



Governing Board Committee Agenda

Regular Meeting

June 29, 2023

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

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

When: Thursday, June 29th, 2023 at 5:00 pm. MST

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

Zoom Meeting:

<https://zoom.us/j/95803838162?pwd=ZjNYTzZkcW96Z0wyWlFsczN3a25wdz09>

Meeting ID: 958 0383 8162 Passcode: 398077

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

General Matters

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

Public Comment

The Arizona Autism Charter School Governing Board accepts 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.

Board Meeting Minutes:

- Review and take action on minutes from the May 25th, 2023 meeting

Financials:

- Review and take action FY24 Proposed Budget

Tucson Campus Updates

- Update on Tucson Campus Facility and Enrollment

1430 Building Purchase Updates

- Update on CSDC Purchase and lease back
- Workforce Innovation and Opportunity Act Grant
- Charter School Growth Fund loan

Parent Directory

- Review and take action on the proposed procedure for the AZACS' Parent Directory

Board Member End of Term

- Review and take action on end of term for board member G. Delgadillo

Adjournment

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



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

Meeting Thursday, June 29th, 2023

4125 N. 14th Street, Phoenix, AZ 85014

-----MINUTES-----

Board Members Present:

Ron Harrison, via virtual link
Keisha McKinnor, via virtual link
Paul Pucino, via virtual link
Amir Nizam, via virtual link
Kerrie Mallory-Thompson, via virtual link
Matthew Simon, via virtual link

Board Members Absent:

Genaro Delgadillo
Ross Meyer

Others Present:

Diana Diaz-Harrison, Founder and Executive Director
Clark Crace, Senior Director of Strategic Initiatives
Annie Loftis, Executive Assistant
Hannah Moody, ADI

General Matters:

A quorum was determined to be present on the virtual zoom link. Keisha called the meeting to order at approximately 5:02 pm. Keisha called for a motion to approve the agenda as presented. Paul made a 1st, Ron made a 2nd, all board members present were in favor and the agenda was approved.

Public Comment:

Keisha asked if there were any members of the public on the zoom virtual link or in person for comment. There were no members of the public in attendance.

Minutes:

Keisha asked if board members had reviewed the minutes from the May 25th, 2023 meeting and if there were any questions. Since there were no questions or discussion, Kesiha called a motion to approve the minutes as presented. Ron made a 1st, Amir made a 2nd. All board members were in favor and the minutes were approved.

Financials, FY24 Proposed Budget:

Keisha then moved to the financials and turned it over to Diana. Diana stated that the finance committee, which consisted of herself, Lindsey Phillips and Paul had thoroughly reviewed the FY24 budget with ADI. Paul shared that for internal purposes, the budget was being broken out by site to better measure financial metrics by site. For FY24, total enrollment for all sites is projected at 906 students and revenue is estimated at \$35.2 million. AZACS overall expenses for all sites is projected at \$31.5 million. Paul shared that the charter would be meeting its covenants with the Debt Service Coverage Ratio at 2.9, and Days Cash on Hand at 86. After a short discussion on additional highlights of the FY24 Proposed Budget, Paul then moved to the state template and did a crosswalk from the internal FY24 budget to the state template.

Paul pointed out the cover page of the state template showing that the average teacher salary is up by 3% coming in at an average of \$61,580. Paul asks if there are any questions or comments. Matt also had a question about AZACS' goals for a long-term cash, Diana explained that internally, they were aiming for 75 days cash on hand and the proposed budget exceeded that with 86 DCOH. Diana explained that AZACS had a good S&P rating of BB positive outlook and was actively looking to improve that to secure financing for future growth projects.

After the discussion, Kesiha called a motion to approve the FY24 Proposed Budget as presented. Matt made a 1st, Kerrie made a 2nd. All board members were in favor and the FY24 Proposed Budget was approved.

Tucson Campus Updates:

Diana shared that there are some updates with the purchase of the 22,000 square-foot new building with 9 acres of land in Tucson Arizona. Diana reminded board members that the purchase agreement included a lease through mid September. The purchase agreement and lease are currently in place. There are AZACS staff there setting up the school. AZACS is working with Charter Schools Development Corporation to secure financing in the form of a direct loan.

Diana reminded the board that since the facility was larger than originally planned, enrollment was underway for grades 6-12 instead of just high school grades, as was approved at the previous meeting. Diana shared that enrollment was tracking very well and that the school was likely going to hit its enrollment target.

1430 Building Purchase Updates

Keisha moved to discuss updates with the purchase of the 1430 E. Indian School Rd. building and turned it over to Diana. Diana shared that August 18 is the expected closing date. The 1430 building is to provide transition programming that would include entrepreneurial businesses such as a coffee shop, retail shop, shipping and receiving shop, and a tech business. The building would also facilitate a workshop and a teacher training model classroom. Charter School Growth Fund offered a very low interest loan to offset the debt for this property. Diana added that she and Clark were working on a Workforce Innovation Grant that could bring \$500,000 into these new transition programs. Diana asked if there were any questions. Paul said that the entrepreneurial business sound great and Kerrie added that there is a program through the DDD for young adults being provided with services to be linked with vocational programs.

Parent Directory

Keisha then moved to the parent directory and turned it over to Diana. Diana shares that Annie Loftis had been working on the parent directory and this has been a direct request from Ross, a member of the board. Annie explained that the parent Directory would be an opt in directory for social opportunities or transportation needs for the AZACS community. The directory would not be for commercial or solicitation purposes. Annie then shared the form on her screen and said that this form will be sent out to parents about two weeks after the start of the school year.

After the discussion, Kesihia called a motion to approve the AZACS Parent Directory. Kerrie made a 1st, Paul a 2nd. All board members were in favor and approved the motion passed.

Board Member End of Term Genaro Delgadillo

Keisha moved to the end of term for board member Genaro. Keisha added that at the end of the year she had a conversation with Genaro and he stated he would end his service to the AZACS board at the end of the 22-23 school year. Diana added that she will need to update the ACC and the State Board for Charter Schools on the removal of Genaro from the AZACS board. The board would need to approve this action to do so. In addition, per AZACS Board Expectations, if a board member missed three consecutive meetings, they would be removed from the board.

After the discussion, Kesihia called a motion to approve the removal of Genaro Delgadillo from the AZACS Board of Directors. Ron made a 1st, Matt made a 2nd. All board members were in favor and the motion passed.

Additional Items:

Keisha asked if there were any other comments before we adjourned.

Diana reminds the board of an off schedule meeting to review and take action on the FY24 Adopted Budget on July 10, 2023 at 5 PM mountain standard time.

Keisha asked if there were any other questions. Diana asked Keisha to share her thoughts on the 2023 graduation ceremony. Keisha shares that it was absolutely wonderful and such a feel-good moment.

Adjournment:

Since there were no further items on the agenda, Keisha called for a motion to adjourn the meeting at 5:57pm. Paul made a 1st, Ross seconded the motion. The motion passed unanimously and the meeting was adjourned.



Governing Board Committee Agenda

Regular Meeting

May 25th, 2023

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

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

When: **Thursday, May 25th, 2023 at 5:00 pm. MST**

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

Zoom Meeting:

<https://zoom.us/j/94183144765?pwd=RnpSR2xITDZ0QXIYQjd5V21QS0hOQT09>

Meeting ID: **941 8314 4765** Passcode: **281021**

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General Matters

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

Public Comment

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Board Meeting Minutes:

- Review and take action on minutes from the April 27th, 2023 meeting.

Financials:

- Review 12 Month Cash Flow

Tucson Campus Updates

- Review and take action on Purchase Agreement for Tucson Campus
- Review and take action Change in Grades Served
- Review and take action on the School Name Change
- Review and take action on the Updated Student Calendar

Flexible Seat Time/Instructional Time Model:

- Review and take action on the plan and document for Flex Wednesdays

Service Animals in School Policy

- Review and take action on the Service Animals in School policy

Adjournment

Posted: Wednesday, May 24th @ 5:00 p.m. on website and site at 4125 N. 14th Street, Phoenix, 85014



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

Meeting Thursday, May 25th 2023

4125 N. 14th Street, Phoenix, AZ 85014

-----MINUTES-----

Board Members Present:

Ron Harrison, via virtual link
Keisha McKinnor, via virtual link
Paul Pucino, via virtual link
Ross Meyer, via virtual link
Amir Nizam, via virtual link
Kerrie Mallory-Thompson, via virtual link
Matthew Simon, via virtual link

Board Members Absent:

Genaro Delgadillo

Others Present:

Diana Diaz-Harrison, Founder and Executive Director
Lisa Long, Chief of Staff
Clark Crace, Senior Director of Strategic Initiatives
Annie Loftis, Executive Assistant
KaeTazia, Member of the Public
Terry Warren, Warren Law
Hannah Moody, ADI

General Matters:

A quorum was determined to be present on the virtual zoom link. Keisha called the meeting to order at approximately 5:01 pm. Keisha called for a motion to approve the agenda as presented.

Paul made a 1st, Ron made a 2nd, all board members present were in favor and the agenda was approved.

Public Comment:

Keisha asked if there were any members of the public on the zoom virtual link or in person for comment. There was one member of the public, AZACS employee, KaeTazia Hernandez, who asked to observe as she is obtaining her master's degree in education.

Minutes:

Keisha asked if board members had reviewed the minutes from the April 27th, 2023 meeting and if there were any questions. Since there were no questions or discussion Kesiha called a motion to approve the minutes as presented. Ron made a 1st, Matt made a 2nd. All board members were in favor and the minutes were approved.

12 Month Cash Flow:

Keisha turned it over to Diana and Paul to review the 12 month cash flow. In April AZACS revenue was 1.9 million dollars, expenses were \$2 million that came from primarily payroll and in March there were three payrolls. AZACS ending cash balance is \$5.1 million in April and was projected to end the fiscal year with an ending cash balance of more than 6 million. The Days Cash on Hand is projected at 78 days, which surpasses the required 45 days in the bond covenants. Paul shared with the board that all these numbers show that AZACS is strong financially.

New Facility for Tucson High School Campus-1300 S. Belvedere Ave:

Keisha then moved to review the opportunity and highlights of a new campus in Tucson, located 1300 S. Belvedere Ave. This campus is being sold by an existing charter that is relocating its operations and the campus is available for purchase.

Keisha turned it over to Diana, who shared that the existing campus was in great condition with 21,000 sq. ft and an additional 9 acres of land that could later house an additional elementary campus. The board reviewed the real estate listing on the Remax website.

Attorney Terry Warren then added that he is familiar with the school property and evaluated the price, and said the pricing at 3 million dollars was an excellent real estate opportunity.

Kiesha then turned the boards attention to the updated FY24 Tucson start up budget and turned it over to Paul.

Paul then shared he evaluated the financial feasibility with the previous lease versus the Belvedere purchase. He shared the team plans to enroll 50-60 students, which would bring in the additional revenue necessary. Expenses would be \$1,033,237 with a surplus of \$331,763. There is also extra land that is coming with the purchase of the property which can be sold at a future date. This property is turnkey and the owners would allow AZACS to lease from June

through September to allow time for closing the purchase. Charter School Development Corporation has agreed to provide financing for the purchase. Ron and Keisha added that this is a positive and good opportunity for AZACS to have a permanent home in Tucson. Diana added that she would like to eventually create an autism master-planned community with other wrap around services for the autism community. Diana will then pass to Terry Warren with notes on the purchase agreement.

Attorney Terry Warren then reviewed the purchase agreement for 1300 S. Belvedere Ave., Tucson, AZ. and a short discussion about benefits and risks was engaged in by the board members. A

After the discussion, Kesiha called a motion to approve 1300 S. Belvedere Ave. Purchase Agreement. Ross made a 1st, Paul made a 2nd. All board members were in favor and the purchase agreement was approved.

Change in School Name and Grades Served

Keisha turned it over to Diana, who shared that with the decision to increase the number of students in the first year from 30 to up to 60, it would be wise to offer grades 6-12, to cast a wider outreach net. Diana was requesting that the board approve a name change, to Tucson Upper School Campus and a change of grade levels served to grades 6-12. Board members agreed that was a good idea since there this facility was significantly larger than the originally planned facility. These grade bands also matched the grade bands at the Central Phoenix Upper School Campus.

Keisha called for a motion to approve a school name change to Tucson Upper School Campus and a change of grade levels served to grades 6-12.

Ron made a 1st, Paul made a 2nd, all board members were in favor and the motion passed.

Updated School Calendar for Tucson Campus

Keisha then turned it over to Diana and Lisa, who shared that since the school would be starting at a new location and additional set up time was needed, school leaders were requesting to update the calendar to start on September 1, 2023 instead of August 1. Lisa assured the board the calendar would still contain the required 180 days and correct instructional minutes for middle school and high school. After a short discussion, Keisha called for a motion to approve an updated start date for the Tucson Campus to September 1, 2023. Ross made a 1st, Ron made a second, all board members present were in favor and the motion passed.

Flexible Seat Time/ Instructional Time Model:

Keisha turned it over to Diana and Clark who reminded the board that this model was reviewed at the April 27 meeting and now the leadership team was requesting to take action. The option that was added from the Flex Seat Time AZACS offered in th 22-23 school year is Flex Wednesday. Clark assured the board that this Flex Time Model would not surpass the time the required threshold to obtain full funding for students, but would give students and families a work from home options on half day Wednesdays. Families who wanted to continue attending in person on Wednesdays could continue to do so and would have the same robust programming. Keisha asked if there are any questions and after a short discussion, Kesiha called a motion to

approve Flexible Set Time and Instructional Time Model. Ross made a 1st, Matt made a 2nd. All board members were in favor and the Flexible Set Time and Instructional Time Model was approved.

Service Animals in School Policy and Procedure:

Keisha then moved to the service animals and school policy. Diana then turned it over to Annie who described that there have been a couple of inquiries about service animals on campus. AZACS is proposing to initiate the policy and procedure to guide campuses through the inquiry process. The policy states that service animals are to provide services to individuals that are necessary for their disability. Some examples were given as to what services these service animals would provide such as assisting individuals who are blind, helping individuals who may be deaf, in wheelchairs, and detecting seizures before one begins. Annie shared that the two proposed documents of the service animals and schools procedure and policy have been evaluated and by AZACS' attorney David Garner of Osborne and Maledon law firm.

Keisha called a motion to approve the Service Animal Policy and Procedure as presented. Ron made a 1st, Paul made a 2nd. All board members were in favor and the Service Animal Policy and Procedure was approved.

Additional Items:

Keisha asked her any questions and Ross had two.

Ross asks a question about the afterschool program and Diana shares that the DDD application is delayed. That there will be a tuition option until the license comes through. Ross also requested to introduce a motion to create a school directory on the next board agenda.

An informal announcement that graduation will be on June 7 at 4 PM in the AZACS main campus gymnasium. And that on June 5 at 9:30 AM we are offering a tour of the AZACS Main campus for board members if they so choose to attend.

Adjournment:

Since there were no further items on the agenda, Keisha called for a motion to adjourn the meeting at 6:10pm. Paul made a 1st, Ross seconded the motion. The motion passed unanimously and the meeting was adjourned.



Governing Board Committee Agenda

Regular Meeting

April 27, 2023

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

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

When: **Thursday, April 27th, 2023 at 5:00 pm. MST**

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

Zoom Meeting:

<https://zoom.us/j/94501704897?pwd=WG9teUh1TTZQdmZmc3JQcFNhNURBZz09>

Meeting ID: **945 0170 4897** Passcode: **330280**

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

General Matters

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

Public Comment

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Board Meeting Minutes:

- Review and take action on minutes from the March 30th, 2023 meeting.

Financials:

- Revised FY23 Budget, review and take action
- Review 12 Month Cash Flow
- Review and take action on moving grant funds received for National Accelerator of Autism Charter Schools (NAACS) from AZACS bank account to NAACS bank account.

New Board Member Candidate: Matt Simon

- Discuss Matt's background with AZACS, review qualifications and onboarding activities
- Take action on adding Matt Simon as a Director on the AZACS Board

Flexible Seat Time/Instructional Time Model:

- Review plan and document for Flex Wednesdays

Online School Calendar:

- Review and take action on Online K-8 School Calendar and Online High School Calendar

June and July Board Meetings:

- Off schedule meetings due to budget AZ Dept of Ed Budget Deadlines
- Board Meeting on 6/29 to review Proposed FY 24 Budget
- Board Meeting on 7/10 to take Adopt FY24 Budget
- Cancel 7/27 Meeting

10 Year Gala:

- Share update and gala website and brochure

Adjournment



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

Meeting Thursday, April 27, 2023

4125 N. 14th Street, Phoenix, AZ 85014

----- Minutes -----

Board Members Present:

Ron Harrison, via virtual link
Keisha McKinnor, via virtual link
Paul Pucino, via virtual link
Ross Meyer, via virtual link
Matt Simon, via virtual link
Amir Nizam, via virtual link
Kerrie Mallory Thompson, via virtual link

Board Members Absent:

Genaro Delgadillo

Others Present:

Diana Diaz-Harrison, Founder and Executive Director
Lisa Long, Chief of Staff
Clark Crace, Senior Director of Strategic Initiatives
Annie Loftis, Executive Assistant
Claudina Douglass, ADI
Dana Van Deinse, Director of Online Programming

General Matters:

A quorum was determined to be present on the virtual zoom link. Keisha called the meeting to order at approximately 5:02 pm. Keisha called for a motion to approve the agenda as presented. Paul made a 1st, Ron made a 2nd, all board members present were in favor and the agenda was approved.

Public Comment:

Keisha asked if there were any members of the public on the zoom virtual link or in person for comment. There were no members of the public present on the zoom link.

Minutes:

Keisha asked if board members had reviewed the minutes from the March 30th, 2023 meeting and if there were any questions. Since there were no questions or discussion Keisha called a motion to approve the minutes as presented. Ron made a 1st, Paul made a 2nd. All board members were in favor and the minutes were approved.

FY23 Revised Budget, 12 Month Cash Flow, NAACS:

Keisha asked Diana and Paul to review the FY23 Revised Budget. Paul shared he had reviewed the FY23 Revised Budget with the finance team at ADI previous to the board meeting. He highlighted that revenue increased to \$23 million and noted that teacher salaries on the cover page needed to be recalculated. Paul explained there had been a 12.5% increase from the Adopted 23 Budget due to additional grants. Paul also noted that employee benefits and salaries take up about 60% of the budget. After the discussion, Keisha called for a motion to approve the Revised FY23 Budget, noting that the calculation on the cover page for teacher salaries was pending, Kerrie made a 1st, Ron made a 2nd, all board members present were in favor and the budget was approved.

Paul moved on to the 12 Month Cash Flow document. Paul shared that the ending cash balance in March was about \$5.2 million, and there were anticipated healthy cash reserves of projected at the end of the fiscal year. Diana and Paul explained they were still expecting the second installment of the Yass grant. other federal grants and the remaining installments of the employee retention tax credits, helping AZACS end the fiscal year in a strong financial position.

National Accelerator of Autism Charter Schools (NAACS)

Keisha turned it over to Diana, who reminded the board that the National Accelerator of Autism Charter Schools (NAACS) had been created as a separate entity from AZACS, to help accelerate the creation of autism charter schools in other states. AZACS had been acting as the fiduciary agent for NAACS, while NAACS was awaiting its own 501c3 non-profit status. AZACS received a grant from Charter Schools Growth Fund (CSGF) for NAACS, and was holding funds until NAACS received non-profit status and had a bank account. Diana shared the 501c3

non-profit documentation for NAACS as well as bank account information for NAACS, and requested that the grant funds from CSGF intended for NAACS, be transferred to the new NAACS bank account Diana shared that she and Claudina Douglas from ADI had spoken to the charter's auditors to ensure the transfer was handled correctly. Keisha asked if there were any questions, since there were no further questions or discussion. Kesih called a motion to approve the transfer of funds. Kerrie made a 1st, Paul made a 2nd. All board members present were in favor and the motion passed.

New Board Member Candidate: Matthew Simon:

Keisha turned it over to Diana, who shared that Matthew Simon was formally with A for Arizona and was now employed by ASU. She shared his background and leadership in the education space. Diana asked Matt to introduce himself. Matt shared his experience working on legislation to improve education. He shared he is a Teach for America alumn and he enjoyed working with Diana and Lisa during his time at A for Arizona. While in this role, he supported AZACS in getting approval for a job embedded Teacher Certification Program and as well as approval for flexible seat time. Diana shared that Matt had already participated in a new board member training and had obtained a fingerprint clearance card. Kesih called for a motion to approve Matthew Simon as a new Director on the AZACS board. Ron made a 1st, Kerrie made a 2nd. All board members present were in favor and the motion passed.

Flexible Seat Time/Instructional Time Model:

Keisha turned it over to Diana, who reminded the board that legislation was in place allowing for Instructional Time Models, also known as Flexible Seat Time. This legislation allows schools to offer instruction off campus, and still report attendance for students. She reminded the board that AZACS was already using Flexible Seat Time for students in the Transition Academy that participate in offsite internships as well as students in the Hybrid Program in the West Valley. AZACS leadership was proposing an additional Flexible Seat Time option, offering students and families the option to complete school work, projects and assignments from home on half-day Wednesdays. AZACS would still have in person school for half days on Wednesdays, so families would have the option of attending in person or completing work from home on those days. Diana explained that the legislation required the board to do an initial review of the newly proposed Flex Time Model, and that a vote would need to take place at a follow up meeting to consider the addition of the program. Matt asked the leadership team to ensure the new program would not put the school past the allowable threshold. Diana said she would work with the team to ensure the allowable thresholds were not surpassed.

2023-24 Online School Calendar (Online K-8 and Online High School):

Keisha turned it over to Diana, who turned it over to Dana Van Deirse to review the need for a different online school calendar, than the one already approved for the in person schools. Dana explained the calendar is similar to the one for the in person schools, except Wednesdays are full days instead of half days, and every other Friday is a professional development day where

students will work independently. Diana shared that a vote was needed for both the K-8 Online School calendar and the Online High School calendar.

Kesiha called for a motion to approve the 23-24 Online School Calendar for K-8. Ron made a 1st, Paul made a 2nd. All board members present were and the motion passed.

Kesiha called for a motion to approve the 23-24 Online High School School Calendar. Ron made a 1st, Ross made a 2nd. All board members present were in favor and the motion passed.

June and July Board Meetings:

Keisha turned it over to Diana who shared that June and July board meetings had to be scheduled around deadlines for the FY24 Proposed and Adopted Budgets. June's board meeting will remain the last Thursday of the month as we review the Proposed Budget. The following meeting would need to take place within 10 days, so the July meeting would be rescheduled to July 10, 2023. The meeting scheduled for the last Thursday of July would be canceled for now.

10 Year Gala

Keisha turned it over to Diana who shared that our 10 year anniversary gala is in the beginning stages of planning. The goal is to raise \$500,000. We are looking for sponsors, dancers and members to be part of a committee to facilitate planning. The gala will be a Dancing with the Stars theme. Diana reviews the gala hand out to describe the levels of sponsorship and the silent auction. Keisha suggested some edits to the brochure.

Adjournment:

Keisha asked if there were any questions or comments. Kerrie made a comment that the transportation vans look wonderful! Since there were no further items on the agenda, Keisha called for a motion to adjourn the meeting at approximately 5:49pm. Paul made a 1st, Ron seconded the motion. The motion passed unanimously and the meeting was adjourned.



Governing Board Committee Agenda

Regular Meeting

March 30, 2023

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

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When: **Thursday, March 30th at 5:00 pm. MST**

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

Zoom Meeting:

<https://zoom.us/j/91215767011?pwd=b1NacTIRblFsVElxZjhoT2VGSWlnZz09>

Meeting ID: **912 1576 7011** Passcode: **414657**

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General Matters

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

Public Comment

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Board Meeting Minutes:

- Review and take action on minutes from the February 23rd, 2023 meeting.

Financials:

- Review and take action on:
 - Balance Sheet
 - Profit/Loss Statement
 - 12 Month Cash Flow

23-24 Academic Calendar:

- Review and take action on:
 - Calendar for the 23-24 Academic Year for Central Phoenix, West Valley and Online Campuses.
 - Calendar for the 23-24 Academic Year, for the new Tucson Campus.

Updated Tucson High School Campus Plan:

- Review and take action on the updated Tucson financial plan.
- Take action on authorizing Diana to sign lease for new proposed Tucson High School located at 667 S. 7th Ave, Tucson AZ 85705.

1430 E Indian School Rd. Purchase Proposal:

- Review the finance options for 1430 E. Indian School building.
- Review and take action on authorizing Diana to sign the Purchase and Sale Agreement.

New Board Member Vote:

- Board to vote for two potential board members:
 - Kerrie Mallory
 - Amir Nizam

Adjournment



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

Thursday, March 30, 2023

4125 N. 14th Street, Phoenix, AZ 85014

-----MINUTES-----

Board Members Present:

Ron Harrison, via virtual link
Keisha McKinnor, via virtual link
Paul Pucino, via virtual link

Board Members Absent:

Genaro Delgadillo
Ross Meyer

Others Present:

Diana Diaz-Harrison, AZACS Founder & Executive Director
Clark Crace, AZACS Sr. Director of Strategic Initiatives
Claudina Douglas, ADI
Amir Nizam, Board Member Candidate
Kerrie Mallor, Board Member Candidate

General Matters:

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

Public Comment:

Keisha asked if there were any members of the public on the zoom virtual link or in person for comment. There were no members of the public present to make a comment.

Board Meeting Minutes:

Keisha asked if board members had reviewed the minutes from the February 23 board meeting. Board members indicated they had reviewed the minutes. Keisha asked for a motion to approve the 2/23/23 minutes as presented, Ron made a 1st, Paul made 2nd, all board members were in favor and the motion passed.

Financials:

Keisha turned it over to Diana and Paul. Diana indicated that Board Treasurer, Paul, had reviewed the financials, including the Balance Sheet, Profit & Loss Statement and 12 Month Cash Flow with ADI prior to the board meeting. Paul explained that the AZACS remained in a positive financial position with about 7.2 million in total equity based on the Balance Sheet from July of 22 to February of 23. The Profit and Loss statement showed a net income of about 1.2 million. Paul turned the board's attention to the 12 Month Cash Flow that showed actual expenses through February of 2023. He showed that AZACS was on track to exceed its bond covenants with 121 Days Cash on Hand and a 2.7 Debt Service Coverage Ratio at the end of the fiscal year, June 30 2023.

After a brief discussion, Keisha called for a motion to approve the Balance Sheet, Profit & Loss Statement and 12 Month Cash Flow as presented, Ron made a 1st, Paul made 2nd, all board members were in favor and the motion passed.

23-24 Academic Calendars:

Keisha turned it over to Diana who explained the 2023-24 school calendar, for the AZACS Central Phoenix and Peoria Campuses, and a slightly modified 23-24 Calendar for the proposed Tucson High School Campus. Diana celebrated the hard work of Annie and team on developing the calendars and ensuring compliance with instructional days and required instructional hours per grade level. Diana shared the highlights of the calendars including the appropriate number of days, ½ day Wednesday, breaks, Extended School Year, and Professional Development weeks that followed the patterns of the current school year calendar. It was noted that Tucson has a slightly different calendar due to local holidays/events.

Keisha asked if there were any questions, after a brief discussion, Keisha called for a motion to approve the 23-24 calendars for the AZACS K-5 school, the Upper School and the West Valley Campus. Ron made a 1st, Paul made a 2nd, all board members present were in favor and the motion passed.

Keisha then called for a motion to approve the 23-24 calendar for the proposed Tucson High School Campus. Paul made a 1st, Ron made a 2nd, all board members present were in favor and the motion passed.

Updated Tucson High School Campus Plan:

Keisha turned over to Diana, who shared that AZACS was considering leasing a different facility than the original one presented to the board. The new location was at 667 N. 7th Ave. Tucson, Arizona 85705 and was a former charter school facility that is now vacant and available for lease. While this facility was more expensive, Diana shared that the facility had a lot more room for growth and the lease price was still feasible based on anticipated revenue. Diana also shared that the new facility will not require as much remodeling. Paul shared that this had been reviewed by the finance committee earlier in the week and they did not see any issues with the updated lease costs or location. After a brief discussion, Keisha called for a motion to approve the updated plan and location for the proposed Tucson High School Campus. Paul made a 1st, Ron made a 2nd, all board members present were in favor and the motion passed.

Keisha asked for a motion to authorize Diana to sign a lease agreement for the facility located at 667 N. 7th Ave. in Tucson. Paul made a 1st, Ron made a 2nd, all board members present were in favor and the motion passed.

1430 E Indian School Rd. Purchase Proposal:

Keisha turned it over to Diana who shared that Keisha and Paul met in a committee earlier in the week, and discussed the plan and updates for the purchase of the 1430 E. Indian School building. Diana explained there would be a \$25,000 deposit due at signing for escrow and then there would be six months of due diligence on the building and to secure financing. Paul shared that the property would be beneficial to expand AZACS wrap around services and that the \$25,000 would be refundable if we came across anything concerning during the diligence process. Paul shared there is low risk for entering into the agreement. Diana shared a comparison of four potential finance partners and reviewed details of each.

After a brief discussion, Keisha called for a motion to authorize Diana to sign the purchase agreement for the 1430 E. Indian School building. Ron made a 1st, Paul made a 2nd, all board members present were in favor and the motion passed.

Propose and Take Action on Two New AZACS Board Members:

Keisha shared that the board packet included the resumes of the two potential AZACS board member candidates. Keisha turned it over to Diana, who had vetted each candidate along with Chief of Staff Lisa Long. Diana and Lisa offered both candidates an onboarding and training session including board member activities and expectations. Diana asked Amir Nizam to introduce himself and share his interest and alignment with the AZACS Board. Amir shared that he is a parent of a child with autism and had researched the school. He was introduced to AZACS by his friend and AZACS Board Member Ross Meyer. Amir indicated he was happy to contribute his time and skills in business management and marketing with the AZACS board and that he was very aligned to the mission.

Diana asked Kerrie Mallory to introduce herself and share her experience as an AZACS parent and founder of the AZACS PTA. Kerrie shared that she has had a great experience as an AZACS parent and that her son has made great strides. Kerrie said she was happy to support AZACS in a bigger way as part of the AZACS Board.

Diana shared that both Amir Nizam and Kerrie Mallory had received their IVP fingerprint clearance cards. Current Board members thanked Amir and Kerrie and shared they were excited to bring new energy and talent to the AZACS board.

After a brief discussion, Keisha asked for a motion to approve Kerrie Mallory as a new AZACS Board Director. Paul made a 1st, Ron made a 2nd, all board members present were in favor and the motion passed.

Keisha then asked for a motion to approve Amir Nizam as a new AZACS Board Director. Ron made a 1st, Paul made a 2nd, all board members present were in favor and the motion passed.

Adjournment:

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



Governing Board Committee Agenda

Regular Meeting

February 23, 2023

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

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

When: **Thursday, February 23, 2023 at 5:00 pm p.m. MST**

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

Zoom Meeting:

<https://zoom.us/j/97199127589?pwd=YmlzYVI1WjFyNDIweGJ4N09wQ0p3Zz09>

Meeting ID: 971 9912 7589 Passcode: 302050

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

General Matters

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

Public Comment

The Arizona Autism Charter School Governing Board accepts 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.

Board Meeting Minutes:

- Review and take action on minutes from the January 26, 2023 meeting.

Tech/Internet Safety Policy:

- Review and take action on Tech Safety Policy

Transportation Program Update:

- Review vehicle purchases and plans for adding routes

Review and Take Action on the FY22 Audit Package (by roll call vote):

- Review and take action on the FY22 Legal Compliance Questionnaire
- Review and take action on the FY22 Financial Audit

1430 E. Indian School Real Estate Opportunity:

- Review and take action on forming a committee to evaluate the real estate and expansion opportunity
- Review and take action on signing the non-binding Letter of Intent

New Tucson Campus Plan:

- Review financial feasibility plan and take action on adding a Tucson Campus in a leased space

Board Member Elections and Re-Elections

- Based on Board Member Engagement Expectations shared at previous meeting, Keisha or Diana will be reaching out to each board member to gauge interest and capacity to continue to serve on the AZACS board.
- Share two additional potential board members currently going through fingerprint clearance process.

Fundraising Updates:

- Tax Credit Campaign
- 10 Year Anniversary Gala, April 27, 2024!

Adjournment



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

Meeting Thursday, February 23rd, 2023

4125 N. 14th Street, Phoenix, AZ 85014

----- MINUTES -----

Board Members Present:

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

Board Members Absent:

None

Others Present:

Diana Diaz, Lead Founder and Executive Director
Clark Crace, Senior Director of Strategic Initiatives
Dan McCarty, IT and Operations Director
Claudina Douglass, ADI Financial
Annie Loftis, Executive Assistant
Kerrie Mallory, Member of the Public

General Matters:

A quorum was determined to be present on the virtual zoom link. Keisha called the meeting to order at approximately 5:01 pm. Keisha called for a motion to approve the agenda as presented. Paul made a 1st, Genaro made a 2nd, all board members present were in favor and the agenda was approved.

Public Comment:

Keisha asked if there were any members of the public on the zoom virtual link or in person for comment. There were no members of the public who wished to make a comment on the zoom link.

Minutes:

Keisha asked if board members had reviewed the minutes from the January 26th, 2023 meeting and if there were any questions. Since there were no questions or discussion Kesiha called a motion to approve the minutes as presented. Paul made a 1st, Genaro made a 2nd. All board members were in favor and the minutes were approved.

Internet Safety Policy:

Keisha turned it over to Dan McCarty, Director of Operations and IT to present the Internet Safety Policy.

Dan discussed the internet safety procedures implemented at AZACS and shared the highlights of the policy. Dan proposed to increase staff and student training and improve our firewalls and other filters to continue to protect students and staff users. Dan explained that AZACS' outside IT vendor, 365 Managed IT, was consulting on the project and was the lead bidder for the E-Rate grant funding that will be used to add additional IT infrastructure.

After Dan's presentation Keisha called for a motion to approve the Technology Safety Policy as presented. Genaro made a 1st, Ron made a 2nd, all board members present were in favor and the motion was approved.

Transportation Program Update:

Keisha turned this item over to Dan and Diana, who reminded board members that AZACS received a grant from A for Arizona to purchase 10 to 12 Ford vans. This was a challenge because of supply chain issues. Diana and Dan regrouped and purchased some used vans, four in total. AZACS currently has two routes running and is starting a third route very soon. The current routes go to the West Valley and back to the main campus. AZACS is also exploring purchasing electric vans to add to the fleet. These vans will all have heightened tech and safety protocols to include GPS tracking of each van.

Review and Take Action of the FY22 Audit Package:

Keisha then moved to the Audit Package. Diana reviewed the FY22 Legal Compliance Questionnaire. She explained that our results from the questionnaire are all favorable but there was one item regarding the online school attendance where there was an error in reporting due to technical errors in the monthly state upload. The AZACS Online leadership team implemented a corrective action plan and that has been put into place. This plan was shared with the Board. Keisha asked how long did this occur, and Diana let the Board know that it was for approximately one semester.

Keisha called for a motion by roll call vote to approve the FY22 Legal Compliance Questionnaire. Ron made a 1st, Paul made a 2nd. A roll call vote was taken: Genaro voted yea, Ross voted yea, Ron voted yea, Paul voted yea, and Keisha voted yea. All board members were in favor and the FY22 Legal Compliance Questionnaire was approved.

Keisha then moved to AZACS FY22 Finance Audit and asked Diana and Claudina to present. Diana explained that, in general, it was a favorable audit showing the FY22 year ending with healthy net assets of approximately six million dollars. The auditor letters to the board explained the process and that AZACS staff fully cooperated with the audit. There were two items noted as deficiencies. One was regarding beginning net assets not being reconciled to the prior year's financial statements and the other was regarding expenses being coded to the correct fiscal year. Both deficiencies had a corrective action plan.

After a short discussion, Keisha called for a motion to approve the FY22 Financial Audit by roll call vote. Genaro made a 1st, Ron made a 2nd. A roll call vote was taken: Ron voted yea, Paul voted yea, Genaro voted yea, Ross voted yea and Keisha voted yea. All board members were in favor and the FY22 Finance Audit was approved.

1430 E Indian School Real Estate Opportunity:

Keisha turned it over to Diana to explain the 1430 E. Indian School Rd. real estate opportunity. Diana shared a parcel map to help board members understand the physical location of the property and its proximity to the Main Campus and Early Learning Center. The potential acquisition of this building could support the creation of an adult transition program, create more training space for the AZACS Teacher Certification Program and bring some wrap around services in clinical and healthcare areas for children and adults with autism. Diana asked the Board to form a committee to

explore the purchase and financing options for the building. Paul, Ron and Keisha expressed interest in being on the committee.

Keisha called for a motion to form a committee to explore the purchase and financing of the 1430 E. Indian School building. Ross made a 1st, Paul made a 2nd. All board members present were in favor and the motion was approved.

Diana then shared the Letter of Intent regarding the purchase of 1430 E. Indian School Rd. She explained to the Board that the LOI is non-binding and will allow the building to be off the market giving AZACS time to do due diligence.

After a short discussion, Keisha called for a motion to approve Diana signing the Letter of Intent to consider the purchase of the 1430 E. Indian School Rd. building. Ross made a 1st, Ron made a 2nd. All board members were in favor and the motion was approved.

Arizona Autism Charter School-Tucson High School Campus:

Kiesha moved to the new Arizona Autism Charter School-Tucson High School Campus plan. Diana explained this would start as a small pilot High School program in partnership with the Pima County Job and Technical Education Institute (JTED) opening in the 23-24 school year. Diana shared the need that had been communicated by the Tucson community due to a lack of specialty education options for high school students with autism in Tucson. Diana shared that Lisa had made many partnerships in Tucson who were in full support and excited about the prospect of opening an AZACS campus in the area. Diana shared the financial plan, which included revenue from state aide for 30 students as well as start-up grants and expenses related to lease, staffing, furniture and equipment. Diana showed that the program was financially feasible.

Enrollment Cap Increase to 1,000 students:

Diana explained that the additional campus as well as growth projections for the current campuses and the online school would require an enrollment cap increase for the charter. She explained that the current enrollment cap was at 850 students and she was requesting to increase the enrollment cap to 1,000 students.

After a short discussion and review of the financial plan for the site, Keisha called for a motion to approve the opening of the new AZ Autism Charter School-Tucson High School Campus in the 23-24 school year per the plan presented as well as the Enrollment Cap Increase to 1,000 students. Ron made a 1st, Paul made a 2nd. All board members were in favor and the motion was approved.

Board Member Elections and Re-Elections:

Keisha moved to board member elections and re-elections. Keisha said she had spoken to all board members one on one to gauge their interest and capacity to remain on the AZACS board. She said she still needed to speak to Ron and would share the results of her conversation with Diana and the AZACS leadership team. Diana shared that there are two new potential board members for the AZACS board currently going through the fingerprint clearance process. Those potential candidates were Amir Nizam, who was introduced to AZACS by Ross Meyer and Kerrie Mallory, an AZACS parent and former AZACS PTA President.

Fundraising Updates:

Keisha turned it over to Annie Loftis who shared that the AZACS Tax Credit Campaign was currently at \$17,000 for the 22/23 school year. She shared that donations could still be made through April 15 to receive a credit on current or last year's tax return for Arizona residents.

Diana then shared that AZACS' 10 year anniversary is approaching in 2024. She announced that AZACS will have a 10 year anniversary gala at the Arizona Biltmore on April 27, 2024. The theme will be Dancing with the Stars since the school offers a robust ballroom dance and music program at the schools. There will be a fundraising and sponsorship package. Diana asked that board members consider being on a committee to support the 10 Year Anniversary fundraising gala.

Adjournment:

Since there were no further items on the agenda, Keisha called for a motion to adjourn the meeting at approximately 6:21pm MST. Genaro made a 1st, Ross made a 2nd. The motion passed unanimously and the meeting was adjourned.



Governing Board Committee Agenda

Regular Meeting

January 26, 2023

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

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

When: **Thursday, January 26, 2023 at 5:00 pm MST**

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

Zoom Meeting:

<https://zoom.us/j/95371051772?pwd=WlhMMHJuM2ttR1pGM2IHbXI2ajJ5Zz09>

Meeting ID: 953 7105 1772 Passcode: 916887

If you are in need of translation services or a person with a disability seeking reasonable accommodation in order to access the Board meeting, please contact Diana Diaz-Harrison at (602) 882-5544 at least 24 hours prior to meeting.

General Matters

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

Public Comment

The Arizona Autism Charter School Governing Board accepts 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.

Board Meeting Minutes:

- Review and take action on minutes from the December 8, 2022

Financials:

- Review and take action on quarterly financials including: Balance Sheet, Profit/Loss Statement, and 12 Month Cash Flow
- Stipend Policy for 12 Month Administrators/Directors
- Proposal to open two additional Chase Bank accounts

Wellness Policy:

- Review and take action on Wellness Policy required by National School Lunch Program.

Yass Prize Update:

- AZACS Winner of the \$1,000,000 Yass Prize amongst 2,700 applicants from around the nation!
- Part of the award will help expand the STEAM and Project-Based Learning programs at all AZACS schools.
- Award will also seed national work for the newly formed National Accelerator of Autism Charter Schools. This separate entity will support the opening of an autism charter in every major city in America through training and consultation services.

AZACS Expansion into Tucson:

- Review and take action on proposal to add a site in Tucson

Board Engagement and Expectations:

- Review and take action document in preparation for board member and officer elections and re-elections.

Executive Session:

Adjournment



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

Meeting Thursday, January 26th, 2023

4125 N. 14th Street, Phoenix, AZ 85014

----- MINUTES -----

Board Members Present:

Keisha McKinnor, via virtual link

Paul Pucino, via virtual link

Ross Meyer, via virtual link

Board Members Absent:

Genaro Delgadillo

Ron Harrison

Others Present:

Lisa Long, Chief of Staff

Annie Loftis, Executive Assistant

General Matters:

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

Public Comment:

Keisha asked if there were any members of the public on the zoom virtual link or in person for comment. There was a member of the public on the line, but he indicated he had no comment.

Minutes:

Keisha asked if board members had reviewed the minutes from the December 8th, 2022 meeting and if there were any questions. Since there were no questions or discussion Kesiha called a motion to approve the minutes as presented. Paul made a 1st, Ross made a 2nd. All board members were in favor and the minutes were approved.

Financials:

Paul presented and stated that he and Diana reviewed the balance sheet dated December 31, 2022. In assets there were approximately \$2.6 to \$2.7 million. Cash was more than \$300,000 from the prior month and expresses that these are normal numbers for this time of year.

For profit and loss revenue, Paul stated that most of our revenue comes from the state at about \$10.4 million and about \$500,000 from federal sources for a total of about \$11.8 million. Expenses are all in line. Paul stated we have a net income of about \$1.3 million. For cash flow, AZACS has about \$2.4 million of inflow and \$1.9 million of outflow. We are up \$480,000 in cash not including the Yass prize.

Paul asked if there were any questions. There were no further questions.

Keisha asked for a motion to approve the quarterly financials, balance sheet, profit and loss and the 12 month cash flow. Ross made a 1st, Paul made a 2nd, all board members present were in favor and the motion was approved.

Stipend Policy for Administrators and Directors

Lisa presented a Stipend Policy to the board allowing AZACS to pay stipends out of state, federal and private grants for work done outside of contracted hours. Lisa explained the rationale for the policy and the background information.

Keisha asks for a motion to approve the Stipend Policy as presented. Paul made a 1st, Ross made a 2nd. All board members were in favor of the stipend policy and it was approved.

Proposal to Open Two Additional Chase Bank Accounts:

Keisha moved to discussing adding two additional Chase Bank accounts. Lisa will explained that two additional bank accounts were needed to segregate funds to:

1. AZACS is the fiscal agent for the National Accelerator of Autism Charter Schools (NAACS). If AZACS receives grant funds that are inteNAACS, the funds would be segregated in an account outside the AZACS operating account.
2. Segregate funds received from the Employee Retention Tax Credit.

Keisha asked for a motion to approve the two additional bank accounts. Paul made a 1st, Ross made a 2nd. All board members were in favor of the two additional bank accounts and it was approved.

Wellness Policy:

Keisha moved to the Wellness Policy. Lisa explained that the team collaborated to develop a policy to ensure wellness opportunities for staff and students. This policy is required by the National School Lunch Program and was written in collaboration with the Talent Management Director, School Nutritionist, PE teacher and our Nurse.

Keisha asked for a motion to approve the Wellness Policy as presented. Ross made a 1st, Paul made a 2nd. All board members were in favor of the Wellness Policy and it was approved.

Yass Prize Update:

Keisha asked Lisa to detail the Yass prize win. Lisa explains that out of 2700 applicants nationally, AZACS won the grand prize of \$1 million. Part of this money will be used to expand on our STEAM program utilizing the WOZED curriculum. The other part will be to help fund the new and separate entity, the National Accelerator of Autism Charter Schools, to support and train founding teams wishing to open autism charters in other states. Lisa shared that the Yass Prize win required AZACS to engage in additional video production, marketing and social media work and that board member Ron Harrison offered to do the video work through his company, Vision5, at a discounted rate. Lisa shared this was a better option than paying full price with another agency, and board member Ron wanted to ensure it was disclosed to the board. Board members shared they had seen the video work and it was very well done.

AZACS Expansion Into Tucson:

Keisha asked Lisa to discuss the Tucson expansion. Lisa explains that there are two proposals:

1. To open a small program, 9th grade through 12th grade school and then partner with JTED.
2. To open a small elementary program, Kindergarten through 8th in partnership with Tucson unified school district.

Keisha asks for a motion to approve the proposal to explore expansion in Tucson. Paul made a 1st, Ross made a 2nd. All board members were in favor of exploring expansion in Tucson and it was approved.

Board Engagement and Expectations:

Keisha then moved to the Board Member Engagement and Expectations document. She had previously emailed this out on January 18th, 2023.

She explained that there will need to be a revision made regarding attendance and that board members cannot miss more than three consecutive meetings. She asked if there were any questions and there were none.

Keisha asked for a motion to approve the Board Engagement and Expectations. Paul made a 1st, Ross made a 2nd. All board members were in favor of the Board Engagement and Expectations and it was approved.

Executive Session:

Keisha began the executive session at 5:38pm. Lisa Long and Annie Loftis were not in attendance at the executive session. The board members exited the Executive Session at 5:55pm.

Adjournment:

Since there were no further items on the agenda and the executive session concluded, Keisha called for a motion to adjourn the meeting at 5:56pm Ross made a 1st, Paul seconded the motion. The motion passed unanimously and the meeting was adjourned.



Governing Board Committee Agenda

Regular Meeting

December 8, 2022

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

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

When: **Thursday, December 8, 2022 at 5:00 p.m. MST**
Where: **4125 N. 14th Street, Phoenix, Arizona**
Zoom Meeting:

<https://zoom.us/j/93560671217?pwd=NTZmMDdwWmZqZ1UwbnNQYkVpZXM4dz09>

Meeting ID: 935 6067 1217 Passcode: 156948

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

General Matters

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

Public Comment

The Arizona Autism Charter School Governing Board accepts 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.

Board Meeting Minutes:

- Review and take action on minutes from the October 27, 2022 meeting (last meeting)

Take Action on the Emergency Succession Plan:

- Emergency Succession Plan with Clark Crace added

Formal Introduction:

- Annie Loftis, Executive Assistant

Board Member Information:

- In January, 2023: elections and re-elections
- Proposed new Board Member, Amir Nizam

Finance Audit in Progress:

- Roll call vote and approval at a future meeting

Tax Credit Campaign:

- Has begun and will run through April 15th, 2023

YASS Prize:

- Miami events
- Upcoming announcements from NYC trip

AZACS Board Member Webpage:

- Revamp visuals with headshots and short bios

Holiday Showcase:

- Upper Campus
 - Tuesday, December 13th from 9am-12pm
- West Valley Campus
 - Wednesday, December 14th from 9am-12pm
- Early Learning Center
 - Wednesday, December 14th from 9am-12pm
- Elementary Campus
 - Thursday, December 15th from 11:30am-2:30pm

Adjournment:



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

Meeting Thursday, December 8th, 2022

4125 N. 14th Street, Phoenix, AZ 85014

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

Board Members Present:

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

Board Members Absent:

Genaro Delgadillo

Others Present:

Lisa Long, Chief of Staff
Clark Crace, Senior Director of Strategic Initiatives
Annie Loftis, Executive Assistant

General Matters:

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

Public Comment:

Keisha asked if there were any members of the public on the zoom virtual link or in person for comment. There were no members of the public present on the zoom link.

Minutes:

Keisha asked if board members had reviewed the minutes from the 10/27/22 meeting and if there were any questions. Since there were no questions or discussion Keisha called a motion to approve the minutes as presented. Ross made a 1st, Ron made a 2nd. All board members were in favor and the minutes were approved.

Emergency Succession Plan:

Keisha asked to move to the Emergency Succession Plan and turned it over to Lisa Long, Chief of Staff. Lisa explained that as Chief of Staff, she was the person designated to lead AZACS in the event Diana were absent for an extended period due to an emergency. Lisa added that since Clark Crace was added as an additional member of the executive team, he has been instrumental in his role as Sr. Director of Strategic Initiatives. She requested that Clark be added as another executive team member who could lead the charter if Diana were to have an emergency leave of absence. Lisa detailed Clark's experience and expertise.

After a brief discussion Lisa asked for a motion to approve the Emergency Succession Plan with the addition of Clark Crace.

Ron made a 1st, Paul made a 2nd, all board members present were in favor and the motion was approved.

Board Member Elections Upcoming:

Keisha turned it over to Lisa, who explained that if anyone was interested in being a candidate for an officer position, such as President, Vice President, Secretary or Treasurer, or being a returning board member, that nominations would be considered at an upcoming board meeting. Lisa also shared that a potential new board member, Amir Nizam's may be considered at a future meeting. Keisha also discussed recruiting other potential board members in the community who may be interested in serving on the AZACS Board.

Finance Audit In Progress:

Keisha asked Lisa to detail the current finance audit. Lisa explained that the Lorenzo audit firm was currently engaged in the audit process. While the audit is more complex than previous years due to multiple campuses and an influx of federal funds, the audit was going well. Results of the audit would be reviewed at a future board meeting, potentially in February.

Tax Credit Campaign

Keisha asked Lisa to detail the current tax credit campaign. Lisa explained that families and individuals can get a dollar for dollar return on their taxes for 2022 when an individual gives \$200 or a couple gives \$400 to AZACS. AZACS uses these funds for all its extracurricular

activities like dance, field trips, art, busses, PE and more. Ron Harrison stated that the social media campaign was going well. Keisha added that this is a great way to donate to the school.

Yass Prize Update:

Kesiha asked about the Yass Prize and any updates. Lisa explained that Diana was previously in Miami and will be going to New York December 14th to hear the announcement of the Yass Prize winners. We are up for a \$1,000,000 prize and the grand prize winner will be announced December 14th, 2022.

Board Member Webpage Updates:

Keisha asked Lisa to explain what to expect. Lisa let the board know that we will be reaching out to them after we know more details and logistics about getting bios and headshots for each current board member. This will likely happen after elections and re-elections.

Holiday Showcase Information:

Keisha turned it over to Lisa to share about the holiday showcases. Lisa explained that in addition to holiday performances, students would also be showcasing their 2nd quarter projects. Lisa also shared the dates and times of each campuses' showcase.

Adjournment:

Since there were no further items on the agenda, Keisha called for a motion to adjourn the meeting at approximately 5:41pm. Paul made a 1st, Ron seconded the motion. The motion passed unanimously and the meeting was adjourned.



Governing Board Committee Agenda

Regular Meeting

October 27, 2022

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

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

When: **Thursday, October 27, 2022 at 5:00 pm MST**

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

Zoom Meeting:

<https://zoom.us/j/96367377866?pwd=MkxLQVI1UIRyVlp3ZWV4ekQ3ODdmZz09>

Meeting ID: 963 6737 7866 Passcode: 740545

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

General Matters

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

Public Comment

The Arizona Autism Charter School Governing Board accepts 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.

Board Meeting Minutes:

- Review and take action on minutes from the September 29, 2022

Quarterly Financials:

- Balance Sheet, Income Statement, and 12 Month Cash Flow

Take Action on Updated National School Lunch Program Contract:

- Due to change in lunch program caterer

Update Transportation Pilot Program:

- Target start date Nov 7

Grants Fundraising Update:

- National Yass Prize STOP for Education Award
- Tax Credit Campaign

Adjournment

Posted: October 26, 2022 @ 5:00 p.m. on website and site at 4125 N. 14th Street, Phoenix, 85014



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

Thursday, October 27, 2022

4125 N. 14th Street, Phoenix, AZ 85014

Board Members Present:

Ron Harrison, via virtual link

Keisha McKinnor, via virtual link

Genaro Delgadillo

Board Members Absent:

Paul Pucino

Ross Meyer

Others Present:

Diana Diaz-Harrison, AZACS Founder & Executive Director

Lisa Long, AZACS Chief of Staff

Claudina Douglas, ADI

General Matters:

A quorum was determined to be present on the virtual zoom link. Keisha called the meeting to order at approximately 5:02 pm. Keisha called for a motion to approve the agenda as presented. Ron made a 1st, Genaro made a 2nd, all board members present were in favor and the agenda was approved.

Public Comment:

Keisha asked if there were any members of the public on the zoom virtual link or in person for comment. There were a couple of AZACS parents on the virtual link but they did not have a comment.

Board Meeting Minutes:

Keisha asked if board members had reviewed the minutes from the September 29 board meeting. Board member indicated they had reviewed the minutes. Keisha asked for a motion to approve the 9/29 minutes as presented, Genaro made a 1st, Ron made 2nd, all board members were in favor and the motion passed.

Financials:

Keisha turned it over to Diana and Claudina Douglas to review the Quarter 1 financials. Diana explained that Board Treasurer, Paul, could not be present at the meeting but he had reviewed the financials with Claudina and her team prior to the meeting. Claudina reviewed the Balance Sheet as of September 30 and noted that total current assets were coming in at more than 32 million including a cash balance of more than five million. While net income for the first quarter was negative, Claudina explained that this follows the pattern of previous school years as funding for grants flows later in the school year.

Next Claudina reviewed the Profit/Loss statement from July 2022 to September 2022. The report showed gross profit at 4.6 million and total expenses for the quarter at 5.5 million. Again, this deficit follows the pattern of previous school years, as funds start to catch up as students are evaluated with the correct diagnosis and receive additional special education funding and grants start to flow later in the year.

Claudina also share the 12 month cash flow, with actual expenses through September. This report showed a cash ending balance of 6.4 million.

National School Lunch Program:

Keisha turned it over to Diana, who turned it to Lisa Long to explain the necessary update to the National School Lunch Program contract with the state. Lisa explained that an update to the contract was needed because we were changing to a new food service vendor. Lisa explained the school team vetted several school lunch caterers and were hopeful that the new provider would provide better service than the previous one. Keisha called for a motion to approve the updated NSLP contract. Ron made a 1st, Genaro made a 2nd, all board members present were in favor and the motion passed.

Transportation Program Update:

Keisha turned over to Diana, who shared the first shuttle van was scheduled to start November 7. The pilot program was small due to delays in vehicle manufacturing. Diana shared that the transportation contractor, Kid Commute, would be leasing at least three vehicles to AZACS until new vehicles were available for purchase.

Grants and Fundraising Update:

Keisha turned it over to Diana, who shared that AZACS was a finalists in the national Yass Prize! Diana would be traveling to New York and Miami for a national competition. Diana also

reminded board members that it was Tax Credit Campaign season and asked that board members share the social media campaign with their networks.

Adjournment:

Since there were no further items on the agenda, Keisha called for a motion to adjourn the meeting at approximately 5:43 pm. Ron made a 1st, Genaro seconded the motion. The motion passed unanimously and the meeting was adjourned.



Governing Board Committee Agenda

Special Meeting

September 29, 2022

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

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

When: **Thursday, September 29, 2022 at 5:00 pm p.m. MST**
Where: **4125 N. 14th Street, Phoenix, Arizona**
Zoom Meeting:
<https://zoom.us/j/99163138689?pwd=emlKa3RmUTh5YkxuT2ladERxUUw3dz09>

Meeting ID: 991 6313 8689 Passcode: 750614

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

General Matters

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

Public Comment

The Arizona Autism Charter School Governing Board accepts 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.

Board Meeting Minutes:

- Review and take action on minutes from the August 25, 2022 meeting
- Review and take action on minutes from the September 21, 2022 meeting

FY22 Annual Financial Report (AFR):

- Review and take action on the FY22 AFR

Online School Program

- Online School Program Presentation
- Review and take action on online school Curriculum Tables
- Review and take action on Online High School Pathways to Graduation
- Review and take action on Online Schools Emergency Operations Plan

Adjournment

Posted: September 28, 2022 @ 5:00 p.m. on website and site at 4125 N. 14th Street, Phoenix, 85014



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

Thursday, September 29, 2022

4125 N. 14th Street, Phoenix, AZ 85014

----- MINUTES -----

Board Members Present:

Ron Harrison, via virtual link

Keisha McKinnor, via virtual link

Ross Meyer, via virtual link

Board Members Absent:

Genaro Delgadillo

Paul Pucino

Others Present:

Diana Diaz-Harrison, Founder & Executive Director

Dana Van Deinse, Sr. Director of Online Programs

General Matters:

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

Public Comment:

Keisha asked if there were any members of the public on the zoom virtual link or in person for comment. There was an AZACS parent on the virtual link asking information on the transportation program. Diana provided a short update.

Board Meeting Minutes:

Keisha asked if board members had reviewed the minutes from the August 25 board meeting. Board member indicated they had reviewed the minutes. Keisha asked for a motion to approve the 8/25 minutes as presented, Ross made a 1st, Ron made 2nd, all board members were in favor and the motion passed.

Keisha asked if board members had reviewed the minutes from the September 21 board meeting. Board member indicated they had reviewed the minutes. Keisha asked for a motion to approve the 9/21 minutes as presented, Ross made a 1st, Ron made 2nd, all board members were in favor and the motion passed.

Online School Program:

Keisha turned it over to Diana to review documents associated with the AZACS Online School programs. Diana introduced Dana Van Deirse, Sr. Director of Online Programs. Dana presented a power point presentation with programmatic highlights of the online schools. Within the presentation, Dana explained the online school Curriculum Tables, Pathway to Graduation and Emergency Operations Plan.

After a few questions and discussion Keisha called for a motion to approve the Online Schools' Curriculum Tables. Ross made a 1st, Ron made a 2nd, all board members were in favor and the motion passed.

Keisha then called for a motion for approve the Online High School's Pathways to Graduation. Ron made a 1st, Ross made a 2nd, all board members were in favor and the motion passed.

Next Keisha called for a motion to approve the Online School's Emergency Operations Plan. Ron made a 1st, Ross made a 2nd, all board members were in favor and the motion passed.

Adjournment:

Since there were no further items on the agenda, Keisha called for a motion to adjourn the meeting at approximately 5:50 pm. Ross made a 1st, Ron seconded the motion. The motion passed unanimously and the meeting was adjourned.



Governing Board Committee Agenda

Special Meeting

September 21, 2022

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

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

When: **Wednesday, September 21, 2022 at 5:00 pm p.m. MST**
Where: **4125 N. 14th Street, Phoenix, Arizona**
Zoom Meeting:
<https://zoom.us/j/94836631415?pwd=VDVkUDA5TXFIMFUzbnppQzdXRXc2dz09>

Meeting ID: 948 3663 1415 Passcode: 680787

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

General Matters

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

Public Comment

The Arizona Autism Charter School Governing Board accepts 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.

Board Member Resignation:

- Review and take action on board member resignation

Change in Grade Levels Served West Valley:

- Review and take action on update on grade levels served at West Valley

Adjournment

Posted: September 20, 2022 @ 5:00 p.m. on website and site at 4125 N. 14th Street, Phoenix, 85014



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

Special Meeting-Thursday, September 21, 2022

4125 N. 14th Street, Phoenix, AZ 85014

----- MINUTES -----

Board Members Present:

Ron Harrison, via virtual link
Paul Pucino, via virtual link
Keisha McKinnor, via virtual link
Genaro Delgadillo, via virtual link

Board Members Absent:

N/A

Others Present:

Diana Diaz-Harrison, Founder & Executive Director

General Matters:

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

Public Comment:

Keisha asked if there were any members of the public on the zoom virtual link or in person for comment. There were members of the public present on the zoom link but none requested to make a comment.

Board Member Resignation:

Keisha turned it over to Diana regarding the resignation of Viet Do. Diana shared that Viet resigned as of 8/12/2022 due to a technical matter. Diana shared that she and Viet had spoken, and Viet was interested in rejoining the board as soon as that technical matter was resolved, but for

now, we would be off the board. Board members spoke highly of Viet and his support of AZACS as a parent and board member and agreed they would welcome him back on the board when he is ready. Keisha called for a motion to accept Viet Do's resignation from the board, Paul made a 1st, Ross made a 2nd, all board members were in favor and the motion passed.

Change in Grade Levels Served-West Valley Campus:

Keisha turned it over to Diana to explain the need for an amendment request to the Arizona State Board for Charter Schools for a Change in Grade Levels Served at the West Valley Campus. Diana shared that when the team submitted their original plan for the West Valley, they communicated the school would start its first year as a K-3 school, even though the school was approved to serve up to 8th grade. As enrollment came in, there were many 4th grade applications, so school leaders decided it would be optimal to open the school as a K-4 school in the first year. Additionally, there were new legislation regarding flexible seat time or Instructional Time Models. School leaders decided to pilot a Hybrid Program for grades 4-8 at West Valley, which the board had already approved at the February 2022 meeting, when it approved the flexible Instructional Time Model. These changes in the first year plan had not been communicated with ASBCS, and this came up in a 1st year site monitoring. Therefore, the school had to submit an amendment request for a Change in Grade Levels Served, to officially communicate these changes to ASBCS and be in compliance.

Since there was no further discussion, Keisha called for a motion to approve the Change in Grade Levels Served at the AZACS West Valley Campus from K-3 to K-8. Ron made a 1st, Paul made a 2nd, all were in favor and the motion passed.

members to review details of the plan and that the plan would need board approval at a later meeting.

Adjournment:

Since there were no further items on the agenda, Keisha called for a motion to adjourn the meeting at approximately 5:25pm. Ross made a 1st, Ron seconded the motion. The motion passed unanimously and the meeting was adjourned.



Governing Board Committee Agenda

August 25, 2022

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

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

When: **Thursday, August 25, 2022 at 5:00 pm p.m. MST**
Where: **4125 N. 14th Street, Phoenix, Arizona**
Zoom Meeting:
<https://zoom.us/j/95840195107?pwd=cktEb3gvMnEyTUFLdIVGYIMybEZDdz09>

Meeting ID: **958 4019 5107** Passcode: **685003**

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

General Matters

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

Public Comment

The Arizona Autism Charter School Governing Board accepts 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.

Review Potential Board Member Resume:

- Review resume of Amir Nizam, potential board candidate
- Plan an interview with board candidate

Board Meeting Minutes:

- Review and take action on minutes from June 30 board meeting
- Review and take action on minutes from July 14 board meeting

Introduction of New Member of AZACS Executive Team

- Introduce Clark Crace, Senior Director of Strategic Initiatives

22-23 Emergency Operation Plans:

AZACS Director of Operations and IT, Dan McCarty, presents Emergency Operations Plans for all sites:

Take action on the 22-23 Emergency Operations Plans for the following campuses:

- Early Learning Center
- Main Campus
- West Valley Campus

Review AZACS Emergency Succession Plan:

- Review AZACS Emergency Succession Plan. Consider for action item at next board meeting.

Executive Session:

- Review and take action on entering into executive session

Announcements:

- Successful start at all campuses
- New funding source, Medicaid in Public Schools (MIPS)
- Enrollment Numbers

Adjournment

Posted: August 24, 2022 @ 5:00 p.m. on website and site at 4125 N. 14th Street, Phoenix, 85014



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

Thursday, August 25, 2022

4125 N. 14th Street, Phoenix, AZ 85014

----- MINUTES -----

Board Members Present:

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

Board Members Absent:

Ross Meyer

Others Present:

Diana Diaz-Harrison, Founder & Executive Director
Lisa Long, Head of Operations and Growth
Dan McCarty, Director of Operations and IT
Clark Crace, Sr. Director of Strategic Initiatives

General Matters:

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

Public Comment:

Keisha asked if there were any members of the public on the zoom virtual link or in person for comment. There were members of the public present on the zoom link but none requested to make a comment.

Review Potential Board Member Resume:

Keisha turned it over to Diana to review a Amir Nizam's resume. Current board member Ross Meyer recommended Amir as a potential board member. Diana shared that she had met Amir and thought that his expertise in digital media, IT and marketing would be an asset to the AZACS Board. Diana shared that Amir has a son with autism and would understand the need for a school like AZACS. Keisha asked if there were board members interested in conducting an interview with Amir. It was determined that Keisha and Viet would conduct the interview at a date to be determined.

Board Meeting Minutes:

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

Keisha asked if board members had reviewed the minutes from the July 14th board meeting. Board members indicated they had reviewed them and there were no questions or comments. Keisha called for a motion to approve the minutes as presented. Viet made a 1st, Ron made a 2nd, all board members were in favor and the motion passed.

Introduction of New Member of the Executive Team:

Keisha turned it over to Diana to Introduce Clark Crace. Diana introduced Clark as the new Sr. Director of Strategic Initiatives. Diana shared that Clark would be supporting her and Lisa in all administrative functions of the charter. Clark introduced himself and shared he had more than 20 years of experience in Special Education and was excited to support the AZACS leadership team. Board members welcomed Clark to the team.

Emergency Operations Plans:

Keisha turned it over to Diana and Dan McCarty, AZACS Director of Operations and IT to review the Emergency Operations Plans for the Early Learning Center, the Main Campus and the new West Valley Campus. Dan prepared a presentation explaining procedures for everything from lock downs, fire drills and medical emergencies. He shared that all schools had an aligned plan for emergencies and that staff members are trained and the school practices with regular drills. After a short discussion, Keisha called for a motion to approve the Emergency Operations Plans as presented. Ton made a 1st, Genaro made a 2nd, all board members were in favor and the motion passed.

Emergency Succession Plan:

Keisha turned it over to Diana to review the Emergency Succession Plan that was completed with support The Center for Sustainable Leadership. Diana shared highlights of the plan, indicating that Lisa Long would take over major parts of her role in Diana's absence. Diana asked board

members to review details of the plan and that the plan would need board approval at a later meeting.

Executive Session:

Keisha called for a motion to go into executive session. Ron made a 1st, Viet made a 2nd, all board members were in favor and the meeting moved into executive session.

Keisha called for a motion to exit the executive session. Genaro made a 1st, Viet made a 2nd, all were in favor and the board exited executive session.

Announcements:

Keisha turned it over to Diana for announcements. Diana shared that the 22-23 school year was off to a successful start, having opened four campuses successfully and having met enrollment targets at every school.

Diana also shared that the schools had successfully completed an application and process to get Medicaid funding for schools.

Diana turned it over to Lisa to share precise enrollment numbers, totaling about 710 students across all sites.

Adjournment:

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



Governing Board Committee Agenda

July 14, 2022

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

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

When: **Thursday, July 14, 2022 at 5:00 pm p.m. MST**
Where: **4125 N. 14th Street, Phoenix, Arizona**
Zoom Meeting:
<https://zoom.us/j/95472013154?pwd=Nkx1dzU1NlUyMzQ3bFYwTzRWazdnZz09>

Meeting ID: **954 7201 3154** Passcode: **920981**

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

General Matters

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

Public Comment

The Arizona Autism Charter School Governing Board accepts 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.

FY23 Adopted Budget:

- Review and take action on FY23 Adopted Budget

Events and Celebrations:

- West Valley Ribbon Cutting - July 21 - 10:30am
- Postsecondary Innovation & Entrepreneurial Career Education (**PIECE Program**) Grand Opening -- July 30 10:00am to 12:00p

Adjournment

Posted: July 13, 2022 @ 5:00 p.m. on website and site at 4125 N. 14th Street, Phoenix, 85014



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

Thursday, July 14, 2022

4125 N. 14th Street, Phoenix, AZ 85014

----- MINUTES -----

Board Members Present:

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

Board Members Absent:

Genaro Delgadillo

Others Present:

Diana Diaz-Harrison, Founder & Executive Director
Lisa Long, Head of Operations and Growth
Claudina Douglas and Hannah Moody from ADI

General Matters:

A quorum was determined to be present with Keisha, Ron, Ross, Viet and Paul on the virtual zoom link. Keisha called the meeting to order at approximately 5:02 pm. Keisha called for a motion to approve the agenda as presented. Ron made a 1st, Viet made a 2nd, all board members present were in favor and the agenda was approved.

Public Comment:

Keisha asked if there were any members of the public on the zoom virtual link or in person for comment. There were members of the public present on the zoom link but none requested to make a comment.

FY23 Budget to Adopt:

Keisha asked Paul to review highlights of the FY23 Budget to consider adoption. Paul noted that there were no changes from the FY23 Proposed Budget shared about two weeks prior. The projected total revenues were \$21,566,637, up from \$17,217,516 in FY22. The increase was mostly due to increased enrollment at 702 in FY23 up from 463 in FY22. Paul noted that FY23 estimated expenditures were at \$16,731,826, an increase of \$1,666,672 from the previous year, leaving the charter in a healthy financial position in FY23 with a net income of \$4,846,117. Since there was no further discussion, Keisha asked for a motion to approve the FY23 Adopted Budget as presented. Viet made a 1st, Paul made a 2nd, all were in favor and the motion passed unanimously.

Next, Keisha turned it over to Diana and Paul to discuss a proposal from Arbitrage Management Group, to invest the bond reserve funds. Paul noted that the proposal had been vetted by meeting with Arbitrage and checking multiple references from other charter school that also engage in this process. Paul noted there was minimal risk because the investments were in US Treasuries and risk-free securities. Diana had also confirmed that these investments were allowable per the bond contract. Since there was no further discussion, Keisha called for a motion to approve the Arbitrage proposal. Genaro made a 1st, Ron made a 2nd, and the motion passed unanimously.

Events and Celebrations:

Keisha turned it over to Diana to share important dates and celebrations. Diana re-shared dates for ribbon cuttings for the new West Valley Campus on July 21 as well as the Post-secondary Innovation and Entrepreneurial Career Education (PIECE) Transition Academy on July 30.

Adjournment:

Since there were no further items on the agenda, Keisha called for a motion to adjourn the meeting at approximately 5:30pm. Viet made a 1st, Paul seconded the motion. The motion passed unanimously and the meeting was adjourned.