



**Governing Board Committee Agenda  
Monday, July 13, 2015**

**Regular Meeting**

5:30 p.m.

4433 N. 7<sup>th</sup> St.

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.

**Approval of Minutes**

1. Approve meeting minutes from June 30, 2015 board meeting-ACTION ITEM

**Executive Director Updates**

Diana will update the board on enrollment, Gila River Grant and summer teacher training.

**Financial Report**

1. Board review and approval of FY 2016 FINAL BUDGET-----ACTION ITEM

**Announcements**

Let's pick a date for the next meeting.

**Posted: Sunday, July 12, 2015 @ 8:00 a.m.**



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

Monday, July 13, 2015 5:30 PM

4433 N. 7<sup>th</sup> Street Phoenix, AZ 85014

**APPROVED MINUTES**

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**Board Members Present:**

Ron Harrison

Mary McEvelly-Hernandez-Telephonically

Genaro Delgadillo-Telephonically

Keisha McKinnor-Telephonically

Gregory Torrez-Telephonically

**Others Present:**

Diana Diaz-Harrison

Michele Diamond-Telephonically

1) **Welcome and Attendance**

At 5:30pm the Board Meeting was called to order. Per the meeting on April 2, 2015 Mary McEvelly will continue as the Interim Board President per the board bi-laws, until the position is filled. It was also determined that Mary would run the meeting. It was determined that a quorum was present and the meeting could conduct business.

2) **Approval of minutes from board meeting on 6/30/2015**

A movement was made by Genaro Delgadillo to approve the minutes from the last meeting on June 30, 2015. Mary McEvelly-Hernandez seconded the motion. The motion was passed unanimously.

3) **Executive Director/Superintendent Report**

Diana informed the board that the teachers and staff were in place and summer training was underway to prepare for the 2015-16 school year. The school hired three new teachers for a total of 11 teachers. The school's enrollment was at capacity with 108 students enrolled. Diana also informed the board that the school was successful in attaining the Gila River Indian Community Grant and the school was awarded a total of

\$150,000 (\$50,000 per year for 3 years starting in the 2015-16 school year). The funds would go to support student wellness in the areas of physical fitness, garden program and music.

4) **Financial Report**

a) **Board Review and Approval of FY 2016 Final Budget**

Michele Diamond reviewed highlights of the FY 16 Final Budget. She noted that it is required by the state that the board review and approve the final budget after the proposed budget for the school year and that the Final Budget needed to be approved before July 15. Michele noted that there were no changes from the proposed budget and asked if there were questions. Board members agree they had already discussed questions when reviewing the proposed budget on June 30, 2015. Gregory motioned to approve the FY 2016 Final Budget, Genaro seconded the motion. The motion passed unanimously.

5) **Adjournment**

Mary asked if there was any new business on the table. Diana announced she will be in touch with board members to get signatures on the final budget signature page and schedule the next board meeting. Keisha made a motion to adjourn the meeting at 5:00pm. Ron seconded the motion. The motion passed unanimously.



**Governing Board Committee Agenda  
Thursday, October 15, 2015**

**Regular Meeting**

5:30 p.m.

4433 N. 7<sup>th</sup> St.

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.

**Approval of Minutes**

1. Approve meeting minutes from July 13, 2015 board meeting-ACTION ITEM

**Executive Director Updates**

Diana will update the board on Grade Level Amendment Request and other school news.

**Financial Report**

1. Board approval of Annual Financial Report-----ACTION ITEM
2. Review of last quarter financial reports-----Signatures Required
3. Review and approval of financial policies-----ACTION ITEM

**Academic Achievement Review**

1. Review school academic achievement data.

**Parent Policy Handbook**

1. Approve Parent Policy and Responsibility Handbook-----ACTION ITEM

**Announcements**

Let's pick a date for the next meeting.

**Posted: Wednesday, October 14, 2015 @ 8:00 a.m.**



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

Thursday, October 15, 2015 5:30 PM

4433 N. 7<sup>th</sup> Street Phoenix, AZ 85014

**MINUTES**

**Board Members Present:**

Ron Harrison

Leo Valdez

Mary McEvilly-Hernandez-Telephonically

Keisha McKinnor-Telephonically

Gregory Torrez-Telephonically

**Others Present:**

Diana Diaz-Harrison

Michele Diamond-Telephonically

1) **Welcome and Attendance**

At 5:30pm the Board Meeting commenced. Board Treasurer, Ron Harrison, ran the meeting since the Board's acting president was participating telephonically. It was determined that a quorum was present and the meeting could conduct business. Leo motioned to begin the meeting, Gregory seconded the motion, all were in favor and Ron called the meeting to order.

2) **Motion to Amend Agenda**

Diana indicated that Michele Diamond needed to review the financial reports at the beginning of the meeting because she was not feeling well and was joining telephonically. It was also important to review the Annual Financial Report as soon as possible so that she could upload it to the state website before the deadline. Leo motioned to amend the agenda to review the financial reports first. Gregory seconded the motion. All were in favor and the motion passed unanimously.

### 3) **Financial Reports**

#### a) **Balance Sheet**

Michele Diamond reviewed the Balance Sheet and noted highlights from the report including the equity balance of \$245,362. Leo asked Michele about the Diaz Trust Loan and Lincoln loan liabilities and why the current portion of the liability did not appear on the balance sheet. Michele noted that she did not typically include those in the internal financials because they would be paid out over an extended period but that the current portion of those liabilities would be included in the audited financials. Leo indicated he thought it would be best to also include the current portion of the liability in the internal financial reports. Michele said they would be included in future balance sheets. Michele indicated that the Balance Sheet was a snapshot of the school's financial standing as of June 30, 2015. Leo asked what the balance looked like as of August 30, 2015. Michele took a moment to look up the dollar amount and later came back and said the balance as of August 30, 2015 was approximately 335, 635 rounding. She said she would email the July to September 2015 Statement of Cash Flows.

#### b) **Profit Loss Statement**

Michele reviewed the profit/loss budgeted versus actual. She noted the budgeted revenue was approximately 2.2 million and the actual was 2.34. She also pointed out that the net income for the year was approximately 41k for the year. Leo also noted the positive cash flow of 55k.

#### c) **Annual Financial Report**

Michele then moved on to review the Annual Financial Report for 2015. She went over page one, which is the revenue page and highlighted key areas of the report which were in line other financial reports presented to the board for FY15. Michele indicated she would upload the AFR today once the board approved it. She mentioned we had 4-5 days to obtain signatures from board members who were participating telephonically. After a review of the highlights Leo motioned to approve the 2015 Annual Financial Report. Mary seconded the motion. The motion passed unanimously.

#### d) **Financial Policies Manual**

Michele reminded the board that the current Financial Policy Manual was in place on an interim basis and was modeled from templates provided by Pima Prevention Partnership. Michele indicated she reworked and simplified the manual to meet the needs of our school. Leo asked if there was a policy in the financial manual regarding the process for termination of employees and what to do in the event of litigation. Diana indicated that policy was present in the approved Employee Policy Handbook but was not present in the Financial Manual. After reviewing highlights from the

Financial Manual Gregory motioned to approve the manual. Leo seconded the motion. The motion passed unanimously.

4) **Approval of minutes from board meeting on 7/13/2015**

Ron asked if everyone had an opportunity to review the minutes from the previous board meeting on 7/13/15. Everyone present said they had received and reviewed them. A motion was made by Leo to approve the minutes from the last meeting on July 13, 2015. Mary McEvilly-Hernandez seconded the motion. The motion was passed unanimously.

5) **Executive Director/Superintendent Report**

Diana updated the board regarding the Adding Grade Levels Amendment Request. She indicated that the Charter Board had approved 6<sup>th</sup> grade only and wanted more data through an updated DSP process in order to approve 7<sup>th</sup> and 8<sup>th</sup> grades. Diana indicated they had updated the DSP with final data from the 2014-15 school year and a new DSP had been submitted. Leo asked if there was a demand for the middle school grades and Diana said that the waiting list had more than 100 students with many of them seeking enrollment in the middle school grades. Diana then introduced Tanya Brodd, the school's new principal to share the school's academic data with the board.

6) **Academic Program Review**

Diana shared that she and Tanya had presented the school's 2014-15 internal student progress data at the State Charter Board's subcommittee meeting on academic frameworks on September 28, 2015. She shared the power point data slides derived from aggregated IEP data in the areas of reading and math. Both graphs showed significant student growth in the areas of reading and math based on IEP targets mastered. Leo asked if this data would be considered in our school rating. Diana indicated that the school would be unrated this year and that AZACS was part of the conversation with the State Charter Board regarding how to rate and measure schools with special populations.

7) **Parent Policy and Responsibility Manual**

Ron moved to the next item on the agenda regarding the approval of the Parent Policy and Responsibility Manual. Diana explained that the manual contained many notices that needed to be given to families and provided a concise way to inform parents about the school's rules and expectations regarding attendance, consequences for poor attendance and other procedures such as pick up and drop off. Leo noted that the manual looked very well done and was easy to read. Leo then moved to approve the manual, Gregory seconded the motion. The motion passed unanimously.

8) **Executive Session**

Leo moved to amend the agenda once again to transition the meeting to executive session. Mary seconded the motion. The motion passed unanimously.

After the discussion, Mary moved to transition out of executive session and back to the board meeting agenda. Gregory seconded the motion. The motion passed unanimously.

9) **Announcements**

Diana indicated it was time to conduct her yearly evaluation and reminded the board that Mary and Harry Kressler, who since passed away, had conducted her last evaluation. Diana asked if Mary would conduct the evaluation again and who else on the board was interested in helping with this task. Gregory indicated he would work with Mary on the Executive Director's evaluation.

Diana said she would be contacting board members via email to set up the next quarterly board meeting. She also said she would be in touch to obtain necessary signatures on financial reports.

10) **Adjournment**

Ron asked if there was any new business on the table. No one had any further business. Mary made a motion to adjourn the meeting at 6:30pm. Gregory seconded the motion. The motion passed unanimously.





**Governing Board Committee Agenda  
Monday, January 18, 2016**

**Special Meeting**

6:00 p.m.

Phone Conference

Call in Number 1 (312) 757-3121 Access Code: 820-080-397

Or join via computer, smartphone or tablet

<https://global.gotomeeting.com/join/820080397>

**General Matters**

Call to Order

**Public Comment**

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**Executive Director Updates**

- Diana will update the board on Grade Level Amendment Request, facility search, AZ-CSP start up grant status and Title I Grant status.

**Action Items related to facility**

1. Board to take vote regarding formally engaging commercial realtor
2. Board to take vote on Letter of Intent to make offer on facility
3. Board to take vote on formally engaging a brokerage firm to seek financing for facility

**Other Action Items**

1. Board to review and vote on approval of Parent Involvement Policy for Title I
2. Potential partnership with Vista College Prep, engage attorneys to draft MOU

**Announcements**

Date for the next meeting.

**Posted: Friday, January 15, 2016 @ 5:30 p.m.**



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

Monday, January 18, 2016 6:00 PM

4433 N. 7<sup>th</sup> Street Phoenix, AZ 85014

**Board Members Present:**

Ron Harrison

Genaro Delgadillo

Leo Valdez-Telephonically

Keisha McKinnor-Telephonically

Mary McEvelly-Hernandez-Telephonically

**Board Members Absent:**

Gregory Torrez

**Others Present:**

Diana Diaz-Harrison

1) **Welcome and Attendance**

At 6:00pm the Board Meeting commenced. Leo Valdez, Board President, ran the meeting telephonically. 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, Genaro 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 was anyone present in person or on the conference call line for public comment. It was determined no members of the public were present to comment, so board moved on to the next agenda item.

### 3) Executive Director/Superintendent Report

- Diana updated the board on the Grade Level Amendment request and informed the board that ASBCS had now approved all middle school grades including 7<sup>th</sup> and 8<sup>th</sup> grades. The school received a “meets” in all evaluated areas including Data, Curriculum, Monitoring Instruction, Assessment and Professional Development. Diana mentioned she had been searching for a facility with pro bono help from commercial realtor David Heiple and there was a promising option at 3615 North 16<sup>th</sup> Street, Phoenix, near the current campus. She also informed the board the leadership team had been successful on obtaining an AZ-CSP start up grant for the middle school which awards \$250 per year for three years as well as obtaining its Title I grant.

### 4) Action Items related to Facility for Middle School

- a) Leo explained that commercial realtor David Heiple had been helping on a pro bono basis to do market research for a feasible facility for the school within a three mile radius of the current campus. Now that the school was ready to make an offer on a facility, it was in the school’s best interest to formally engage commercial realtor David Heiple of Heiple Travers Realty. Leo explained that David was very reputable in his field and had track record of success helping other non-profits and that he offered to donate a portion of his commission back to the school upon closing of a purchase. Leo asked if there was a motion to engage David Heiple of Heiple Travers as the commercial realtor representing the school, Genaro made a motion, Ron seconded the motion, the motion passed unanimously.
- b) Leo asked if board members had reviewed the letter of intent that David Heiple had prepared to make an offer on the facility that was currently used as office suites at 3615 North 16<sup>th</sup> St. Leo explained some of the highlights of the Letter of Intent including the purchase price of \$700,000. Two \$10,000 deposits would be required to open escrow. The size of the facility is 18,970 square feet. Part of the due diligence process would be assessing the cost of construction projects required to get a Certificate of Educational Occupancy. Leo asked if there were questions. Keisha asked if there was information on the rent roll. Diana explained that about 20% of the office suites were occupied and they were in process of obtaining rent roll from the seller. Diana said she could arrange for a tour for any board members interested in seeing the building in person. Leo asked if there was a motion to approve the Letter of Intent to Purchase. Ron made a motion, Keisha seconded the motion, the motion passed unanimously.
- c) Next, Diana explained it was important to engage a brokerage firm to seek financing for the purchase of the facility. Board Treasurer Ron Harrison asked Leo if his firm, Hutchinson, Shockey, Erley & Company would be willing to help the school seek financing. Leo said his firm had an expertise and a track record of obtaining financing for charter schools, and that his firm could be formally engaged but he would recuse himself from the approval process. While Leo felt this project was small compared to the municipal bonds and other public finance projects his firm procures, he was confident he could obtain 100% financing for AZACS to make the facility purchase. Ron made a motion to formally engage Hutchinson, Shockey, Erley & Company to seek financing for the purchase of the facility, Genaro seconded the motion. Mary and Keisha voted in favor of the motion, Leo recused himself from the vote. The motion was passed by a majority of the board.

## Other Action Items

- d) Leo asked Diana to explain the highlights of the Parent Involvement Policy that was required by Title 1. Diana explained that it was part of the school's mission to engage parents in some of the planning of the school programs to better serve their children's needs. She explained the plan to have at least monthly parent meetings to offer training and support specifically geared toward families living with a child with autism. These meetings would also update parents on the school programs, Title 1 programming and get parent input. Leo asked if there was a motion to approve the parent involvement policy Ron made a motion, Keisha seconded the motion, the motion passed unanimously.
- e) Leo asked Diana to explain the parameters of a potential partnership between AZACS and Vista College Prep charter school. Diana explained that the school leaders wanted to develop a plan that would offer AZACS' expertise in autism and special education to Vista, and in return, Vista could provide a school where AZACS students could transition to mainstream education. Diana explained that school leaders wanted to engage legal help from law firm Osborne Maledon to create a Memo of Understanding to outline the parameters of the partnership. Leo asked if there was a motion to approve engaging Osborne Maledon to create an MOU for the potential partnership between the schools, Genaro made a motion, Ron seconded the motion, the motion passed unanimously.

## Adjournment

Since there were no other items on the agenda Leo asked if there was a motion to adjourn the meeting. Keisha made a motion, Mary seconded the motion, the motion passed unanimously and the meeting was adjourned at approximately 6:45pm.



**Governing Board Committee Agenda  
Monday, February 22, 2016**

**Regular Meeting**

5:30 p.m.

4433 N. 7<sup>th</sup> St.

Phoenix, Arizona 85014

**General Matters**

Call to Order

Pledge of Allegiance

**Public Comment**

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**Approval of Minutes**

1. Approve meeting minutes from October 15, 2015 board meeting and January 18, 2016 board meeting-ACTION ITEM

**Executive Director Updates**

Diana will update the board on Grade Level Amendment Request, facility search and AZ-CSP grant.

**Financial Report**

1. Review and approve last quarterly financial reports----- ACTION ITEM Signatures Required

**Audit Documents**

1. Review annual audit results

**Academic Achievement Review**

1. Review school academic achievement data.

**Proposal for Office of Board President**

1. Consider nomination for office of Board President-----ACTION ITEM

**Announcements**

**Posted: Friday, February 19, 2015 @ 8:00 a.m.**



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

Monday, February 22, 2016 5:30 PM

4433 N. 7<sup>th</sup> Street Phoenix, AZ 85014

Draft Minutes

**Board Members Present:**

Ron Harrison

Leo Valdez-Telephonically

Mary McEvelly-Hernandez-Telephonically

Keisha McKinnor-Telephonically

Gregory Torrez-Telephonically

**Others Present:**

Diana Diaz-Harrison

Michele Diamond

1) **Welcome and Attendance**

At 5:30pm the Board Meeting commenced. Board Treasurer, Ron Harrison, ran the meeting since the Board's acting president was participating telephonically. It was determined that a quorum was present and the meeting could conduct business. Leo motioned to begin the meeting, Gregory seconded the motion, all were in favor and Ron called the meeting to order.

2) **Approval of minutes from board meeting on 10/15/2015 and 1/18/16**

Ron asked if everyone had an opportunity to review the minutes from the previous board meetings on 10/15/15 and 1/18/16. Everyone present said they had received and reviewed them. A motion was made by Gregory to approve the minutes from the last two board meetings. Mary McEvelly-Hernandez seconded the motion. The motion was passed unanimously.

3) **Executive Director/Superintendent Report**

Diana reminded the board regarding the approval Adding Grade Levels Amendment Request for middle school grades 6-8. She explained to the board that the facility at 3615 N. 16<sup>th</sup> St. Phoenix, that the board had approved to submit a Letter of Intent to Make Offer, had been purchased by another buyer and was no longer on the market. She indicated she was working with David Heiple, the school's commercial realtor, to seek other facility options and that lease options and a co-location with a school on Indian School was being explored. Gregory asked if a lease price had been discussed. Diana indicated she was meeting with the leaders at Self Development Academy on Wednesday and that a lease price may be discussed at that point. Diana also informed the board that the Arizona State Board of Education had approved an AZ-CSP start up grant for the middle school. The grants awards the school \$250,000 per year for three years, similar to the original start up grant for the elementary school, which awarded \$230,000 per year for two years and \$200,000 for the third year. Diana expenses could be attributed to the new start up grant from the beginning of February 2016.

4) **Financial Reports**

a) **Balance Sheet, Income Statement and Budget to Actual**

Michele Diamond reviewed the financial reports for the quarter ending December 31, 2015. Gregory asked Michele what her opinion was regarding the financial position of the school based on the reports and whether the school had sufficient cash on hand. Michele indicated that the school was in a strong position and had sufficient cash on hand. She pointed out that the loss of \$158,007 was due to not having drawn down on federal funds from Title 1, IDEA and AZ-CSP. Gregory asked how much funding was pending from federal grants. Michele indicated there were about \$95,000 pending from Title 1 and IDEA and \$200,000 from AZ-CSP. Once these funds are drawn down for salaries, financial reports will reflect we are closer to our projected budget. Gregory asked if funds from the new AZ-CSP grant would or would not be comingled with revenues for the current school. Michele indicated the new AZ-CSP would be coded separately. Gregory made a motion to approve the financial reports, Leo seconded the motion. The motion passed unanimously.

5) **Review of Board Communication FY15 Audit Letter from Auditor Lorenzo PLC.**

Michele explained to the Board that there were no significant findings related to FY15 audit and that the letter from auditor Anthony Lorenzo reflected that. She pointed out that the audit report indicated the school ended the year with \$263,375 in net assets, which was a strong position for a first year school.

6) **Academic Achievement Data Review**

Diana shared the latest data submission submitted to the AZ State Board for Charter Schools this month. The data indicates that AZACS students are making gains in both reading and math as indicated by IEP growth data. Data shows that at mid-point in the school year, about 80% of students are meeting growth targets in Reading and Math.

Diana explained that growth data had been presented in the school's DSP to the state board and it was deemed to be valid and reliable data demonstrating sufficient progress.

7) **Proposal for Office of Board President**

Ron explained that Mary had been filling in a dual role since Harry Kressler's passing, as Interim Board President and Secretary. He proposed to nominate Leo for the office of President because of his background in charter school financing and his historical support of the school since its inception. After some discussion with all agreeing that Leo's leadership would be of benefit to the school, Gregory made a motion approve Leo's nomination to the office of President, Mary seconded the motion, the motion passed unanimously.

8) **Announcements**

Diana indicated she was in process of hiring an executive assistant to keep up with the work load. Gregory asked if Diana could coordinate a committee meeting regarding replicating our school model in other parts of Arizona. Diana said she would follow up to coordinate dates. Diana indicated the school had received great media coverage related to the school expansion and would share the links with board members.

9) **Adjournment**

Ron asked if there was any new business on the table. No one had any further business. Mary made a motion to adjourn the meeting at 6:30pm. Gregory seconded the motion. The motion passed unanimously.





**Governing Board Committee Agenda  
Thursday, March 24, 2016**

**Special Meeting**

5:30 p.m.

4433 N. 7<sup>th</sup> St.

Phoenix, AZ 85014

Call in number:

**+1 (224) 501-3312**

**Access Code: 516-203-173**

**General Matters**

Call to Order

**Public Comment**

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**Executive Director Updates**

- Diana will update the board on Letter of Intent to Lease facility at 1973 E. Maryland Ave. Phoenix and Arizona State Board for Charter School requirements and timeline including New Site approval and Enrollment Cap approval.

**Action Items related to New Site and Enrollment Cap**

1. Board to take vote regarding approval of Letter of Intent to Lease facility at 1973 E. Maryland and to proceed with negotiations for a final lease with Holy Trinity Church.
2. Board to take vote on Enrollment Cap Increase to 170 students with 108 students remaining at current facility at 4433 N. 7<sup>th</sup> St and the capacity to enroll 62 additional students at 1973 E. Maryland Ave.

**Other Items**

1. Introduce Dr. Viet Do, an AZACS parent who has expressed interest in being a member of the AZACS Board.

**Posted: Wednesday, March 23, 2016 @ 5:30 p.m.**



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

Thursday, March 24, 2016 5:30 PM

4433 N. 7<sup>th</sup> Street Phoenix, AZ 85014

**Board Members Present:**

Ron Harrison

Genaro Delgadillo

Leo Valdez-Telephonically

Gregory Torrez-Telephonically

**Board Members Absent:**

Mary McEvelly-Hernandez

**Others Present:**

Diana Diaz-Harrison

Dr. Viet Do

1) **Welcome and Attendance**

At 5:30pm the 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, Ron seconded the motion, all were in favor and Leo called the meeting to order.

2) **Public Comment**

Leo said it would be appropriate to have Dr. Viet Do introduce himself during the portion of the meeting set aside for public comment. Dr. Do's CV had been provided to the rest of the board members as he had expressed interest in being considered as a board member. Dr. Do introduced himself and said he has a 5<sup>th</sup> grade student attending the school. He said he is Associate Chief of Medicine at the VA Hospital located across the street from the school. He has experience serving on boards including the Arizona Parents Commission on Drug Education and Prevention. Dr. Do said the school has been

a “godsend” for him and his family and he wants to serve on the board to help the school grow and fulfill its mission of serving more children and families living with autism. Leo expressed that Dr. Do had an impressive background and suggested the board should consider Dr. Do as a new member as an action item in a future meeting.

3) **Executive Director/Superintendent Report**

- Diana updated the board on the facility search and a Letter of Intent to Lease a facility at 1973 E. Maryland Ave. Phoenix. She explained the Arizona State Board for Charter School’s requirements and timeline for a New Site approval and Enrollment Cap approval. Diana explained she needed to submit documents to ASBCS by March 31, 2016 in order to make the deadline to get a new site and enrollment cap increase before the beginning of the next school year. She said those would be the documents presented at the meeting.

4) **Action Items related to New Site and Enrollment Cap**

- a) Leo asked Diana to explain the purpose and highlights of the Letter of Intent to Lease the facility located at Board 1973 E. Maryland from the Holy Trinity Church. Diana explained that AZACS would be leasing a space that is 9,750 sq.ft. for \$8,000 per month plus \$1,500 per month to cover the school’s portion of utilities and common area maintenance. Leo asked if there were any expected costs for tenant improvements. Diana explained the building was already “school-ready” with 7 classrooms, a library, a lunch room a reception area and office space. There was a floor plan included in the LOI that board members could view. She said AZACS may have to incur some costs to fence in the playground area but didn’t foresee any major TIs because the building was already set up as a school. Diana explained she had been working with commercial realtor David Heiple to negotiate terms of the lease as that was the realtor approved by the board. She also explained that in the interest of time, the Letter of Intent to Lease needed to be submitted to ASBCS to fulfill the New Site Notification Requirement before the 3/31 deadline. Leo asked if there were further questions. There were no other questions. Ron made a motion to approve the Letter of Intent to Lease the school facility located 1973 E. Maryland from Holy Trinity Church. Gregory seconded the motion, the motion passed unanimously.
- b) Leo asked Diana to explain the details of the Enrollment Cap Increase. Diana explained the school leadership team had determined it would open five classrooms at the new site which would add 50 students in the 2016-17 school year to the charter. In order to increase the enrollment cap, the school needs to get approval of an Enrollment Cap Increase from our own school board and from ASBCS. She explained the new site could easily hold 50 students in 7 classrooms in 2016-17 and an additional 12 students in 2017-18. That is why she was proposing to seek an Enrollment Cap Increase to 170 students all together across both sites. Leo asked the board if there were questions. Genaro asked what the current enrollment cap was. Diana said it 108 at the current site. Since there were no further questions, Leo called for a motion to approve the Enrollment Cap to 170 students across two sites. Genaro motioned to approve the Enrollment Cap Increase. Ron seconded the motion. The motion passed unanimously.

### **Other Items**

1. Since Dr. Viet Do introduced himself during public comment, there was no other business to discuss at the special meeting besides scheduling the next regular meeting. Diana said she would coordinate a date via email around mid-April.

#### **c) Adjournment**

Leo called for a motion to adjourn the meeting. Ron made a motion to adjourn. Genaro seconded the motion. The motion passed unanimously and the meeting was adjourned at approximately 6pm.



**Governing Board Committee Agenda  
Monday, April 4, 2016**

**Special Meeting**  
4:00 p.m.  
4433 N. 7<sup>th</sup> St.  
Phoenix, AZ 85014

Call in number:

**1 (312) 757-3121**

**Access Code: 186-115-861**

**General Matters**  
Call to Order

**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.

**Executive Director Updates**

- Diana will update the board on new facility that has recently become available for purchase on 1445 E. Indian School Rd. Phoenix, about one mile from the current campus. The board's approved Real Estate Agent, David Heiple, will also be available to brief the board on the new facility.

**Action Items related to New Site and Enrollment Cap**

1. Board to take vote regarding approval of Letter of Intent to Purchase facility at 1445 E. Indian School Phoenix.
2. Board to take vote on pursuing financing through Charter Schools Development Corporation for purchase of facility.

**Posted: April 3, 2016 @ 3:00 p.m.**



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

Monday, April 4, 2016 4:00 PM

4433 N. 7<sup>th</sup> Street Phoenix, AZ 85014

**Board Members Present Telephonically:**

Ron Harrison

Genaro Delgadillo

Leo Valdez

Gregory Torrez

Mary McEvelly-Hernandez

**Others Present:**

Diana Diaz-Harrison

David Heiple

1) **Welcome and Attendance**

At 4:00 pm the Board Meeting commenced. Leo Valdez, Board President, ran the meeting. It was determined that a quorum was present via phone conference and the meeting could conduct business. Leo asked for a motion to approve the agenda and begin the meeting, Gregory made a motion, Mary 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 line for public comment. It was determined no members of the public were on the line.

3) **Executive Director/Superintendent Report**

- Diana Diaz and David Heiple, the schools approved real estate agent, updated the board on the facility that had recently become available for purchase at 1445 E. Indian School Rd. Phoenix. David described the building information as outlined in the information packet provided. The information included that the facility is 17,447 square feet, two stories, built in 1988. It has

approximately 12 total classrooms as well as enough office space. Diana expressed that from her observation and research, only minor tenant improvements would be needed. One of the main concerns, was whether part of the parking lot could be converted to a playground. The building is listed at \$1,850,000. The Letter of Intent to purchase would offer \$1.6 million, so less than the asking price. Gregory asked if the building would meet all charter school requirements and if there would be an inspection period. David explained that the Letter of Intent was non-binding would allow us to have a 30 day inspection period. Ron asked what the monthly payment would be in comparison to the lease the school was considering. Diana said the lease was an \$8,000 monthly payment for about 9,775 square feet, but the Indian School building would be a purchase and the payment would be about \$12,000 for about 17,447 square feet. Mary mentioned we should ensure we'd have enough parking spaces based on city code if a playground were to be built. Diana said an architect was looking into that.

- David Heiple proceeded to explain details of the Letter of Intent to Purchase explaining the \$1.6 offer with \$10,000 to open escrow with a 30 day contingency period and a 30 day due diligence period plus additional time to secure financing.

#### 4) Action Items related to New Site and Financing

- a) Leo asked if there were further questions regarding the Letter of Intent to Purchase the facility located at 1445 E. Indian School Rd. Phoenix. There were no further questions. Gregory made a motion to approve the Letter of Intent, Genaro seconded the motion, the motion passed unanimously.
- b) Leo explained to the board there was an opportunity to finance 100% of the cost of the building plus improvements for about \$2,000,000 through the Charter Schools Development Corporation (CSDC). Leo explained it was a 25 year mortgage and that he was working to negotiate a good rate with CSDC. He said it was in the schools best interest to pursue financing with CSDC as 100% financing is difficult to obtain for a new school. He asked if there was a motion to approve pursuing financing through CSDC, Ron made a motion, Genaro seconded the motion, the motion passed unanimously.
- c) Adjournment  
Leo called for a motion to adjourn the meeting. Genaro made a motion to adjourn. Mary seconded the motion. The motion passed unanimously and the meeting was adjourned at approximately 4:30 pm.



ARIZONA AUTISM  
CHARTER SCHOOLS

**Governing Board Committee Agenda  
Monday, May 9, 2016**

**Special Meeting**

5:30 p.m.

4433 N. 7<sup>th</sup> St.

Phoenix, AZ 85014

**Call in number:**

**United States +1 (224) 501-3212**

**Access Code: 283-298-309**

**General Matters**

Call to Order

**Public Comment**

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**Executive Director Updates**

- Diana will update the board on progress with purchase of new facility at 1445 E. Indian School Rd. Phoenix.

**Action Item**

1. Board to take vote regarding Corporate Resolution granting permission to move forward with purchase of school building at 1445 E. Indian School Rd. Phoenix.

**Posted: May 8, 2016 @ 5:00 p.m.**





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

Monday, May 9, 2016 5:30 PM

4433 N. 7<sup>th</sup> Street Phoenix, AZ 85014

**Board Members Present Telephonically:**

Leo Valdez

Ron Harrison

Genaro Delgadillo

Mary McEvelly-Hernandez

**Others Present:**

Diana Diaz-Harrison

1) **Welcome and Attendance**

At 5:33 pm the Board Meeting commenced. Leo Valdez, Board President, ran the meeting. It was determined that a quorum was present via phone conference and the meeting could conduct business. Leo asked for a motion to approve the agenda and begin the meeting, Mary 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 line for public comment. It was determined no members of the public were on the line.

3) **Executive Director/Superintendent Report**

- Diana explained to the board that Low Mountain Construction had provided a construction budget that was aligned with the needs to obtain educational occupancy at the 1445 E. Indian School facility. She also shared that Charter Schools Development Corporation had reviewed AZACS' funding application and that CSDC had provided the school with a funding commitment letter for 2.1 million dollars that covered the cost of the building, necessary construction and realtor fees, brokerage fees to Hutchinson Shockey Erley (HSE), and other transaction fees.

4) **Action Items related to New Site and Financing**

**Corporate Resolution-** Leo explained that a Corporate Resolution was necessary to grant authorized representatives of the school to sign documents and move forward with the purchase of the facility at 1445 E. Indian School Rd. Phoenix. Leo explained that the resolution would allow Diana Diaz-Harrison as Executive Director, or Ron Harrison as Treasurer or himself as Board President to sign and execute documentation related to the purchase of the facility including contracts, escrow documents, deeds of trust and other documents in connection with the purchase. Mary made a motion to approve the Corporate Resolution, Genaro seconded the motion, the motion passed unanimously.

**Adjournment**

Since there were no other items for discussion at this special meeting, Leo called for a motion to adjourn. Genaro made a motion, Ron seconded the motion. The motion passed unanimously and the meeting adjourned at approximately 5:55.



**Governing Board Committee Agenda  
Tuesday, June 14, 2016**

**Special Meeting**

6:00 p.m.  
4433 N. 7<sup>th</sup> St.  
Phoenix, AZ 85014

**Call in number:  
1 (408) 650-3123**

**Access Code: 844-291-093**

**General Matters**

Call to Order

**Public Comment**

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**Executive Director Updates**

- Diana will update the board on progress with purchase and Arizona State Board for Charter Schools approval of new facility at 1445 E. Indian School Rd. Phoenix and Enrollment Cap Increase and necessary approval from AZACS board of final loan documents

**Action Items**

Board to take vote on the following loan documents:

- Loan Agreement
- Use of loan funds to pay for costs associated with transaction
- Promissory Note
- Deed of Trust
- Environmental Indemnity Agreement
- Assignment of Construction Contract

**Posted: June 13, 2016 @ 5:00 p.m.**



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

Tuesday, June 14, 2016 6:00 PM

4433 N. 7<sup>th</sup> Street Phoenix, AZ 85014

**Board Members Present Telephonically:**

Leo Valdez

Ron Harrison

Gregory Torrez

Keisha McKinnor

**Others Present:**

Diana Diaz-Harrison

1) **Welcome and Attendance**

At 6:03 pm the Board Meeting commenced. Leo Valdez, Board President, ran the meeting. It was determined that a quorum was present via phone conference 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 on the line for public comment. It was determined no members of the public were on the line.

3) **Executive Director/Superintendent Report**

- Diana reviewed the agenda and explained the need for the approval of the loan documents and that Leo would be reviewing the documents one at a time. She also informed the Board that the day prior, on June 13, 2016, the Arizona State Board for Charter Schools had approved the new facility at 1445 E. Indian School Rd. and the Enrollment Cap increase to 168 students across two sights. She explained that the State Board reviewed student growth data as part of its approval process and agreed that AZACS students were demonstrating academic progress. ASBCS unanimously approved the amendment requests for second site and enrollment cap.

#### 4) Action Items related to New Site and Financing

Leo explained that the following items required approval from the AZACS board to close the transaction of the purchase and financing of the facility at 1445 E. Indian School Rd. Phoenix.

- **Loan Agreement**-Leo explained some of the highlights of the agreement between the school and Charter Schools Development Corporation (CSDC) including six months of interest only payments and then monthly payments of \$15,133. The interest rate is set at 5.5% and the loan has a 20 year maturity. The agreement includes compliance with audit requirements and maintaining insurance.
- **Promissory Note**-Leo explained this document is committing the school to pay the lender, CSDC, per the terms and payment schedule in the loan agreement.
- **Deed of Trust**-Leo explained that that this document says CSDC has a mortgage on the property and calls for various requirements such as the care and upkeep of the property and includes a foreclosure clause in the event the school does not make payments.
- **Environmental Indemnity Agreement**-Leo explained that by signing this document the school agrees to adhere to all state and federal environmental requirements. He said the school did its due diligence by obtaining a Phase 1 environmental report which indicated further investigation was needed, but upon further investigation, the Phase 1 report was sufficient and a Phase II was not required.
- **Assignment of Construction Contract**-Leo explained the purpose of this document was to assign the rights of the contract between the contractor Low Mountain Construction, and the school to the lender, in connection with construction projects the building at 1445 E. Indian School Rd. Leo explained this was necessary to draw down funds set aside for construction from the loan. He also said that completion of the needed projects necessary to obtain Educational Occupancy were estimated to be completed before the start of the school year.
- **Use of Funds**-Leo reviewed the plan for use of funds from the 2.1 million loan from CSDC. He explained 1.7 million would be used toward the purchase of the building at 1445 E. Indian School Rd. Phoenix, approximately between 250,000 and 280,000 for construction and improvements and the rest would cover all legal, financial, reserve and transaction fees.

Leo asked if there were any questions related to the documents. Gregory asked why Low Mountain Constructions was selected to make the construction improvements. Leo explained that this was a known contractor to CSDC that could be relied on to meet the requirements for Educational Occupancy since they have a specialty in charter schools and that sole sourcing was used because of their known experience and our tight deadline for getting the occupancy permit. Leo explained their fee was 8% of the contract and that was a reasonable standard fee.

Leo asked if there were further questions. Since there were no further questions or discussion, Leo asked if there was a motion to approve the loan documents, including the Loan Agreement, Promissory Note, Deed of Trust, Environmental Indemnity Agreement, Assignment of Construction Contract and the use of funds as explained. Gregory made a motion to approve the loan documents and use of funds, Ron seconded the motion. The motion was passed unanimously by the remainder of the board members.

### **Adjournment**

Since there were no other items for discussion at this special meeting, Leo called for a motion to adjourn. Rom made a motion, Keisha seconded the motion. The motion passed unanimously and the meeting adjourned at approximately 6:40.



**Arizona Autism Charter School, Inc.  
Governing Board Agenda  
Wednesday, June 29, 2016**

**Regular Meeting**

5:30 p.m.  
4433 N. 7<sup>th</sup> Street  
Phoenix, Arizona 55014

**General Matters**

Call to Order  
Pledge of Allegiance

**Public Comment**

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**Financial Action Items**

1. Review and Approval of Financial Report provided by Diamond Financial Solutions.
2. Approval of Proposed State Budget

**Reports**

1. Executive Director/Superintendent Report

**Approval of Minutes**

1. Meeting Minutes

**Other Action Items:**

1. Approval of the following documents:
  - School Calendar and Daily Schedule
  - Addition of Dr. Viet Do to the AZACS board

**For Review and Discussion**

- School Principal, Tanya Brodd, Academic Data Review
- Plan for Executive Director and administrative team yearly evaluations

**Posted: June 28, 2016**



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

Tuesday, June 29, 2016 5:30 PM

4433 N. 7<sup>th</sup> Street Phoenix, AZ 85014

**Board Members Present:**

Leo Valdez-Telephonically

Ron Harrison

Gregory Torrez-Telephonically

Keisha McKinnor

Genaro Delgadillo-Telephonically

**Others Present:**

Diana Diaz-Harrison

Viet Do

Michele Diamond

1) **Welcome and Attendance**

At 5:33 pm the 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 present for comment. It was determined no members of the public were present.

3) **Financial Action Items**

- **Profit/Loss Statement:** Leo asked Michele Diamond to review the Profit Loss Statement she had prepared. Michele explained that the expenditures forecast for FY17 for were in line with the expected revenue received. This included expenditures budgeted for the second facility and debt service related to the loan on the facility. She indicated the school had an additional influx of



revenue due to prop 123 funds as well as the AZ-CSP grant. Leo asked if jump in salaries from 1.5 million to 2.4 million and jump in benefits costs could be attributes to the second school site. Michele said that was indeed the case.

- Leo indicated that the budget included 6% raises for administrative staff and an 8% raise for the executive director pending an evaluation facilitated by a hired consultant.
- Ron made a motion to approve the Profit Loss Statement Gregory seconded the motion, the motion passed unanimously.
- **FY17 Proposed Budget:** Leo went on to explain that the numbers in the Profit/Loss Statement reflected the number in the Proposed Budget. Gregory asked if the debt service for the second building were not a factor, would the school then have surplus finds. Michele explained that because the second building allowed for more students, the cost of the building and debt service were offset.
- Keisha asked about donation dollars or local funds and why they were less for FY17. Michele indicated that we had budgeted conservatively but were expecting local funds to be the same or increase due to being eligible to apply for the Walton grant.
- Since there were no further questions, Leo asked if there was a motion to approve the FY17 Proposed Budget. Ron made a motion to approve the budget, Genaro seconded the motion, the motion passed unanimously.

#### 4) **Executive Director Report**

Diana reported that construction at the new building was in full swing and expected to be completed before school starts on August 8, on time and on budget. She reported the school was already fully enrolled and almost all necessary staff had been hired. Teachers and staff will begin training July 11.

#### 5) **Approval of Minutes**

Diana indicated she had completed drafting minutes for several meetings that were necessary for approval of documents related to the purchase of the facility. The dates of those meetings were 2/22/16, 3/24/16, 4/4/16, 5/9/16, 6/14/16. Leo asked if board members had reviewed the minutes. Board members indicated they had. Gregory made a motion to approve the minutes for all meetings, Genaro seconded the motion, the motion passed unanimously.

#### 6) **School Calendar**

Leo asked the board if they had reviewed the School Calendar for the 2016-17 school year. Diana explained they had drafted the calendar in accordance with calendars from the surrounding school districts such as Osborne and Madison. Since the board was satisfied with the calendar, Leo called for a motion to approve. Ron made a motion, Gregory seconded the motion, the motion passed unanimously.

#### 7) **Approval to add Dr. Viet Do the AZACS Board**

Leo reminded the board they had reviewed Dr. Do's resume at a previous board meeting and that members had met him and discussed his interest and qualifications to support the board. Dr. Do was present at the meeting and indicated he was very happy with his son's progress at the school and that he wanted to be a champion in support of the school and its mission. Gregory made a motion to approve the addition of Viet Do to the board, Ron seconded the motion, the motion passed unanimously.

#### 8) **Academic Data Review**

School Principal Tanya Brodd reviewed the academic data for the 2015-16 school year and indicated students went from meeting 70% of targets at the beginning of the year to 90% of targets at the end of the school year. This data was presented to the state board and allowed the school to receive a meets in the data category of the Demonstration of Sufficient Progress. Viet commented that this level of data collection excelled in comparison to public schools his son had attended.

**9) Executive Director Evaluation**

Leo said he would be working with Gregory to meet with the evaluator tasked with helping to complete the evaluation for Diana Diaz-Harrison. He indicated he would be updating the board at the next board meeting.

It was determined the next board meeting would take place July 12, 2016. To adopt the Final FY17 Budget.

**Adjournment**

Since there were no other items for discussion at this special meeting, Leo called for a motion to adjourn. Ron made a motion, Genaro seconded the motion. The motion passed unanimously and the meeting adjourned at approximately 6:15.



**Arizona Autism Charter School, Inc.  
Governing Board Agenda  
Tuesday, July 12, 2016**

**Regular Meeting**

5:30 p.m.  
4433 N. 7<sup>th</sup> Street  
Phoenix, Arizona 55014  
Call in number:  
United States +1 (408) 650-3123  
Access Code: 589-510-421

**General Matters**

Call to Order  
Pledge of Allegiance

**Public Comment**

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**Financial Action Items**

1. Approval of FY17 Final State Budget

**Reports**

1. Executive Director/Superintendent Report

**Approval of Minutes**

1. Meeting Minutes from June 29, 2016

**Other Items:**

1. Committee to report on Executive Director Evaluation

**Posted: 3:30pm, July 11, 2016**



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

Tuesday, July 12, 2016 5:30 PM

4433 N. 7<sup>th</sup> Street Phoenix, AZ 85014

**Board Members Present:**

Leo Valdez-Telephonically

Ron Harrison-Telephonically

Gregory Torrez-Telephonically

Keisha McKinnor-Telephonically

Mary McEvelly Hernandez-Telephonically

Viet Do-Telephonically

**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, Mary 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**

**Adoption of FY17 Budget:** Leo went on to explain that there had been no changes to the Proposed FY17 Budget that was discussed at the Board meeting on June 29, 2016. He said the budget had been discussed in detail highlighting that state equalization payments would be at about 3.7 million, federal grants were expected to be at about 355,000 and expected private grants and fundraising would be at about \$142,000, so the overall budget for FY17 was just over 4 million. The total in revenues was expected to cover all expenditures budgeted at both school

sites in FY17. Since there were no questions, and the matter had already been discussed at length at the June 29 meeting, Leo called for a motion to adopt the proposed FY17 budget. Ron made a motion to approve the budget, Gregory seconded the motion, the motion passed unanimously.

4) **Executive Director Report**

Diana reported that construction was continuing at the new building but there were a few delays due to city permits. She said permits were expected to come through by the end of the week, so it was still feasible to meet construction timeline and obtain Certificate of Educational Occupancy before the beginning of school on August 8. She reported teachers and staff successfully began training on July 11 and that summer programming was going on for students at the school.

5) **Approval of Minutes**

Leo asked if board members had reviewed the minutes from the June 29, 2016 meeting. Board members indicated they had. Gregory made a motion to approve the minutes as presented, Mary seconded the motion, the motion passed unanimously.

6) **Executive Director Evaluation**

Leo reported that he and Gregory had met with consultant Lisa Long to review Diana Diaz-Harrison's evaluation. He said that he and Gregory recommended that Diana work on a succession plan and communicate that plan to the board. Gregory indicated it was important to outline steps to be taken to ensure the successful continuation of the school should Diana not be available to execute her duties as school leader. Leo indicated Diana has done a great job in building a team and obtaining significant grants for the school. He recommended further development in the area of communication, to help her give staff difficult feedback. Leo recommended that Diana obtain an 8% raise plus a \$30 monthly phone stipend and a \$250 monthly car allowance and asked if there were any questions on Diana's compensation package. Ron reiterated that Diana has done an amazing job leading the school to be fully enrolled and growing to a second site in just the third year of operations. He also mentioned Diana had bypassed a raise in 2014 that had been approved by the board to ensure the school was in stable financial footing before increasing her salary. He then said that due to being a related party, he would recuse himself from the vote on the compensation package.

Since there were no further questions or comments, Gregory made a motion to approve the compensation package as presented, including an 8% increase, a \$30 monthly phone stipend and a \$250 monthly transportation/car stipend. Mary seconded the motion, all other board members voted in favor, except for Ron, who recused himself.

**Adjournment**

Since there were no other items for discussion, Leo called for a motion to adjourn. Ron made a motion, Mary seconded the motion. The motion passed unanimously and the meeting adjourned at approximately 6:10.