mile of the school.
- Any child care facilities.

PHSSA contracts with an outside company to provide bus transportation for a limited number of families. To qualify for transportation, families must:

- Submit a completed transportation form by the appropriate deadline with all information (incomplete applications will not be considered)
- Agree to the code of conduct for the bus stated in this policy

Additionally families must meet one of the two thresholds below:

- Qualify based on a financial threshold (free/reduced lunch qualifier)
- Must have a challenge in the home that prohibits the family from transporting the child to school (i.e. no car, homeless)

**Procedures (effective immediately)**

The safety of students is a top priority, and misbehavior on a school bus will not be tolerated. It is imperative that students follow all bus rules/procedures for the

safety of all children. If a child violates bus rules, resists bus procedures, poses a safety risk for him/herself and/or others, the following suspension policy will be followed. If a suspension has been assigned, it is the parent/guardian's responsibility to bring their child to school and pick them up after school on time.

If a student is written up by the bus driver for inappropriate behavior, such notice will be sent home to parent and a conference scheduled by the administrator with both the student and the parent either in person or by phone. At the second bus infraction, the student will be suspended from the bus for two days. At the third infraction, the student will be suspended from the bus permanently. In cases of severe incidents, suspensions may be given without warning if deemed appropriate by administrative staff. The bus suspension will be enforced for accumulation of referrals as set forth. ***It is the responsibility of the parent/guardian to provide transportation to and from school during these suspensions.*** Students suspended from the bus must continue to attend school.

In order to insure student safety, school staff and the bus company will work cooperatively to establish safeguards, including, but not limited to establishing assigned seating, the use of a mounted video camera, and the notification of parents.

Because the driver must focus on driving the bus, it is necessary for students to be well behaved. Therefore, the following regulations shall be strictly enforced:

- All students are under the supervision of the driver of the bus and/or the bus aide if one is present.
- The driver and/or bus aide will handle any behavioral concerns that occur while the bus is in route either to or from the school.
- The bus driver and/or bus aide is responsible for documenting any bus infractions.

When a student violates the bus policy, a written notification will be sent to both PHSSA, the bus company and the student's family.

Student shall not behave in a disruptive manner or violate the standards as described in ***Richmond's Student Code of Conduct***. In addition to these standards, all students will get off and on the bus at their assigned bus stop.

Parents and bus personnel must conduct themselves in a controlled and professional manner. Parental abuse (verbal or physical) could result in legal or criminal action as well as restricted interaction with bus personnel.