



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

Meeting Thursday, July 10th, 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
Ross Meyer, via virtual link

Board Members Absent:

None

Others Present:

Diana Diaz-Harrison, Founder and Executive Director
Clark Crace, Senior Director of Strategic Initiatives
Annie Loftis, Executive Assistant
Dan McCarty, Director of Operations and IT
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. 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 in attendance.

Minutes:

Keisha asked if board members had reviewed the minutes from the April 27th, 2023 meeting. Diana explained that a correction was needed to show Matt Simon attended that meeting as a guest rather than a board member. Keisha also asked if board members had reviewed the minutes from the June 29th, 2023 meeting. Paul noted a correction was needed for a spelling error, "budget is being broken out by site."

Since there were no additional questions or discussion, Kesihia called a motion to approve the April 27, 2023 and June 29, 2023 minutes with the previously stated corrections. Matt made a 1st, Ross made a 2nd. All board members were in favor and the two sets of minutes were approved.

FY24 Adopted Budget:

Keisha then moved to the FY24 Adopted Budget and turned it over to Diana and Paul. Paul shared that nothing changed from the FY24 Proposed Budget that had been reviewed and approved at the 6/29 meeting. Paul reviewed the numbers on the Adopted Budget cover page which stated projected revenue sources in FY24 at about 5 million in local revenue, approximately 29 million in state revenue and approximately 1.3 million in federal revenue for a total revenue of approximately 35 million. Total expenses were projected at approximately 31.5 million.

After the discussion, Kesihia called a motion to approve the FY24 Adopted Budget as presented. Ron made a 1st, Kerrie made a 2nd. All board members were in favor and the motion passed.

Emergency Operations:

Keisha moved to the Emergency Operations Plans and informed the board this was an action item. Diana shared that the link to the detailed Emergency Operations Plan (EOP) for each campus was shared with the board and was located on the AZACS website. Annie shared on her screen where to find the EOP on the AZACS website. Diana then turned it over to Dan McCarty, Director of Operations and IT, who shared a presentation on the EOPs for each campus.

Dan shared that the EOPs cover three categories: evacuation, lockdowns, and shelter in place protocols. Dan shared the codes and communication system that is used across campuses to alert all staff of any safety concerns.

Dan continued to share about our lockdown procedures and that lockdown drills are practiced consistently. A full lockdown is practiced one time per quarter. A soft lockdown is practiced one time a month.

Dan shared each campus' evacuation protocols. Diana shared that she is impressed that over 300 students are able to practice evacuations with approximately a four minute completion time.

Dan added that each campus has a Safety Committee to ensure all protocols are specific to each campus. Data from each campus is captured in the Raptor system and that data is used to improve the efficiency of the EOP at each campus.

Dan continued to share regarding the Offsite Emergency Operations plan, reunification plan for students and parents, AED devices, and more detail on the Raptor emergency software program.

Paul stated that this is a very thorough process. Diana shared that seeing this in action shows that the staff and faculty are very well trained. Kerrie added this is wonderful and feels safe that her student attends AZACS. Keisha asked if there were any other questions or comments.

After the discussion, Kesiha called a motion to approve the 23-24 Emergency Operations Plans for each AZACS Campus. Paul made a 1st, Kerrie made a 2nd. All board members were in favor and the motion passed.

Tucson Upper Campus Finance Options:

Keisha turned it over to Diana who shared that CSDC was offering two loan options for financing the \$3 million purchase of the new Tucson campus. Diana shared that consultant Lindsay Phillips had been evaluating these two loan options and recommended the 25 year, 6.5% interest rate loan with a lower monthly payment. The next step in this process is to work with Paul to further evaluate the loan options. Diana proposed that a final decision on the loan options be taken at the July 27, 2023 board meeting. Keisha asked if there were any questions. Ron added that he was able to visit the Tucson campus and it is amazing, the land is great, the facility is nice, the 10 acre lot is large, classrooms are spacious and courtyards are beautiful.

Kerrie asked if there is an open house and Diana shared that the ribbon-cutting for the Tucson Campus will be August 18. Diana added that KGUN in Tucson just filmed a news segment and that is getting the word out and increasing enrollment numbers.

West Valley Campu Update:

Keisha turned it over to Diana who shared the West Valley enrollment was growing as planned going into the second year of operation. Diana shared that all metrics were on target based on the Logic Model. The school started with grades K-4 in its first year and was planning to add 5th grade going into the 23-24 school year. The school was also continuing the Hybrid Program for grades 4-8. Diana shared that students had met and exceeded academic goals using the adopted assessments, PEAK and iReady. Diana shared the West Valley Campus Logic model would be reviewed yearly to ensure fidelity to metrics.

Additional Items:

Keisha asked if there were any other comments before we adjourned. There were none.

Adjournment:

Since there were no further items on the agenda, Keisha called for a motion to adjourn the meeting at 5:48pm. Ron made a 1st, Paul seconded the motion. The motion passed unanimously and the meeting was adjourned.