



## Governing Board Committee Agenda July 1, 2021

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 1, 2021 at 5:00 pm p.m. MST**

Where: **4125 N. 14<sup>th</sup> Street, Phoenix, Arizona**

Zoom Meeting:

<https://zoom.us/j/91665954732?pwd=SXdFdmlUbUY1eU9uUWdOWnZDZEVBdz09>

Meeting ID: 916 6595 4732 Passcode: 888406

*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 welcomes public comment on issues within the jurisdiction of the school. Comments should be limited to three minutes per individual. At the conclusion of public comment, the Board members may respond to the comments made by the public, may ask staff to review a matter, or may ask that a matter be put on a future agenda. Members of the Board, however, may not discuss or take legal action on matters raised during public comment unless the matters are properly noticed for discussion and legal action. Finally, be advised that internal processes are available for communication.

**Financials:**

Review and take action on the following financial documents:

- Balance Sheet May 2021
- Income Statement May 2021
- Income Statement YTD May 2021

**FY22 Proposed Budget**

- Review and take action on the FY22 Proposed Budget

**COVID-19 Updates:**

- Updating mitigation plan strategies.

**Phase II Construction Plan and Bond Financing:**

- Update on timeline for construction and bond closing

**Fundraising and Grants:**

- Arizona Sports and Tourism Authority

**Adjournment**

Posted: June 30, 2021 @ 5:00 p.m. on website and site at 4125 N. 14<sup>th</sup> Street, Phoenix, 85014



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

Thursday, July 1, 2021

4125 N. 14<sup>th</sup> Street, Phoenix, AZ 85014

----- MINUTES -----

**Board Members Present:**

Genaro Delgadillo, via virtual link

Keisha McKinnor, via virtual link

Ron Harrison, via virtual link

Ross Meyer, telephonically

Paul Pucino, via virtual link

Viet Do, via virtual link

**Board Members Absent:**

None

**Others Present:**

Diana Diaz-Harrison, Founder & Executive Director

Lisa Long, Head of Operations and Growth

Amanda Roark, Diamond Financial Solutions

**General Matters**

Keisha called the meeting to order at approximately 5:00 pm and a quorum was determined to be present for the zoom board meeting. Keisha called for a motion to approve the agenda as presented. Paul made a 1<sup>st</sup>, Viet made a 2<sup>nd</sup>, 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 virtual link, phone conference line or in person for comment. There was no public comment.



### **Financials:**

Keisha turned over to Amanda Roark, AZACS assigned accountant at Diamond Financial to review the May 2021 Balance Sheet which showed total assets at approximately 12.6 million dollars and total liabilities at approximately 11.2 million and total equity at approximately 1.37 million. Amanda then reviewed the May 2021 Income Statement and Year to Date Income Statement which showed total year to date revenue at approximately 9.1 million and total operating expenses year to date at about 9 million. Keisha called for a motion to approve the May Balance Sheet, Income Statement and Year to Date Income Statement as presented. Viet made a 1<sup>st</sup>, Ross made a 2<sup>nd</sup> all were in favor and the motion passed unanimously.

### **FY22 Proposed Budget**

Keisha turned it over to Diana to review the FY22 Proposed Budget. Diana prepared a proposed budget snapshot that showed projected revenue at approximately 15 million in FY22 and projected expenses at 13.8 million for a projected net income at 1.2 million. The biggest driver for the revenue and expenses are additional student enrollment, growing by approximately 130 or 36% from the previous year. Board members asked about meeting bond covenants and Diana explained that the debt service coverage ratio was estimated at 2.5 and that the required DSCR is 1.2. Keisha then called for a motion to approve the FY22 Proposed Budget as presented. Ron made a 1<sup>st</sup> and Viet made a 2<sup>nd</sup>. All board members were in favor and the FY22 Proposed Budget was approved unanimously.

### **COVID 19 Updates:**

Keisha turned this item over to Diana who shared the school was doing very well with managing the COVID19 mitigation plan and no further closures had been needed. Diana proposed to eliminate the temperature checks for all students and staff entering the school buildings from the mitigation plan since it was not a requirement at many other schools or establishments. She also asked the board to consider not requiring masks for staff once the summer program started for students. Diana shared that more staff members had reported being vaccinated. After some discussion with Dr. Viet Do, AZACS board member and medical advisor, it was determined that the mask mandate would be revised to only require masks for unvaccinated staff members, which aligned with CDC recommendations. Keisha called for a motion to eliminate the temperature checks from the mitigation plan and to revise the mask mandate to only require masks for unvaccinated individuals. Viet made a 1<sup>st</sup>, Ross made a 2<sup>nd</sup>, the motion passed unanimously.

### **Phase II Construction Plan and Bond Financing:**

Diana reported that bond financing was on track to close in late September. Due to this extended timeline, major construction could not start in the summer. The leadership team was prepared to serve the additional 130 students expected in FY22 in the existing spaces. Minor construction projects would take place in the summer paid for by general funds with the option to reimburse with bond funds once financing closes.



**Fundraising and Grants:**

Keisha turned it over to Diana. Diana shared she wrote and submitted a grant to the Arizona Sports and Tourism Authority to support construction of the gym and dance studio at the Main Campus.

**Adjournment**

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



**Governing Board Committee Agenda  
July 14, 2021**

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, July 14, 2021 at 5:00 pm p.m. MST**  
Where: **4125 N. 14<sup>th</sup> Street, Phoenix, Arizona**  
Zoom Meeting:  
<https://zoom.us/j/93750587987?pwd=eEp3V2pnSk10RzA1TVRwUnJKcmFtZz09>  
Meeting ID: **937 5058 7987** Passcode: **554289**

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**General Matters**

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

**Public Comment**

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**Financials:**

- Review and take action on the **FY22 Adopted Budget**
- Review 5 Year Projections in connection with bond financing for expansion projects

**Authorizing Resolution for Financing:**

- Review and take action on updated Authorizing Resolution for Financing

**Adjournment**

**Posted: July 13, 2021 @ 5:00 p.m. on website and site at 4125 N. 14<sup>th</sup> Street, Phoenix, 85014**





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

Wednesday, July 14, 2021

4125 N. 14<sup>th</sup> Street, Phoenix, AZ 85014

----- MINUTES -----

**Board Members Present:**

Genaro Delgadillo, via virtual link

Keisha McKinnor, via virtual link

Ron Harrison, via virtual link

Ross Meyer, telephonically

Paul Pucino, via virtual link

Viet Do, via virtual link

**Board Members Absent:**

None

**Others Present:**

Diana Diaz-Harrison, Founder & Executive Director

Lisa Long, Head of Operations and Growth

Terry Warren, Warren Charter Law

**General Matters**

Keisha called the meeting to order at approximately 5:00 pm and a quorum was determined to be present for the zoom board meeting. Keisha called for a motion to approve the agenda as presented. Genaro made a 1<sup>st</sup>, Ron made a 2<sup>nd</sup>, 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 virtual link, phone conference line or in person for comment. There was no public comment.

## **FY22 Adopted Budget**

Keisha turned it over to Diana to review the FY22 Adopted Budget. Diana explained there were no updates from the proposed budget to the budget now being presented for adoption. She re-shared the snapshot that showed projected revenue at approximately 15 million in FY22 and projected expenses at 13.8 million for a projected net income at 1.2 million. The biggest driver for the revenue and expenses are additional student enrollment, growing by approximately 130 or 36% from the previous year. Diana also explained that the budget covered the debt service coverage ratio covenants at 2.5. Keisha then called for a motion to approve the FY22 Adopted Budget as presented. Paul made a 1<sup>st</sup> and Viet made a 2<sup>nd</sup>. All board members were in favor and the FY22 Adopted Budget was approved unanimously.

## **5 Year Projections:**

Keisha asked Diana to share the process for the creation of the 5 Year Projections which include Enrollment, Staffing, Revenue and Expenses for the next five years. Diana explained she worked closely with accountants and school finance experts from Afton, a national organization empowering education leaders with financial tools and strategies to ensure sustainability. Diana explained that the projections included the new debt that would be incurred with the purchase of two additional buildings and the construction project. Diana shared that Board Treasurer Paul, also reviewed the projections with the Afton group. Paul shared the highlights of the projections with the board members and shared the process was very thorough.

## **Authorizing Resolution for Financing:**

Keisha turned over to Diana and attorney Terry Warren, who explained the Authorizing Resolution for Financing needed to be updated due to the purchase of the new West Valley Campus and the rise in costs for the construction project. He explained the construction budget was coming in bigger than expected due to inflated prices for lumber, metal, labor and an extended construction timeline. Terry was recommending the new resolution for financing allow for up to 17 million, to accommodate the purchase of the West Valley Campus, the purchase of the Indian School Campus and the increase in construction budget. Diana explained the additional debt was built into the 5 year projections and the school could still meet the debt service coverage ratios and other covenants. After further discussion and questions and answers with Terry Warren, Keisha called for a motion to approve the updated Authorizing Resolution for Financing authorizing up to 17 million in financing. Genaro made a 1<sup>st</sup>, Paul made a 2<sup>nd</sup> and the motion passed unanimously.

## **Adjournment**

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



## Governing Board Committee Agenda August 26, 2021

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 26, 2021 at 5:00 pm p.m. MST**

Where: **4125 N. 14<sup>th</sup> Street, Phoenix, Arizona**

Zoom Meeting:

<https://zoom.us/j/97917259362?pwd=ejRIYm5tUWQrbG51N0tiYjN4aUhQQT09>

Meeting ID: 979 1725 9362      Passcode: 322232

*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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#### **Financials:**



- Review and take action on Quarter 4 Reports, Balance Sheet and Income Statement
- PPP Loan Forgiveness Status

**Review and Take Action on Minutes:**

- Review and take action on minutes from July 1 and July 14 board meetings

**School Start Up Report:**

- Enrollment
- Staffing

**COVID Updates:**

- Mitigation Plan, Flow Charts
- Case Count

**Purchase and Expansion Project Update:**

- New S&P Rating
- Timeline for closing on bond and building purchases
- Construction Timeline

**Academic Review**

- Review and take action on Course Pathways and Adopted Curriculum
- Review Academic Data Tables for the 2020-21 School Year

**2021-22 Emergency Operations Plan**

- Review and take action on updated plan

**Grant and Fundraising Update:**

- Charter Schools Growth Fund

**Adjournment**

**Posted: August 25, 2021 @ 5:00 p.m. on website and site at 4125 N. 14<sup>th</sup> Street, Phoenix, 85014**



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

Thursday, August 26, 2021

4125 N. 14<sup>th</sup> Street, Phoenix, AZ 85014

----- MINUTES -----

**Board Members Present:**

Keisha McKinnor, via virtual link

Ron Harrison, via virtual link

Ross Meyer, telephonically

Paul Pucino, via virtual link

Viet Do, via virtual link

**Board Members Absent:**

Genaro Delgadillo

**Others Present:**

Diana Diaz-Harrison, Founder & Executive Director

Lisa Long, Head of Operations and Growth

Amanda Roark, Diamond Financial

**General Matters:**

Keisha called the meeting to order at approximately 5:00 pm and a quorum was determined to be present for the zoom board meeting. Keisha called for a motion to approve the agenda as presented. Ross made a 1<sup>st</sup>, Paul made a 2<sup>nd</sup>, 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 phone conference line or in person for comment. There was no public comment.

### **Financials:**

Keisha turned it over to Amanda Roark from Diamond Financial to review the highlights of the 4<sup>th</sup> quarter Balance Sheet and Income Statement. Amanda started with the Balance Sheet and stated that total assets were at approximately 12.3 million and total liabilities were at approximately 11 million leaving the charter with a total equity of approximately 1.3 million she showed comparisons from FY20 to FY21 and indicated that liabilities were higher in the current fiscal year due to the additional debt from the 2020 bonds. She then moved on the Income Statement which showed total revenue at approximately 2.6 million at total operating expenses at approximately 2.8 million. While this did show a loss for the quarter, Amanda explained it was due to the timing of several major grants that work on a reimbursement basis. She also indicated that coding was still in process as school leaders and accountants at Diamond Financial were preparing for the annual audit in September. Since there was no further discussion Keisha called for a motion to approve the financials as presented. Paul made a 1<sup>st</sup>, Ron made a 2<sup>nd</sup>, all were in favor and the motion passed.

### **Minutes:**

Keisha asked if board members had the opportunity to review and take action on the board minutes for July 1, 2021 as well as the July 14, 2021 board meetings. Board members indicated they had reviewed the minutes and had no questions or comments. Keisha called for a motion to approve the minutes from the 7/29/21 and 7/14/21 board meetings. Viet made a 1<sup>st</sup>, Ron made a second, all were in favor and the motion passed.

### **School Start Up Report:**

Diana shared with the board that the school year has started successfully, meeting its enrollment and staffing targets. Enrollment was at 472 students across all schools under the charter and staffing was maintaining at an approximate 3:1 ratio. Overall staff retention from the previous year was at about 88% across all positions, which was great considering the difficulties of the 2020-21 school year.

### **COVID 19 Updates:**

Keisha turned this item over to Diana who shared the school was still doing very well with managing the COVID19 mitigation plan. Since the beginning of the school year, two classrooms had to revert to virtual learning as there were two positive cases in the contact trace cohort. Diana shared that board member and medical advisor Dr. Viet Do had created some flow charts to help our nurse and leadership team determine the length of time quarantining is necessary for vaccinated and unvaccinated individuals as well as symptomatic and asymptomatic individuals. Diana indicated the team would be sending an updated vaccination survey to staff members and parents of students 12 years of age and older to determine percentage of vaccinated individuals in the school community.

### **Purchase and Expansion Project:**

Keisha turned it over to Diana and Lisa Long. Diana shared with the board the results from the S&P rating, which showed the school maintaining a BB stable rating despite the additional debt of up to 17 million for the new purchases and expansion. Diana also shared that the timeline for closing the bond had been extended to October 8 and the building purchases for the Peoria Campus and the Indian School building has been extended to early October as well. The construction timeline was set to start in late



September for the Main Campus with heavy work to be done during the October fall break. The same construction timeline applied for renovations at the Early Learning Center.

### **Academic Review**

Keisha turned it over to Lisa Long to review the Pathways to Graduation and Adopted Curriculum tables. Lisa indicated that the Pathways document included all the required academic classes needed for graduation as well as differentiated curriculum programs for the various levels of students served. The table also had a rich selection of electives in the areas of STEM, performing arts and vocational training. Keisha commented about the rich selection of academics and elective courses and called for a motion to approve the Pathways to Graduation and Adopted Curriculum Document as presented, Ross made a 1<sup>st</sup>, Ron made a 2<sup>nd</sup>, all were in favor and the motion passed.

Keisha then turned over to Diana to review the year-end academic data from the 2020-21 school year. Diana shared the tables showing the School Specific Academic Goals approved by the AZ State Board for Charter Schools. She shared that despite the disruptions of the 2020-21 school year, all students were assessed using the adopted assessments, PEAK or i-Ready. As indicated on the tables, students met or exceeded their academic goals due to the data-driven program the school conducted both onsite and virtually.

### **2021-22 Emergency Operation Plan**

Keisha turned it to Diana and Lisa Long to update the board on the emergency plan handbook. Lisa shared the plan had been updated to reflect the new site at 4125 N. 14<sup>th</sup> St. and emergency procedures at the new Main Campus. Emergency procedures in the plan include fire drills, lock downs, potential intruders, etc. The plan also includes safety measures specific to high risk behaviors that students with autism may engage in such as elopement and medical issues. Viet asked if there was a defibrillator on campus for use by the school nurse. Diana indicated the school did not have that piece of medical equipment but would look into it. Board members commented on the thoroughness of the plan. Keisha called for a motion to approve the plan as presented. Viet made a 1<sup>st</sup>, Ron made a 2<sup>nd</sup>, all were in favor and the motion passed.

### **Grant and Fundraising Update:**

Keisha turned it over to Diana and Diana shared she had worked on a grant from Charter Schools Growth Fund and AZACS was awarded \$150,000 to use toward development of the new online schools.

### **Adjournment**

Since there were no further items on the agenda Keisha called for a motion to adjourn at approximately 6:15 p.m. Paul made a 1<sup>st</sup>, Ron seconded the motion. The motion passed unanimously and the meeting was adjourned.



## Governing Board Committee Agenda September 30, 2021

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 30, 2021 at 5:00 pm p.m. MST**  
Where: **4125 N. 14<sup>th</sup> Street, Phoenix, Arizona**  
Zoom Meeting:  
<https://zoom.us/j/99379855257?pwd=TEM5RHNWTi9ITzEyc3VyRnc2TmNsQT09>  
Meeting ID: 993 7985 5257      Passcode: 284049

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#### **General Matters**

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

#### **Public Comment**

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**Minutes:**

- Review and take action on August 26, 2021 Minutes

**Executive Director Updates:**

- ASBCS approval of West Valley Campus
- Results of social impact bond sales
- Wall Breaking ceremony, construction launch
- Upcoming closing of facility purchases

**Action Items:**

- Enrollment policy update
- Online School Counselor pay range

**Annual Financial Report (AFR) Board Meeting:**

- October 14, 2021

**Adjournment**

**Posted: September 29, 2021 @ 5:00 p.m. on website and site at 4125 N. 14<sup>th</sup> Street, Phoenix, 85014**





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

Thursday, September 30, 2021

4125 N. 14<sup>th</sup> Street, Phoenix, AZ 85014

----- MINUTES -----

**Board Members Present:**

Keisha McKinnor, via virtual link

Ron Harrison, via virtual link

Ross Meyer, telephonically

Paul Pucino, via virtual link

Viet Do, via virtual link

Genaro Delgadillo, via virtual link

**Board Members Absent:**

N/A

**Others Present:**

Diana Diaz-Harrison, Founder & Executive Director

Lisa Long, Head of Operations and Growth

**General Matters**

Keisha called the meeting to order at approximately 5:00 pm and a quorum was determined to be present for the zoom board meeting. Keisha called for a motion to approve the agenda as presented. Ross made a 1<sup>st</sup>, Paul made a 2<sup>nd</sup>, 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 phone conference line or in person for comment. There was no public comment.

## Minutes

Keisha asked if board members had the opportunity to review and take action on the board minutes for August 26, 2021. Board members indicated they had reviewed the minutes and had no questions or comments. Keisha called for a motion to approve the minutes from the 8/26/21 meeting. Ron made a 1<sup>st</sup>, Ross made a second, all were in favor and the motion passed.

## Executive Director Updates:

Keisha turned it over to Diana to present the Executive Director updates. Diana was happy to report that the Arizona State Board for Charter Schools had officially and unanimously approved the amendment request for the new West Valley Campus. Diana was also pleased to report that the bonds to finance the Phase II construction project and the purchase of the West Valley Campus had been sold successfully through RBC Capital Markets. The bonds were sold out within minutes of being open to the market indicating that investors saw AZACS as a very optimal investment. Diana also shared that AZACS had launched the Phase II construction kick off with a Wall Breaking ceremony where families, staff, funding partners and many community members celebrated with AZACS. Diana also updated the board on the final steps on the purchase and closing of the West Valley Campus, which would be leased back to its current occupants for the remainder of the school year.

## Enrollment Policy Update:

Keisha turned this item over to Diana to share a needed update to the AZACS Enrollment Policy. Diana shared that it would be in the best interest of students to update its policy to allow enrollment preference to students from affiliated schools under the charter. For example, if a student was completing the 5<sup>th</sup> grade at the AZACS Elementary Campus, that student would have enrollment preference to attend the AZACS Upper Campus, he or she would not have to be placed in the lottery with potential students who had not previously attended the AZACS Charter. After some discussion board members agreed it would be in the best interest of students to update the enrollment policy to allow enrollment preference to students moving from one AZACS school to another.

Keisha called for a motion to approve the update to the enrollment policy. Genaro made a 1<sup>st</sup>, Ron made a 2<sup>nd</sup>, the motion passed unanimously.

## Online School Counselor Pay Range:

Keisha turned it over to Lisa Long to review the pay range to hire a new Online School Counselor. Lisa explained that she was seeking a federal grant that would pay for a School Counselor. The AZACS leadership team determined it would be optimal to have a counselor for the online students to ensure engagement, support the families and work with students on their social emotional needs. One of the grant requirements was to have the school board approve the salary range for the counselor. Lisa explained that she worked with our Talent Management Director to benchmark salaries for School Counselors. They determined that market rate for this position is between \$46,100 and \$63,130. If the grant was acquired, the grant would cover the entire salary for this employee.

After a short discussion Keisha called for a motion to approve the Online School Counselor Salary Range as presented. Ross made a 1<sup>st</sup>, Viet made a 2<sup>nd</sup>, the motion passed unanimously.

**Annual Financial Report Meeting Date:**

Keisha asked Diana to share with the board an off cycle meeting, needed to take action on the Annual Financial Report (AFR). Diana shared that the finance team would be ready to share the AFR on October 14, 2021 and asked board members to save the date/

**Adjournment**

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





**Governing Board Committee Agenda  
October 14, 2021**

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When: **Thursday, October 14, 2021 at 5:00pm p.m. MST**  
Where: **4125 N. 14<sup>th</sup> Street, Phoenix, Arizona**  
Zoom Meeting:  
<https://zoom.us/j/94307448999?pwd=SkVyRmVnWGV0M084TWVWZmFsTXc0vUT09>

Meeting ID: 943 0744 8999 Passcode: 405771

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**General Matters**

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

**Public Comment**

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**FY21 Annual Financial Report (AFR):**

- Review and take action on the FY21 Annual Financial Report

**Grants and Fundraising:**

- Transportation Grant through A for Arizona
- AZ-CSP West Valley Start Up Grant

**Adjournment**

**Posted: October 13, 2021 @ 3:00 p.m. on website and site at 4125 N. 14<sup>th</sup> Street, Phoenix, 85014**



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

Thursday, October 14, 2021

4125 N. 14<sup>th</sup> Street, Phoenix, AZ 85014

----- MINUTES -----

**Board Members Present:**

Keisha McKinnor, via virtual link

Ron Harrison, via virtual link

Ross Meyer, telephonically

Paul Pucino, via virtual link

Viet Do, via virtual link

Genaro Delgadillo, via virtual link

**Board Members Absent:**

N/A

**Others Present:**

Diana Diaz-Harrison, Founder & Executive Director

Lisa Long, Head of Operations and Growth

Michele Diamond, Diamond Financial Solutions

**General Matters**

Keisha called the meeting to order at approximately 5:00 pm and a quorum was determined to be present for the zoom board meeting. Keisha called for a motion to approve the agenda as presented. Ron made a 1<sup>st</sup>, Ross made a 2<sup>nd</sup>, 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 phone conference line or in person for comment. There was no public comment.



### **FY21 Annual Financial Report:**

Keisha turned it over to Diana and Michele Diamond to review the FY21 Annual Financial Report. Michele shared that the total schoolwide expenses as seen on the cover page and page 2 of the report were \$8,848,269 and the total expenses for the Classroom Site Project were \$195,822. The total revenue from all sources as seen on page 1 of the report was approximately 11 million, leaving the school in a strong financial position. Diana shared that the budget to actual numbers from the FY21 adopted budget to the AFR were close, indicating that the school finance team had done a good job projecting FY21 expenses. Diana also pointed out that certified teacher salaries had increased from approximately 43K per year to approximately 44K per year.

After a short discussion, Keisha asked for a motion to approve the AFR as presented. Paul made a 1<sup>st</sup>, Ron made a 2<sup>nd</sup>, and the motion passed unanimously.

### **Grant and Fundraising:**

Keisha turned it over to Diana to share updates on grants and fundraising. Diana shared that AZACS was in a good position to receive a transportation grant through A for Arizona to launch a shuttle service to transport students living outside of a 15 mile radius from the school. Diana had also applied for an AZ-CSP start up grant for the new West Valley Campus, and it appeared everything was in place for AZACS to receive that start up grant as well. Board members congratulated Diana and the AZACS leadership team for doing such a great job on acquiring competitive grants.

### **Adjournment**

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



**Governing Board Committee Agenda  
Meeting, November 18, 2021**

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, November 18, 2021 at 5:00 pm p.m. MST**  
Where: **4125 N. 14<sup>th</sup> Street, Phoenix, Arizona**  
Zoom Meeting:  
<https://zoom.us/j/95201093943?pwd=dTByK0x4TnVXWFkwSXRoVmpaZGxBZz09>  
Meeting ID: 952 0109 3943 Passcode: 052799

*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 welcomes public comment on issues within the jurisdiction of the school. Comments should be limited to three minutes per individual. At the conclusion of public comment, the Board members may respond to the comments made by the public, may ask staff to review a matter, or may ask that a matter be put on a future agenda. Members of the Board, however, may not discuss or take legal action on matters raised during public comment unless the matters are properly noticed for discussion and legal action. Finally, be advised that internal processes are available for communication.

**Minutes:**

- Review and take action on Minutes from the September 30, 2021 and the October 14, 2021 board meetings

**FY 2021 Audit:**

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

**Executive Session:**

- Personnel matters

**Adjournment**

**Posted: Nov 17, 2021 @ 5:00 p.m. on website and site at 4125 N. 14<sup>th</sup> Street, Phoenix, 85014**





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

Thursday, November 18, 2021

4125 N. 14<sup>th</sup> Street, Phoenix, AZ 85014

----- MINUTES -----

**Board Members Present:**

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

**Board Members Absent:**

Genaro Delgadillo

**Others Present:**

Diana Diaz-Harrison, Founder & Executive Director  
Lisa Long, Head of Operations and Growth  
Amanda Roark, Diamond Financial

**General Matters**

Keisha called the meeting to order at approximately 5:03 pm and a quorum was determined to be present for the zoom board meeting. Keisha called for a motion to approve the agenda as presented. Ron made a 1<sup>st</sup>, Paul made a 2<sup>nd</sup>, 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 phone conference line or in person for comment. There was no public comment.

### Minutes:

Keisha asked board members if they had an opportunity to review the minutes from the September 30, 2021 meeting and the October 14, 2021 meeting. Board members indicated they had reviewed the minutes from both board meetings and had no questions or concerns. Keisha asked for a motion to approve the minutes of the Sept. 30 meeting, Ron made a 1<sup>st</sup>, Ross made a 2<sup>nd</sup>, all board members were in favor and the motion passed. Keisha then called for a motion to approve the October 14 minutes as presented. Viet made a 1<sup>st</sup>, Ron made a 2<sup>nd</sup>, all were in favor and the motion passed.

### FY21 Audit:

Keisha turned it over to Diana and Lisa to review the Legal Compliance Questionnaire for the FY21 Audit. Diana and Lisa shared that the questionnaire was positive with most areas reviewed being answered with a YES. While there were a couple of no's related to attendance, the school had identified the procedures that needed to be improved to ensure there is a positive response in the next audit. Keisha called for a roll call vote to approve the FY21 Legal Compliance Questionnaire. Viet made a 1<sup>st</sup>, Ron made a 2<sup>nd</sup>, then Paul voted aye, Viet voted aye, Ross voted aye, Ron voted aye and Keisha voted aye.

Next Keisha turned it over to Diana, Board Treasurer Paul and Amanda Roark from Diamond Financial to review the Financial Audit. Paul pointed out he reviewed the audit ahead of time with Amanda and that it was a positive and favorable audit. The school was in a strong financial position ending the year with more than 2 million in net assets. There was a minor finding related to the timing of coding an expense in the same fiscal year the expense had been made. The school developed a corrective action plan that would improve this process to prevent this finding in the future. Keisha called for a roll call vote to approve the FY21 Financial Audit. Ron made a 1<sup>st</sup>, Ross made a 2<sup>nd</sup>, Paul voted aye, Ron voted aye, Ross voted aye, Viet voted aye and Keisha voted aye.

### Executive Session:

Keisha then asked for a vote to go into executive session to discuss a personnel matter. Viet made a 1<sup>st</sup>, Ross made a second and the board went into executive session.

### Adjournment

Since there were no further items on the agenda Keisha called for a motion to adjourn at approximately 5:55. Paul made a 1<sup>st</sup>, Ron seconded the motion. The motion passed unanimously and the meeting was adjourned.



**Governing Board Committee Agenda  
January 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, January 27, 2022 at 5:00 pm p.m. MST**

Where: **4125 N. 14<sup>th</sup> Street, Phoenix, Arizona**

Zoom Meeting:

<https://zoom.us/j/92080518475?pwd=bkgyU3pCeURBZy90bk4yU05aVklodz09>

Meeting ID: **920 8051 8475** Passcode: **474046**

*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 welcomes public comment on issues within the jurisdiction of the school. Comments should be limited to three minutes per individual. At the conclusion of public comment, the Board members may respond to the comments made by the public, may ask staff to review a matter, or may ask that a matter be put on a future agenda. Members of the Board, however, may not discuss or take legal action on matters raised during public comment unless the matters are properly noticed for discussion and legal action. Finally, be advised that internal processes are available for communication.



**Minutes:**

- Take action on minutes from 11/18/21 board meeting.

**Financials:**

- Review AZACS 12 month projections, Budget vs. Actual

**Accreditation Readiness Presentation:**

- Board Interview, Feb. 9 at 9am
- AZACS Recognized by State Leaders, Gov. Ducey Visit
- Organizational Goals, School Improvement Plan
- Academic Data Review
- AZACS FAQs

**Flexible Instructional Time Model**

- Review plan for Flexible Seat Time and Hybrid Model

**COVID-19 Updates:**

- Take Action on Safe Return to School Plan

**Updates:**

- Phase II Construction Projects
- Opening West Valley Enrollment Office
- Transportation Grant
- AZ-CSP Grant
- Charter Schools Growth Fund Grant

**Adjournment**

**Posted: January 26, 2022 @ 4:00 p.m. on website and site at 4125 N. 14<sup>th</sup> Street, Phoenix, 85014**



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

Thursday, January 27, 2022

4125 N. 14<sup>th</sup> Street, Phoenix, AZ 85014

----- MINUTES -----

**Board Members Present:**

Ron Harrison, via virtual link

Keisha McKinnor, via virtual link

Viet Do, via virtual link

Ross Meyer, telephonically

Paul Pucino, via virtual link

**Board Members Absent:**

Genaro Delgadillo

**Others Present:**

Diana Diaz-Harrison, Founder & Executive Director

Lisa Long, Head of Operations and Growth

Amanda Roark, Diamond Financial

Tamara Morris, Executive Assistant

**General Matters:**

Keisha called the meeting to order at approximately 5:00 pm and a quorum was determined to be present for the zoom board meeting. Keisha called for a motion to approve the agenda as presented. Ross made a 1<sup>st</sup>, Viet made a 2<sup>nd</sup>, 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 phone conference line or in person for comment. There was no public comment.

### **Board Meeting Minutes:**

The agenda called for reviewing and taking action on the 11/18/21 board meeting minutes. Keisha made a motion to postpone the approval of the minutes to the next board meeting since the minutes had been received shortly before the board meeting. All board members agreed.

### **Financials:**

Keisha then turned it over to Diana and Amanda from Diamond Financial to review the AZACS 12 month projections, budget vs actual. Amanda highlighted that state equalization had increased dramatically and that the classroom site funds were expected to increase due to the additional enrollment. Salaries were coming in under budget. Additional revenue was expected as reimbursement based entitlement grants would be funded in the upcoming months. The projections showed AZACS was in a great position to meet and exceed its Debt Service Coverage Ratio and Days Cash on Hand bond requirements.

### **Accreditation Readiness Presentation:**

Keisha turned it over to Diana to share a presentation to ensure readiness for the accreditation process through Cognia. The presentation included a review of AZACS organizational goals for the 21-22 school year & current academic data review up to the second quarter and school growth FAQs. Diana thanked Keisha, Viet, Ross and Ron for agreeing to participate in the accreditation interview panel.

### **Flexible Instructional Time Model:**

Keisha turned it over to Lisa Long to review the plan for Flexible Instructional Seat Time. Lisa explained there was new legislation allowing schools to offer community-based learning and hybrid models and still get full funding for students selecting these flexible models. Lisa explained AZACS was planning to use this flexibility for high school students in the AZACS Transition Program, allowing students to get credit for outside internships and career exploration experiences. AZACS also wanted to expand its continuum of flexible models by offering a Hybrid Program at the new West Valley Campus for grades 4-8. Lisa shared that board members could review the plan and take action at the next board meeting.

### **COVID-19 Mitigation Plan Update:**

Keisha turned it to Diana and Viet to explain the updates to the COVID Mitigation Plan, now titled the Safe Return to School Plan. Diana explained public health officials were encouraging schools to remain open due to the availability of vaccines for adults and some school-aged children. The AZ Department of Health was no longer recommending that schools or classrooms shut down in the event of a positive case in a contact trace cohort. Health officials were still recommending that positive or symptomatic individuals quarantine, but health officials were not recommending shutting down unless there was a direct recommendation from the Department of Health. Viet shared that AZACS following the updated recommendations made sense considering the availability of vaccinations and the essential services provided at AZACS. Keisha called for a



motion to approve the Safe Return to School Plan, Ron made a 1<sup>st</sup>, Paul made a 2<sup>nd</sup>, all board members were in favor and the motion passed unanimously.

**Executive Director Updates:**

Diana updated the board on the Phase II construction projects, the opening of the West Valley enrollment office, the acquisition of the Transportation Modernization grant, the AZ-CSP grant for the new West Valley Campus as well as the Charter Schools Growth Fund grant for the West Valley.

**Adjournment**

Since there were no further items on the agenda Keisha called for a motion to adjourn at approximately 6:15pm. Viet made a 1<sup>st</sup>, Paul seconded the motion. The motion passed unanimously and the meeting was adjourned.



## Governing Board Committee Agenda February 24, 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, February 24, 2022 at 5:00 pm p.m. MST**  
Where: **4125 N. 14<sup>th</sup> Street, Phoenix, Arizona**  
Zoom Meeting:  
<https://zoom.us/j/99646837869?pwd=NE9xMlhvOXQ4THArUWp0ZkIwSS84QT09>

Meeting ID: 996 4683 7869 Passcode: 749750

*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 welcomes public comment on issues within the jurisdiction of the school. Comments should be limited to three minutes per individual. At the conclusion of public comment, the Board members may respond to the comments made by the public, may ask staff to review a matter, or may ask that a matter be put on a future agenda. Members of the Board, however, may not discuss or take legal action on matters raised during public comment unless the matters are properly noticed for discussion and legal action. Finally, be advised that internal processes are available for communication.

#### **Minutes:**

- Take action on minutes from 11/18/21 and 1/27/22 board meetings.

**Financials:**

- Review and take action on Q2 Balance Sheet
- Review and take action on Q2 Income Statement

**2022-23 School Calendar:**

- Review and take action on the 22-23 school calendar

**Flexible Instructional Time Model:**

- Review and take action on Flexible Seat Time and Hybrid Model

**Updates:**

- Accreditation Success!
- AZACS Teacher Academy and Self Certification Program

**Adjournment**

**Posted: February 23, 2022 @ 4:00 p.m. on website and site at 4125 N. 14<sup>th</sup> Street, Phoenix, 85014**





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

Thursday, February 24, 2022

4125 N. 14<sup>th</sup> Street, Phoenix, AZ 85014

----- MINUTES -----

**Board Members Present:**

Ron Harrison, via virtual link

Keisha McKinnor, via virtual link

Viet Do, via virtual link

Ross Meyer, telephonically

Paul Pucino, via virtual link

**Board Members Absent:**

Genaro Delgadillo

**Others Present:**

Diana Diaz-Harrison, Founder & Executive Director

Lisa Long, Head of Operations and Growth

Amanda Roark, Diamond Financial

**General Matters:**

Keisha called the meeting to order at approximately 5:00 pm and a quorum was determined to be present for the zoom board meeting. Keisha called for a motion to approve the agenda as presented. Viet made a 1<sup>st</sup>, Ron made a 2<sup>nd</sup>, 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 phone conference line or in person for comment. There was no public comment.

### **Board Meeting Minutes:**

The agenda called for reviewing and taking action on the 11/18/21 minutes and the 1/27/22 board meeting minutes. Keisha if board members had an opportunity to review the minutes. Board members indicated they reviewed the minutes and had no questions or comments. Keisha called for a motion to approve the January 27 minutes as presented. Ron made a 1<sup>st</sup>, Paul made a 2<sup>nd</sup>, all were in favor and the motion passed.

### **Financials:**

Keisha then turned it over to Diana and Amanda from Diamond Financial to review the AZACS to review the Quarter 2 Balance Sheet and Income Statement. Amanda reviewed highlights from the Q2 Balance Sheet that total assets were approximately 31 million, with about 5.5 million coming from current assets and about 19 million coming from newly acquired property, purchased through bond financing as well as equipment. Total liabilities were listed at approximately 27 million creating a strong equity position at about 4.5 million. After a short discussion Amanda went on to present highlights of the Q2 Income Statement. This report also demonstrated that the charter was in a strong financial position with more than 6 million in total revenue and approximately 3.2 million in operating expenses for a net income of approximately 2.8 million. Paul indicated he had reviewed these reports with the finance team and was confident their accuracy. Since there were no questions or comments, Keisha called for a motion to approve the Q2 Balance Sheet and Income Statement. Paul made a 1<sup>st</sup>, Ron made a 2<sup>nd</sup>, all were in favor and the motion passed.

### **22-23 School Calendar:**

Keisha turned it over to Diana and Lisa to present the proposed 22-23 school calendar. Lisa explained that the model used in the previous year was successful, allowing for one week of professional development after each school break. Diana shared that the proposed calendar had the required number of school days and had also been checked to ensure the instructional minutes required per grade band were met or exceeded. Viet asked if school leaders had considered making June-teenth, June 19 a holiday, since it was now recognized as a federal holiday. Lisa discussed that this may shorten the number of school day and proposed adding November 23, the day before Thanksgiving, back as a school day to ensure the same number of school days. Board members were in favor of adopting the calendar with the change of making June 19 a paid holiday and adding back November 23. Keisha called for a motion to approve the 22-23 calendar with the changes noted. Ross made a 1<sup>st</sup>, Viet made a 2<sup>nd</sup>, all were in favor and the motion passed.

### **Flexible Instructional Time Model:**

Keisha turned it over to Lisa Long to re-review the plan for Flexible Instructional Seat Time. Lisa reminded the board that there was new legislation allowing schools to offer community-based learning and hybrid models and still get full funding for students selecting these flexible models. Lisa had shared the plan at the previous board meeting and reminded the board that AZACS was planning to use this flexibility for high school students in the Transition Program, allowing students to get credit for outside internships and career exploration experiences. AZACS also wanted to expand its's continuum of flexible models by offering a Hybrid Program at the new West Valley Campus for grades 4-8.

Keisha called for a motion to approve the Flexible Instructional Time Model as presented. Ron made a 1<sup>st</sup>, Viet made a 2<sup>nd</sup>, all were in favor and the motion passed.

#### **Executive Director Updates:**

Keisha turned it to Diana to share important updates. Diana thanked board members who had participated in the Cognia accreditation process and shared that AZACS had passed the accreditation process! She explained that with this accreditation AZACS diplomas will be recognized nationally by colleges, universities and post-secondary programs. The Cognia accreditation status will also allow AZACS to offer internships for school principals and directors. This is a huge recognition and accomplishment for AZACS! Diana also shared that she and Lisa Long were in process of submitting a proposal to the State Board of Education to provide a Teacher Certification Program at the school as a job embedded certification program. AZACS was working with support from the organization Great Leaders, Great Schools to present a strong proposal. If selected, AZACS would be the first charter school in the state to be approved to offer a Teacher Certification Program.

#### **Adjournment**

Since there were no further items on the agenda Keisha called for a motion to adjourn at approximately 6:05pm. Ron made a 1<sup>st</sup>, Paul seconded the motion. The motion passed unanimously and the meeting was adjourned.





**Governing Board Committee Agenda  
Special Meeting  
March 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: Monday, March 14, 2022 at 5:00 pm p.m. MST**  
**Where: 4125 N. 14<sup>th</sup> Street, Phoenix, Arizona**  
**Zoom Meeting:**  
<https://zoom.us/j/94217866007?pwd=MDAraUwvbXFPdW1lcVZmWTdBaTZWUT09>

Meeting ID: 942 1786 6007 Passcode: 200972

*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 welcomes public comment on issues within the jurisdiction of the school. Comments should be limited to three minutes per individual. At the conclusion of public comment, the Board members may respond to the comments made by the public, may ask staff to review a matter, or may ask that a matter be put on a future agenda. Members of the Board, however, may not discuss or take legal action on matters raised during public comment unless the matters are properly noticed for discussion and legal action. Finally, be advised that internal processes are available for communication.

**Minutes:**

- Review and take action on the 2/24/22 board meeting minutes

**2022-23 School Calendar:**

- Review and take action on the updated 22-23 school calendar

**Fingerprint Card Policy:**

- Review and take action on AZACS Fingerprint Clearance Card Policy

**Executive Session:**

- Take action to go into executive session

**Adjournment**

**Posted: March 11, 2022 @ 5:00 p.m. on website and site at 4125 N. 14<sup>th</sup> Street, Phoenix, 85014**



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

Monday, March 14, 2022

4125 N. 14<sup>th</sup> Street, Phoenix, AZ 85014

----- MINUTES -----

**Board Members Present:**

Ron Harrison, via virtual link  
Viet Do, via virtual link  
Ross Meyer, telephonically  
Paul Pucino, via virtual link  
Genaro Delgadillo, via virtual link, at 5:05pm  
Keisha McKinnor, via virtual link, at 5:12pm

**Board Members Absent:**

**Others Present:**

Diana Diaz-Harrison, Founder & Executive Director  
Lisa Long, Head of Operations and Growth

**General Matters:**

Keisha was not on the line at 5:00 pm, but a quorum was determined to be present with Ron, Viet, Ross and Paul on the virtual zoom link. Diana asked Board Secretary, Ron Harrison, to conduct the meeting. Ron called the meeting to order at approximately 5:02 pm. Ron called for a motion to approve the agenda as presented. Ross made a 1<sup>st</sup>, Paul made a 2<sup>nd</sup>, all board members present were in favor and the agenda was approved.

**Public Comment:**

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



### **Minutes:**

Keisha asked board members if they had an opportunity to review minutes from the February 24, 2022 board meeting. Board members indicated they had reviewed the minutes and had no questions or comments. Keisha asked for a motion to approve the 2/24 minutes as presented. Ron made a 1<sup>st</sup>, Paul made a 2<sup>nd</sup>, all were in favor and the motion passed.

### **2022-23 Calendar:**

Ron then turned it over to Lisa Long to review updates to the 2022-23 calendar. Lisa shared that after an analysis to add Juneteenth, June 19<sup>th</sup>, as a paid school holiday, it was determined that it was not necessary to remove the Wednesday before Thanksgiving as a paid school holiday. The Wednesday before Thanksgiving had been reinstated as a paid holiday for staff and a day off for students. Other formatting updates were reviewed to make the calendar easier to read and follow. After the review, Ron called for a motion to approve the updated 22-23 calendar as presented. Genaro had joined the meeting by this point and made a motion, Viet seconded the motion and the motion passed unanimously.

### **Fingerprint Clearance Card Policy:**

Ron then turned it over to Diana to explain the need for an updated fingerprint clearance card policy. Diana explained that a policy was needed to exclude contracted vendors doing short-term work at the AZACS facilities from having a fingerprint clearance card if those vendors were escorted and supervised by an internal staff member at all times. Board members discussed the feasibility of requiring all facility contractors to get a fingerprint clearance card and determined that it was not feasible to make this a requirement for short term contractors. Board members discussed and agreed that these types of contracted workers could be excluded under the conditions outlined in the updated policy. Ron called for a motion to approve the updated fingerprint clearance card policy as presented. Viet made a 1<sup>st</sup>, Ross made a 2<sup>nd</sup> and the motion passed unanimously.

### **Executive Session:**

Ron explained there was a need to discuss a topic in executive session and called for a motion to go into executive session. Ross made a 1<sup>st</sup>, Paul made a 2<sup>nd</sup> and the board went into executive session.

After the discussion, Ron called for a motion to go out of executive session. Paul made a 1<sup>st</sup>, Genaro made a 2<sup>nd</sup>, the motion passed unanimously and the board went out of executive session.

### **Adjournment**

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



## Governing Board Committee Agenda

April 28, 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, April 28, 2022 at 5:00 pm p.m. MST**  
Where: **4125 N. 14<sup>th</sup> Street, Phoenix, Arizona**  
Zoom Meeting:  
<https://zoom.us/j/99443088749?pwd=Y21xM1FhOWNTOHVMOVRQUT12OUdNZz09>

Meeting ID: 994 4308 8749      Passcode: 991034

*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.

#### Minutes:

- Take action on minutes from 3/14/22 board meeting.

**Financials:**

- Review and take action FY22 Revised Budget

**2021-22 School Calendar Update:**

- Review and take action on update to the 21-22 school calendar

**Construction/Expansion Updates:**

- Phase II Construction Projects
- West Valley Enrollment Office Open

**Events and Celebrations:**

- Promotions Kinder & 8th grade
- 12<sup>th</sup> Grade Graduation - June 8 at 4:00pm
- Transportation Dedication Ceremony - July 14 8:00
- West Valley Ribbon Cutting - July 21 - 10:00am
- Postsecondary Innovation & Entrepreneurial Career Education (PIECE Program) Grand Opening -- July 30 10:00am to 12:00p

**Adjournment**

**Posted: April 27, 2022 @ 4:00 p.m. on website and site at 4125 N. 14<sup>th</sup> Street, Phoenix, 85014**





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

Thursday, April 28, 2022

4125 N. 14<sup>th</sup> Street, Phoenix, AZ 85014

----- MINUTES -----

**Board Members Present:**

Ron Harrison, via virtual link

Ross Meyer, telephonically

Paul Pucino, via virtual link

Genaro Delgadillo, via virtual link

Keisha McKinnor, via virtual link

**Board Members Absent:**

Viet Do

**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, Genaro and Paul 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 1<sup>st</sup>, Genaro made a 2<sup>nd</sup>, 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.

### **Minutes:**

Keisha asked if board members had reviewed the minutes from the March 14, 2022 meeting. Board members indicated they had reviewed the minutes. Keisha asked if there were questions or comments. Since there were no questions or comments, Keisha asked for a motion to approve the 3/14/22 minutes as presented. Genaro made a 1<sup>st</sup>, Ron made a 2<sup>nd</sup>, the motion passed unanimously.

### **Fiscal Year 22 Revised Budget:**

Keisha then turned it over to Diana and Paul to review the FY22 Revised Budget. Diana indicated that she and Paul had reviewed the revised budget in detail at a previous meeting with the finance team at ADI, Claudina Douglas and Hannah Moody. Paul reviewed a power point prepared by ADI explaining the highlights of the revised budget. Highlights included an increase of approximately \$2,214,000 in revenue compared to revenue in the FY22 Adopted Budget. The new total revenue was approximately \$17,217,000. Paul explained that the increase was due to acquisition of federal and private grants acquired by the school's leadership team and higher than expected student enrollment. Paul also explained that ADI had broken out the revised budget by site, which will be more useful for planning as the charter grows and will be a new requirement by ADE. Paul reviewed the highlights in the actual budget document that was to be submitted to ADE. After a few detailed questions answered by Claudina, Paul concluded the presentation. Keisha called for a motion to approve the FY22 Revised Budget as presented. Ron made a 1<sup>st</sup> and Genaro made a 2<sup>nd</sup>. All board members were in favor and the motion passed unanimously.

### **2021-22 Calendar Amendment:**

Keisha then turned it over to Diana and Lisa Long to review an amendment to the 2021-22 calendar. Lisa reminded the board that AZACS had an emergency school closure on March 11, 2022, due to a safety threat. After sharing the closure with ADE and the AZ State Board for Charter Schools, it was determined that an official amendment to the current, 21-22 school calendar would be necessary. The safety matter had already been discussed at a previous meeting in executive session, this action item was only related to reducing the 21-22 calendar by one day, going from 180 days to 179 days. Keisha called for a motion to approve the updated 21-22 calendar, removing March 11, Genaro made a 1<sup>st</sup>, Ron seconded the motion and the motion passed unanimously.

### **Phase II Construction and Expansion Updates:**

Keisha turned it over to Diana to share the update. Diana explained that construction projects at the AZACS Main Campus were about 85% completed and were running on time and on budget. Renovations had also started at the Early Learning Center. Additionally, the enrollment office at the new West Valley Campus was open and enrollment was climbing steadily for the new campus with some grade levels already being full.

### **Events and Celebrations:**

Keisha turned it over to Diana and Lisa to share end-of-year celebrations. Diana shared that AZACS would be graduating its first ever seniors, four students completing 12<sup>th</sup> grade! The

remainder of 12 graders had elected to stay to take advantage of the new AZACS PIECE (Post-Secondary Innovation Entrepreneurial Career Education) Academy. The 12<sup>th</sup> grade graduation ceremony will take place on June 8 at 4pm. Diana shared that the Ribbon Cutting from the new PIECE Academy would be July 30 and the Ribbon Cutting for the new West Valley Campus would be July 21<sup>st</sup>. Diana also asked board members to save the date for a potential Transportation Dedication Ceremony on July 14. This date is tentative depending on the manufacturer delivering vehicles on time. Board members had positive comments and feedback over all the progress and end-of-year celebrations.

### Adjournment

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





## Governing Board Committee Agenda

May 26, 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, May 26, 2022 at 5:00 pm p.m. MST**  
Where: **4125 N. 14<sup>th</sup> Street, Phoenix, Arizona**  
Zoom Meeting:  
<https://zoom.us/j/92114863500?pwd=MXNBVUp4NDF5MGRRandmZFhZaIhvdz09>

Meeting ID: 921 1486 3500      Passcode: 319327

*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.

#### Minutes:

- Take action on minutes from 4/28/22 board meeting.

**Financials:**

- Review and take action on April Balance Sheet and Profit and Loss Statement
- Review and take action on 12 Month Forecast

**Curriculum Documents:**

- Review and take action on 22-23 Curriculum Table
- Review and take action on Courses and Pathways to Graduation Document

**Sustainability Planning:**

- Opportunity to work with The Center for Sustainable Leadership

**Events and Celebrations:**

- Promotions Kinder, June 8 at 10:30am
- 8<sup>th</sup> Grade Promotion, June 8 at 9:15am and 10:00am
- 12<sup>th</sup> Grade Graduation - June 8 at 4:00pm
- Transportation Dedication Ceremony – On hold due to vehicle delays
- West Valley Ribbon Cutting - July 21 - 10:00am
- Postsecondary Innovation & Entrepreneurial Career Education (PIECE Program) Grand Opening -- July 30 10:00am to 12:00p

**Adjournment**

**Posted: May 25, 2022 @ 4:00 p.m. on website and site at 4125 N. 14<sup>th</sup> Street, Phoenix, 85014**



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

Thursday, May 26, 2022

4125 N. 14<sup>th</sup> Street, Phoenix, AZ 85014

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

**Board Members Present:**

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

**Board Members Absent:**

N/A

**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, Genaro and Paul 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 1<sup>st</sup>, Viet made a 2<sup>nd</sup>, 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.



### **Minutes:**

Keisha asked if board members had reviewed the minutes from the April 28, 2022 meeting. She noted there was an error in the draft minutes, indicating the she and Genaro had arrived late to the meeting. Board members indicated they had reviewed the minutes and agreed with the correction needed regarding the arrival time of Keisha and Genaro. Keisha asked for a motion to approve the 4/28/22 minutes with the correction that was noted. Ron made a 1<sup>st</sup>, Paul made a 2<sup>nd</sup>, the motion passed unanimously.

### **April Balance Sheet and Profit/Loss Statement:**

Keisha then turned it over to Diana and Paul to review the April Balance Sheet and Profit/Loss statement. Diana explained the she and Paul had met with the ADI finance team to review the report. Paul reviewed the balance sheet and noted there were about 34.5 million in total assets and with approximately the same number in total liabilities and equity. The Profit/Loss statement showed a net income of \$3,741,971 showing the school remained in a strong financial position. The reports shoed total revenue to date at about 15.5 million and total expenses at about 11.7 million leaving a net income of \$3,741,971. Since there was no further discussion Keisha called for a motion to approve the April Balance Sheet and Profit/Loss Statement. Ron made a 1<sup>st</sup>, Viet made a 2<sup>nd</sup>, all were in favor and the motion passed.

Paul went on to review the 12 Month Forecast. The forecast showed budget to actual expenditures through April. The forecast showed an ending balance of almost 5 million through April and the trend indicated the charter would end the fiscal year exceeding its bond covenants of Debt Service Coverage Ratio and Days Cash on Hand, ending in a very strong financial position. Since there was no further discussion Keisha called for a motion to approve the 12 Month Forecast. Viet made a 1<sup>st</sup>, Ron made a 2<sup>nd</sup>, all were in favor and the motion passed.

### **22-23 Curriculum Documents:**

Keisha then turned it over to Diana and Lisa Long to review the 22-23 Adopted Curriculum Table. Lisa explained that after a thorough review of the curriculum, school leaders had decided to continue to adopt the same curriculum programs for the in-person schools. Students had met and exceeded their academic goals using the adopted curriculum so it had been deemed effective and recommended for use in the 22-23 school year. Since there were no questions Keisha called for a motion to adopt the 22-23 Curriculum Tables. Paul made a 1<sup>st</sup>, Viet made a 2<sup>nd</sup>, all were in favor and the motion passed.

Next, Lisa reviewed the Courses and Pathways to Graduation Documents. She explained that the pathways were similar as last year for the Academic and Modified programs and that courses had been added in the areas of STEAM, electives and transition courses, where students could earn CTE career credits for various tech and culinary courses. She then shared the Pathways to Completion document for the Functional Academic Program. Lisa explained that the same types of courses had been added for these students as well, but the content would be differentiated to their developmental level. Nevertheless, they would also have access to new STEAM classes, culinary and job skills courses. Keisha called for a motion to approve the Pathways to Graduation

and Completion documents as presented. Viet made a 1<sup>st</sup>, Ron made a 2<sup>nd</sup>, all were in favor and the motion passed.

### **Phase II Construction and Expansion Updates:**

Keisha turned it over to Diana to share the update. Diana explained that construction projects at the AZACS Main Campus were about 85% completed and were running on time and on budget. Renovations had also started at the Early Learning Center. Additionally, the enrollment office at the new West Valley Campus was open and enrollment was climbing steadily for the new campus with some grade levels already being full.

### **Sustainability Planning:**

Keisha turned it over to Diana who shared that Charter Schools Growth Fund had facilitated an opportunity to work with the Center for Sustainable Leadership to have a through sustainability plan for the future of the charter. She shared that she and Keisha had an informational call with the group and agreed it would be in the best interest of the charter to engage in this work. She asked if any board members would be interested in being a part of the sustainability planning committee. Ross indicated he would participate as well as Ron. Diana said she would follow up with meeting times.

### **Events and Celebrations:**

Keisha turned it over to Diana to share important dates and celebrations as the school year was drawing to a close. Diana shared dates of kinder and 8<sup>th</sup> grade promotion, as well as the first ever 12<sup>th</sup> grade graduation. She also 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 5:50pm. Viet made a 1<sup>st</sup>, Paul seconded the motion. The motion passed unanimously and the meeting was adjourned.





## Governing Board Committee Agenda

June 30, 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, June 30, 2022 at 5:00 pm p.m. MST**

Where: **4125 N. 14<sup>th</sup> Street, Phoenix, Arizona**

Zoom Meeting:

<https://zoom.us/j/94028587729?pwd=dFNFSyt6c0YxaFhPUWplaXJ2dnlUZz09>

Meeting ID: 940 2858 7729      Passcode: 267717

*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.

#### Minutes:

- Take action on minutes from 5/26/22 board meeting.



### **Financials:**

- Review and take action on the May Balance Sheet, Profit/Loss Statement and 12 Month Forecast
- Review and take action on the FY23 Proposed Budget
- Review and take action on Arbitrage proposal to invest bond reserve funds

### **Curriculum Documents:**

- Review and take action on Curriculum Consortium Membership Agreement with Pima County Joint Technical Education District

### **Sustainability Planning:**

- Continuation of work with The Center for Sustainable Leadership

### **Events and Celebrations:**

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

### **Adjournment**

**Posted: June 29, 2022 @ 4:00 p.m. on website and site at 4125 N. 14<sup>th</sup> Street, Phoenix, 85014**



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

Thursday, June 30, 2022

4125 N. 14<sup>th</sup> Street, Phoenix, AZ 85014

----- MINUTES -----

**Board Members Present:**

Ron Harrison, via virtual link

Ross Meyer, telephonically

Paul Pucino, via virtual link

Genaro Delgadillo, via virtual link

Keisha McKinnor, via virtual link

**Board Members Absent:**

Viet Do

**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, Genaro and Paul 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. Ron made a 1<sup>st</sup>, Paul made a 2<sup>nd</sup>, 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.

### **Minutes:**

Keisha asked if board members had reviewed the minutes from the May 26, 2022 meeting. Board members indicated they had read the minutes. Keisha asked for a motion to approve the 5/26/22 minutes. Paul made a 1<sup>st</sup>, Ron made a 2<sup>nd</sup>, the motion passed unanimously.

### **Financials, FY23 Proposed Budget and Investment of Bond Reserve Funds:**

Keisha then turned it over to Diana and Paul to review the May Balance Sheet and Profit/Loss statement and 12 month projections. Diana explained the she and Paul had met with the ADI finance team to review the report. Paul reviewed the balance sheet and noted there was an ending balance of about 4.9 million cash balance, 34.5 million in total assets, he highlighted the long term debt related to the bond. Paul also reviewed the revenue as it relates to the bond covenants and noted that the bond covenants were exceeded related to debt service coverage ratio and days cash on hand ending at 171 days cash on hand. Since there was not further discussion Keisha called for a motion to approve the May financials as presented. Ron made a 1<sup>st</sup> and Genaro made a 2<sup>nd</sup>, and the motion passed unanimously.

Next Keisha asked Paul to review highlights of the FY23 Proposed Budget. Paul noted that 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 Proposed Budget as presented. Ross made a 1<sup>st</sup>, Ron made a 2<sup>nd</sup>, 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 1<sup>st</sup>, Ron made a 2<sup>nd</sup>, and the motion passed unanimously.

### **22-23 Curriculum Documents:**

Keisha then turned it over to Diana and Lisa to share about the Curriculum Consortium Membership Agreement with Pima Joint Technical Education District. Lisa explained that this partnership would be very beneficial for AZACS' new transition program, as it provides curriculum that leads to students earning Career and Technical Education credits for high school courses in areas such as Technology and Culinary Arts. The pricing was minimal to the school and it aligned with the schools mission to give students career opportunities during high school. All board members thought it was a great partnership. Keisha called for a motion to approve the Membership Agreement with the Pima Joint Tech Education District. Paul made a 1<sup>st</sup>, Ron made a 2<sup>nd</sup>, the motion passed unanimously.

### **Sustainability Planning:**



Keisha turned it over to Diana to give an update on working with the national group. The Center for Sustainable Leadership. Diana shared that AZACS had several meetings with the group and they were close to completing an emergency succession plan, in case Diana were to become suddenly indisposed. Keisha was part of the working committee and shared that the meetings were going well. The emergency plan and further updates would be provided at future meetings.

**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 5:42pm. Paul made a 1<sup>st</sup>, Genaro seconded the motion. The motion passed unanimously and the meeting was adjourned.