



**Arizona Autism Charter School, Inc.
Governing Board Agenda
Thursday February 6, 2014**

Regular Meeting

4:30 p.m.
4433 N. 7th Street
Phoenix, Arizona 55014

General Matters

Call to Order
Pledge of Allegiance

Public Comment

The Arizona Autism Charter School Board Committee 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 to the board, 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 school processes are available to students and employees for communication.

Reports

1. Executive Director/Superintendent Report

Approval of Minutes

1. Meeting Minutes from September 26, 2013

Financial Report

1. Approval of Financial Report provided by Diamond Financial Solutions. Budget to Actual through December 31, 2013.

Action Items:

1. Approval of the following documents:
 - School Calendar and Daily Schedule
 - Administrative Manual
 - Interim Financial Policies and Procedures
 - Bylaws
 - Employee Handbook
 - Updated Service Agreement and Contract for Diamond Financial Solutions
 - Approval to pursue loan from Jose Diaz Trust

Consent Agenda Items:

1. Hiring of Rosetta Hicks as a part-time employee to perform duties outlined in job description for Business and Operations Manager as well as Instructional Program Support.

Items for Discussion:

1. Board on Track

Posted: February 5, 2014



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

Thursday, February 6, 2013 4:30 PM

4433 N. 7th Street Phoenix, AZ 85014

MINUTES

Present was:

Diana Diaz-Harrison

Ron Harrison

Harry Kressler

Gregory E. Torrez

Dr. Joseph Gentry

Rosetta Hicks

Shay Kratzer

Absent was:

Leo Valdez

Mary McEvelly-Hernandez

1) **Welcome and Attendance**

The Pledge of Allegiance was recited in unison by all attendees. The meeting was called to order. It was determined that a quorum was present and the meeting could conduct business. Harry Kressler determined that the meeting would start with the approval of the minutes from the previous board meeting and go straight into the items on the Agenda that needed to be voted on due to Gregory Torrez needing to leave early.

2) **Approval of minutes from board meeting on 9/26/2013**

A movement was made by Harry Kessler to approve the minutes from the last meeting. Ron Harrison seconded the motion. The motion was passed unanimously.

3) **Financial Report**

The Board reviewed the Financial Report outlining the budget to actual expenses through December 31, 2013 prepared by Diamond Financial Solutions. Gregory Torrez asked for

clarification of the grant monies. Harry Kressler explained AZ-CSP Grant funds are funds we draw down as needed and the Walton grant is in the bank and there is more flexibility in using the Walton Grant. Ron Harrison commented that the school is aligning how the money is spent as planned, focusing on using the AZ-CSP Grant first. Harry agreed that we must be articulate and diligent on how money is spent, adding that so far we are in good shape with 40% of the funds left and more funds will be coming in April. Harry Kressler motioned to accept the Financial Report. Dr. Joseph Gentry seconded the motion. The motion passed unanimously.

4) **School Calendar and Daily Schedule**

The Board Members reviewed the school calendar. Diana Diaz-Harrison explained the school calendar follows the Osborn School District Model and Phoenix Union High School District calendar. The school calendar meets the requirements for 180 instructional school days with our Wednesday half-day schedule. Dr. Joe Gentry and Rosetta Hicks suggested we align the school break schedule with other major schools. Until further changes are made to the school break schedule, Harry Kessler motioned to shelve the passage of the school calendar until the next board meeting. Dr. Joseph Gentry seconded the motion. The motion to shelve the passage of the school calendar passed unanimously.

5) **Administrative Policies and Procedures Manual**

The Board members reviewed the Administrative Policies and Procedures Manual. The Administrative Policies and Procedures Manual outlines the requirements for all Administrative procedures. Gregory Torrez asked where the Administrative Manual would be available. Diana Diaz-Harrison explained that a copy be reviewed and available to all administrative staff responsible for executing or overseeing administrative procedures. Ron Harrison motioned to approve the Administrative Policies and Procedures Manual. Gregory Torrez seconded the motion. The motion passed unanimously.

6) **Interim Financial Policies and Procedures**

The Board members reviewed the Interim Financial Policies and Procedures. Diana Diaz-Harrison explained that Mark Francis with the AZ-CSP Grant recommended that the school implement Interim Financial Policies and Procedures. Diana is working with Michele Diamond from Diamond Financial Services to create Financial Policies and Procedures tailored to this school and staff members. Harry Kressler asked that Diana let the board know when the policies will be fine-tuned and ready to be final. Harry motioned to approve the Interim Financial Policies and Procedures. Ron Harrison seconded the motion. The motion passed unanimously.

7) **Governing Board By-Laws**

The Board members reviewed the Governing Board By-Laws. The Governing Board By-Laws outlines the responsibility of the Governing Board and its members. Gregory

Torrez asked where the By-Laws were adopted from. Diana Diaz-Harrison explained the By-Laws were written and developed by researching the AZ Governing Board Association's recommended policies and procedures manuals and also modeled after other best practice charter schools' policy manuals. Gregory motioned to accept the approval of the By-Laws. Dr. Joe Gentry seconded the motion. The motion passed unanimously.

8) **Employee Handbook**

The Board members reviewed the Employee Handbook. The Employee Handbook is the explanation of the conduct and what is expected from employees. Diana Diaz-Harrison explained the school is following other Charter School templates using best practices for the Employee Handbook. Gregory Torrez asked if the Handbook is subject to changes. Diana confirmed the handbook is subject to changes and it will be handed out at employee orientation and training. Harry followed up by stating that the handbook will have to be signed by the employee. Gregory Torrez motioned for approval of the Employee Handbook. Ron Harrison seconded the motion. The motion passed unanimously.

9) **Updated Service Agreement and Contract for Diamond Financial Services**

Diana Diaz-Harrison explained the scope of the need for Diamond Financial Services is increasing. As we are ramping up for school to start the need for more assistance from Diamond Financial is increasing. The current rate is \$1,500 monthly, from February through June 2014. The rate will increase to \$2,000 starting in July 2014. Harry Kressler added that Michele Diamond's rate is very reasonable. Ron Harrison motioned to extend Diamond Financials' contract. Gregory Torrez seconded the motion. The motion passed unanimously.

10) **Approval to Pursue Loan from Jose Diaz Trust**

Diana Diaz-Harrison expressed the need to pursue a loan from Jose Diaz Trust for emergency funding, in case state aid payments were delayed or there were any unforeseen circumstances in funding or school operations. She shared a draft of the loan agreement for a loan for \$125,000 for a four year term at a 4% annual interest rate. The loan would be interest only for 6 months. Diana shared a draft of the loan agreement and payment schedule. Dr. Joe Gentry motioned for approval to allow Diana Diaz-Harrison to pursue the loan from Jose Diaz Trust as presented. Gregory Torrez seconded the motion. The motion passed unanimously.

11) **Consent Agenda Item**

Diana Diaz-Harrison announced the hiring of Rosetta Hicks as a part-time employee to perform duties outlined in the job description for Business and Operations Manager as well as Instructional Program Support. The Board members reviewed Rosetta's resume and qualifications. Rosetta is highly qualified for this position. Gregory motioned to approve the hiring of Rosetta Hicks. Ron Harrison seconded the motion. The motion

was approved unanimously. Gregory Torrez excused himself from the meeting. Harry Kressler turned the meeting over Diana Diaz-Harrison for her report.

12) **Executive Director/Superintendent Report**

Diana Diaz-Harrison reported that full-time office hours started on January 15, 2014. Shay Kratzer was hired through Kelly Services and started on January 20, 2014. We have three model classrooms set up and have been doing 1 to 2 family tours a day. Most families that are touring are coming in with completed applications. We have received 27 applications to date. Open enrollment ends March 31, 2014. Two grants have been submitted; a Security Hardware Grant through ADE for \$37,000 to help secure the facility, and The Bob and Renee Parsons Foundation Grant for \$20,000 for building improvements. Two grants were secured, The Kaboom Foundation grant for \$15,000 for playground equipment and the Lifetime Foundation grant for \$30,000 for kitchen equipment for the lunch program. We have had several In-Kind donations: signage and logo on the exterior wall and reception area were donated by Trademark and Austin Commercial. Windows and installation will be donated by Kovach Building Enclosures and Austin Commercial. Sprinkler modification will be donated by Western States Fire and Austin Commercial. The Playground Mural will be done and donated by SRP. Plans to pursue the Gila River Tribal grant, the Virginia Piper Foundation Grant and the Legacy Foundation Grant will commence with help from Lisa Glow. UCP (United Cerebral Palsy) toured our facility and are interested in providing a proposal for our Speech and OT therapy programs. They are also interested in sub-leasing space for their satellite facility in our building.

13) **Items for Discussion**

Diana Diaz-Harrison discussed the implementation of Board on Track which will help with governance and training over the next couple of weeks. E-mails will be sent to Board members for Power-Point training. This will provide accountability for each board member and its helps to evaluate the CEO. Harry Kressler insisted that it's critical to have board insurance. Diana agreed to look into board insurance.

14) **Adjournment**

Harry Kressler asked if there was any new business on the table. Ron Harrison made a motion to adjourn the meeting at 5:30pm. Dr, Joe Gentry seconded the motion. The motion passed unanimously.



ARIZONA AUTISM
CHARTER SCHOOLS

**Arizona Autism Charter School, Inc.
Governing Board Agenda
Wednesday, June 18, 2014**

Regular Meeting

4:30 p.m.
4433 N. 7th Street
Phoenix, Arizona 55014

General Matters

Call to Order
Pledge of Allegiance

Public Comment

The Arizona Autism Charter School Board Committee 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 to the board, 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 school processes are available to students and employees for communication.

Reports

1. Executive Director/Superintendent Report

Approval of Minutes

1. Meeting Minutes from February 6, 2014

Financials

1. Approval of Financial Report provided by Diamond Financial Solutions.
2. Approval of State Budget
3. Resolution to pursue loan from the Arizona Community Foundation

Action Items:

1. Approval of the following documents:
 - School Calendar and Daily Schedule
 - Special Education Policies

Consent Agenda Items:

Approval of New Hires:

- Rosetta Hicks, Special Education and Business Coordinator
- Shay Kratzer, Office Manager
- Jeff Siegel, Director of Curriculum and ABA Programs
- Alyssa Van Syckel, Teacher
- Brooke Gauvin, Teacher
- Brianna McCarthy, Teacher
- Brittney Horan, Teacher
- Brittni Mulvin, Teacher
- Megan Tolway, Teacher
- Stephanie Guymon, Teacher
- Nick Bowland, Lead Paraprofessional

Items for Discussion:

Posted: June 17, 2014



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

Wednesday, June 18, 2014 4:30 PM

4433 N. 7th Street Phoenix, AZ 85014

MINUTES

Present was:

Diana Diaz-Harrison
Ron Harrison
Harry Kressler
Gregory E. Torrez
Mary McEvelly-Hernandez
Shay Kratzer
Michele Diamond
Rosetta Hicks
Jeffrey Siegel

Absent was:

Leo Valdez

1) **Welcome and Attendance**

The pledge of allegiance was omitted due to no flag present in the meeting room. The meeting was called to order. It was determined that a quorum was present and the meeting could conduct business. Harry Kressler determined that the meeting would start with the Executive Director/Superintendent Report.

2) **Executive Director/Superintendent Report**

Diana Diaz-Harrison reported that the school's enrollment is full with 90 students. The students' families seem to be very committed. There are also nineteen students on the wait list. Students will be coming from all over the valley to attend the school. There

have been inquiries for employment and enrollment from all over the world. Gregory Torres asked how the make-up of the classrooms would be. Diana explained that the school will have students that are all over the spectrum and the classrooms will be designed according to the needs, skills, and abilities of the students. Diana shared the success of the playground ribbon-cutting that took place on April 15, 2014. Diana informed the board that AZACS will be partnering with Head to Toe Therapies to head the Pilot Summer Camp Program and the after-school program for the upcoming school year.

3) **Approval of minutes from board meeting on 2/5/2014**

A movement was made by Gregory Torrez to approve the minutes from the last meeting. Ron Harrison seconded the motion. The motion was passed unanimously.

4) **Financial Report**

The Board reviewed the Financial Report outlining the budget to actual expenses through March 31, 2014 prepared by Diamond Financial Services. Michele Diamond gave the board a financial update about the AZCSP and Walton Grant expenses. She also explained that the fiscal year has ended with a \$21,000 carryover with unspent funds still being available. Diana Diaz -Harrison mentioned the school raised roughly \$23,000 in private donations and playgrounds funds. A motion was made the fiscal year to July 1st on the agenda by Ron Harrison. Gregory Torrez seconded the motion. The motion passed unanimously.

Harry Kressler mentioned that we may need to have a potential board training on the financial update in the future. Gregory Torrez asked for a more “user friendly” report if possible. Michele Diamond explained that all pages of the report cover expenses and the smaller portion is about revenue. Michele explained that adjustments can be made as needed for the upcoming school’s fiscal year. Ron Harrison motioned to approve the budget. Gregory Torrez seconded the motion. The motion passed unanimously.

Diana Diaz-Harrison shared that she applied for a loan from the Arizona Community Foundation for the amount of \$275,000. It was explained that a resolution to pursue the loan would need to be approved by a majority of the board members. In the meantime, AZACS has the opportunity to enter into a loan agreement for \$125,000 with Jose Diaz Trust. Monthly payments would be made for this loan with the first payment beginning August 10, 2014. A motion was made to enter the loan agreement with Jose Diaz Trust by Gregory Torrez. Mary McEvelly-Hernandez seconded the motion. The motion passed unanimously.

A second motion was made by Mary to approve a smaller loan in the amount of \$150,000 with the Arizona Community Foundation only to be used if necessary. Gregory Torrez seconded the motion. The motion was approved unanimously.

Harry Kressler made a motion to approve the Financial Report prepared by Diamond Financial Solutions. Ron Harrison seconded the motion. The motion was approved unanimously.

5) **School Calendar and Daily Schedule**

Michele Diamond excused herself from the meeting after the approval of the Financial Reports. Diana Diaz-Harrison presented the board with the school calendar. She explained the necessary adjustments made to the Spring Break schedule on the school calendar since the last board meeting. The Spring break schedule was changed to align with other schools in the area and staff development days were added to the school calendar. Ron Harrison made a motion to approve the school calendar. Gregory Torrez seconded the motion. The motion passed unanimously.

6) **Special Education Policies**

The Board members reviewed the Special Education Policies. Diana Diaz-Harrison explained that the policies that the Special Education Policies were taken from the Arizona Department of Education's recommended policies. Diana also explained that nothing in the policies was changed from ADE's policies. Harry Kressler explained this puts the school in legal compliance. Mary McEvelly-Hernandez made a motion to approve the Special Education Policies. Gregory Torrez seconded the motion. The motion passed unanimously.

7) **Consent Agenda Item**

Diana Diaz-Harrison announced the hiring of several new employees. Rosetta Hicks is now full time in her position as the Special Education and Business Coordinator. Shay Kratzer was promoted to Office Manager. Jeff Siegel was introduced to the board members. Jeff is the school's Director of Curriculum and ABA Programs. Diana Diaz-Harrison explained that this is the Administrative Team and she is very pleased that all team members are not afraid to roll up their sleeves to make the school work. There were seven new teachers hired: Alyssa Van Syckel, Brooke Gauvin, Brianna McCarthy, Brittney Horan, Brittni Mulvin, Megan Tolway and Stephanie Guymon. Nick Bowland was hired as the Lead Paraprofessional. Gregory Torrez expressed gratitude in meeting some of the new hires and he made a motion to approve all new hires. Ron Harrison seconded the motion. The motion was approved unanimously.

8) **Items for Discussion**

There were no items up for discussion.

9) **Resignation Dr. Joe Gentry**

Harry Kressler asked if there was any new business on the table. Diana Diaz-Harrison said Joe Gentry had submitted his resignation to the board but he and his staff will be heavily involved with the school. Joe has a recommendation to take his place on the

board. Gregory Torrez expressed his thanks to Dr. Joe Gentry for his service on the Board and moved to accept his resignation. Ron Harrison said he seconded the motion and all were in favor. The board members discussed strategies for picking good board members. Gregory Torrez made a motion to adjourn the meeting at 5:30pm. Ron Harrison seconded the motion. The motion passed unanimously.

10) **Adjournment**

Harry Kressler asked again is there was any new business. Mary moved to adjourn the meeting, Gregory seconded the motion. All agreed to adjourn the meeting.



ARIZONA AUTISM
CHARTER SCHOOLS

**Arizona Autism Charter School, Inc.
Governing Board Agenda
Wednesday, July 10, 2014**

Regular Meeting

4:30 p.m.
4433 N. 7th Street
Phoenix, Arizona 55014

General Matters

Call to Order
Pledge of Allegiance

Public Comment

The Arizona Autism Charter School Board Committee 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 to the board, 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 school processes are available to students and employees for communication.

Reports

1. Executive Director/Superintendent Report

Approval of Minutes

1. Meeting Minutes from June 18, 2014

Financials

1. Approval of Final State Budget
2. Resolution to pursue loan from the Arizona Community Foundation in the amount of \$275,000.

Items for Discussion:

- Review resumes of potential board member candidates. Genaro Delgadillo, Matthew Marquez.

Posted: July 9, 2014



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

Wednesday, July 10, 2014 4:30 PM

4433 N. 7th Street Phoenix, AZ 85014

MINUTES

Present was:

Harry Kressler
Diana Diaz-Harrison
Ron Harrison
Mary McEvelly-Hernandez

Absent was:

Leo Valdez
Gregory Torrez

1) **Welcome and Attendance**

The pledge of allegiance was omitted due to no flag present in the meeting room. The meeting was called to order. It was determined that a quorum was present and the meeting could conduct business. Harry Kressler determined that the meeting would start with the Executive Director/Superintendent Report.

2) **Executive Director/Superintendent Report**

Diana Diaz-Harrison reported that the teaching staff was in place and the building was a buzz of activity as a “real school” feel was evident. All ten teachers are enthusiastically participating in procedural hands on training daily from 8:30 – 4:30p. The summer program with Head to Toe Therapies had begun. Diana is very pleased with the team of professionals that are in place to begin the 2014 school year.

3) **Approval of minutes from board meeting on 6/18/2014**

A movement was made by Ron Harrison to approve the minutes from the last meeting. Mary McEvelly seconded the motion. The motion was passed unanimously.

4) **Financial Report-Final State Budget**

The Board reviewed the Final State Budget. Harry asked if there were any changes from the Budget that the Board had seen in our June 18th meeting. Diana Diaz offered that Michele Diamond confirmed that no changes had occurred since that time. A motion was made to approve the final state budget by Mary McEvelly and Ron Harrison seconded the motion. The motion passed unanimously.

The resolution to pursue a loan from the Arizona Community Foundation in the amount of \$275,000 was reviewed. Harry asked for details on the \$125,000 loan that had been agreed to with the Jose Diaz Trust. Ron Harrison explained that that loan had already been deposited and the ACF Loan, if granted would be used to pay off the \$125,000 unsecured note that had no pre-payment penalties associated with it. This needed to occur as the ACF loan needed to occupy a first position on the books. The balance of the ACF loan would be used to manage any cash flow short falls during the start up term of the school and was secured by a lean on the building, which the owner was approved. Harry requested something in writing from the owner as documentation of this understanding. A motion was made to continue to pursue the ACF Loan in the amount of \$275,000 by Mary McEvelly. Ron Harrison seconded the motion. The motion passed unanimously.

5) **Review of Potential Board Member Candidates**

Harry Kressler requested input from the board on Genaro Delgadillo and Matthew Marquez who's resumes were submitted for potential board member candidacy. Ron offered that Genaro's involvement in the business community as well as his media connections would be an asset to the board. He mentioned that Genaro's wife is a speech therapist and that Genaro is the guardian for his special needs brother in law. Additionally his participation and experience with the Radio and TV Arts and Sciences board would prepare him for possible inclusion on the AZACS board. Mary had professional experience with Genaro and knows him to be a serious person with a great deal of professionalism and creativity, both assets to a board member. Harry Kressler felt that at this point, the board had enough supporting information on Genaro Delgadillo to ask if there was a motion to support the placement of Genaro on the board. A motion was made to consider Genaro Delgadillo to the board by Ron Harrison. Mary McEvelly seconded the motion. The motion passed unanimously.

Harry requested more information on Matthew Marquez. Ron mentioned that Matthew was a member of the Valley Leadership Group and had worked in Fundraising for Arizona Autism United. A lunch meeting will be set with Matthew and available board members for further evaluation and to explore candidacy.

6) **Board Training**

Diana Diaz asked about scheduling the Board training that had been included in the Charter proposal. Harry Kessler suggested that the hands on training we require could be handled at a board retreat to be held during the 2014-2015 school year. It would include the attendance of Michele Diamond to include training on budget literacy as well as board leadership.

7) **Items for Discussion-Executive Director Evaluation**

Harry Kessler brought the board up to speed in regard to the executive committee's evaluation of the Executive Director/Superintendent for the past year. He explained that at the suggestion of the Executive Director/Superintendent, that the compensation increase granted would be delayed until October 1, 2014 to assure proper cash flow management. Harry offered that the increase would be paid retroactively from June 1 – October 1, 2014.

8) **Adjournment**

Harry Kessler asked if there was any new business on the table. Ron Harrison mentioned that he would be resigning from the board by the end of July 2014. Harry Kessler made a motion to adjourn the meeting at 5:30pm. Ron Harrison seconded the motion. The motion passed unanimously.



ARIZONA AUTISM
CHARTER SCHOOLS

**Arizona Autism Charter School, Inc.
Governing Board Agenda
Wednesday, October 31, 2014**

Regular Meeting

9:30 a.m.
4433 N. 7th Street
Phoenix, Arizona 55014

General Matters

Call to Order
Pledge of Allegiance

Public Comment

The Arizona Autism Charter School Board Committee 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 to the board, 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 school processes are available to students and employees for communication.

Reports

1. Executive Director/Superintendent Report

Approval of Minutes

1. Meeting Minutes from July 10, 2014

Finances

1. Approval of Quarterly Financial Report provided by Diamond Financial
2. Change in fixed assets limits to align with USFRCS

Academic Monitoring

1. Discussion of academic monitoring by board. Review dashboards and data summaries.

Items for Discussion:

TBD

Post: October 29, 2014



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

Wednesday, October 31, 2014 9:30 AM

4433 N. 7th Street Phoenix, AZ 85014

MINUTES

Board Members Present:

Gregory E. Torrez

Mary McEvelly-Hernandez

Leo Valdez- Telephonically

Genaro Delgadillo- Telephonically

Board Members Absent:

Harry Kressler

Ron Harrison

Others Present:

Diana Diaz-Harrison, Executive Director

Rosetta Hicks, Director of Special Education and Human Resources

1) **Welcome and Attendance**

The pledge of allegiance was omitted due to no flag present in the meeting room. The meeting was called to order. It was determined that a quorum was present and the meeting could conduct business. Mary McEvelly-Hernandez determined that the meeting would start with the Executive Director/Superintendent Report.

2) **Executive Director/Superintendent Report**

Diana Diaz-Harrison reported that the school's enrollment was almost full with 88 and that the school had opened successfully with students and staff adapting to routines and school program. Most families seem to be very committed and grateful for the opportunity to be a part of AZACS. Diana reported the school had passed the State Charter Board's First Year Sight Visit and the AZ-CSP sight visit audit. She also reported the school had received a grant in the amount of approximately \$14,500 from Mercy

Maricopa Integrated Health's Employee Giving Program, a \$5,000 grant from Autism Speaks and a \$2,500 from the Arizona Education Foundation. Diana suggested the meeting proceed with review of the financial reports as Michele Diamond had limited time and needed to be first on the agenda.

3) **Financial Report**

The Board reviewed the Statement of Income. Michele reported the Statement was for a three month period ending on September 30 and that the statement indicated the school had a net income of \$40,000. She then moved on to the Budget to Actual statement and pointed out the school had spent 28% of the funding available during the first 25% of the year. Leo asked about the \$460,567.64 State revenue figure and how we had arrived at that figure. Michele indicated that it reflected state per pupil funding for 88 students and that the school received about \$24,000 per student for students with a school autism diagnosis. She said that about 77% of the student population had a school autism diagnosis. Michele moved on to review the Balance Sheet. She indicated that the school had a Total Stockholder Equity of \$150,534.50 as of September 30th and that it was a good figure for a start-up charter school. Gregory asked if Michele could create a list of vendors for potential fundraising opportunities. Michele said she would put a list together for the board. Gregory moved to approve the financial reports as presented by Michele Diamond, Leo seconded the motion. The motion passed unanimously.

Michele moved on to explain that it was in the school's best interest to change the fixed assets limits to align with USFRCS standards. She recommended that the limits be \$5,000 for building and improvements and \$1,000 for fixed assets such as furnishings and equipment. Leo motioned to change the limits to \$5,000 for building improvements and \$1,000 for fixed assets as recommended by Michele Diamond, Mary seconded the motion. The motion passed unanimously.

4) **Approval of minutes from board meeting on 7/10/2014**

A movement was made by Gregory Torrez to approve the minutes from the last meeting on July 10, 2014. Genaro seconded the motion. The motion was passed unanimously.

5) **Academic Monitoring**

Diana explained to the Board that school leadership staff were preparing data to present at future board meetings regarding student progress on IEP goals. She explained this oversight was required by the state board and start-up grants. She indicated the staff would be preparing and aggregating data for review.

6) **School Growth**

Diana explained that the school would need to apply for approval from the State Charter Board to add grades 6, 7 and 8. She recommended the school only increase by one grade level in the 2015-16 school year, offering 6th grade to the school's current 5th graders, but it would make sense to apply for approval of all middle school grades at once. Gregory asked if the current building had the capacity to hold up to 6th grade. Diana indicated there was enough space in the school building to grow by one grade level. Mary moved to approve applying to the State Board for Charter Schools for grades 6, 7 and 8. Genaro seconded the motion. The motion passed unanimously.

Diana also indicated that the school needed to increase its enrollment cap if it were to offer 18 kindergarten spaces in the 2015-16 school year. The current cap for the 2015-16 school year is 99, so we would be short by 9 spots. Diana recommended that the school apply for an enrollment cap of 108, to accommodate 18 new kindergarteners in the 2015-16 school year. Genaro moved to approve applying to increase the enrollment cap to 108 in the 2015-16 school year. Mary seconded the motion. The motion passed unanimously.

7) **Consent Agenda Items**

Drug Free Policy-Diana Diaz-Harrison indicated that the school board had to adopt with a Drug Free policy to comply with insurance requirements and a Medication Policy because the staff had to dispense medication at school.

Address Change-Diana indicated the school needed to change the school address of record to the school facility at 4433 N. 7th St. Phoenix, AZ 85014 instead of her home address 16174 W. Glenrosa Ave. Goodyear, AZ 85395. The address of record needed to be changed in the records of the Arizona State Board for Charter Schools, Arizona Department of Education and the Arizona Corporation Commission.

School Lunch Program- Diana indicated she was applying for the National Free and Reduced Lunch program and that the board was required to authorize execution of an agreement between the AZACS and the State Board of Education for the purpose of participating in the National School Lunch Program, School Breakfast Program, and/or Special Milk Program, for the period beginning July 1 2014. The board must also designate Diana Diaz to sign this agreement.

Gregory moved to pass the three items on the consent agenda, Leo seconded the motion. The motions passed unanimously.

8) **Items for Discussion**

Diana discussed plans for enrollment for the 2015-16 school year included offering Open Enrollment for kindergarten from November 2014 to the end of January 2015. The plans also included filling spots for any other grades levels/programs as they became available if any students left the school or didn't return in the 2015-16 school year. The spots would be filled by applicants on the waiting list chosen by lottery. Mary moved to approve the open enrollment period. Genaro seconded the motion. The motion passed unanimously.

9) **Adjournment**

Mary asked again if there was any new business. Mary moved to adjourn the meeting, Gregory seconded the motion. All agreed to adjourn the meeting.



ARIZONA AUTISM
CHARTER SCHOOLS

**Arizona Autism Charter School, Inc.
Governing Board Agenda
Thursday, January 29, 2015**

Regular Meeting

5:30 p.m.

4433 N. 7th Street Phoenix, Arizona 85014

General Matters

Call to Order, Pledge of Allegiance

Public Comment

The Arizona Autism Charter School Board Committee 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 to the board, 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 school processes are available to students and employees for communication.

Harry Kressler

1. Moment of silence in honor of the passing of Arizona Autism Charter School's Board President Harry Kressler
2. Discuss having current Vice President Mary McEvelly-Hernandez serve as interim Board President

Finances

1. Approval of Quarterly Financial Report and Budget to Actual report provided by Diamond Financial
-Signature page ACTION ITEM
2. Review Balance Sheet and Budget to Actual Reports/Vendor List
3. Update on private loan status, Lincoln Family Partnership

Approval of Minutes

1. Meeting Minutes from October 31, 2014

Approval of Classroom Site Fund Policy

1. Review and approve Classroom Site Fund policy statement ACTION ITEM

Executive Director Report

Academic Monitoring

- 1 Discussion of academic monitoring by board. Review dashboards and data summaries.

School Growth

___1 Update on Adding Grade Levels Amendment Request for 6th-12th grade to State Charter Board

- 2 Enrollment Application Status

Other Business

- 3 Update signatures for Free/Reduced Lunch Program paperwork

Consent Agenda Items:

Items for Discussion:

1. Review resume of potential Board member Keisha McKinnor

Post: January 28, 2015



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

Thursday, January 29, 2015 5:30 PM

4433 N. 7th Street Phoenix, AZ 85014

MINUTES

Board Members Present:

Ron Harrison

Gregory E. Torrez

Leo Valdez

Mary McEvilly-Hernandez-Telephonically

Genaro Delgadillo- Telephonically

Board Members Absent:

Harry Kressler

Others Present:

Diana Diaz-Harrison

Shay Kratzer

Michele Diamond

1) **Welcome and Attendance**

At 5:30pm the Board Meeting was called to order. Ron Harrison determined that the meeting would start with a moment of silence in recognition of the passing of our Board President, Harry Kressler. The Pledge of Allegiance was recited in unison by all attendees. Mary McEvilly will be acting as the Interim Board President per the board by-laws, until Harry's position is filled. It was determined that Ron Harrison would run the meeting as Mary was in attendance via telephone.

Ron updated everyone on the passing of Harry Kressler. He added that Harry was a tremendous support in starting the school and his advice and help was such a great contribution to the school. Diana Diaz-Harrison agreed that Harry was a wealth of knowledge and she is very grateful for the time that he gave to AZACS. She also added

that at some point she would like to see a part of the building dedicated in Harry's honor. After everyone shared a special thought about Harry, the meeting was called to order. It was determined that a quorum was present and the meeting could conduct business.

2) **Approval of minutes from board meeting on 10/31/2014**

A movement was made by Gregory Torrez to approve the minutes from the last meeting. Genaro seconded the motion. The motion was passed unanimously.

3) **Approval of Classroom Site Fund Policy**

The Board reviewed the Classroom Site Policy. Diana reviewed the state laws with the board members and stated that the school spends money in accordance to the state laws. Michele Diamond explained that the Classroom Site Fund is a good funding source that is available every year. Gregory Torrez motioned to adopt/approve the Classroom Site Fund Policy. Leo seconded the motion. The motion passed unanimously.

4) **Financial Report**

The Board reviewed the Financial Report outlining the budget to actual expenses through December 31, 2014 prepared by Diamond Financial Solutions. Michele Diamond reviewed the Statement of income from July 1, 2014 through December 31, 2014. The report showed a slight loss of \$4,200, but Michele assured us it was nothing to worry about and we are right on course with our budget to actual expenses. Michele answered specific questions that board members had about finances and agreed to provide a more detailed breakdown of the expenses for those who were interested. The board members signed the Approval of the Quarterly Financial Report.

The board members reviewed AZACS vendor list provided by Diamond Financial Solutions. Michele also gave the board an update on the status of the private loan from the Lincoln Family Partnership. The loan was in the amount of \$150,000.00. The loan is good for 43 months and is sitting in the bank untouched at this point. Gregory had questions about loan repayment and Diana explained that we can pay back the loan early and only use it as needed. Michele explained that we would only spend the loan money as a last resort and we are hoping not to touch it unless there is a major emergency. Leo made a motion to accept the financial report. Gregory seconded the motion. The motion passed unanimously.

5) **Executive Director/Superintendent Report**

Diana Diaz-Harrison discussed the academic monitoring by the board. Diana stated that the summary of data will be submitted with the Demonstration of Sufficient Progress report to the state charter board as a requirement of the Adding Grade Levels Amendment Request. Aggregate data shows that most students are making progress on IEP goals. Diana explained that the goal of the school is to grow by one grade level every year. Diana went before the State Charter Board to apply for grades six through eight, during this time the Charter Board suggested that she apply for grades six through twelve

because of the high need for our school. Diana explained that she feels confident that we will get the approval as we have a great curriculum team working on the various parts of the application. Leo Valdez asked if we would grow by more than one grade level if approval passed and Diana explained that we will stay on course with growing by only one grade level each year. Leo made a motion to approve applying for grades six through twelve. Gregory seconded the motion. The motion passed unanimously.

Diana Diaz-Harrison discussed the enrollment application status for the 2015-2016 school year. There are 109 and spots for next year with 18 new spots dedicated to Kindergarten. Diana also explained that we are starting the process of looking for a new building for the 2016-2017 school year. Once we acquire a new building our older students will have a middle school facility.

6) **Other Business**

Diana Diaz-Harrison explained our school kitchen has been built but we have had great difficulty with the lunch program. The menu that was presented by SARRC was not well received by families. We had very few families interested in the lunch program because of the limited menu and the pricing and because of this we had very low participation. It is possible that we can apply for free and reduced lunch as an option, but if we do this SARRC will not be able to work with us. At this point all our students bring lunch from home. Diana explained we are currently looking for a new vendor to service our "Healthy Lunch Program" as required by the Lifetime Foundation. Leo Valdez made a motion to approve the paperwork for Free/Reduced Lunch. Gregory seconded the motion. The motion passed unanimously. Board members signed the paperwork for the National Free/Reduced Lunch Program.

7) **Items for Discussion**

Ron Harrison explained that we are needing to expand the board. We would like to keep the board to about seven members, but would like a variety of expertise. The board members reviewed the resume for Keisha McKinnor as a potential board member. Diana shared that she met and interviewed Keisha and recommended her as a board member for her expertise in commercial property and finance. Leo Valdez motioned to approve Keisha as a board member. Gregory Torrez seconded the motion. The motion passed unanimously.

8) **Adjournment**

Ron Harrison asked if there was any new business on the table. Gregory Torrez made a motion to adjourn the meeting at 5:30pm. Genaro Delgadillo seconded the motion. The motion passed unanimously.