Tuesday, November 5, 2019 at 3pm
Board of Directors Meeting Agenda

The Board reserves the right to change the order of items on the agenda, with exception of public hearings. One or more members of the Board may participate in the meeting by telephonic communications. The Board Members and members of the public may join this meeting by dialing 1-877-820-7831, code 171820. Pursuant to A.R.S. §38-431.02(H) the Board will not discuss, consider, or decide those matters not listed on the agenda.

A. Regular Session
   1. Call to Order – George Dean
   2. Pledge of Allegiance – George Dean
   3. Roll Call – Board Clerk

B. Public Participation
   1. Call for Public Participation - George Dean

C. Approval of Action Items
   1. Request Approval of the Board of Directors meeting minutes for September 24, 2019.
   2. Request Approval of CACFP Program Sponsor Application.

D. Informational Items
   1. ASU Preparatory Academy Playbook presented by ASU Preparatory Academy employees Carrie Larson, Catherine Crary, and Elizabeth Fowler
   2. Quarter 1 Financial Update
   3. Next Board Meeting is Tuesday, February 11, 2020 at 3pm

E. Adjournment
   1. Adjournment
## Agenda Item Details

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<th>Meeting</th>
<th>November 5, 2019 - Board of Directors Meeting – Notice of Public Meeting – Notice of Regular Session</th>
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### Recommended Action

It is requested that the Board of Directors approve the meeting minutes from September 24, 2019.
Board of Directors Meeting
Regular Session Minutes
Tuesday, September 24, 2019
at 3:00 pm

George Dean, Chairman, presided over the ASU Preparatory Academy Board of Directors Meeting in the Fulton Center Conference Room 2210 at 300 E. University Dr. Tempe, AZ 85281.

Board Members Present:

George Dean
Chairperson

José Cárdenas
Vice Chairperson

Anna Battle
Senior Official/Secretary

Abran Villegas
Director

James Rund
Director

Non-Board Members Present:

Alea Boudreau
Board Clerk

John Kemper
Treasurer, ASU Prep

Board Members NOT Present:

N/A

A. Regular Session

1. Call to Order – George Dean
   George Dean called the meeting to order at 3:06pm

2. Pledge of Allegiance – George Dean
   George Dean led the meeting attendees in the Pledge of Allegiance.

3. Roll Call – Board Clerk
   Alea Boudreau took roll call and verified a quorum was present.

B. Public Participation

1. George Dean made a call for Public Participation. There were no attendees present.

C. Notice of Executive Session

1. Adjourned to Executive Session

2. Resumed to Regular Session
D. Approval of Action Items

1. Request Approval of the Board of Directors meeting minutes for August 12, 2019.

   No Discussion

   On a motion by Jose Cardenas, and a second by Abran Villegas, the Board approved the meeting minutes for August 12, 2019.

   FINAL RESOLUTION: Motion Carries
   YEA: George Dean, Jose Cardenas, Abran Villegas, and Anna Battle.

2. Request Approval of James A. Rund, as an ASU Appointed Director to the Board of Directors:

   No Discussion

   On a motion by Jose Cardenas, and a second by Anna Battle, the Board approved James A. Rund as an ASU Appointed Director to the Board of Directors.

   FINAL RESOLUTION: Motion Carries
   YEA: George Dean, Jose Cardenas, Abran Villegas and Anna Battle.

E. Informational Items

1. Annual review of FY19 external financial audit

   John Kemper advised the Board that FY19 financial audit was completed in August and there were no negative findings. He also advised in FY19, ASU Prep had an operating income of $1.68M, with a net operating cash flow of $687K. As it relates to the bond covenants, ASU Prep’s liquidity test came in at 51% (minimum required is 10%). Final audit results will be submitted to the Board for review.

   Anna Battle expressed to the Board that she appreciates John Kemper’s expertise and leadership.

   Abran Villegas inquired if ASU Prep was leveling off on expenditures with the Digital and the addition of South Phoenix. John Kemper advised that the growth of ASU Prep Digital, as well as the Immersion side, will make the positive difference between FY18 compared to FY19.

2. Review Annual Financial Report prior to submission

   John Kemper advised that the Annual Financial Reports are due October 1 and October 15, respectively. The final reports have not been generated as of yet, but once received will be sent to the Board for review. Signatures from the Board will be collected for review only – no formal Board approval is necessary.
3. **ASU Prep Poly STEM Campus was selected for the 2019 Best of Mesa Award in the Middle School category by the Mesa Award Program**

Anna Battle advised the Board that the Poly STEM campus was also recognized last year as the Top Charter School in Arizona. George Dean asked what criteria was utilized to determine the award recipient. Dr. Battle advised that she would gather that information and send an update.

4. **Next Board Meeting is Tuesday, November 5, 2019.**

The next ASU Prep Board Meeting takes place on Tuesday, November 5, 2019 at 3pm at the Fulton Center, Conference Room 2210.

5. **ASU Prep Fundraiser, November 7, 2019.**

Abran Villegas advised the Board that he is hosting an ASU Prep Fundraiser at his home on November 7, 2019 with a goal to raise $10K in tax credit dollars. Invitations will be sent out to all Board members.

6. **Review of ASU Prep School Year.**

George Dean inquired how the first few months of school have been progressing. Anna Battle shared the following:

- ASU Prep overall has increased enrollment by attending to the enrollment waitlist.
- The leadership utilized a financially responsible staffing ratio, and trained leadership on how to utilize staffing models to ensure enhancement of academic attainment.
- The implementation of a new Student Information System (Infinite Campus) was challenging on some levels. There were also changes at the State Department reporting that caused some issues at the start of the school year.
- We are maintaining and managing our budget at all sites. We have enhanced our teaching and learning professional development, implemented personalized mastery-based blended learning instruction - readying the schools for academic achievement.
- The Academic Team prepared all summer to ensure all students will exceed the State standards (ELA, Math & Science).
- Dr. Battle will meet with staff, parents and student representatives at each site to listen & learn.

Abran Villegas inquired about teacher retention this year. Dr. Battle advised that we did decrease our staff this year, based upon the teacher/student ratio. All teachers hired this year have been retained, with the exception of one who resigned this week. We are preparing the teachers this year and ensuring that next year we are hiring teachers willing to be trained to teach using the curriculum we currently have (including Digital courses, Google Classroom, etc.); allowing teachers to be creative and
innovative in the classroom. Mastery and performance are very important and are monitored continually.

George Dean inquired if we have met our enrollment goals. Dr. Battle shared that her personal goal was 3500 enrollments, and budgeted enrollment was 3200. After cleanup of attendance/no shows we are over 3300. In regards to Digital enrollment, the original goal was 250 and enrollment is currently exceeding 600 FTE.

7. Collaborative Relationships with Arizona Schools.

Dr. Rund shared with the Board that President Crow has made a request to ASU Prep Digital to enter into at least 30 new collaborative relationships with public schools around the state to assist them with augmenting their curriculum, mitigate their teaching shorting, or whatever is needed to increase high school graduation and college going rate. President Crow would like to host a public meeting of rural school administrators and Board members to discuss that. The initial effort will be directed to rural area schools who may not have access to this type of support. More information will be forthcoming.

F. Adjournment

1. Adjournment

On a motion by Jose Cardenas, and a second by James Rund, the meeting was adjourned.

FINAL RESOLUTION: Meeting adjourned at 3:39 pm.
YEA: George Dean, Jose Cardenas, Anna Battle, Abran Villegas, and James Rund.

Respectfully submitted this 3rd day of October 2019.

By:
ASU Preparatory Academy
Board of Directors Chairperson or designee
Agenda Item Details

Meeting                          November 5, 2019 - Board of Directors Meeting – Notice of Public Meeting – Notice of Regular Session

Category                        C. Approval of Action Items

2. Request Approval of CACFP Program Sponsor Application.

Access                          Public

Type                            Discussion

Recommended Action

It is requested that the Board of Directors approve and authorize execution of an agreement between ASU Preparatory Academy and the State Board of Education (BOARD) for the purpose of participating in the National School Lunch Program, School Breakfast Program, and/or Special Milk Program.
This Agreement is entered into between the Arizona State Board of Education ("BOARD"), acting through the Arizona Department of Education ("AGENCY"), a state agency of the State of Arizona, and the SFA pursuant to Arizona Revised Statutes ("A.R.S.") §§ 15-203(B)(1) and 15-1152 (and § 11-951 et seq. if the SFA is a public agency). If the SFA is a public agency, the SFA is authorized to enter into this Agreement pursuant to ______________________________ (to be completed by the SFA)

The purpose of this Agreement is to effectuate the National School Lunch Act ("NSLA"), as amended (42 U.S.C. § 1751 et seq.) and the Child Nutrition Act ("CNA") of 1966, as amended (42 U.S.C. § 1771 et seq.).

The SFA enters into this Agreement with the BOARD for participation in one or more of the following programs:

1. National School Lunch Program (CFDA No. 10.555)
2. School Breakfast Program (CFDA No. 10.553)
3. Special Milk Program (CFDA No. 10.556)
4. Summer Food Service Program (CFDA No. 10.559)
5. At-Risk Afterschool Meals Component of the CACFP (CFDA No. 10.558)
CERTIFICATION PAGE
(Applicable to SFAs with governing boards only; must be completed and signed before signature page.)

INSTRUCTIONS: The following information must be inserted into the Certification Section below.

(1) County in which the governing board is located.
(2) Name of governing board member authorized to sign this certification page.
(3) City in which governing board meeting regarding the Food Program Permanent Service Agreement was held.
(4) Date of governing board meeting.
(5) Legal name of the SFA.
(6) Name of designated official who will be signing the Food Program Permanent Service Agreement (same designated official as on line 1 of the signature page of this Agreement).
(7) Signature of governing board member (same name as on line (2) of this certification page).
   Please note that a governing board member cannot designate himself or herself as the Designated Official.

CERTIFICATION

State of Arizona  

County of (1) Maricopa  

I, (2) Anna Battle  

Name of Governing Board Member  

member of, and acting on behalf of the governing board, do hereby certify that during a regular meeting held in (3) Tempe, Arizona on (4) November 5, 2019, this governing board, by motion made, seconded and carried, approved and authorized execution of an agreement between the (5)   
and the State Board of Education (BOARD) for the purpose of participating in the National School Lunch Program, School Breakfast Program, and/or Special Milk Program, for the period beginning July 1, 2019.

(6) John Kemper  

Name of Designated Official  

(Cannot be the same as (2) above)  

I further certify that this meeting was duly noticed, called and convened and was attended by a majority of the members of the governing board and that approval has not since been altered or rescinded.

(7)  

Signature of Governing Board Member  

(Same as (2) above)
ARIZONA DEPARTMENT OF EDUCATION
Health and Nutrition Services
1535 West Jefferson Street
Phoenix, Arizona 85007

FOOD PROGRAM
PERMANENT SERVICE AGREEMENT
Revised Summer 2019

SIGNATURE PAGE

AGREED TO AND SIGNED:

1. John Kemper  Chief Financial Officer
   (Print or Type Name and Title) (Signature of Designated Official if applicable)
   [Same as item (6) on Certification Page]

   ASU Preparatory Academy
   (SFA)  10/07/2019
   (Date)

   Address  735 E. Fillmore St. Phoenix, AZ 85006

OTHER AUTHORIZED SIGNERS

2. William Santiago  Principal
   (Print or Type Name and Title) (Signature)

3. Jessica Ward  Finance and Business Operations Manager
   (Print or Type Name and Title) (Signature)

4. Jocelyne Canestrelli  Nutrition and Wellness Coordinator
   (Print or Type Name and Title) (Signature)

FOR OFFICIAL USE ONLY

STATE BOARD OF EDUCATION

(Superintendent of Public Instruction or Designee) (Date)
1535 West Jefferson, Phoenix, Arizona 85007
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## Recommended Action –

ASU Preparatory Academy Playbook presented by ASU Preparatory Academy employees Carrie Larson, Catherine Crary, and Elizabeth Fowler.
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**Recommended Action –**

ASU Preparatory Academy’s Quarter 1 Financial Update will be discussed with the Board.
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**Recommended Action –**

The next ASU Prep board meeting will take place on Tuesday, February 11, 2020.