



Governing Board Committee Agenda July 2, 2020

Pursuant to Arizona Revised Statutes (“A.R.S.”) § 38-431.02, notice is hereby given to the members of the Board of Directors of Arizona Autism Charter Schools, Inc. and to the general public that the Board will hold a special meeting, open to the public as specified below. The Board of Directors reserves the right to change the order of items on the agenda, with the exception of public hearings set for a specified time. To ensure compliance with the Open Meeting Law, recipients of this message should not forward it to other Board members, and Board members should not reply to this message.

ALL AGENDA ITEMS OPEN FOR DISCUSSION AND POSSIBLE ACTION, INCLUDING REPORTS AND ACTION ITEMS

When: **Thursday, July 2, 2020 at 4:00pm p.m. MST**
Where: **1445 E. Indian School Rd, Phoenix, Arizona**
Call in #: **+1 (571) 317-3122 Access Code: 915-865-149**

If you are in need of translation services or a person with a disability seeking reasonable accommodation in order to access the Board meeting, please contact Diana Diaz-Harrison at (602) 883-7500 at least 24 hours prior to meeting.

General Matters

- Call to Order
- Roll call to determine quorum
- Approval of agenda

Public Comment

The Arizona Autism Charter School Governing Board welcomes public comment on issues within the jurisdiction of the school. Comments should be limited to three minutes per individual. At the conclusion of public comment, the Board members may respond to the comments made by the public, may ask staff to review a matter, or may ask that a matter be put on a future agenda. Members of the Board, however, may not discuss or take legal action on matters raised during public comment unless the matters are properly noticed for discussion and legal action. Finally, be advised that internal processes are available for communication.

New Board Member Welcome:

Intro Paul Pucino

Minutes:

- Take action on minutes from 6/24/20 board meeting.

Fiscal Year 21 Adopted Budget:

- Review and take action on FY21 Adopted Budget

Revised 2020-21 School Calendar:

- Review and take action on revised school calendar delaying school start date to September 1 in response to Governor Orders delaying school start dates.

School Reopening Plan

- Update Board on School Reopening plan offering Onsite, Hybrid, Virtual options

New Site Construction Update:

- Timeline and Budget

Adjournment

Posted: July 1, 2020 @ 3:00 p.m. on website and site at 1445 E. Indian School Rd. Phoenix, 85014



Governing Board Committee Minutes

July 2, 2020

1445 E. Indian School Rd. Phoenix, AZ 85014

----- MINUTES -----

Board Members Present:

Ron Harrison, virtual link

Keisha McKinnor, virtual link

Viet Do, virtual link

Ross Meyer, virtual link

Genaro Delgadillo, virtual link

Paul Pucino (new non-voting member) virtual link

Board Members Absent:

All present via GoToMeeting Link

Others Present:

Diana Diaz-Harrison, Executive Director, virtual link

Lisa Long, telephonically

General Matters

Keisha called the meeting to order at approximately 4:00pm and a quorum was determined to be present for the board meeting. Keisha called for a motion to approve the agenda as presented. Ron moved to accept the agenda and Viet seconded the motion, all board members were in favor and the agenda was approved.

Public Comment

Keisha asked if there were any members of the public on the link or phone conference line or in person for comment. There was no public comment.

New Board Member Welcome

Keisha welcomed Paul Pucino to his first AZACS board meeting and thanked him as well as the nominating committee for participating in the vetting and interview process. Keisha noted it is clear that Mr. Pucino has great expertise in the financial arena as well as previous board service and was a wonderful fit for the AZACS board. Diana noted that while Mr. Pucino is a board member in accordance with the Arizona Corporation Commission, paperwork is still being processed for the Arizona State Board for Charter Schools, therefore Mr. Pucino will be a non-voting member until his paperwork is processed. Ross and Ron, who also participated in the interview process also thanked Paul for agreeing to serve on the board to help fulfill the schools mission and vision.

Review and Take Action on Minutes

Keisha then asked board members if they had reviewed the minutes from the June 25 board meeting. Board members indicated they had reviewed the minutes and had no questions or comments. Keisha called for a motion to approve the minutes as presented, Ross made a 1st Genaro made a 2nd, all board members were in favor and the motion passed unanimously.

Fiscal Year 21 Adopted Budget

Keisha turned it Diana to review highlights of the Fiscal Year 21 Budget to consider for adoption. Diana indicated that Diamond Financial was not available to participate in the meeting but she had worked with Michele Diamond to outline highlights and review changes from the FY21 Proposed Budget.

Diana noted that projected revenue was underestimated in the proposed budget because the accountant did not account for 85% of student population having autism diagnosis. Autism diagnosis increases per pupil funding from \$7,600 to \$28,800. This correction increased revenue significantly to **\$10,912,391**. The projected expenses were \$9,711,196 and the projected net income came to \$1,201,195. This was based on 330 Average Daily Membership (ADM). The FY 21 budget increased approximately 36% from FY 20, which is in line with 30% increase in student count plus increases primarily in the areas of debt service (for new building) and instructional expenses including salaries for instructional staff. The salary line had significant increases from previous years because there were funds moved from SPED contracted services into salaries due to bringing expensive contracted positions in house. A board member asked how much was moved over. Diana indicated it was approximately \$600,000.

Diana discussed she was working with a new financial consultant, LevelField Partners, through a Charter Schools Growth Fund grant. She would be working the consultants, Lisa Long as well as new board member Paul Pucino to assess the current financial services through Diamond Financial and consider bringing some of those services in house and assessing other vendors for other parts of back office work.

Keisha commented that if Diamond Financial has been the Financial Services vendor since the opening of the school in 2014, it was time to assess other vendors.

Since there was no further discussion Keisha called for a motion to approve the FY21 Adopted Budget as presented, Viet made a 1st, Ross made a 2nd, all were in favor and the motion passed.

Revised 2020-21 School Calendar

Keisha turned it over to Diana to explain the revisions to the school calendar. Diana explained that the school start date had been moved to September 1 in response to the Governor's latest orders delaying school start dates and analyzing what surrounding school districts were doing. Viet indicated he had reviewed the calendar and everything looked in order. Since there was no further discussion, Keisha called for a motion to approve the updated 2020-21 School Calendar as presented. Viet made a 1st, Genaro made a 2nd, all were in favor and the motion passed.

School Reopening Plan

Keisha turned it over to Diana indicated the leadership team had been working on a reopening plan that included flexible options for families including full-time, 5 days per week onsite, hybrid with 2 days per week onsite and 3 days virtual and full-time virtual. She share that a survey had been sent to families to choose their back to shool plan. About 30% selected full-time virtual, 55% selected 5 days per week onsite, and about 15% had selected the hybrid model.

New Site Construction Update:

Keisha turned it over to Diana to discuss status of budget and timeline. Diana indicated that COVID issues had impacted the supply chain and were causing delays. The construction team indicated their estimated completion date was sometime the week of August 24 for a September 1 openine day. There were also some budget overages but they were being offset by bond contingency funding as well as newly acquired grants.

Adjournment

Since there were no further items on the agenda a motion to adjourn was made at 4:55 pm by Viet, Ron seconded the motion. Motion passed.



Governing Board Committee Agenda July 30, 2020

Pursuant to Arizona Revised Statutes (“A.R.S.”) § 38-431.02, notice is hereby given to the members of the Board of Directors of Arizona Autism Charter Schools, Inc. and to the general public that the Board will hold a special meeting, open to the public as specified below. The Board of Directors reserves the right to change the order of items on the agenda, with the exception of public hearings set for a specified time. To ensure compliance with the Open Meeting Law, recipients of this message should not forward it to other Board members, and Board members should not reply to this message.

ALL AGENDA ITEMS OPEN FOR DISCUSSION AND POSSIBLE ACTION, INCLUDING REPORTS AND ACTION ITEMS

When: **Thursday, July 30, 2020 at 12:00pm p.m. MST**
Where: **1445 E. Indian School Rd, Phoenix, Arizona**
Call in #: **+1 (224) 501-3412 Access Code: 449-794-493**

If you are in need of translation services or a person with a disability seeking reasonable accommodation in order to access the Board meeting, please contact Diana Diaz-Harrison at (602) 883-7500 at least 24 hours prior to meeting.

General Matters

- Call to Order
- Roll call to determine quorum
- Approval of agenda

Public Comment

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Updated School Reopening Plan and Calendar:

- Review updated reopening plan and take action on updated calendar.
- Construction update

Minutes:

- Take action on revised minutes from July 2 board meeting.

Executive Director Evaluation:

- Keisha McKinnor and Lisa Long to review evaluation results

Grants/Funding Updates

- A for Arizona
- Intel
- EIDL Loan
- School reopening scenarios

Adjournment

Posted: June 29, 2020 @ 12:00 p.m. on website and site at 1445 E. Indian School Rd. Phoenix, 85014



Governing Board Committee Minutes

July 30, 2020

1445 E. Indian School Rd. Phoenix, AZ 85014

----- MINUTES -----

Board Members Present:

Ron Harrison, virtual link

Keisha McKinnor, virtual link

Viet Do, virtual link

Ross Meyer, virtual link

Genaro Delgadillo, virtual link

Paul Pucino (new non-voting member) virtual link

Board Members Absent:

All present via GoToMeeting Link

Others Present:

Diana Diaz-Harrison, Executive Director

Lisa Long, telephonically

General Matters

Keisha called the meeting to order at approximately 12:05pm and a quorum was determined to be present for the board meeting. Keisha called for a motion to approve the agenda as presented. Ron moved to accept the agenda and Viet seconded the motion, all board members were in favor and the agenda was approved.

Public Comment

Keisha asked if there were any members of the public on the link or phone conference line or in person for comment. There was no public comment.

Updated Calendar and School Reopening Plan:

Keisha turned it over to Diana to explain the updates in the 2020-21 school calendar and the updated school reopening plan. Diana explained that the leadership team had been following reopening plans for other surrounding school districts, which have opted to only offer full-time virtual learning for the first quarter of the school year, or until early to mid-October. Additionally, the school had to consider that the construction timeline for the new building was delayed, and being ready to reopen for onsite programming at the new building on September 1 was unlikely. Based on all of those factors, the leadership team was proposing to begin the school year fully online, starting August 18, and begin onsite programming on September 8, with AZACS three model choices, 5 Days Onsite, Hybrid or continued full-time Virtual. Our program would still be offering onsite services sooner than most school districts and charters, while allowing the school to ramp up the school year with three weeks of virtual learning. The new calendar reflected those updates, with the school year starting August 18 and onsite programming starting September 8. Viet asked if there were other changes to the calendar. Lisa Long indicated fall break in October had been eliminated and that Thanksgiving break had been extended from 3 days to 5 days.

Since there were no further questions, Keisha called for a motion to approve the updated 2020-21 School Calendar, Viet made a 1st, Ron made a 2nd, the motion passed.

Review and Take Action on Minutes:

Keisha then asked board members if they had reviewed the minutes from the July 2 board meeting. Board members indicated they had reviewed the minutes and had no questions or comments. Keisha called for a motion to approve the minutes as presented, Viet made a 1st, Ron made a 2nd, all board members were in favor and the motion passed.

Executive Director Evaluation:

Keisha turned it over to Lisa Long to give an update on Diana's yearly evaluation. Lisa explained that the evaluation was underway and nearly completed. Lisa explained she is a certified administrative evaluator and that she worked in collaboration with Keisha to complete the evaluation and give feedback on the evaluation template. Keisha indicated that the final step of the evaluation was yet to be completed, which is reviewing the evaluation results with Diana, discussing accomplishments and areas of growth and improvement for the following year. Keisha and Lisa indicated the evaluation would be ready to share with the rest of the board members at the following regular meeting.

Grants and Funding Updates:

- A for Arizona: Diana shared she had successfully submitted an Innovation and Expansion grant to A for Arizona and had gotten word informally that AZACS would be awarded \$100,000. This was a very competitive grant and AZACS received one of the highest awards.
- Intel: Diana shared she successfully submitted a grant to Intel awarding the school 350 chrome books and a number of STEM Lego kits. Only downside is the chrome books will not be

delivered to the school until October. Nevertheless, these chrome books will help AZACS become a one to one school, meaning one device per student. The STEM kits will enhance math and science programming.

- Economic Injury Disaster Loan: AZACS received an initial \$10,000 forgivable grant and an additional \$149,900 loan.
- School Reopening Scenarios: AZACS was prepared to seek gap grants to ensure the school is fully funded for students while they are in virtual programming.

Adjournment

Since there were no further items on the agenda a motion to adjourn was made at 12:32 pm by Ron, Viet seconded the motion. Motion passed and the meeting was adjourned.



Governing Board Committee Agenda August 12, 2020

Pursuant to Arizona Revised Statutes (“A.R.S.”) § 38-431.02, notice is hereby given to the members of the Board of Directors of Arizona Autism Charter Schools, Inc. and to the general public that the Board will hold a special meeting, open to the public as specified below. The Board of Directors reserves the right to change the order of items on the agenda, with the exception of public hearings set for a specified time. To ensure compliance with the Open Meeting Law, recipients of this message should not forward it to other Board members, and Board members should not reply to this message.

ALL AGENDA ITEMS OPEN FOR DISCUSSION AND POSSIBLE ACTION, INCLUDING REPORTS AND ACTION ITEMS

When: **Wednesday, August 12, 2020 at 12:00pm p.m. MST**
Where: **1445 E. Indian School Rd, Phoenix, Arizona**
Call in #: **+1 (646) 749-3122 Access Code: 329-578-621**

If you are in need of translation services or a person with a disability seeking reasonable accommodation in order to access the Board meeting, please contact Diana Diaz-Harrison at (602) 883-7500 at least 24 hours prior to meeting.

General Matters

- Call to Order
- Roll call to determine quorum
- Approval of agenda

Public Comment

The Arizona Autism Charter School Governing Board welcomes public comment on issues within the jurisdiction of the school. Comments should be limited to three minutes per individual. At the conclusion of public comment, the Board members may respond to the comments made by the public, may ask staff to review a matter, or may ask that a matter be put on a future agenda. Members of the Board, however, may not discuss or take legal action on matters raised during public comment unless the matters are properly noticed for discussion and legal action. Finally, be advised that internal processes are available for communication.

Minutes:

- Take action on minutes from July 30 board meeting.

ADHS Safe Return to School Benchmarks and Updated School Reopening Plan:

- Consider and take action on the recommendations from the Arizona Department of Health Services to update Onsite School Reopening Plan.

Distance Learning Plan

- Review and take action on AZACS’ Distance Learning Plan to be submitted to ASBCS

COVID-19 Mitigation Plan:

- Review and take action on the school's COVID-19 Mitigation Plan

Employee Payment and Staffing in the Event of School Closure

- Consider whether our school will continue to pay some or all employees, including hourly employees, during times when the physical school site is closed to some or all employees.

Adjournment

Posted: August 11, 2020 @ 12:00 p.m. on website and site at 1445 E. Indian School Rd. Phoenix, 85014



Governing Board Committee Minutes

August 12, 2020

1445 E. Indian School Rd. Phoenix, AZ 85014

----- MINUTES -----

Board Members Present:

Ron Harrison, virtual link
Keisha McKinnor, virtual link
Viet Do, virtual link
Ross Meyer, virtual link
Genaro Delgadillo, virtual link
Paul Pucino (new non-voting member) virtual link

Board Members Absent:

All present via GoToMeeting Link

Others Present:

Diana Diaz-Harrison, Executive Director
Lisa Long, Head of Operations and Growth, telephonically
Joy McCain, Head of Schools

General Matters

Keisha called the meeting to order at approximately 12:05pm and a quorum was determined to be present for the board meeting. Keisha called for a motion to approve the agenda as presented. Genaro moved to accept the agenda and Ron seconded the motion, all board members were in favor and the agenda was approved.

Public Comment

Keisha asked if there were any members of the public on the link or phone conference line or in person for comment. There was no public comment.

Action on Minutes from July 30 Board Meeting:

Keisha asked board members if they had reviewed the minutes from the July 30 board meeting. Members indicated they had reviewed minutes and there were no questions or comments. Keisha called for a motion to approve the July 30 board minutes as presented, Ross made a 1st, Viet made a 2nd, all board members were in favor and the motion passed.

Discussion and Action on ADHS COVID Benchmarks and Updated School Reopening Plan:

Keisha turned it over to Diana to discuss the ADHS guidance for schools that was released on August 6 by the Arizona Department of Health Services. Diana indicated she had reviewed the guidance with Dr. Viet Do, physician at the Mayo Clinic, AZACS Board Member and parent. Viet reviewed the three benchmarks with board members and compared it to current Maricopa County COVID data. He explained that the indicator regarding number of cases per 100,000 people was currently green due to two weeks of downward data trend, the percent positivity indicator was currently red and the hospitalization indicator was also currently red. Diana explained that ADHS recommended that schools have all three indicators in the green or yellow before considering onsite services. Because there are currently two red indicators and one green, it confirmed the schools decision to start the school year virtually for 100% of students starting August 18. Diana explained that Phase II of the plan included moving to a hybrid model, offering 2.5 days onsite and 2.5 days virtual starting September 8. This would be operating onsite services at about 50% capacity. These onsite services could be offered at the Indian School site since there were construction delays with the new building on 14th St. Keisha asked if the board should make a determination on Phase II at this point or should the data be re-evaluated in early September. Dr. Do said it was safe to assume that the rate of hospitalizations indicator would go green in the next week or so, so he was comfortable recommending opening for the hybrid model on September 8. Additionally, the school had already practiced mitigation practices in the summer program and had been successful. Nevertheless, Keisha thought communication should go out to the board in early September confirming data trends had brought two indicators to green before launching the hybrid model on September 8. Diana and Viet agreed the board would be informed of the data.

Additionally, Diana pointed out that the ADHS guidance allowed schools to analyze the needs of their particular population in addition to the COVID data dashboard to make determinations about reopening timelines. Diana expressed there was more urgency to offer onsite services for AZACS students due to their special needs and the school providing essential services. Viet agreed that the schools special population was a reason to reopen even if one COVID indicator remained red and two others were green.

Paul asked what legal risks were considered with the reopening plan. Diana shared she had been in close communication with her legal team at Osborn Maledon, and the reopening plan, as well as the mitigation plan had all been completed with legal counsel support from the school's legal team. Additionally, families had the option to continue virtually if they had concern for health risks, further diminishing legal risk for the school since onsite services were on an opt-in basis. Ross commented that attorney Lynne Adams is one of the best attorney's in this space and felt confident that the school was receiving good advice and counsel regarding the reopening plan.

There was no further discussion so Keisha called for a motion to approve the updated School Reopening Plan now that the board had considered the ADHS guidance for schools. Ron made a 1st, Viet made a 2nd, all board members were in favor and the motion passed.

Action on Distance Learning Plan to be Submitted to ASBCS:

Keisha turned it over to Diana to explain the highlights of the school's Distance Learning Plan. Diana explained that Head of Schools, Joy McCain had taken the lead on drafting the plan. Joy explained highlights of the plan, offering a phased approach to the 2020-21 school year, starting with virtual learning for all on August 18, with a planned transition to the hybrid model on September 8 if COVID data was down trending and a 5 day per week onsite option when COVID benchmark data permitted. She explained the school's robust attendance practices for virtual learning to ensure students were active and participating in the program and also ensure the school received funding for students attending virtually. Joy also explained there were measures and extensive data tracking to ensure students were making progress on academic goals even though the program was virtual. Diana and Joy assured the board that the Distance Learning Plan contained all of the necessary components required by the state board and that it went above and beyond requirements to ensure the best program possible for the students.

Keisha asked for a motion to approved the AZACS Distance Learning Plan as presented for submission to ASBCS, Ross made a 1st, Viet made a 2nd, all board members were in favor and the motion passed.

Discussion and Action on COVID-19 Mitigation Plan:

Keisha turned over to Diana to explain the COVID-19 Mitigation plan. Diana explained she had worked closely with legal counsel from Osborn Maledon to draft the plan, which included all the latest health and safety protocols recommended by ADHS and the CDC. Diana explained the plan included all of the commonly known protocols including requiring staff to wear face masks and students being encouraged to wear face masks as much as they could tolerate given that they are students with special needs. The mitigation plan included social distancing and cleaning and sanitation protocols. Additionally, the plan included cohorting groups of students and staff to ensure contact tracing could be done in the event of a positive COVID case. The plan includes transitioning students and staff to virtual learning if two or more students or adults test positive in a cohort. Viet commented and said that the plan was very thorough and covered the current guidelines. Other board members agreed the plan was well written and felt assured that most of the protocols had already been practiced successfully during the school's Appointment-Based summer program in late May through June.

Since there was no further discussion Keisha called for a motion to approve the school's COVID-19 Mitigation Plan as presented. Ron made a 1st, Viet made a 2nd, all board members were in favor and the motion passed.

Discussion and Action on Employee Payment and Staffing in the Event of School Closure

Keisha turned it over to Diana to explain the necessary action item. Diana explained that the most recent executive order required school boards to decide whether all staff, including hourly staff, would continue to be employed by the school and paid in the event of a required school closure. Diana explained that the school has a very intensive staffing model with an approximate 3:1 student to staff ratio. She explained the necessary staffing does change when students are not onsite and that the leadership team is well

versed in making adjustments to staffing as needed. Because the onsite school model requires a large number of paraprofessionals and behavior specialists to manage students onsite, many of these staff members are not necessary if the school has to transition back to full time virtual due to school closure. Keisha asked if those staff members would be furloughed. Joy McCain indicated that would be the case, giving the employees assurance that once the school reopened they would be eligible to resume their job, but also giving them the liberty to seek other employment during the furlough and not have to pay contract-breaking fees. Board members agreed that the school leadership should be empowered to determine staffing needs in the event of school building closure and retain or furlough staff as needed.

Since there was no further discussion Keisha called for a motion, Viet made a motion to allow the school leadership to determine staffing needs and make necessary adjustments in the event of school closure, Ron made a 2nd, all board members were in favor and the motion passed.

Adjournment

Since there were no further items on the agenda a motion to adjourn was made at approximately 1:00pm pm by Viet, Ron seconded the motion. Motion passed and the meeting was adjourned.



Governing Board Committee Agenda September 3, 2020

Pursuant to Arizona Revised Statutes (“A.R.S.”) § 38-431.02, notice is hereby given to the members of the Board of Directors of Arizona Autism Charter Schools, Inc. and to the general public that the Board will hold a special meeting, open to the public as specified below. The Board of Directors reserves the right to change the order of items on the agenda, with the exception of public hearings set for a specified time. To ensure compliance with the Open Meeting Law, recipients of this message should not forward it to other Board members, and Board members should not reply to this message.

ALL AGENDA ITEMS OPEN FOR DISCUSSION AND POSSIBLE ACTION, INCLUDING REPORTS AND ACTION ITEMS

When: **Thursday, September 3, 2020 at 3:00pm p.m. MST**
Where: **1445 E. Indian School Rd, Phoenix, Arizona**
Call in #: **+1 (872) 240-3412 Access Code: 918-079-077**

If you are in need of translation services or a person with a disability seeking reasonable accommodation in order to access the Board meeting, please contact Diana Diaz-Harrison at (602) 883-7500 at least 24 hours prior to meeting.

General Matters

- Call to Order
- Roll call to determine quorum
- Approval of agenda

Public Comment

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Minutes:

- Take action on minutes from August 12 board meeting.

ADHS Safe Return to School Benchmarks and Confirm School Reopening Plan:

- Review ADHS COVID-19 benchmarks and review plan to begin Hybrid Program at Indian School campus on September 8.

Review and Take Action on Amendment to Lease for Indian School Building

- Indian School lease expires December 2020. Need to extend lease to operate Early Learning Center.

- Review market analysis
- Review and take action on amended lease

New Building and Construction Update:

- Diana to give board an update on new building and opening day timeline

Adjournment

Posted: September 2, 2020 @ 12:00 p.m. on website and site at 1445 E. Indian School Rd. Phoenix, 85014



Meeting of the Board of Directors of ARIZONA AUTISM CHARTER SCHOOLS, INC.

Thursday, September 3, 2020

1445 E. Indian School Rd. Phoenix, AZ 85014

MINUTES

Board Members Present:

Ron Harrison, via virtual link
Keisha McKinnor, via virtual link
Viet Do, via virtual link
Ross Meyer, telephonically
Paul Pucino, via virtual link

Board Members Absent:

Genaro Delgadillo

Others Present:

Diana Diaz-Harrison, Executive Director
Lisa Long, Head of Operations and Growth
Steve Farrell, Real Estate Agent

General Matters

Keisha called the meeting to order at 3:00pm and a quorum was determined to be present for the telephonic board meeting. Keisha called for a motion to approve the agenda as presented. Viet made a 1st, Ron made a 2nd, all board members were in favor and the agenda was approved.

Public Comment

Keisha asked if there were any members of the public on the phone conference line or in person for comment. There was no public comment.

Review and take action on minutes from 8/12/2020 board meeting.

Keisha asked if board members had reviewed the minutes from the previous meeting on 8/12/20. Board members indicated they reviewed the minutes and had no questions or comments. Paul made the motion to approve the minutes as presented. Viet seconded the motion. All board members were in favor of approving the minutes as presented and the motion passed.

Review ADHS COVID-19 Benchmarks and Confirmation of School Reopening Plan

Keisha turned it over to board member and AZACS parent Dr. Viet Do to review the latest ADHS Safe Return to School COVID-19 benchmarks. Viet reviewed the benchmarks and shared the graphs from the ADHS website. All benchmarks had been met, supporting the school's decision to begin in-person learning with a hybrid model starting September 8. Diana shared that school leaders, teachers and staff were already in training on the school's COVID-19 mitigation plan. Students would be attending the hybrid program 2.5 days per week, allowing the school to operate at about 40% capacity. Everyone was excited to welcome kids back to in-person learning with all safety precautions in place and the ADHS benchmarks supporting the decision.

Review and Take Action on Amendment to Lease for Indian School Building

Keisha turned over to Lisa Long to explain the need to amend the lease for the Indian School Building. Lisa reminded the board that the building would become the AZACS Early Learning Center and would be a member campus of the main site at 4125 N. 14th St. Lisa explained that the lease would expire in December 2020, so there was a need to amend the lease to extend the term. Lisa said that the school's realtor, Steve Farrell, had done market research to ensure the price on the lease was at or under market. Steve shared he was very familiar with commercial real estate for schools as he had worked on several commercial leases for schools in the area. He shared his research and communicated that the average rate for triple net leases is about \$1.00 to \$1.10 per square foot. Steve shared several examples of buildings in the area that were leased by schools at 1.00 to 1.10 per square foot. He indicated that the lease rate the owner was proposing was under market, starting at .86 cents per square foot and increasing by 5% per year to \$1.05 per square foot in 2024 for a five year term. Paul asked if the payment for the current fiscal year would increase. Lisa indicated the monthly payment for the current year would stay the same. Keisha asked that the amendment include two additional 5 year renewal options as well as the right of first refusal to purchase the building. Steve said he could help put those terms in the amended lease. Keisha called for a motion to approve the amendment to the lease. Ron recused himself from the vote, Viet made a motion to approve the lease amendment, including two 5 year renewal options. Ross seconded the motion, the motion passed.

Construction and Facility Update

Diana shared with the board there were some hurdles to overcome to get the certificate of occupancy for the new building. Nevertheless, the project was moving forward with an anticipated completion of mid-September.

Adjournment

Since there were no further items on the agenda a motion to adjourn was made at 3:00 pm by Paul, Vite seconded the motion. Motion passed unanimously.



Governing Board Committee Agenda September 24, 2020

Pursuant to Arizona Revised Statutes (“A.R.S.”) § 38-431.02, notice is hereby given to the members of the Board of Directors of Arizona Autism Charter Schools, Inc. and to the general public that the Board will hold a special meeting, open to the public as specified below. The Board of Directors reserves the right to change the order of items on the agenda, with the exception of public hearings set for a specified time. To ensure compliance with the Open Meeting Law, recipients of this message should not forward it to other Board members, and Board members should not reply to this message.

ALL AGENDA ITEMS OPEN FOR DISCUSSION AND POSSIBLE ACTION, INCLUDING REPORTS AND ACTION ITEMS

When: **Thursday, September 24, 2020 at 5:00pm p.m. MST**
Where: **1445 E. Indian School Rd, Phoenix, Arizona**
Call in #: **+1 (224) 501-3412 Access Code: 171-235-333**

If you are in need of translation services or a person with a disability seeking reasonable accommodation in order to access the Board meeting, please contact Diana Diaz-Harrison at (602) 883-7500 at least 24 hours prior to meeting.

General Matters

- Call to Order
- Roll call to determine quorum
- Approval of agenda

Public Comment

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Minutes:

- Take action on minutes from September 3 board meeting.

Review ADHS COVID-19 Benchmarks and Take Action on Phase III of Reopening Plan:

- Update on occupancy status of new site at 4125 N. 14th St.
- Review ADHS COVID-19 benchmarks
- Take action on Phase III plan to begin full-time, 5 day per week program at new site and Early Learning Center as well as continuation of Virtual Program option beginning October 19.

Review and Take Action Updates 2019-2020 School Calendar

- Take action on revised school calendar adding fall break October 12-16 and adding necessary instructional days.

Adjournment

Posted: September 23, 2020 @ 5:00 p.m. on website and site at 1445 E. Indian School Rd. Phoenix, 85014



Meeting of the Board of Directors of ARIZONA AUTISM CHARTER SCHOOLS, INC.

Thursday, September 24, 2020

1445 E. Indian School Rd. Phoenix, AZ 85014

-----**MINUTES**-----

Board Members Present:

Ron Harrison, via virtual link
Keisha McKinnor, via virtual link
Viet Do, via virtual link
Ross Meyer, telephonically
Paul Pucino, via virtual link
Genaro Delgadillo, via virtual link

Board Members Absent:

All Present

Others Present:

Diana Diaz-Harrison, Executive Director
Lisa Long, Head of Operations and Growth

General Matters

Keisha called the meeting to order at 5:03pm and a quorum was determined to be present for the telephonic board meeting. Keisha called for a motion to approve the agenda as presented. Viet made a 1st, Ron made a 2nd, all board members were in favor and the agenda was approved.

Public Comment

Keisha asked if there were any members of the public on the phone conference line or in person for comment. There was no public comment.

Review and take action on minutes from 9/3/2020 board meeting.

Keisha asked if board members had reviewed the minutes from the previous meeting on 9/3/20. Board members indicated they reviewed the minutes and had no questions or comments. Ron made the motion to approve the minutes as presented. Paul seconded the motion. All board members were in favor of approving the minutes as presented and the motion passed.

Review ADHS COVID-19 Benchmarks and Confirmation of School Reopening Plan

Keisha turned it over to Diana to discuss the occupancy status of the new site at 4125 N. 14th St. Diana shared the school had obtained a Temporary Certificate of Occupancy allowing office staff and to work in the building and allow for set up of classrooms on the second floor. Diana indicated they were on track to receive a full certificate of Occupancy by early October, allowing the school to start classes for students by October 19. Diana then turned over to Viet to discuss the ADHS COVID benchmarks for schools. Viet shared that all indicators continued to be in green. Diana shared she and the leadership team felt comfortable moving forward with Phase III of the school reopening plan, offering 5 days per week of in-person learning as well as a full time virtual program for students and families who are not ready to return to onsite programming. Diana shared that with the new building scheduled to be ready and the COVID benchmarks in the green, the school was ready to offer full-time programming.

Keisha called for a motion to approve moving forward with Phase III of the school reopening plan, contingent upon receiving a full Certificate of Occupancy prior to October 19. Viet made a 1st, Ross made a 2nd, the motion passed unanimously.

Review and Take Action on Updated 2019-2020 School Calendar

Keisha turned it over to Diana and Lisa to discuss the updated school calendar. Diana indicated that a fall break from October 12-16 had been added to the calendar to allow staff time to move and transition operations to the new site. Other additional changes included shortening Thanksgiving break from 5 days to 3 days and adding three days to the end of the school year to ensure there were enough instructional days in the school year. Viet requested that all changes be highlighted and communicated clearly to families when they were notified of the updated calendar. Diana indicated all changes would be clearly pointed out to families. Since there was no further discussion Keisha called for a motion to approve the updated 2019-2020 school calendar, Viet made a 1st, Paul made a 2nd, the motion passed unanimously.

Adjournment

Since there were no further items on the agenda a motion to adjourn was made at approximately 5:50 pm by Ron, Ross seconded the motion. Motion passed unanimously.



Governing Board Committee Agenda October 13, 2020

Pursuant to Arizona Revised Statutes (“A.R.S.”) § 38-431.02, notice is hereby given to the members of the Board of Directors of Arizona Autism Charter Schools, Inc. and to the general public that the Board will hold a special meeting, open to the public as specified below. The Board of Directors reserves the right to change the order of items on the agenda, with the exception of public hearings set for a specified time. To ensure compliance with the Open Meeting Law, recipients of this message should not forward it to other Board members, and Board members should not reply to this message.

ALL AGENDA ITEMS OPEN FOR DISCUSSION AND POSSIBLE ACTION, INCLUDING REPORTS AND ACTION ITEMS

When: **Tuesday, October 13, 2020 at 5:00pm p.m. MST**
Where: **4125 N. 14th St, Phoenix, Arizona**
Call in #: **+1 (571) 317-3112 Access Code: 350-057-717**

If you are in need of translation services or a person with a disability seeking reasonable accommodation in order to access the Board meeting, please contact Diana Diaz-Harrison at (602) 883-7500 at least 24 hours prior to meeting.

General Matters

- Call to Order
- Roll call to determine quorum
- Approval of agenda

Public Comment

The Arizona Autism Charter School Governing Board welcomes public comment on issues within the jurisdiction of the school. Comments should be limited to three minutes per individual. At the conclusion of public comment, the Board members may respond to the comments made by the public, may ask staff to review a matter, or may ask that a matter be put on a future agenda. Members of the Board, however, may not discuss or take legal action on matters raised during public comment unless the matters are properly noticed for discussion and legal action. Finally, be advised that internal processes are available for communication.

Minutes:

- Take action on minutes from September 24 board meeting.

Review ADHS COVID-19 Benchmarks and Take Action on Phase III of Reopening Plan:

- Update on occupancy status of new site at 4125 N. 14th St.
- Review ADHS COVID-19 benchmarks

Review and Take Action FY20 Annual Financial Report

- Review highlights and take questions on FY20 AFR. Take action after discussion.

Review Executive Director Performance Evaluation

- Keisha to lead discussion on Diana's performance evaluation

Review and Take Action on Treasurer Role on the Board

- Review Ron Harrison's resignation as board treasurer and consider Paul Pucino for role of treasurer on the board given his financial background and expertise.

Adjournment

Posted: October 12, 2020 @ 5:00 p.m. on website and site at 4125 N. 14th St. Phoenix, 85014



Meeting of the Board of Directors of ARIZONA AUTISM CHARTER SCHOOLS, INC.

Tuesday, October 13, 2020

4125 N. 14th Street, Phoenix, AZ 85014

-----**MINUTES**-----

Board Members Present:

Ron Harrison, via virtual link
Keisha McKinnor, via virtual link
Viet Do, via virtual link
Ross Meyer, telephonically
Paul Pucino, via virtual link

Board Members Absent:

Genaro Delgadillo

Others Present:

Lisa Long, Head of Operations and Growth
Joan Cheng, Accountant, Diamond Financial Solutions

General Matters

Keisha called the meeting to order at 5:05pm and a quorum was determined to be present for the telephonic board meeting. Keisha called for a motion to approve the agenda as presented. Viet made a 1st, Ron made a 2nd, all board members were in favor and the agenda was approved.

Public Comment

Keisha asked if there were any members of the public on the phone conference line or in person for comment. There was no public comment.

Review and take action on minutes from 9/24/2020 board meeting.

Keisha asked if board members had reviewed the minutes from the previous meeting on 9/24/20. Board members indicated they reviewed the minutes and had no questions or comments. Ross

made the motion to approve the minutes as presented. Viet seconded the motion. All board members were in favor of approving the minutes as presented and the motion passed.

Review ADHS COVID-19 Benchmarks

Keisha turned it over to Viet to review the ADHS COVID-19 Benchmarks. Currently all three benchmarks are reporting in the green.

Keisha called for a motion to approve moving forward with Phase III of the school reopening plan, now that the benchmarks are green, and we have a Certificate of Occupancy starting October 19. Viet made a 1st, Paul made a 2nd, the motion passed unanimously.

Review and Take Action FY20 Annual Financial Report (AFR)

Keisha turned it over to Lisa and Joan to review and give highlights of the AFR. Also, Paul and Diana reviewed the AFR with Joan and Michele from Diamond Financial prior to presenting to the board. Joan reviewed and highlighted the details including that actual revenue was at \$7,579,859 while actual expenses were \$7,320,244. Classroom site funds received were \$134,387 and instructional improvements were noted at \$10,154. Joan also noted that the expenses from the Payroll Protection Program (PPP) were noted on page 7.

Keisha called for the motion to accept the FY20AFR, Paul made a 1st motion and Ron made a 2nd, the motion passed unanimously.

Review Executive Director's Performance Evaluation

Keisha led a discussion of Diana's performance evaluation highlighting her strengths and areas for growth. The board was very complimentary of Diana's vision, her ability to meet the growth demands and dealing with the pandemic. Keisha also discussed as a board the need for succession planning and leadership development. Keisha then stated she would sign Diana's evaluation and have Diana sign as well. The document will be filed in her employee file.

Review and Take Action on Treasurer Role on the Board

Keisha turned the floor over to Ron Harrison for an announcement. Ron stated that he is resigning from the Treasurer position on the AZACS board however will continue as the Secretary. Keisha asked if there was any discussion before we take a nomination. Hearing none, Keisha called for a nomination. Ron nominated Paul Pucino to be the AZACS Board Treasurer. Viet made the motion to accept the nomination and Ron 2nd the motion, the motion passed unanimously.

Adjournment

Since there were no further items on the agenda a motion to adjourn was made at approximately 5:51pm by Ron, Ross seconded the motion. Motion passed unanimously.



Governing Board Committee Agenda January 28, 2021

Pursuant to Arizona Revised Statutes (“A.R.S.”) § 38-431.02, notice is hereby given to the members of the Board of Directors of Arizona Autism Charter Schools, Inc. and to the general public that the Board will hold a special meeting, open to the public as specified below. The Board of Directors reserves the right to change the order of items on the agenda, with the exception of public hearings set for a specified time. To ensure compliance with the Open Meeting Law, recipients of this message should not forward it to other Board members, and Board members should not reply to this message.

ALL AGENDA ITEMS OPEN FOR DISCUSSION AND POSSIBLE ACTION, INCLUDING REPORTS AND ACTION ITEMS

When: **Thursday, January 28, 2021 at 4:30pm p.m. MST**

Where: **1445 E. Indian School Rd, Phoenix, Arizona**

Zoom Meeting:

<https://us04web.zoom.us/j/76703568777?pwd=d3RjZ01tSjBDZnNrdkl6UmMvV1BQQT09>

Meeting ID: 767 0356 8777 Passcode: wceH7W

If you are in need of translation services or a person with a disability seeking reasonable accommodation in order to access the Board meeting, please contact Diana Diaz-Harrison at (602) 883-7500 at least 24 hours prior to meeting.

General Matters

- Call to Order
- Roll call to determine quorum
- Approval of agenda

Public Comment

The Arizona Autism Charter School Governing Board welcomes public comment on issues within the jurisdiction of the school. Comments should be limited to three minutes per individual. At the conclusion of public comment, the Board members may respond to the comments made by the public, may ask staff to review a matter, or may ask that a matter be put on a future agenda. Members of the Board, however, may not discuss or take legal action on matters raised during public comment unless the matters are properly noticed for discussion and legal action. Finally, be advised that internal processes are available for communication.

Minutes:

- Take action on minutes from 10/13/20 board meeting.

Financial Reports:

- Review and take action on FY21 Quarter 2 Balance Sheet and Income Statement
- Review 13 month projections
- Share status of internal Finance Manager hire

COVID-19 Updates:

- Implementation of COVID Mitigation Plan
- Status of in-person and virtual school

Enrollment Cap Increase:

- Revisit previous board action to increase enrollment cap to 600 and take action to confirm

21 Century Grant:

- Take action to allow school leadership to apply for 21st Century grant, offering before and after school programming and wrap around services

New School Lunch Vendor for National School Lunch Program:

- Take action on new lunch caterer, AZ School Meals
- Review status of NSLP lunch program

Review FY20 Audit Letter:

- Review results of FY20 audit as communicated in audit letter to the board

Executive Director Announcements:

- A for Arizona, Small Learning Community Grant Recipients for ELC
- Governor Ducey Policy Book Highlight
- Tax Credit Campaign Relaunch March 2021

Adjournment

Posted: January 27, 2020 @ 3:00 p.m. on website and site at 4125 N. 14th Street, Phoenix, 85014



Meeting of the Board of Directors of ARIZONA AUTISM CHARTER SCHOOLS, INC.

Thursday, January 28, 2021

4125 N. 14th Street, Phoenix, AZ 85014

----- MINUTES -----

Board Members Present:

Ron Harrison, via virtual link

Keisha McKinnor, via virtual link

Viet Do, via virtual link

Ross Meyer, telephonically

Paul Pucino, via virtual link

Genaro Delgadillo via virtual link

Board Members Absent:

None

Others Present:

Diana Diaz-Harrison, Founder & Executive Director

Lisa Long, Head of Operations and Growth

Joan Cheng, Accountant, Diamond Financial Solutions

General Matters

Keisha called the meeting to order at 4:35pm and a quorum was determined to be present for the zoom board meeting. Keisha called for a motion to approve the agenda as presented. Viet made a 1st, Paul made a 2nd, all board members were in favor and the agenda was approved.

Public Comment

Keisha asked if there were any members of the public on the phone conference line or in person for comment. There was no public comment.

Review and take action on minutes from 10/13/2020 board meeting.

Keisha asked if board members had reviewed the minutes from the previous meeting on 10/13/2020. Board members indicated they reviewed the minutes and had no questions or comments. Paul made the motion to approve the minutes as presented. Ron seconded the motion. All board members were in favor of approving the minutes as presented and the motion passed.

Review Financial Reports:

Keisha turned it over to Paul to review the following financial reports:

- FY21 Quarter 2 Balance Sheet and Income Statement
- 13 month projections

As the Treasurer Paul reviewed the quarter 2 balance sheet and income statement with clarity and relayed to the board that AZACS had a good second quarter. On the balance sheet, total assets were listed at almost 13 million dollars and total liabilities were listed at almost 11 million dollars with a total equity of about 2 million dollars. The income statement indicated there was approximately 2.7 million in revenue and 2.3 million in operating expenses in the quarter ending on 12/31, showing a change in net assets of \$374,078.

In addition Paul reviewed the 13 month projections highlighting the fact that AZACS is in a good position to meet the bond covenant requirements.

Keisha called for a motion to approve the financial reports; the Quarter 2 Balance Sheet and Income Statement. Viet made a 1st, Ross made a 2nd, the motion passed unanimously.

Diana then shared the progress made in hiring an internal person as a Finance Manager. Interviews set for February 4th with three candidates to interview. Paul, Lindsay Phillips from LevelField consulting, Norm Purdy from Vail School District and one of our financial consultants and Diana will conduct the zoom interviews. Claudia Diaz and Lisa Long will also be on the zoom call.

COVID 19 Updates:

Keisha turned this item over to Diana and Viet to discuss the following:

- Implementation of COVID Mitigation Plan
- Status of in-person and virtual school
-

Diana explained that AZACS opened for onsite learning in January after winter break. The school was currently in a two weeks closure of in-person school due to follow through of the mitigation plan, indicating that for each contact trace cohort, if two or more people tested positive for COVID 19, that cohort must resume offsite virtual learning for a two week period. Teachers and staff did a great job flipping to virtual learning and classes will resume onsite February 8.

Review and Take Action on Enrollment Cap Increase

Keisha turned this item over to Diana and Lisa to explain the need for submission of an enrollment cap increase amendment to the Arizona State Board for Charter Schools. Currently

the enrollment cap is at 350 and the school has already exceeded that with a head count of 371 students. The school created a plan to enroll at least 30-40 new Kindergarten students each year, add 12th grade in the 2021-22 school year and plan for about 32 online students each year, requiring the school to increase its enrollment cap to 600 students. The increase in enrollment would take place over the next three school years. Diana explained that school leaders had engaged in a very strategic growth plan to ensure all of the resources were in place over the next three years to accommodate the growth to 600 students.

Keisha called for the approval of submitting the enrollment cap increase amendment to go from 350 students to 600 students, Ron made a 1st motion, Ross made a 2nd, all board members were in favor and the motion was approved.

Review and Take Action on applying for the 21st Century Grant

Keisha turned this item over to Diana and Lisa to ask the board for permission to apply for a 21st Century Grant out of the Arizona Department of Education. These funds are federal funds that funnel through the Arizona Department of Education. This grant would provide the funds to offer before and after school programming including youth development activities, academic support and family services in the amount of about \$100,000. AZACS would partner with ARCH and AZA United to support with habilitation workers during the enrichment activities.

Keisha called for the approval to apply for the 21st century grant that is due March 8, Ron made a 1st motion, Genaro made a 2nd, all board members were in favor and the motion was approved.

Review and Take Action on a new School Lunch Vendor for the National School Lunch Program

Keisha turned this item over to Diana for discussion and action of the following items:

- Take action on new lunch caterer, AZ School Meals
- Review status of NSLP lunch program

Diana explained that the previous lunch caterer, Better4You notified AZACS that they would not be able to serve AZACS after all, therefore; AZACS needed to choose a new vendor. Self-Development Academy right next store uses AZ School Meals and this vendor provided a taste testing, the food was great! Lisa and her staff member assigned to implement the lunch program had gone through a thorough vetting process and reference check to ensure AZ School Meals would a high quality lunch program vendor for the school.

Keisha proposed that the board take action and vote to approve the new lunch vendor, AZ School Meals. Viet made a 1st motion, Paul made a 2nd, all board members were in favor and the motion was approved.

In addition, the health department notified AZACS that a three compartment sink and self-closing bathroom doors were needed in order to serve food for the lunch program. Diana said that AZACS was reviewing quotes for the items and that we would move forward as soon as the quotes and companies were lined up to do so. A three compartment sink would be installed at the ELC, the 2nd floor Main Campus. In addition, doors would be installed at each of the bathrooms at the main campus.

Review FY20 Audit Letter:

Keisha turned this item over to Diana and Paul for review of the FY20 audit results. Diana reviewed the letter to the board identifying a positive outcome to the yearly audit. Audit results had been submitted to ASBCS and other required stakeholders.

Executive Director Announcements:

Keisha asked Diana to review any announcements to the board. Diana discussed the following items:

- AZACS was awarded another A for Arizona grant for the Small Learning Community at the Early Learning Center.
- AZACS was highlighted in Governor Doug Ducey's policy book as the only school illustrated for the work done during the pandemic.
- Diana asked for the help of the board to launch the March tax credit campaign.

Adjournment

Since there were no further items on the agenda a motion to adjourn was made at approximately 5:38pm by Paul made a 1st motion, Ross seconded the motion. Motion passed unanimously.



Governing Board Committee Agenda February 25, 2021

Pursuant to Arizona Revised Statutes (“A.R.S.”) § 38-431.02, notice is hereby given to the members of the Board of Directors of Arizona Autism Charter Schools, Inc. and to the general public that the Board will hold a special meeting, open to the public as specified below. The Board of Directors reserves the right to change the order of items on the agenda, with the exception of public hearings set for a specified time. To ensure compliance with the Open Meeting Law, recipients of this message should not forward it to other Board members, and Board members should not reply to this message.

ALL AGENDA ITEMS OPEN FOR DISCUSSION AND POSSIBLE ACTION, INCLUDING REPORTS AND ACTION ITEMS

When: **Thursday, February 25, 2021 at 5:00pm p.m. MST**
Where: **4125 N. 14th Street, Phoenix, Arizona**
Zoom Meeting:
<https://us04web.zoom.us/j/79722343820?pwd=R25vOW5RSnVLRjZyNU0vU3l3UU5jUT09>

Meeting ID: 797 2234 3820 Passcode: sL12nQ

If you are in need of translation services or a person with a disability seeking reasonable accommodation in order to access the Board meeting, please contact Diana Diaz-Harrison at (602) 883-7500 at least 24 hours prior to meeting.

General Matters

- Call to Order
- Roll call to determine quorum
- Approval of agenda

Public Comment

The Arizona Autism Charter School Governing Board welcomes public comment on issues within the jurisdiction of the school. Comments should be limited to three minutes per individual. At the conclusion of public comment, the Board members may respond to the comments made by the public, may ask staff to review a matter, or may ask that a matter be put on a future agenda. Members of the Board, however, may not discuss or take legal action on matters raised during public comment unless the matters are properly noticed for discussion and legal action. Finally, be advised that internal processes are available for communication.

Minutes:

- Take action on minutes from 1/28/21 board meeting.

Financial News:

- Share status of internal Finance Manager hire

COVID-19 Updates:

- COVID Mitigation Plan, In-Person and Virtual School
- Status of vaccinated staff members

Status Enrollment Cap Increase:

- Update on ASBCS response to enrollment cap increase amendment request, to go from 350 to 600 students.

2021-2022 School Calendar

- Review modified school calendar and stakeholder input
- Take action on 2021-22 School Year Calendar

Phase II Construction Update:

- Grant from Maricopa IDA
- Other financing and funding sources
- Initial meeting with SPS+ Architects

Executive Director Announcements:

- Featured in national trade publication, Government Technology

Adjournment

Posted: February 24, 2021 @ 3:00 p.m. on website and site at 4125 N. 14th Street, Phoenix, 85014



Meeting of the Board of Directors of ARIZONA AUTISM CHARTER SCHOOLS, INC.

Thursday, February 25, 2021

4125 N. 14th Street, Phoenix, AZ 85014

----- MINUTES -----

Board Members Present:

Ron Harrison, via virtual link

Keisha McKinnor, via virtual link

Viet Do, via virtual link

Ross Meyer, telephonically

Paul Pucino, via virtual link

Board Members Absent:

Genaro Delgadillo

Others Present:

Diana Diaz-Harrison, Founder & Executive Director

Lisa Long, Head of Operations and Growth

General Matters

Keisha called the meeting to order at approximately 5:05 pm and a quorum was determined to be present for the zoom board meeting. Keisha called for a motion to approve the agenda as presented. Ron made a 1st, Paul made a 2nd, all board members present were in favor and the agenda was approved.

Public Comment

Keisha asked if there were any members of the public on the phone conference line or in person for comment. There was no public comment.

Review and take action on minutes from 1/28/2021 board meeting.

Keisha asked if board members had reviewed the minutes from the previous meeting on 1/28/2021. Board members indicated they reviewed the minutes and had no questions or comments. Viet made a motion to approve the minutes as presented. Ross seconded the motion. All board members were in favor of approving the minutes as presented and the motion passed.

Financial News:

Keisha turned it over to Diana and Paul to share finance updates. Diana shared the progress made in hiring an internal Finance Manager. After a thorough vetting process that included a selection committee of internal and external consultants, an offer was put out to Paul Jussila, who previously held a finance position at a small school district in Colorado. Paul is set to join the team in March.

COVID 19 Updates:

Keisha turned this item over to Diana and Viet, to share updates regarding the COVID mitigation plan. Diana shared that no further closures had been necessary since there had not been two cases reported in any contact trace cohort. The school was still implementing the mask requirement for staff, daily symptom questionnaire, temperature checks and contact tracing. Diana was also happy to report that approximately 60% of AZACS staff had reported they had been vaccinated. Viet shared he thought that was a good percentage based on the availability of the vaccine in the community.

Status of Enrollment Cap Increase

Keisha turned this item over to Diana and Lisa to share an update on the Enrollment Cap Increase. Diana shared that the amendment request had passed the first round of approvals at the Arizona State Board for Charter Schools and had been deemed administratively complete. The substantive review was in process.

Review and Take Action on the 2021-22 School Calendar

Keisha turned this item over to Diana and Lisa, to review the school calendar. Diana had Lisa take the lead on this discussion since she was the main school leader managing the project. Per the request of teachers and school directors, and to minimize learning loss during the school year, the school was proposing a calendar that shortened the summer break and extended fall break, winter break and spring break, each by one week for students. During the second week of these breaks, staff would return to school for professional development, planning and preparation for the next quarter. Lisa and the team got feedback from parent stake holders such as board members Viet, and Ross as well as PTA President Kerrie Mallory. Viet shared he agreed with the new calendar since it should reduce learning loss for students due to a shortened summer break. Diana shared she was excited for the professional development opportunities throughout the school year. She also noted that the calendar still had the required 180 school days and the required number of instructional minutes for every grade level.

Keisha called for the approve the 2021-22 school calendar as presented, Ron made a 1st motion, Viet made a 2nd, all board members were in favor and the 2021-22 school calendar was approved.

Phase II Construction Update:

Diana shared she had been successful in acquiring a \$250,000 grant from the Maricopa Industrial Development Authority to support the construction of 3-4 Vocational, Tech and Entrepreneurial Classrooms on the first floor of the new building. Specifically, funds could be used for the infrastructure to support those classrooms, such as the HVAC and plumbing. To finance the remainder of the project, Diana was exploring short term financing opportunities through Charter Schools Growth Fund and long term financing through additional bond financing. In order to determine the scope of work and budget for Phase II, Diana shared she would be meeting with SPS+ Architects.

Executive Director Announcements:

Keisha asked Diana to review any announcements to the board. Diana shared that AZACS had been featured in a national trade magazine, GovTech, for our innovative use of technology with neuro-diverse students.

Adjournment

Since there were no further items on the agenda Keisha called for a motion to adjourn at approximately 5:40. Ron made a 1st, Ross seconded the motion. The motion passed unanimously and the meeting was adjourned.



Governing Board Committee Agenda March 25, 2021

Pursuant to Arizona Revised Statutes (“A.R.S.”) § 38-431.02, notice is hereby given to the members of the Board of Directors of Arizona Autism Charter Schools, Inc. and to the general public that the Board will hold a special meeting, open to the public as specified below. The Board of Directors reserves the right to change the order of items on the agenda, with the exception of public hearings set for a specified time. To ensure compliance with the Open Meeting Law, recipients of this message should not forward it to other Board members, and Board members should not reply to this message.

ALL AGENDA ITEMS OPEN FOR DISCUSSION AND POSSIBLE ACTION, INCLUDING REPORTS AND ACTION ITEMS

When: **Thursday, March 25, 2021 at 5:00 pm p.m. MST**

Where: **4125 N. 14th Street, Phoenix, Arizona**

Zoom Meeting:

<https://us04web.zoom.us/j/78152048305?pwd=d1E4TC9hL0ZneDZxOWRKMGVVd0w4dz09>

Meeting ID: **781 5204 8305** Passcode: **KkN51Z**

If you are in need of translation services or a person with a disability seeking reasonable accommodation in order to access the Board meeting, please contact Diana Diaz-Harrison at (602) 883-7500 at least 24 hours prior to meeting.

General Matters

- Call to Order
- Roll call to determine quorum
- Approval of agenda

Public Comment

The Arizona Autism Charter School Governing Board welcomes public comment on issues within the jurisdiction of the school. Comments should be limited to three minutes per individual. At the conclusion of public comment, the Board members may respond to the comments made by the public, may ask staff to review a matter, or may ask that a matter be put on a future agenda. Members of the Board, however, may not discuss or take legal action on matters raised during public comment unless the matters are properly noticed for discussion and legal action. Finally, be advised that internal processes are available for communication.

Minutes:

- Take action on minutes from 2/25/21 board meeting.

Financials:

Review and take action on the following financial documents:

- Balance Sheet February 2021
- Income Statement February 2021
- Income Statement YTD February 2021

COVID-19 Updates:

- Executive Order regarding approvals for school closures

Phase II Construction Plan:

- Timeline for construction of first floor to accommodate added enrollment, vocational classrooms, tech learning lab, gym, dance/performing arts studio
- Phase II, B Café/Cafeteria
- Plan to engage SPS+ Architects and SD Crane Construction Contractor
- Tenant improvements for Early Learning Center

Financing for Phase II:

- Discuss potential for short term financing from Charter Schools Growth Fund
- Discuss potential for long term financing through RBC

Fundraising and Grants:

- Microsoft donation for 100 surface pro laptops and collaboration to create a Microsoft showcase learning lab
- Tax Credit Campaign

Adjournment

Posted: March 24, 2021 @ 3:00 p.m. on website and site at 4125 N. 14th Street, Phoenix, 85014



Meeting of the Board of Directors of ARIZONA AUTISM CHARTER SCHOOLS, INC.

Thursday, March 25, 2021

4125 N. 14th Street, Phoenix, AZ 85014

----- MINUTES -----

Board Members Present:

Genaro Delgadillo, via virtual link

Keisha McKinnor, via virtual link

Viet Do, via virtual link

Ross Meyer, telephonically

Paul Pucino, via virtual link

Board Members Absent:

Ron Harrison

Others Present:

Diana Diaz-Harrison, Founder & Executive Director

Lisa Long, Head of Operations and Growth

Paul Jussila, Finance Manager

General Matters

Keisha called the meeting to order at approximately 5:03 pm and a quorum was determined to be present for the zoom board meeting. Keisha called for a motion to approve the agenda as presented. Genaro made a 1st, Ross made a 2nd, all board members present were in favor and the agenda was approved.

Public Comment

Keisha asked if there were any members of the public on the phone conference line or in person for comment. There was no public comment.

Review and take action on minutes from 2/25/2021 board meeting.

Keisha turned it over to Diana. Diana explained the team had not completed the board minutes for the 2/25/21 board meeting due to other pressing deadlines. Diana requested this item be tabled and put on the agenda for next month's board meeting. Keisha called for a motion to table the approval of the minutes to the next board meeting. Paul made a 1st, Genaro made a 2nd, all board members present were in favor and the item was tabled.

Financial Reports:

Keisha turned it over to Diana and Paul to review the financial reports. Diana and Paul reviewed highlights from the February 2021 Balance Sheet which listed the charter's total assets at approximately 12.5 million and total liabilities at approximately 10.9 million. The February 2021 Income Statement was also reviewed which listed the charter's total revenue for the month at approximately \$838,000 and a net income loss of approximately \$44,000. Board members asked if there was a concern about the net loss for the month. Diana indicated that while the school was showing a loss for the month of February, the year to date Income Statement showed a positive net income of approximately \$317,000. Since there was no further discussion Keisha asked for a motion to approve the financial reports as presented. Paul made a 1st, Viet made a 2nd, the motion was passed by all board members present.

COVID 19 Updates:

Keisha turned this item over to Diana to share updates regarding the charter's COVID Mitigation Plan. Diana shared that the school had not experienced any required closures since January and that infections were being reported very sporadically. Diana also shared that the Governor's new Executive Order required schools to get approval from the Department of Education and the Department of Health Services prior to any school closure.

Financing for Phase II Construction:

Diana shared she had completed the grant contract from Maricopa IDA to receive \$250,000 to begin construction. Additionally, the school was considering using ESSER II funds to upgrade and expand the HVAC system, which is an allowable expense for this grant. While the long term plan would be to secure bond financing for the Phase II construction project and the re-acquisition of the Indian School building currently being leased, short term financing may be needed to get the project underway and completed in time for a fall 2021 opening. Diana shared that Charter Schools Growth Fund (CSGF) had confirmed that \$1,000,000 in short term financing could be available to start the project this summer. The short term loan from CSGF could be paid off by bond financing that would be pursued in parallel. Diana explained she had had informal meetings with CSGF and RBC with support from finance consultants at LevelField Partners, and this financing plan seemed feasible to complete the project by fall of 2021. Diana shared that the school team had been working on a five year projection model with external consultants, and projections indicated the charter could support the additional debt and still make required bond coverage ratios.

Keisha called for a motion to allow Diana to pursue financing options through Charter Schools Growth Fund and Royal Bank of Canada (RBC). Viet made a 1st, Paul made a 2nd, all board members present were in favor and the motion passed.

Fundraising and Grants:

Keisha asked Diana to review any announcements regarding fundraising and grants. Diana shared that the school had acquired a grant for 100 Microsoft surface laptops and was working with contacts at Microsoft to build an innovative tech lab and become a Microsoft showcase school. Diana also shared the school was making a push during the month of April to secure additional tax credit donations since many supporters and families were filing taxes and may consider donating to get the dollar for dollar credit.

Adjournment

Since there were no further items on the agenda Keisha called for a motion to adjourn at approximately 5:45. Viet made a 1st, Genaro seconded the motion. The motion passed unanimously and the meeting was adjourned.



Governing Board Committee Agenda April 29, 2021

Pursuant to Arizona Revised Statutes ("A.R.S.") § 38-431.02, notice is hereby given to the members of the Board of Directors of Arizona Autism Charter Schools, Inc. and to the general public that the Board will hold a special meeting, open to the public as specified below. The Board of Directors reserves the right to change the order of items on the agenda, with the exception of public hearings set for a specified time. To ensure compliance with the Open Meeting Law, recipients of this message should not forward it to other Board members, and Board members should not reply to this message.

ALL AGENDA ITEMS OPEN FOR DISCUSSION AND POSSIBLE ACTION, INCLUDING REPORTS AND ACTION ITEMS

When: **Thursday, April 29, 2021 at 5:00 pm p.m. MST**
Where: **4125 N. 14th Street, Phoenix, Arizona**
Zoom Meeting:
<https://us04web.zoom.us/j/76110404103?pwd=RGF5bTdVUDh1SUdsVVJrekxzZWdWdz09>

Meeting ID: **761 1040 4103** Passcode: **4fAkgN**

If you are in need of translation services or a person with a disability seeking reasonable accommodation in order to access the Board meeting, please contact Diana Diaz-Harrison at (602) 883-7500 at least 24 hours prior to meeting.

General Matters

- Call to Order
- Roll call to determine quorum
- Approval of agenda

Public Comment

The Arizona Autism Charter School Governing Board welcomes public comment on issues within the jurisdiction of the school. Comments should be limited to three minutes per individual. At the conclusion of public comment, the Board members may respond to the comments made by the public, may ask staff to review a matter, or may ask that a matter be put on a future agenda. Members of the Board, however, may not discuss or take legal action on matters raised during public comment unless the matters are properly noticed for discussion and legal action. Finally, be advised that internal processes are available for communication.

Minutes:

- Take action on minutes from 2/25/21 and 3/25/21 board meetings.

Financials:

Review and take action on the following financial documents:

- 3rd Quarter Balance Sheet
- 3rd Quarter Income Statement

COVID-19 Updates:

- Updating mitigation plan strategies, masks, daily symptom questionnaire, temp checks.

Phase II Construction Plan:

- Update on timeline for construction of first floor to accommodate added enrollment, vocational classrooms, tech learning lab, gym, dance/performing arts studio, café/cafeteria and tenant improvements for Early Learning Center
- Update on financing plan and engagement of RBC for bond financing

Resolutions:

- Review and take action on Reimbursement Resolution for Financing
- Review and take action on Authorizing Resolution for Financing

Fundraising and Grants:

- ESSER II Grant will be used to start HVAC work
- Maricopa IDA grant will be funded and also be used to begin construction project, leveling of floor, infrastructure and HVAC.

Adjournment

Posted: April 28, 2021 @ 5:00 p.m. on website and site at 4125 N. 14th Street, Phoenix, 85014



Meeting of the Board of Directors of ARIZONA AUTISM CHARTER SCHOOLS, INC.

Thursday, April 29, 2021

4125 N. 14th Street, Phoenix, AZ 85014

----- MINUTES -----

Board Members Present:

Genaro Delgadillo, via virtual link

Keisha McKinnor, via virtual link

Ron Harrison, via virtual link

Ross Meyer, telephonically

Paul Pucino, via virtual link

Board Members Absent:

Viet Do

Others Present:

Diana Diaz-Harrison, Founder & Executive Director

Lisa Long, Head of Operations and Growth

Paul Jussila, Finance Manager

Amanda Roark, Diamond Financial

General Matters

Keisha called the meeting to order at approximately 5:04 pm and a quorum was determined to be present for the zoom board meeting. Keisha called for a motion to approve the agenda as presented. Ron made a 1st, Ross made a 2nd, all board members present were in favor and the agenda was approved.

Public Comment

Keisha asked if there were any members of the public on the phone conference line or in person for comment. There was no public comment.

Review and take action on minutes from 2/25/2021 and 3/25/21 board meetings.

Keisha asked board members if they had reviewed the minutes from the 2/25/21 and 3/25/21 board meetings. Board members indicated they had reviewed the minutes and had no questions or comments. Keisha called for a motion to approve the minutes as presented. Paul Pucino made a 1st, Ron made a second, all were in favor and the minutes were approved as presented.

Financials:

Keisha turned it over to Amanda Roark, AZACS newly assigned accountant from Diamond Financial. Amanda shared the 3rd Quarter Balance Sheet showing current total assets at \$12,704,554 and current liabilities at \$11,145,708. Total liabilities and equity were listed at 12,704,554. After some review and discussion, Keisha called for a motion to approve the 3rd Quarter Balance Sheet as presented. Paul made a 1st, Genaro made a 2nd and the motion passed unanimously.

Amanda then went on to review the 3rd Quarter Income Statement showing total revenue at 2,834,235 and total operating expenses at 2,896,847. While the net income for the quarter was showing a deficit, Amanda shared that the overall net income for the fiscal year was trending toward an ending balance of 2.4 million. After some discussion Keisha called for a motion to approve the 3rd Quarter Income Statement as presented. Paul made a 1st, Ron made a 2nd, the motion passed unanimously.

COVID 19 Updates:

Keisha turned this item over to Diana who shared the school was doing very well with managing the COVID19 mitigation plan and no further closures had been needed. Diana proposed to eliminate the Daily Symptom Questionnaire from the mitigation plan as there was a reduction of cases in the community and a large percentage of the staff had been vaccinated or had already had the virus. After some discussion, Keisha called for a motion to eliminate the Daily Symptom Questionnaire from the mitigation plan. Ron made a 1st, Paul made a 2nd, the motion passed unanimously.

Resolutions

Keisha turned this item over to Diana and attorney Terry Warren who presented the Authorizing Resolution for Financing, authorizing Diana to pursue financing on behalf of the charter for the bond associated with the school expansion and renovations at the 14th St campus as well as purchase and renovations to the Indian School Campus. Diana indicated that the charter's 5 year projections indicated the school had the capacity to support the additional debt associated and circulated 5 year projection model to the board. After some discussion Keisha called for a motion to approve the Authorizing Resolution for Financing, Paul made a 1st, Ross made a 2nd, the motion passed unanimously.

Next, Terry reviewed the Reimbursement Resolution for Financing, allowing the school to be reimbursed for expenses associated with the school expansion project once the bond financing closed. Keisha called for a motion to approve the Reimbursement Resolution, Ross made a 1st, Ron made a 2nd, the motion passed unanimously.

Fundraising and Grants:

Keisha turned it over to Diana. Diana explained the ESSER II federal funds had been allocated at approximately 280K and that part the funding would be used to expand and upgrade the HVAC system at the facility. Diana also shared that 50% of the Maricopa IDA grant had been received and funding would also be used for HVAC costs as well as initial construction projects to begin this summer.

Adjournment

Since there were no further items on the agenda Keisha called for a motion to adjourn at approximately 6:00pm. Paul made a 1st, Ron seconded the motion. The motion passed unanimously and the meeting was adjourned.



Governing Board Committee Agenda Special Meeting, May 10, 2021

Pursuant to Arizona Revised Statutes (“A.R.S.”) § 38-431.02, notice is hereby given to the members of the Board of Directors of Arizona Autism Charter Schools, Inc. and to the general public that the Board will hold a special meeting, open to the public as specified below. The Board of Directors reserves the right to change the order of items on the agenda, with the exception of public hearings set for a specified time. To ensure compliance with the Open Meeting Law, recipients of this message should not forward it to other Board members, and Board members should not reply to this message.

ALL AGENDA ITEMS OPEN FOR DISCUSSION AND POSSIBLE ACTION, INCLUDING REPORTS AND ACTION ITEMS

When: **Monday, May 10, 2021 at 5:00 pm p.m. MST**
Where: **4125 N. 14th Street, Phoenix, Arizona**
Zoom Meeting:
<https://us04web.zoom.us/j/71084568869?pwd=MWtBYUFJNDBYUGJRVetneG5STm04Zz09>

Meeting ID: **710 8456 8869** Passcode: **8z3tZM**

If you are in need of translation services or a person with a disability seeking reasonable accommodation in order to access the Board meeting, please contact Diana Diaz-Harrison at (602) 883-7500 at least 24 hours prior to meeting.

General Matters

- Call to Order
- Roll call to determine quorum
- Approval of agenda

Public Comment

The Arizona Autism Charter School Governing Board welcomes public comment on issues within the jurisdiction of the school. Comments should be limited to three minutes per individual. At the conclusion of public comment, the Board members may respond to the comments made by the public, may ask staff to review a matter, or may ask that a matter be put on a future agenda. Members of the Board, however, may not discuss or take legal action on matters raised during public comment unless the matters are properly noticed for discussion and legal action. Finally, be advised that internal processes are available for communication.

Peoria Campus Opportunity:

- Discuss the opportunity to acquire and lease back a west valley campus, in Peoria, and roll it into the bond the charter is currently pursuing.

Adjournment

Posted: May 8, 2021 @ 5:00 p.m. on website and site at 4125 N. 14th Street, Phoenix, 85014



Meeting of the Board of Directors of ARIZONA AUTISM CHARTER SCHOOLS, INC.

Thursday, May 10, 2021

Special Meeting

4125 N. 14th Street, Phoenix, AZ 85014

----- MINUTES -----

Board Members Present:

Keisha McKinnor, via virtual link

Ron Harrison, via virtual link

Ross Meyer, telephonically

Paul Pucino, telephonically

Viet Do, via virtual link

Board Members Absent:

Genaro Delgadillo, via virtual link

Others Present:

Diana Diaz-Harrison, Founder & Executive Director

Lisa Long, Head of Operations and Growth

Paul Jussila, Finance Manager

General Matters

Keisha called the meeting to order at approximately 5:00 pm and a quorum was determined to be present for the zoom board meeting. Keisha called for a motion to approve the agenda as presented. Viet made a 1st, Ross made a 2nd, all board members present were in favor and the agenda was approved.

Public Comment

Keisha asked if there were any members of the public on the phone conference line or in person for comment. There was no public comment.

West Valley Campus Opportunity

Keisha turned it to Diana and attorney Terry Warren to review and explain the opportunity for the purchase of an existing school campus in Peoria. Terry explained there was a current charter operator that was surrendering their charter contract and put their school buildings and campus for sale. Diana explained that while AZACS was not in a position to operate the campus next school year, the current operator was willing to lease back the property in the 2021-22 school year so that AZACS can roll the financing into the current bond financing. The plan would be to open and operate the campus in the 2022-23 school year. Terry told the board the campus was selling for 7 million and included five buildings. Buildings include an administration building, classroom buildings, a multipurpose building a gym and additional administrative building. The general location is along the south side of Olive Ave. and east of 111th Ave. The property is approximately 6.3 acres with an additional 2.5 acres of adjacent land. Diana told the board she and Lisa Long had toured the campus and thought it could work to offer the AZACS instructional model. Terry explained that the building, without the adjacent land, had appraised at \$7,070,000. Board members asked questions about the property and Terry Warren shared details obtained from the appraisal. Board members also asked if the school has the capacity to increase debt to support the purchase of the new building. Diana shared she was actively working on updating financial projections to include the potential debt from the Peoria Campus and the additional revenue from the additional enrollment. Terry also discussed timeline, and mentioned that increasing the bond and the diligence for the new purchase would delay the timeline for bond closing potentially to September. Diana explained that the Peoria campus was a great opportunity and the leadership team would be willing to delay the expansion timeline to pursue the new campus. Terry explained that the seller would be willing to hold the building if AZACS signed a Letter of Intent. The letter of intent was not drafted yet, so Diana asked board members if they were willing to reconvene later in the week. Board members agreed to meet later in the week to review financial projections and letter of intent to purchase.

Adjournment

Since there were no further items on the agenda Keisha called for a motion to adjourn at approximately 5:35 pm. Ron made a 1st, Viet seconded the motion. The motion passed unanimously and the meeting was adjourned.



Governing Board Committee Agenda Special Meeting, May 13, 2021

Pursuant to Arizona Revised Statutes (“A.R.S.”) § 38-431.02, notice is hereby given to the members of the Board of Directors of Arizona Autism Charter Schools, Inc. and to the general public that the Board will hold a special meeting, open to the public as specified below. The Board of Directors reserves the right to change the order of items on the agenda, with the exception of public hearings set for a specified time. To ensure compliance with the Open Meeting Law, recipients of this message should not forward it to other Board members, and Board members should not reply to this message.

ALL AGENDA ITEMS OPEN FOR DISCUSSION AND POSSIBLE ACTION, INCLUDING REPORTS AND ACTION ITEMS

When: **Thursday, May 13, 2021 at 5:00 pm p.m. MST**
Where: **4125 N. 14th Street, Phoenix, Arizona**
Zoom Meeting:
<https://us04web.zoom.us/j/74657172743?pwd=UEFSa3VxcytZREFSVTB5NlhnL1Zudz09>

Meeting ID: **746 5717 2743** Passcode: **YXcR9a**

If you are in need of translation services or a person with a disability seeking reasonable accommodation in order to access the Board meeting, please contact Diana Diaz-Harrison at (602) 883-7500 at least 24 hours prior to meeting.

General Matters

- Call to Order
- Roll call to determine quorum
- Approval of agenda

Public Comment

The Arizona Autism Charter School Governing Board welcomes public comment on issues within the jurisdiction of the school. Comments should be limited to three minutes per individual. At the conclusion of public comment, the Board members may respond to the comments made by the public, may ask staff to review a matter, or may ask that a matter be put on a future agenda. Members of the Board, however, may not discuss or take legal action on matters raised during public comment unless the matters are properly noticed for discussion and legal action. Finally, be advised that internal processes are available for communication.

Peoria Campus Opportunity:

- Discuss the opportunity to acquire and lease back a west valley campus, in Peoria, and roll it into the bond the charter is currently pursuing.
- Possible board action on Letter of Intent and/or Purchase Agreement

Adjournment

Posted: May 12, 2021 @ 5:00 p.m. on website and site at 4125 N. 14th Street, Phoenix, 85014



Meeting of the Board of Directors of ARIZONA AUTISM CHARTER SCHOOLS, INC.

Thursday, May 13, 2021

Special Meeting

4125 N. 14th Street, Phoenix, AZ 85014

----- MINUTES -----

Board Members Present:

Genaro Delgadillo, via virtual link

Keisha McKinnor, via virtual link

Ron Harrison, via virtual link

Ross Meyer, telephonically

Paul Pucino, via virtual link

Viet Do, via virtual link

Board Members Absent:

Others Present:

Diana Diaz-Harrison, Founder & Executive Director

Lisa Long, Head of Operations and Growth

Paul Jussila, Finance Manager

General Matters

Keisha called the meeting to order at approximately 5:00 pm and a quorum was determined to be present for the zoom board meeting. Keisha called for a motion to approve the agenda as presented. Ross made a 1st, Viet made a 2nd, all board members present were in favor and the agenda was approved.

Public Comment

Keisha asked if there were any members of the public on the phone conference line or in person for comment. There was no public comment.

West Valley Campus Opportunity

Keisha turned it to Diana and attorney Terry Warren to review highlights for the potential purchase of a Peoria Campus. Diana and Terry explained that the purchase price for the approximately 6 acre campus and 38,000 sq. ft. facility was 7 million dollars. Diana explained that the current owners and operators wanted to lease back the property, giving AZACS an opportunity to get all state approvals, start up grants and work on staffing and enrollment to start the Peoria Campus in August 2022 for the 2022-23 school year. A West Valley campus had always been a part of the charter's strategic plan, and the real estate opportunity, along with the opportunity to roll the purchase into the bond financing the school was pursuing for expansion, could potentially work. Terry Warren reviewed highlights of the Letter of Intent and Purchase Agreement. He explained that the price was 7 million dollars and the purchase agreement AZACS was proposing included an additional 2.66 acres of adjacent land. In regards to financial feasibility, Diana shared an initial analysis provided by RBC showing that projections show that AZACS could have the capacity for the proposed debt service, but further diligence would be conducted. Terry stated that the purchase agreement was non-binding, and the school would have 60 days to conduct further detailed projections as well as due diligence.

After further discussion Keisha called for a motion to approve the purchase agreement for the Peoria Campus and pursue opening the new site under the charter in the 2022-2023 school year, Ross made a 1st, Viet made a 2nd, the motion passed unanimously.

Financials:

Keisha turned it over to Amanda Roark, AZACS newly assigned accountant from Diamond Financial. Amanda shared the 3rd Quarter Balance Sheet showing current total assets at \$12,704,554 and current liabilities at \$11,145,708. Total liabilities and equity were listed at 12,704,554. After some review and discussion, Keisha called for a motion to approve the 3rd Quarter Balance Sheet as presented. Paul made a 1st, Genaro made a 2nd and the motion passed unanimously.

Amanda then went on to review the 3rd Quarter Income Statement showing total revenue at 2,834,235 and total operating expenses at 2,896,847. While the net income for the quarter was showing a deficit, Amanda shared that the overall net income for the fiscal year was trending toward an ending balance of 2.4 million. After some discussion Keisha called for a motion to approve the 3rd Quarter Income Statement as presented. Paul made a 1st, Ron made a 2nd, the motion passed unanimously.

COVID 19 Updates:

Keisha turned this item over to Diana who shared the school was doing very well with managing the COVID19 mitigation plan and no further closures had been needed. Diana proposed to eliminate the Daily Symptom Questionnaire from the mitigation plan as there was a reduction of cases in the community and a large percentage of the staff had been vaccinated or had already had the virus. After some discussion, Keisha called for a motion to eliminate the Daily Symptom

Questionnaire from the mitigation plan. Ron made a 1st, Paul made a 2nd, the motion passed unanimously.

Resolutions

Keisha turned this item over to Diana and attorney Terry Warren who presented the Authorizing Resolution for Financing, authorizing Diana to pursue financing on behalf of the charter for the bond associated with the school expansion and renovations at the 14th St campus as well as purchase and renovations to the Indian School Campus. Diana indicated that the charter's 5 year projections indicated the school had the capacity to support the additional debt associated and circulated 5 year projection model to the board. After some discussion Keisha called for a motion to approve the Authorizing Resolution for Financing, Paul made a 1st, Ross made a 2nd, the motion passed unanimously.

Next, Terry reviewed the Reimbursement Resolution for Financing, allowing the school to be reimbursed for expenses associated with the school expansion project once the bond financing closed. Keisha called for a motion to approve the Reimbursement Resolution, Ross made a 1st, Ron made a 2nd, the motion passed unanimously.

Fundraising and Grants:

Keisha turned it over to Diana. Diana explained the ESSER II federal funds had been allocated at approximately 280K and that part the funding would be used to expand and upgrade the HVAC system at the facility. Diana also shared that 50% of the Maricopa IDA grant had been received and funding would also be used for HVAC costs as well as initial construction projects to begin this summer.

Adjournment

Since there were no further items on the agenda Keisha called for a motion to adjourn at approximately 6:00pm. Paul made a 1st, Ron seconded the motion. The motion passed unanimously and the meeting was adjourned.



Governing Board Committee Agenda May 27, 2021

Pursuant to Arizona Revised Statutes (“A.R.S.”) § 38-431.02, notice is hereby given to the members of the Board of Directors of Arizona Autism Charter Schools, Inc. and to the general public that the Board will hold a special meeting, open to the public as specified below. The Board of Directors reserves the right to change the order of items on the agenda, with the exception of public hearings set for a specified time. To ensure compliance with the Open Meeting Law, recipients of this message should not forward it to other Board members, and Board members should not reply to this message.

ALL AGENDA ITEMS OPEN FOR DISCUSSION AND POSSIBLE ACTION, INCLUDING REPORTS AND ACTION ITEMS

When: **Thursday, May 27, 2021 at 5:00 pm p.m. MST**
Where: **4125 N. 14th Street, Phoenix, Arizona**
Zoom Meeting:
<https://us04web.zoom.us/j/73688838325?pwd=bVo3M09DaFQyTHoxQWhL3ZrNy9hZz09>
Meeting ID: [736 8883 8325](#) Passcode: [3RLNar](#)

If you are in need of translation services or a person with a disability seeking reasonable accommodation in order to access the Board meeting, please contact Diana Diaz-Harrison at (602) 883-7500 at least 24 hours prior to meeting.

General Matters

- Call to Order
- Roll call to determine quorum
- Approval of agenda

Public Comment

The Arizona Autism Charter School Governing Board welcomes public comment on issues within the jurisdiction of the school. Comments should be limited to three minutes per individual. At the conclusion of public comment, the Board members may respond to the comments made by the public, may ask staff to review a matter, or may ask that a matter be put on a future agenda. Members of the Board, however, may not discuss or take legal action on matters raised during public comment unless the matters are properly noticed for discussion and legal action. Finally, be advised that internal processes are available for communication.

Minutes:

- Take action on minutes from 4/29/21 and 5/13/21 board meetings.

Financials:

Review and take action on the following financial documents:

- Balance Sheet April 2021
- Income Statement YTD April 2021
- Updated FY21, 13 month projections

COVID-19 Updates:

- Updating mitigation plan strategies.

Phase II Construction Plan:

- Update on timeline for construction of first floor to accommodate added enrollment, vocational classrooms, tech learning lab, gym, dance/performing arts studio, café/cafeteria and tenant improvements for Early Learning Center

Update on West Valley Site:

- Status of purchase offer

Fundraising and Grants:

- ESSER III Grant

Adjournment

Posted: May 26, 2021 @ 5:00 p.m. on website and site at 4125 N. 14th Street, Phoenix, 85014



Meeting of the Board of Directors of ARIZONA AUTISM CHARTER SCHOOLS, INC.

Thursday, May 27, 2021

Special Meeting

4125 N. 14th Street, Phoenix, AZ 85014

----- MINUTES -----

Board Members Present:

Keisha McKinnor, via virtual link

Ron Harrison, via virtual link

Ross Meyer, telephonically

Paul Pucino, via virtual link

Viet Do, via virtual link

Board Members Absent:

Genaro Delgadillo

Others Present:

Diana Diaz-Harrison, Founder & Executive Director

Lisa Long, Head of Operations and Growth

General Matters

Keisha called the meeting to order at approximately 5:00 pm and a quorum was determined to be present for the zoom board meeting. Keisha called for a motion to approve the agenda as presented. Ron made a 1st, Viet made a 2nd, all board members present were in favor and the agenda was approved.

Public Comment

Keisha asked if there were any members of the public on the phone conference line or in person for comment. There was no public comment.

Minutes

Keisha asked if board members had the opportunity to review and take action on the board minutes for April 29, 2021 as well as the May 13, 2021 board meetings. Board members indicated they had reviewed the minutes and had no questions or comments. Keisha called for a motion to approve the minutes from the 4/29/21 meeting. Ron made a 1st, Ross made a second, all were in favor and the motion passed. Keisha then called for a motion to approve the 5/13/21 minutes. Viet made a 1st, Ross made a 2nd, all were in favor and the motion passed.

Financials:

Keisha turned it over to Diana and Paul to review the highlights of the April 30 Balance Sheet. They indicated that total assets were strong at approximately 12.5 million and total liabilities were at approximately 11.1 million leaving AZACS with a total equity of approximately 1.38 million. Diana then moved on to the Income Statement which had total revenue at approximately 8.2 million and total operating expense at approximately 8.1 million for a net income of approximately 98 thousand for the month of April 2021. Board members reviewed the highlights and had no questions.

Next, Diana and Paul move on the review the updated 13 month projections, which had been updated through the end of April 2021. The projections were tracking toward ending the fiscal year with a healthy cash balance of approximately 2.4 million that could be carried over into the next fiscal year. The projections also indicated the charter was making its Debt Service Coverage Ratios as required by the current bond covenants.

Keisha called for a motion to approve the Balance Sheet, Income Statement and 13 month projections as presented. Viet made a 1st, Paul made a 2nd, all were in favor and the motion passed.

COVID 19 Updates:

Keisha turned this item over to Diana who shared the school was still doing very well with managing the COVID19 mitigation plan and no further closures had been needed. As the school year was nearing its end, Diana recommended that the mitigation plan remain the same for now and be revisited prior to the summer program to align with Arizona Department of Health Services and CDC guidelines. All were in favor of keeping the plan the same.

Phase II Construction Plan

Keisha turned it over to Diana to update the board on the Phase II construction plan. Diana indicated the plan still included expanding the Main Campus at the first floor level adding 4-5 vocational classrooms, a tech lab, a gym and dance studio and a cafeteria. Diana indicated it was not feasible to complete the expansion before the beginning of the next school year, so the leadership team revised space planning to do without the additional classrooms in the 21-22 school year. The architectural and construction teams were revising the timeline to complete minor improvements during the summer at the Main Campus and the Early Learning Center and to complete the major construction during the 21-22 school year. Diana indicated this would not impact the additional enrollment planned because the new students could be accommodated in the current facilities.

West Valley Campus Update

Keisha turned it to Diana and Lisa Long to update the board on the purchase of the Peoria Campus. Diana reported that the both parties had signed the purchase agreement and that attorney Terry Warren was continuing to support the due diligence process with the building. The school was also in process of compiling needed materials to file an amendment request to the Arizona State Board for Charter Schools to add a new site to the charter. Diana indicated she would keep the board updated on the due diligence and amendment submission process.

Fundraising and Grants:

Keisha turned it over to Diana. Diana explained the ESSER III federal funds had been allocated at approximately 560K. The school was still developing the budget but some plans for use of funds included addressing learning loss, additional technology purchases and additional medical staff to address COVID safety protocols.

Adjournment

Since there were no further items on the agenda Keisha called for a motion to adjourn at approximately 5:40pm. Paul made a 1st, Ron seconded the motion. The motion passed unanimously and the meeting was adjourned.

