



ARIZONA AUTISM
CHARTER SCHOOLS

**Governing Board Committee Agenda
Friday, July 7, 2017**

Meeting

4:00 p.m.

Phone Conference

Call in number:

United States: +1 (786) 535-3211

Access Code: 335-034-461

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 June 27, 2017 board meeting.

FY 18 Adopted Budget Approval

1. Executive Director and Representative from Diamond Financial will review the updated FY18 budget and take action to adopt ----- ACTION ITEM
2. Update on acquisition of Chase Bank credit line and review and approve guidelines for use of funds-----ACTION ITEM

Executive Director Updates

1. Update on process to renew all insurance policies for the new school year
2. FY17 Academic data and program review.

Posted: July 6, 2017 @ 4:00 p.m.



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

Friday, July 7, 2017 4:00 PM

1445 E. Indian School Rd. Phoenix, AZ 85014

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

Board Members Present:

Leo Valdez, telephonically
Ron Harrison, telephonically
Genaro Delgadillo, telephonically
Viet Do, telephonically
Keisha McKinnor, telephonically

Board Members Absent:

Gregory Torrez

Others Present:

Diana Diaz-Harrison, Executive Director
Joan Cheng, Diamond Financial-Telephonically
Megan Tolway, Upper School Program Director
LaToya, Elementary School Program Director

1) **Welcome and Attendance**

The telephonic Board Meeting commenced at 4:00pm. 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, 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 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 June 27, 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 Budget Approval to Adopt-Action Item**

Leo asked Diana and Joan Cheng, accountant from Diamond Financial if any updates had been made to the proposed budget since it was last reviewed by the board on June 27. Diana and Joan explained they had been able to estimate the revenue more accurately give the number of students with an autism diagnosis. Joan explained that the revenue side on the updated budget had increased from \$4,600,018 in the proposed budget to a total of \$5,244,814 in the updated budget due to an increase of SPED students with an autism eligibility category. Leo asked if there were any other changes from the proposed budget. Diana explained there was an increase in staffing/payroll expenses from \$2,403,899 to \$2,815,734 in the updated budget. The increase in staffing and salaries was based on the needs of students that were enrolling. Leo asked if there were any other material changes from the proposed budget that had been discussed about two weeks prior. Joan said there were no other material changes.

After the discussion, Leo called for a motion to approve and adopt the FY18 budget. Ron made a motion, Genaro seconded the motion, the motion passed unanimously.

5) **Chase Credit Line**

The board asked Diana to create a guideline for use of a credit line through Chase bank. The credit line had not yet been secured, but there was an application in process. Based on the discussion at the June 27, 2017 board meeting, Diana drafted the following guidelines:

Credit line will be accessed when there are timing issues with state, federal or secured grant funding for the school. If funds from the credit line are accessed, board members will be informed at the next scheduled meeting about the dollar amount accessed and the repayment plan. The credit line should be paid off in full each year. The repayment plan will include an estimate of the interest that will be paid to properly account for source revenue. The credit line may be accessed to cover payroll expenses, facility needs and other emergency expenses that may arise.

Leo asked if there were any questions and or further feedback on the policy. Since everyone expressed they were comfortable with the policy, Leo called for a motion to approve the policy and add it to the school's financial policies. Ron made a motion to approve, Genaro seconded the motion, the motion passed unanimously.

6) **Executive Director Updates**

1) **Insurance Renewals:** Diana informed the board all insurance policies discussed at the June 27 board meeting had been secured through broker Crystal and Company. All the new policies were in place as of July 1st.

- 2) **Academic Program and Data Review:** The Upper School Program Director, Megan Tolway, informed the board she had been working with the Elementary Program Director, LaToya Horton-Williams to aggregate, review and analyze AZACS internal academic data from the 2016-17 school year. The data summary included the following points:
- 73% of elementary students met or exceeded with their reading skill acquisition targets.
 - 64% of elementary students met or exceeded with their math skill acquisition targets.
 - 86% of middle school students met or exceeded with their reading skill acquisition targets.
 - 73% of students met or exceeded with their math skill acquisition targets.

Board members asked what the plan was to help more students get into the meets and exceeds categories. Diana and the school leaders shared their data plan for the following school year, to increase the number of students meeting and exceeding in reading and math.

- Continue using Galileo and MAP assessment tools to pinpoint areas of deficit in relation to state standards and state assessments
- Continue using curriculum coaches to work with our students working at or near grade level
- Implement more strategic ABA programs (PEAK Relational Training System and VB-MAPP) that stems from in-depth individual assessments of pre-requisite skills for our students with more severe needs

Adjournment

Since there were no further agenda items, Leo called for a motion to adjourn the meeting. Viet made a motion, Genaro seconded the motion, the motion passed unanimously and the meeting adjourned at 4:32pm.



**Governing Board Committee Agenda
Friday, October 13, 2017**

Meeting

4:00 p.m.

Phone Conference

Call in number:

United States: +1 (877) 240-3212

Access Code: 683-577-749

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 July 7, 2017 board meeting.

FY 17 Annual Financial Report

1. Representative from Diamond Financial will review the FY17 Annual Financial Report and take action to approve for submission ----- ACTION ITEM
2. Discuss acquisition of credit line through Mutual of Omaha-----ACTION ITEM

Executive Director Updates

1. High School Grades Approval
2. AZ-CSP for High School Submitted

Posted: October 12, 2017 @ 4:00 p.m.



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

Friday, October 13, 2017 4:00 PM

1445 E. Indian School Rd. Phoenix, AZ 85014

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

Board Members Present:

Leo Valdez, telephonically
Genaro Delgadillo, telephonically
Viet Do, telephonically
Keisha McKinnor, telephonically

Board Members Absent:

Gregory Torrez
Ron Harrison

Others Present:

Diana Diaz-Harrison, Executive Director
Joan Cheng, Diamond Financial-Telephonically

1) **Welcome and Attendance**

The telephonic Board Meeting commenced at 4:03pm. Leo Valdez, Board President, ran the phone meeting. It was determined that a quorum was present on the line and the meeting could conduct business. Leo asked for a motion to approve the agenda and begin the meeting, Genaro 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 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 July 7, 2017 meeting. Board members indicated they had and agreed with the minutes as presented. Viet made a motion to approve the minutes as presented, Genaro seconded the motion, the motion passed unanimously.

4) **FY17 Annual Financial Report (AFR)-Action Item**

Leo asked Joan Cheng, accountant from Diamond Financial to review the highlights of the FY17 Annual Financial Report. Joan noted that the final AFR was based on actual year end revenues and expenditures. She said the total revenue was at approximately 4,682,000 and that expenses were at \$4,651,176. She pointed the group to pages 3, 4 and 5 of the report included details such as classroom site funds. Leo asked if depreciation and amortization were accounted for and Joan said they were. After further review Leo asked if there was a motion to approve the FY17 AFR, Genaro made a motion, Keisha seconded the motion. The motion passed unanimously.

5) **Mutual of Omaha Credit Line**

Leo asked Diana to update the board on seeking a line of credit. Diana told the board that Chase had denied the credit line and the school now had an opportunity to seek a line of credit through Mutual of Omaha bank, which seems more amenable to the needs of small business and non-profits. She explained the school needed a line of credit to stay financially viable when grant and state funding delays occur. Diana reminded the board they had approved a policy regarding the use of credit line funds in a previous board meeting. The policy states:

Credit line will be accessed when there are timing issues with state, federal or secured grant funding for the school. If funds from the credit line are accessed, board members will be informed at the next scheduled meeting about the dollar amount accessed and the repayment plan. The credit line should be paid off in full each year. The repayment plan will include an estimate of the interest that will be paid to properly account for source revenue. The credit line may be accessed to cover payroll expenses, facility needs and other emergency expenses that may arise.

Additionally, Diana explained she was interested in moving the school's deposit account to Mutual of Omaha as well, since Chase was difficult to work with in terms of offering benefits, such as a credit line.

Leo asked if there were any questions regarding seeking a credit line through Mutual of Omaha and considering transitioning the school's banking to Mutual of Omaha as well. Since there was no further discussion Leo called for a motion to approve seeking the line of credit and considering changing the school's banking to Mutual of Omaha. Viet made a motion to approve, Genaro seconded the motion, the motion passed unanimously.

6) **Executive Director Updates**

- 1) **Executive Director Evaluation Process:** Diana informed the board that Lisa Long, leadership consultant, and Leo has been working on completing her performance evaluation and that the board would need to review it at the next in person meeting.
- 2) Diana also told the board the signature page for the AFR would be circulated electronically and needed to be submitted to the state within 5 days.

Adjournment

Since there were no further agenda items, Leo called for a motion to adjourn the meeting. Genaro made a motion, Keisha seconded the motion, the motion passed unanimously and the meeting adjourned at approximately 4:30pm.



**Governing Board Committee Agenda
Tuesday, October 24, 2017**

Phone Meeting

5:00 p.m.

Phone Conference

Call in number:

1 (571) 317-3112

Access Code: 364-754-005

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 October 13, 2017 board meeting.

Mutual of Omaha Credit Line

1. Review terms of Mutual of Omaha Credit Line and take action -----ACTION ITEM
2. Review amended Use of Credit Line Policy and take action----- ACTION ITEM

Update Financial Policies

1. Regarding doing business with suppliers and/or contractors over \$10,000 per transaction, the school verifying through Sam.gov that the vendor has not been debarred or suspended due to issues related to past performance.-----ACTION ITEM
2. Employees or members of the board doing business on behalf of the school being forbidden from giving or accepting gratuities that may influence or give the appearance of influencing the operation of the school, Procurement process or the school's relationship with the Department of Education, Charter Board, suppliers or other parties that could have a vested interest in the operation of the school. -----ACTION ITEM

Posted: October 23, 2017 @ 4:00 p.m.



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

Friday, October 24, 2017 5:00 PM

1445 E. Indian School Rd. Phoenix, AZ 85014

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

Board Members Present:

Leo Valdez, telephonically
Gregory Torrez, telephonically
Viet Do, telephonically
Keisha McKinnor, telephonically
Ron Harrison, telephonically

Board Members Absent:

Genaro Delgadillo

Others Present:

Diana Diaz-Harrison, Executive Director

1) **Welcome and Attendance**

The telephonic Board Meeting commenced at 5:12pm due to being short for quorum. Leo Valdez, Board President, ran the phone meeting. At approximately 5:12pm Viet joined the call and it was determined that a quorum was present on the line and the meeting could conduct business. Leo asked for a motion to approve the agenda and begin the meeting, Ron 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 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 October 13, 2017 meeting. Board members indicated they had and agreed with the minutes as presented. Viet made a motion to approve the minutes as presented, Keisha seconded the motion, the motion passed unanimously.

4) **Mutual of Omaha Credit Line**

Leo asked Diana to update the board on seeking a line of credit. Diana told the board that Mutual of Omaha had provided preliminary approval for the credit line. She said the preliminary approval was for a \$100,000 credit line with variable terms, based on Wall Street Journal Prime + 1% with a 5% floor. Leo also mentioned that the school was considering moving its deposit account to Mutual of Omaha if the credit line was fully approved and processed successfully. Diana told board members that two signers would be required to complete documents for the credit line if approved. Leo said he would be a signer and Ron said he could also be a signer as Board Treasurer.

Leo asked board members to take action on moving forward with the Mutual of Omaha credit line for the amount and terms listed above. Ron made a motion, Viet seconded the motion, the motion passed unanimously.

5) **Amended Use of Credit Line Policy**

Leo explained he wanted to amend the previously approved Use of Credit Line Policy to contain language regarding obtaining approval if the line were to be used for an amount at or above \$5,000. The new policy would read:

Credit line will be drawn upon when there are timing issues with state, federal or secured grant funding for the school. If funds from the credit line are drawn upon in an amount of \$5,000 or greater, Executive Director will first obtain approval from board president. In the event the board president is not available to respond, Executive Director can obtain approval from any other board member. If an amount lesser than \$5,000 is drawn, board members will be informed at the next scheduled meeting about the dollar amount drawn and repayment plan. The credit line should be paid off in full at the end of each fiscal year. The repayment plan will include an estimate of the interest that will be paid to properly account for source of revenue. The credit line may be drawn upon to cover payroll expenses, facility needs and/or other emergency operational expenses that may arise.

6) **Financial Policies Updates**

Diana explained that Michele Diamond from Diamond Financial recommended the school's financial policies be updated to reflect new federal guidelines and requirements. There were two policy updates recommended to be added to the 2017-18 Financial Policies Manual.

- 1) When doing business with suppliers and/or contractors over \$10,000 per transaction, the school will verify through Sam.gov that the vendor has not been debarred or suspended due to issues related to past performance. Leo asked if there was a motion to approve this update, Ron made a motion, Keisha seconded the motion, the motion passed unanimously.
- 2) Employees or members of the board doing business on behalf of the school are forbidden from giving or accepting gratuities that may influence or give the appearance of influencing the operation of the school, procurement process or the school's relationship with the Department of Education, Charter Board, suppliers or other parties that could have a vested interest in the operation of the school. Leo asked if there was a motion to approve this update to the financial policies, Viet made a motion, Ron seconded the motion, the motion passed unanimously.

Adjournment

Since there were no further agenda items, Leo called for a motion to adjourn the meeting. Ron made a motion, Keisha seconded the motion, the motion passed unanimously and the meeting adjourned at approximately 5:30pm.



**Governing Board Committee Agenda
Thursday, December 14, 2017**

Phone Meeting

5:30 p.m.

Phone Conference

1 (669) 224-3412

Access Code: 475-587-117

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 October 24, 2017 board meeting.

Financials

1. Review and approve financial reports -----ACTION ITEM
2. Update Mutual of Omaha Credit Lina

Enrollment Cap Increase

1. Review and approve plan to increase enrollment cap

Strategic Partnerships

1. Review and approve proposal to partner with ASU

Development Update

1. Update School Tax Credit Campaign, Phoenix Philanthropy, Walton, Capital Campaign

Posted: December 13, 2017 @ 5:00 p.m.



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

Thursday, December 14, 2017 5:00 PM

1445 E. Indian School Rd. Phoenix, AZ 85014

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

Board Members Present:

Leo Valdez, telephonically

Genaro Delgadillo, telephonically

Viet Do, telephonically

Keisha McKinnor, telephonically

Ron Harrison

Board Members Absent:

Keisha McKinnor

Others Present:

Diana Diaz-Harrison, Executive Director

Joan Cheng, Diamond Financial Solutions, telephonically

1) **Welcome and Attendance**

The telephonic Board Meeting commenced at 5:00pm. Leo Valdez, Board President, ran the phone meeting. It was determined there was a quorum on the line and the meeting could conduct business. Leo asked for a motion to approve the agenda and begin the meeting, Ron 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 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 October 24, 2017 meeting. Board members indicated they had reviewed and agreed with the minutes as presented. Viet made a motion to approve the minutes as presented, Ron seconded the motion, the motion passed unanimously.

4) **Financial Reports**

Income Statement: Joan Cheng from Diamond Financial reviewed the income statement for the first quarter. Joan noted that revenue was \$1,145,751 and total operating expenses were at 1,085,875 yielding a healthy net balance of \$59,875.

Balance Sheet: Joan reviewed highlights of the balance sheet and noted that total assets were at \$2,635,407 and total liabilities were \$2,361,973, yielding a total stockholders' equity of \$273,434.

Leo looked at month to month cash projections spreadsheet and expressed concerns over low bank balances in September. Joan explained this was due to getting no state aid payment in July, a lower than anticipated initial count of students with a full autism diagnosis and not yet receiving federal entitlement revenues. As students were evaluated at the beginning of the school year and more students received appropriate diagnosis, state aid payment came closer to projections in November. Since there was not further discussion Leo called for a motion to approve the financial reports as presented. Ron made a motion, Genaro seconded the motion, the motion passed unanimously.

5) **Enrollment Cap Increase**

Leo asked Diana to explain the need for an enrollment cap increase. Diana indicated that with the approval of the High School grades, the school could proceed with its plan to enroll an additional 20 students in the 2018-19 school year. The current enrollment cap is set at 188, but Diana would be seeking approval from ASBCS to enroll up to 2014 students. Viet made a motion to approve the enrollment cap increase, Ron seconded the motion, the motion passed unanimously.

6) **Strategic Partnership with ASU**

Leo asked Diana to explain her ideas for a partnership with ASU. Diana explained that after doing extensive research, she thought it would be in the best interest of the school to seek a partnership with ASU and ASU Prep Charter Schools that could provide research and staffing opportunities through ASU interns. Diana explained that AZACS already had a small number of interns working at the school, and she wanted to expand these internships to build the pool of qualified professionals. Diana also wanted to explore being authorized by ASU to have more flexibility to better serve the population of students at AZACS. Viet asked how this may affect the strategic partnership with SARRC. Diana explained AZACS was still moving forward with SARRC in implementing the Life Skills and Vocational curriculum in the High School grades. An additional partnership with ASU could only enhance the work with SARRC. After this discussion, Leo called for a motion to approve Diana moving forward in seeking a partnership with ASU and ASU Prep Charters, Genaro made a motion, Ron seconded the motion, the motion passed unanimously.

7) **Development Update**

Diana explained that the School Tax Credit campaign was underway and that the school was at about 60% of the goal. Diana asked board members for ideas on how to solicit more donations from community members. Leo said we should reach out to other non-profits. It was also suggested we should continue with our social media push.

Diana also shared she had met with Phoenix Philanthropy to research embarking on a capital campaign. She said a proposal was being prepared and she would share it with the board when it became available. She also shared with the board that she had met with staff members from the Walton foundation, who expressed interest in funding an autism project that would have an impact beyond the local community.

Adjournment

Since there were no further agenda items, Leo called for a motion to adjourn the meeting. Genaro made a motion, Ron seconded the motion, the motion passed unanimously and the meeting adjourned at approximately 5:30pm.



**Governing Board Committee Agenda
Feb 21, 2018**

Phone Meeting

5:00 p.m.

Phone Conference

1 (646) 749-3122

Access Code: 469-517-453

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 December 14, 2017 board meeting.

Financials

1. Review and take action on financial reports

Review and Take Action High School Documents

1. High School Course of Study
2. Graduation/Completion Requirements
3. Organizational Chart, Job Descriptions
4. Calendar, Upper School

Academic Data Review

1. Upper School Data
2. Elementary Data

ASU Strategic Partnerships

1. Update on proposal to partner with ASU

Grants/Development Update

1. Update on AZ-CSP grant approval, ASU Allies Projects

Executive Director Evaluation

2. Review Executive Director Evaluation

Adjournment

Posted: February 20, 2018 @ 5:00 p.m.