



ARIZONA AUTISM
CHARTER SCHOOLS

**Arizona Autism Charter School, Inc.
Governing Board Agenda
Thursday, October 13, 2016**

Regular Meeting

5:30 p.m.

4433 N. 7th Street

Phoenix, Arizona 55014

Call in number:

1 (408) 650-3123

Access Code: 388-845-661

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.

Financial Action Items

1. Michele Diamond will review the FY16 Annual Financial Report. Board to discuss and vote.

Reports

1. Executive Director/Superintendent Report: Diana to report on results of Walton grant, Gila River and Kaboom grants.

Approval of Minutes

1. Meeting Minutes from July 12, 2016

Other Items:

1. Set date for an in-person November meeting.

Posted: 3:30pm, October 12, 2016



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

Tuesday, October 13, 2016 5:30 PM

4433 N. 7th Street Phoenix, AZ 85014

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

Board Members Present:

Leo Valdez-Telephonically

Ron Harrison-Telephonically

Gregory Torrez-Telephonically

Keisha McKinnor-Telephonically

Genaro Delgadillo-Telephonically

Viet Do-Telephonically

Board Members Absent:

Mary McEvelly-Hernandez

Others Present:

Diana Diaz-Harrison

1) **Welcome and Attendance**

At 5:30 pm the telephonic Board Meeting commenced. Leo Valdez, Board President, ran the meeting. It was determined that a quorum was present and the meeting could conduct business. Leo asked for a motion to approve the agenda and begin the meeting, Gregory made a motion, Genaro seconded the motion, all were in favor and Leo called the meeting to order.

2) **Public Comment**

Leo asked if there were any members of the public on the conference call line for comment. It was determined no members of the public were present.

3) **Financial Action Item**

Review and Approval of FY16 Annual Financial Report (AFR): Michele Diamond was not present to review the report but Leo explained the report was a reconciliation of expenditures and revenues planned in the FY16 adopted budget and the actual revenues and expenditures. He explained actual expenditures ended at approximately 2.5 million dollars and classroom site

expenditures were at approximately 57K. Since there were no questions, Leo called for a motion to approve the proposed FY16 AFR. Ron made a motion to approve the budget, Gregory seconded the motion, the motion passed unanimously.

4) **Executive Director Report**

Diana reported results from grant application to the Walton Foundation, Gila River Indian Community and the KaBoom Foundation. Diana was successful in securing all three grants. The upper school will receive \$250,000 from the Walton Foundation, \$50,000 for the second installment of the Gila River grant and 15,000-25,000 in playground equipment from the KaBoom Foundation.

5) **Approval of Minutes**

Leo asked if board members had reviewed the minutes from the July 12, 2016 meeting. Board members indicated they had. Gregory made a motion to approve the minutes as presented, Ron seconded the motion, the motion passed unanimously.

6) **Next Meeting Date**

Diana told board members she would follow up with a date for a November meeting.

Adjournment

Since there were no other items for discussion, Leo called for a motion to adjourn. Gregory made a motion, Viet seconded the motion. The motion passed unanimously and the meeting adjourned at approximately 6:00.



**Governing Board Committee Agenda
Monday, November 14, 2016**

Regular Meeting

5:30 p.m.

1445 E. Indian School Rd.

Phoenix, Arizona 85014

General Matters

Call to Order

Pledge of Allegiance

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.

Audit and Financial Reports

1. Michele Diamond will present results from FY16 audit conducted by auditor Anthony Lorenzo.
2. Review and approve quarterly financial reports----- ACTION ITEM Signatures Required

Approval of Minutes

1. Approve meeting minutes from October 13, 2016 board meeting - ACTION ITEM

Executive Director Updates

Diana will update the board on upcoming submissions for charter amendment request for expansion to high school grades and enrollment cap increase. Diana will also provide the board with information on upcoming school events including fundraising opportunities.

Academic Achievement Review

1. Review school academic achievement data.

Other Action Items

2. Review proposal to submit amendment request to expand to grades 9-12.
3. Review and approve enrollment cap increase for 2017-18 school year
4. Review and approve updated bylaws including board member expectations.
5. Review resignation of Board Member Mary McEvilly-Hernandez

Discuss formation of fundraising committee

Posted: November 13, 2016 @ 3:00 p.m.



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

Monday, November 14, 2016 5:30 PM

4433 N. 7th Street Phoenix, AZ 85014

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

Board Members Present:

Leo Valdez
Ron Harrison
Gregory Torrez
Keisha McKinnor
Viet Do-Telephonically

Board Members Absent:

Genaro Delgadillo
Mary McEvelly-Hernandez

Others Present:

Diana Diaz-Harrison
Michele Diamond

1) **Welcome and Attendance**

The Board Meeting commenced at 5:30pm. Leo Valdez, Board President, ran the meeting. It was determined that a quorum was present and the meeting could conduct business. Leo asked for a motion to approve the agenda and begin the meeting, Gregory made a motion, Keisha seconded the motion, all were in favor and Leo called the meeting to order.

2) **Public Comment**

Leo asked if there were any members of the public on the conference call line for comment. It was determined no members of the public were present.

3) **Financial Action Items**

Review results from FY16 audit conducted by auditor Anthony Lorenzo: Michele Diamond directed board members to the audit document and said it was important to note the school has no

findings of noncompliance or internal control deficiencies to take corrective action on. She pointed to the fact that the school's assets as of the June 30, 2016 reported that the school's total net assets at the end of the fiscal year were just over \$300,000. Gregory asked about cash flow and Michele indicated the school had a reported cash flow from operating expenses of more than 37,000 and that the bank balance on 6/30/16 was just over \$445,000. Leo asked board members if they had reviewed the letter from auditor Anthony Lorenzo explaining the terms of the audit and summarizing the findings. All board members indicated they had reviewed the letter. Leo asked if there were further questions or discussion. Since there were no further questions or items to discuss, the discussion was closed.

Review and approve quarterly financial reports: Next, Michele Diamond reviewed the Statement of Income for the quarter ending September 30, 2016. She noted that the total revenue was just over \$1,183,000 but that the expenses were approximately \$1,326,000. She said there was a net income loss of about \$143,000 due mostly to expenditures related to the new upper school facility. There was a discussion about how this deficit would be addressed. Diana reported to the group that there were some big grants being finalized and there was an expected payment of \$230,000 from the Walton Family Foundation that would take care of the deficit. Michele also explained IDEA funding and Title I funding was also projected in the coming months. She said school staff was being conservative with spending at this time due to the shortfall but school accounts should become flush once expected grant funding came through in the coming months.

Next, Michele asked board members to turn their attention to the balance sheet. Michele noted that the school's total assets at quarter end were at approximately \$2.6 million including total property and equipment. The total current liabilities were approximately \$360,000. Diana noted the Chase operating account was at more than \$95,000, which would cover upcoming expenditures. Gregory asked what the monthly per pupil funding payment was, Michele noted that the monthly state equalization payment was at approximately \$300,000 per month.

Michele asked board members if they has reviewed the Check Detail Report and the Transaction List by Vendors. All board members indicated they has reviewed those documents. Gregory asked if the school was using most of the same vendors as were used for the original elementary campus. Diana indicated most of the same vendors were being used as they provided continuity of services. There were no further questions or comments in the financial reports.

Leo called for a motion to approve the Statement of Income and Balance Sheet as presented. Ron made a motion, Gregory seconded the motion. All were in favor and the motion passed unanimously.

4) **Approval of Minutes**

Leo asked if board members had reviewed the minutes from the October 13, 2016 meeting. Board members indicated they had. Gregory made a motion to approve the minutes as presented, Ron seconded the motion, the motion passed unanimously.

5) **Executive Director Report**

Diana shared with the board that the School Tax Credit campaign had been launched and that the fundraising goal was about \$30,000. She asked board members to share the information to their network to help achieve the goal. Diana shared information about the KaBoom grant which awarded the school more than \$70,000 in playground equipment through a corporate sponsor. She said the school's contribution was set at \$8,500 and that various fundraising activities would be

planned, such as a garage sale, to raise the funds. She asked board members about their interest in forming a specific fundraising committee to plan a signature fundraising event. Board members discussed possible events such as a wine tasting or gala. The group agreed further discussion was needed and that a committee should be formed.

6) Academic Data Review

Leo turned it over to Diana to share academic data report. Diana shared data graphs documenting data collection at the schools during first quarter. The graphs demonstrated steady growth in language arts and math targets that met projections for this time in the school year. Additionally, Diana informed the board the school has started the NWEA MAP standardized assessment, which was a tool to help prepare students for state testing, either AZ-Merit or the Alternative State Assessment for students who qualify. Diana also shared with the board that the school would be engaging professional development from the Center for Student Achievement, an arm of the Arizona Charter Schools Association, once funding from the Walton grant became available.

7) Action Items for Grade Level Amendment and Enrollment Cap Increase

Leo asked Diana to explain the amendment request being considered. Diana informed the board that she and the leadership team were working on charter amendment requests for expansion to grades 9-12 but that 9th grade would not be offered until the 2018-19 school year. She informed the board the leadership team had been working on the growth plan, course offerings and curriculum samples for the application. She explained it would be optimal for the school to know with certainty that it was approved for High School grades before the end of this school year, so leaders could dedicate time in the 2017-18 school year acquiring the resources necessary to offer 9th grade starting the 2018-19 school year. Leo called for a motion to approve submitting a charter amendment request for grades 9-12, Gregory made a motion, Ron seconded the motion, the motion passed unanimously.

Next, Diana informed the board the current enrollment cap was set at 168 students. She recommended the school seek an enrollment cap increase for the 2017-18 school year to increase to 188 students to accommodate growing by approximately two classrooms at the Upper School Campus. Leo called for a motion to submit an amendment request to increase to 188 students, Keisha made a motion, Viet seconded the motion, the motion passed unanimously.

8) Action Items to Update Bylaws including Board Member Expectations

Diana presented a document which that highlighted the current bylaws and the proposed changes. She said bylaws had to be updated to reflect that the school would serve grades K-12, that elections of Directors would happen on an as needed basis as opposed each March and that Officers would serve in their positions continually instead if annually. She also shared with the board a document proposed for inclusion in the bylaws that speaks to board member responsibilities. The document was discussed and most of the expectations were agreeable to board members, but there was a line item regarding refraining from intruding on administrative issues that the board wanted to rework before approving. Leo asked Diana to work on updating the document and table the vote to the next board meeting.

9) Action item regarding resignation of Board Member

Leo asked Diana to share with the group that status of board member Mary McEvelly-Hernandez, who served in the office of Vice President/Secretary. Diana shared with the board that Mary had reached out and decided she no longer had the availability to serve on the board. She shared it had

been a very positive experience and she had enjoyed watching the school grow. Mary also shared she currently had time constraints with volunteer hours because she was trying to grow her business. Diana shared that Mary was appreciated for her board service as a founding board member. Leo agreed that Mary's service was much appreciated. Leo called for a motion to accept Mary's resignation, Ron made a motion, Gregory seconded the motion, the motion passed unanimously.

10) **Next Meeting Date**

Diana told board members she would follow up with a date for a board meeting sometime in the first quarter of next year.

Adjournment

Since there were no other items for discussion, Leo called for a motion to adjourn. Gregory made a motion, Viet seconded the motion. The motion passed unanimously and the meeting adjourned at approximately 6:45.



ARIZONA AUTISM
CHARTER SCHOOLS

**Governing Board Committee Agenda
Monday, March 6, 2017**

Regular Meeting

5:30 p.m.

1445 E. Indian School Rd.
Phoenix, Arizona 85014

General Matters

Call to Order, Pledge of Allegiance

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.

Financial Reports

1. Representative from Diamond Financial will review quarterly financial reports-----
ACTION ITEM Signatures Required
2. Review highlights of updated financial policies and approve updated policies-----
ACTION ITEM

Approval of Minutes

1. Approve meeting minutes from November 14, 2016 board meeting - ACTION ITEM

Executive Director Updates

Diana will update the board on submissions for charter amendment request for expansion to high school grades and enrollment cap increase. Diana will inform the board regarding recent AZ-CSP monitoring and upcoming federal monitoring. Diana will also provide the board with information on upcoming KaBoom playground build event on March 31 and in-kind donations needed.

Academic Assessment Overview and Site Specific Goals

Diana will explain the school's academic assessment plan to the board including use of Galileo, NWEA Map Assessment and site specific goals.

Other Action Items

1. Review proposed school calendar for the 2017-18 school year.
2. Review and approve updated bylaws including board member expectations.
3. Discuss and potentially select new officers for Secretary and Vice President.

Posted: March 5, 2017 @ 3:00 p.m.



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

Monday, March 6, 2017 5:30 PM

1445 E. Indian School Rd. Phoenix, AZ 85014

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

Board Members Present:

Leo Valdez

Viet Do

Ron Harrison

Gregory Torrez – Telephonically

Keisha McKinnor – Telephonically

Board Members Absent:

Genaro Delgadillo

Others Present:

Diana Diaz-Harrison

Shelly Gingras, Diamond Financial - Telephonically

1) **Welcome and Attendance**

The Board Meeting commenced at 5:30pm. Leo Valdez, Board President, ran the meeting. It was determined that a quorum was present and the meeting could conduct business. Leo asked for a motion to approve the agenda and begin the meeting, Gregory made a motion, Viet seconded the motion, all were in favor and Leo called the meeting to order.

2) **Public Comment**

Leo asked if there were any members of the public on the conference call line for comment. It was determined no members of the public were present.

3) **Financial Action Items**

Review Quarterly Financial Reports: Shelly Gingras was in the meeting telephonically and reviewed highlights from the Statement of Income for the quarter ending December 31, 2016. She noted that State Equalization payments were at \$897,522, local revenue or private fundraising,

was at \$66,741, federal grants were at \$246,066 and that Classroom Site Fund was at \$16,385. The total revenue at the end of December 2016 was at \$1,226,715. With total expenses being at \$1,207,104, the school ended the quarter with a Net Income of \$19,610. Leo asked how the budget compared to the P&L. Shelly explained that compared to second quarter, the school was approximately \$160,000 up in income. Leo then asked if there was a plan in place for when the federal AZ-CSP grant expires. Diana explained that the AZ-CSP federal funding was available for two more years. Once that funding was not available, the school would be fully enrolled, making the state equalization revenue make up for the loss. Leo also asked about the high cost of SPED contracted services at more than 300,000 for the year. Diana explained these were contracted services for speech and occupational therapy and that the school had plans to hire these employees internally instead of contracting out to reduce these costs. Leo asked if all proceeds from the CSDC loan had been used. Diana responded that all loan proceeds had been used on building construction costs at the beginning of the school year.

Next, Shelly talked through highlights of the Balance Sheet. She said there was no state equalization payment in July but that we accrue a payment. Leo asked that in the future, the P&L budget be placed on top and then Year to Date figures. Shelly said she would prepare the report and send it in that format. Leo asked that on the Balance Sheet, we show the comparison from the previous year at the same time of year.

Leo called for a motion to approve the financial reports. Ron made a motion, Viet seconded the motion, the motion passed unanimously.

Review Updated Financial Policies: Next, Shelly shared highlights from the updated Financial Policies Manual. She explained that updated policies were needed to reflect the financial procedures of the school and charter now that it is in its third year of operation. She said the policies were in line with GAAP and that the policies ensure sufficient internal controls to protect the school from financial misstatement, mismanagement or fraud. The updated policies also reflected changes necessary to be in compliance with new guidelines for federal grants. Leo called for a motion to approve the updated financial policies, Gregory made a motion, Viet seconded the motion. The motion passed unanimously.

4) **Approval of Minutes**

Leo asked if board members had reviewed the minutes from the November 14, 2016 meeting. Board members indicated they had. Ron made a motion to approve the minutes as presented, Viet seconded the motion, the motion passed unanimously.

5) **Executive Director Report**

Diana explained to the board that she and the leadership team were continuing to work on the Enrollment Cap Amendment Request and High School Expansion Amendment Request. Both amendment requests were on track to be heard at the May ASBCS board meeting. Diana explained the school had been selected for an AZ-CSP federal monitoring that included interviewing board members. She asked Leo and Viet to participate in the interviews. She also reminded the board that the KaBoom playground build would be taking place on March 31. She shared that the corporate sponsor, Fairytale Brownies, had raised \$100,000 for the playground. More than 200 volunteers and media were expected to attend the event.

6) **Academic Assessment Overview and Site Specific Goals**

Leo turned it over to Diana to share the academic assessment plan. Diana explained that through the Walton grant, the school had purchased the Galileo Assessment to track student growth and readiness to take the AZ-Merit. This would be used for high functioning students working at or near grade level. For students with intellectual disability, the MAP assessment would be used. For students that are severely impacted by autism, the school would be submitting site specific internal data to the state board. Students at all levels have been demonstrating progress on their assigned assessments. State testing would be taking place mid-April.

7) **Review School Calendar for the 2017-18 School Year**

Diana explained the new school year calendar had been created to ensure the appropriate number of school days and instructional minutes were met, and followed the schedule of surrounding school districts. Viet asked why half day Wednesdays were no longer on the calendar. Diana explained that extending minutes was necessary to meet the instructional minute requirements for middle school grades. It was also determined the elementary could benefit from extending Wednesdays to allow for more instruction in reading and math and to prepare for state testing. Leo called for a motion to approve the 2017-18 school calendar, Gregory made a motion, Viet seconded the motion. The motion passed unanimously.

8) **Action Items to Update Bylaws including Board Member Expectations**

Diana presented a document which that highlighted the current bylaws and the proposed changes. She said bylaws had to be updated to reflect that the school would serve grades K-12, that elections of Directors would happen on an as needed basis as opposed each March and that Officers would serve in their positions continually instead if annually. This document had been presented at the previous board meeting, but some changes were requested. Diana said she updated the board member responsibility agreement to say that board members would, "support the school leader and allow the Executive Director and designees to manage the school's day to day operations. Leo asked that a line be added stating that the Board sets policies and that the school leader executed policies as set by the board. Diana agreed to add that language. Leo called for a motion to approve the updated Bylaws including the Board Member Agreement as amended. Viet made a motion, Gregory seconded the motion. The motion passed unanimously.

9) **Selection of New Officers**

Leo asked Diana to share with the group that status of positions of the board since Mary McEvelly-Hernandez had resigned. Diana explained Mary held two offices, Secretary and Vice President. Leo suggested that Gregory would be a great candidate for Vice President since he was one of the founding board members and had been active on the board. Ron made a motion to nominate Gregory Torrez for the office of Vice President and made a motion to cease all other nominations. Viet seconded the motion, the motion passed unanimously.

Viet then made a motion to elect Gregory to the office of Vice President, Ron seconded the motion, all were in favor and the motion passed unanimously.

Next, Leo asked if any board members were interested in the office of Secretary. Keisha said she may be interested but wanted to take time to read and understand the duties as stated in the Bylaws. Diana said she would share that information and this would be revisited at the next board meeting.

10) **Next Meeting Date**

Diana told board members she would follow up with a date for a board meeting sometime in June to review the proposed budget for the next fiscal year.

Adjournment

Since there were no other items for discussion, Leo called for a motion to adjourn. Viet made a motion, Ron seconded the motion. The motion passed unanimously and the meeting adjourned at approximately 6:30.



**Governing Board Committee Agenda
Monday, May 12, 2017**

Special Meeting

5:30 p.m.

Phone Conference

Call in number:

United States: +1 (646) 749-3122

Access Code: 705-021-101

General Matters

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

Public Comment

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Approval of Minutes

1. Approve minutes from March 6, 2017 board meeting.

FY 17 Revised Budget Approval

1. Executive Director and Representative from Diamond Financial will review the revised FY17 budget ----- ACTION ITEM

Update on Insurance Renewals

1. Executive Director and Board Chair will give board an update on process to renew all insurance policies for the new school year.

Posted: May 10, 2017 @ 3:00 p.m.



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

Monday, May 12, 2017 5:30 PM

1445 E. Indian School Rd. Phoenix, AZ 85014

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

Board Members Present:

Leo Valdez-Telephonically
Viet Do-Telephonically
Ron Harrison-Telephonically
Gregory Torrez – Telephonically
Keisha McKinnor – Telephonically

Board Members Absent:

Genaro Delgadillo

Others Present:

Diana Diaz-Harrison-Telephonically
Shelly Gingras, Diamond Financial-Telephonically

1) **Welcome and Attendance**

The special telephonic Board Meeting commenced at 5:30pm. Leo Valdez, Board President, ran the meeting. It was determined that a quorum was present and the meeting could conduct business. Leo asked for a motion to approve the agenda and begin the meeting, Ron made a motion, Gregory seconded the motion, all were in favor and Leo called the meeting to order.

2) **Public Comment**

Leo asked if there were any members of the public on the conference call line for comment. It was determined no members of the public were present.

3) **Approval of Minutes**

Leo asked if board members had reviewed the minutes from the March 6, 2017 meeting. Board members indicated they had. Gregory made a motion to approve the minutes as presented, Viet seconded the motion, the motion passed unanimously.

4) **FY17 Revised Budget Review-Action Item**

Diana explained that as the end of the school year was approaching, it was required that the school submit a revised budget to the Arizona Department of Education due to variances in budget to actual expenses. Shelly Gingras from Diamond Financial was on the line to explain the highlights of the revised budget. Viet asked about the expenditures appearing to be slightly higher than the revenue. Shelly explained that the budget form is a very specific format required by the state. She indicated that while the budget summary form includes capital acquisition disbursements in the total, they are not **expenses** (even though they are labeled such on the form). Actual expenses are projected on page 1 and it is this number that should be compared to the revenue. She indicated that expense number highlighted in the second attachment was \$4,571,846 and that the revenue indicated on the cover page is at \$4,600,081.

Leo asked if there were further questions regarding the revised budget. Since there were no other questions Leo asked if there was a motion to approve the FY17 Revised Budget as presented. Ron made a motion, Keisha seconded the motion, all were in favor and the motion passed unanimously.

5) **Insurance Renewal Update**

Diana explained to the board that Crystal and Company, the school's insurance brokers, were in process of preparing a proposal to renew all policies expiring on July 1, 2017. She explained Leo would be reviewing the proposals since that is his area of expertise. Leo explained he would be working with the broker to get a cost and coverage comparison and would update the board at the next meeting.

Adjournment

Since there were no other items for discussion, Leo called for a motion to adjourn. Viet made a motion, Ron seconded the motion. The motion passed unanimously and the meeting adjourned at approximately 6:00pm.



ARIZONA AUTISM
CHARTER SCHOOLS

**Governing Board Committee Agenda
Tuesday, June 27, 2017**

Meeting

5:30 p.m.

Phone Conference

Call in number:

United States: +1 (872) 240-3212

Access Code: 368-682-453

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.

Approval of Minutes

1. Approve minutes from May 12, 2017 board meeting.

FY 18 Proposed Budget Approval

1. Executive Director and Representative from Diamond Financial will review the Proposed FY18 budget ----- ACTION ITEM
2. Discuss and take action on decision to seek Chase Bank credit line-----ACTION ITEM

Executive Director Updates

1. Update on process to renew all insurance policies for the new school year
2. Update on Administrative and Leadership Staff Changes
3. Take nominations for office of Board Secretary

Set Next Meeting

1. Next meeting must be within 10 days to review and approve Adopted FY18 Budget. Set meeting for July 7, 2017.

Posted: June 26, 2017 @ 5:00 p.m.



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

Tuesday, June 27, 2017 5:30 PM

1445 E. Indian School Rd. Phoenix, AZ 85014

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

Board Members Present:

Leo Valdez

Ron Harrison

Genaro Delgadillo

Gregory Torrez – Telephonically

Keisha McKinnor – Telephonically

Board Members Absent:

Viet Do

Others Present:

Diana Diaz-Harrison, Executive Director

Michele Diamond, Diamond Financial-Telephonically

1) **Welcome and Attendance**

The Board Meeting commenced at 5:30pm. Leo Valdez, Board President, ran the meeting. It was determined that a quorum was present and the meeting could conduct business. Leo asked for a motion to approve the agenda and begin the meeting, Gregory made a motion, Ron seconded the motion, all were in favor and Leo called the meeting to order.

2) **Public Comment**

Leo asked if there were any members of the public present or on the phone conference line for comment. It was determined no members of the public were present.

3) **Approval of Minutes**

Leo asked if board members had reviewed the minutes from the May 12, 2017 meeting. Board members indicated they had and agreed with the minutes as presented. Genaro made a motion to approve the minutes as presented, Ron seconded the motion, the motion passed unanimously.

4) **FY18 Proposed Budget Review-Action Item**

Diana explained that had been working with the Leadership Team and Diamond Financial to draft a proposed budget for the next fiscal year, FY18. Michele reviewed the cover page and pointed out that total revenue was at \$4,600,018. Board members asked what comprised the local revenue line listed at \$144,726. Michele indicated those were private grants and fundraising. She also explained that the state figure at \$4,312,328 was state per pupil finding and the federal funds listed at \$122,119 IDEA special education grants and Title 1 grants. She indicated the proposed budget was close to being final, but still a work in progress because we were still calculating June invoices and expenditures and entering SPED categories for newly enrolled students. Gregory asked about the 1.06% teacher pay increase listed on page two. He asked if that percentage was determined by AZACS or another source. Michele indicated the 1.06% increase for teachers came from the Arizona Governor's initiative to incentivize returning teachers. Michele indicated this would require a second action item from the board. Leo asked if there were any cash reserves planned. Diana and Michele indicated the proposed budget left about \$50,000 for cash reserves.

After the discussion, Leo called for a motion to approve the Proposed FY18 budget. Gregory made a motion, Genaro seconded the motion, the motion passed unanimously.

Leo then called for a motion to approve the 1.06% teacher salary increase. Genaro made a motion stating, "we further attest that the Budget for Fiscal Year 2018, including the detailed information on Budget page 2 meets the requirements of Laws 2017, Ch. 305, §33 pertaining to the intended 1.06 percent teacher salary increases." Gregory seconded the motion, all were in favor and the motion passed unanimously.

5) **Chase Credit Line**

Diana explained that she was researching seeking a Chase Line of credit to help in the event of there was a delay in state, federal or grant funding. The credit line would be used for cash flow if there was a delay in funding and the intention was to seek about \$100,000. Keisha suggested that written guidelines should be established and approved to give directions about when to access credit line, how the board would be informed and a repayment plan. Leo asked Diana to draft a proposed guideline to be reviewed at the next meeting. Leo indicated he still thought the board should take action on whether to pursue approval of the credit line from the Chase bank and that guidelines could be set at the next meeting. Leo called for a motion to pursue the credit line, Ron made motion, Genaro seconded the motion, the motion passed unanimously.

6) **Executive Director Updates**

Insurance Renewals-Diana indicated she was working with insurance broker Crystal and Company to do a market analysis of the needed policies and the broker had provided a proposal for renewals of all policies, which were set to expire July 1st. Diana indicated she had reviewed the proposal and that it was in the school's best interest to renew policies with incumbent carriers for the most part due to cost, rating and level of service. Leo called for a motion to renew all policies proposed by Crystal and Company, Genaro made a motion, Gregory seconded the motion, the motion passed unanimously.

Leadership Staffing Changes

Diana informed the board that Principal Tanya Brodd would no longer be in her position and had resigned at the end of the school year. Although she resigned, she will continue to serve the school in a consulting role. Instead of one principal overseeing the instructional program and operations at two schools, each school will now have its own Program Director at the helm. In those roles would be Megan Tolway at the Upper School and LaToya Horton-Williams at the Elementary School. Megan was promoted from Middle School Dean to the new leadership role and LaToya was promoted from ABA Program Supervisor to her new leadership role. Both Megan and LaToya have demonstrated exceptional skills in best practices for students with autism and overall school leadership.

Nominations for Board Secretary

Diana reminded the board that the office of Board Secretary was still open after Mary McEvilly-Hernandez resigned from the board. Diana indicated Keisha had expressed interest in the position and had received information about the duties. She asked Keisha if she was still interested in fulfilling this role. Keisha indicated she was still interested. Leo called for a motion to take nominations for the office of Board Secretary. Genaro nominated Keisha McKinnor to fill the office of Board Secretary, Ron seconded the motion, the motion passed unanimously.

Set Next Meeting

Diana informed the board a meeting was required within 10 days to approve the final Adopted FY18 budget. Board members agreed to hold the next meeting on July 7, 2017 at 4pm.

Adjournment

Leo called for a motion to adjourn the meeting. Genaro made a motion, Gregory seconded the motion, the motion passed unanimously and the meeting adjourned at 6:22pm.

