

Tuesday September 20, 2022 at 10:00am AZ  
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 via Zoom <https://asu.zoom.us/j/9782794579> or dial into phone number: +1 786 635 1003; meeting ID: 978 279 4579. Pursuant to A.R.S. §38-431.03(A)(3), the Board may go into executive session, which will not be open to the public, to consult with its attorney and obtain legal advice on any item listed on the agenda.

**A. Public Hearing**

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

**B. Public Comment**

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1. Call for Public Comments – George Dean

**C. Informational Items**

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1. FY22 Audit Update - Leah Lommel, ASU Preparatory Academy Chief Administrative Officer
2. FY22 Financial Statements - Leah Lommel, ASU Preparatory Academy Chief Administrative Officer
3. Next Board Meeting is Tuesday, October 11, 2022.

#### **D. Approval of Action Items**

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1. Request approval of the Board of Directors of the regular meeting minutes for Tuesday, July 12, 2022.
2. Request approval of the Board of Directors of the public hearing meeting minutes for Tuesday, July 12, 2022.
3. Request approval of the Board of Directors of the Math Momentum Prop 301 Performance Pay Plan.
4. Request approval of the Board of Directors of the Parental Information Request Policy and Procedure.
5. Request approval of the Board of Directors of the Parental Classroom Visitation Policy and Procedure.

#### **E. Executive Session**

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All business conducted in Executive Session is confidential pursuant to A.R.S. 38-431.03. At this time, the public is to leave the room and take all materials such as backpacks, purses, and briefcases.

1. Request for records and information from the FCC-OIG regarding E-rate procurement. The Board may vote to go into executive sessions pursuant to A.R.S. §38-431.03(A)(3) to consult with and obtain legal advice from the Board's attorney regarding this request.

#### **F. Adjournment**

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1. Adjournment

## Agenda Item Details

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<b>Meeting</b>	September 20, 2022 - Board of Directors Meeting – Notice of Regular Session
<b>Category</b>	C. Informational Items 1. FY22 Audit Update
<b>Access</b>	Public
<b>Type</b>	Information

## Recommended Action - Information Item

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Leah Lommel, ASU Preparatory Academy Chief Administrative Officer, will provide an update on the FY 22 Audit to the Board of Directors.

### Agenda Item Details

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<b>Meeting</b>	September 20, 2022 - Board of Directors Meeting – Notice of Regular Session
<b>Category</b>	C. Informational Items 2. FY22 Financial Statements
<b>Access</b>	Public
<b>Type</b>	Information

### Recommended Action - Information Item

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Leah Lommel, ASU Preparatory Academy Chief Administrative Officer, will provide an update on FY22 Financial Statements to the Board of Directors.

### Agenda Item Details

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<b>Meeting</b>	September 20, 2022 - Board of Directors Meeting – Notice of Regular Session
<b>Category</b>	C. Informational Items 3. Upcoming ASU Prep Board Meeting
<b>Access</b>	Public
<b>Type</b>	Information

### Recommended Action - Information Item

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The next ASU Prep Board meeting will take place on Tuesday, October 11, 2022.

## Agenda Item Details

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<b>Meeting</b>	September 20, 2022 - Board of Directors Meeting – Notice of Regular Session
<b>Category</b>	D. Approval of Action Items  1. Request approval of the Board of Directors meeting of the regular session minutes for July 12, 2022.
<b>Access</b>	Public
<b>Type</b>	Action

## Recommended Action

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It is requested that the Board of Directors approve the regular Board meeting minutes from July 12, 2022.

Board of Directors Meeting  
Regular Session Minutes  
Tuesday, July 12, 2022  
9:00am AZ

**George Dean**, *Chairman*, presided over the ASU Preparatory Academy Board of Directors Meeting via Zoom link <https://asu.zoom.us/j/82750418550>.

*Board Members Present:*

**George Dean**  
*Director/Chairperson*

**José Cárdenas**  
*Director/Vice Chairperson*

**James Rund**  
*Director*

*Board Members NOT Present:*  
**N/A**

*Non-Board Members Present:*

**Forrest Valora**  
*Interim Board Clerk*

**Julie Young**  
*Managing Director,  
ASU Prep & ASU Prep Digital*

**Forrest Valora**  
*Finance & Budget Officer,  
ASU Prep*

**Jeni McClue**  
*Academic Coach*

**Megan Hanley**  
*Director of Strategic  
Initiatives*

**A. Regular Session**

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1. Call to Order – George Dean  
*George Dean called the meeting to order at 9:05 am*
2. Pledge of Allegiance – George Dean  
*George Dean led the meeting attendees in the Pledge of Allegiance.*
3. Roll Call – Board Clerk  
*Forrest Valora took roll call and verified a quorum was present.*

**B. Public Participation**

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

**C. Approval of Action Items**

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1. Request Approval of the Board of Directors meeting minutes for June 21, 2022.

Discussion: None

**On a motion by Jose Cardenas, and a second by James Rund, the Board approved the Board of Directors meeting minutes for June 21, 2022.**

**FINAL RESOLUTION: Motion Carries**

**YEA: George Dean, Jose Cardenas, and James Rund.**

2. Request approval of the Board of Directors of the instructional time models for the 2021-2022 school year for ASU Preparatory Academy South Phoenix (K-12) Campuses.

Discussion: None

**On a motion by Jose Cardenas, and a second by James Rund, the Board approved the instructional time models for the 2021-2022 school year for ASU Preparatory Academy South Phoenix (K-12) Campuses.**

**FINAL RESOLUTION: Motion Carries**

**YEA: George Dean, Jose Cardenas, and James Rund.**

3. Request approval of the Board of Directors of the instructional time models for the 2022-2023 school year for ASU Preparatory Academy South Phoenix (K-12) Campuses.

Discussion: None

**On a motion by Jose Cardenas, and a second by James Rund, the Board approved the instructional time models for the 2022-2023 school year for ASU Preparatory Academy South Phoenix (K-12) Campuses.**



**FINAL RESOLUTION: Motion Carries**

**YEA: George Dean, Jose Cardenas, and James Rund.**

4. Request approval from the Board of Directors for the adoption of the FY2023 ASU Prep Proposed Budgets for the following schools:

- ASU Preparatory Academy Polytechnic Elementary School
- ASU Preparatory Academy Polytechnic Middle School
- ASU Preparatory Academy Polytechnic High School
- ASU Preparatory Academy Phoenix Elementary School
- ASU Preparatory Academy Phoenix Middle School
- ASU Preparatory Academy Phoenix High School
- ASU Preparatory Academy South Phoenix Elementary School
- ASU Preparatory Academy South Phoenix Middle School
- ASU Preparatory Academy South Phoenix High School
- ASU Preparatory Academy Casa Grande High School
- ASU Preparatory Academy Digital School

Discussion: Forrest Valora advised the Board of Directors that upon approval of the Board, the budgets will be submitted to the Arizona Department of Education.

**On a motion by James Rund, and a second by Jose Cardenas, the Board approved the adoption of the FY22 proposed budgets.**

**FINAL RESOLUTION: Motion Carries**

**YEA: George Dean, Jose Cardenas, and James Rund.**

4. Request approval of the Board of Directors of the FY 2023 Prop 301 Performance Pay Plan

Discussion: Jeni McClue reviewed the rationale for the updates to the FY23 Prop 301 Performance Pay Plan and an overview of the plan itself.

The Board was provided an opportunity to comment and ask questions.

**On a motion by James Rund and a second by Jose Cardenas, the Board approved the adoption of the FY 2023 Prop 301 Performance Pay Plan**

**FINAL RESOLUTION: Motion Carries**

**YEA: George Dean, Jose Cardenas, and James Rund.**

5. Request approval of the Board of Directors of the FY 2023 Board Meeting Dates:

- 8/23/2022, 10/11/2022, 11/15/2022, 2/14/2023, 5/9/2023, 06/27/2023, 7/11/2023

No discussion.

On a motion by Jose Cardenas and a second by James Rund, the Board approved the FY 2023 Board Meeting Dates.

**FINAL RESOLUTION: Motion Carries**

**YEA: George Dean, Jose Cardenas, and James Rund.**

#### D. Discussion and Informational Items

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1. ASU Prep Local Update – Megan Hanley, Director of Strategic Initiatives

- Presentation on Learning Local program options: Prep Experience and Prep Local
- Prep Experience:
  - 1 day a week on campus, semester long
  - Digital and Poly
- Prep Local:
  - 2 days per week on campus, year long
  - Locations: @West and Mesa @City Center

2. ASU Prep Board Meeting

The next ASU Prep Board Meeting will be held on Tuesday, August 23, 2022.

#### E. Adjournment

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1. **Adjournment**

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

**FINAL RESOLUTION: Meeting adjourned at 9:41 am.**

**YEA: George Dean, Jose Cardenas, and James Rund.**

Respectfully submitted this 15<sup>th</sup> day of July 2022.

By:   
ASU Preparatory Academy  
Board of Directors Chairperson or designee

### Agenda Item Details

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<b>Meeting</b>	September 20, 2022 - Board of Directors Meeting – Notice of Public Hearing
<b>Category</b>	D. Approval of Action Items  2. Request approval of the Board of Directors of the Notice of Public Hearing meeting minutes for July 12, 2022.
<b>Access</b>	Public
<b>Type</b>	Action

### Recommended Action

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It is requested that the Board of Directors approve the Public Hearing meeting minutes from July 12, 2022.

**Board of Directors  
Public Hearing Meeting Minutes  
Tuesday, July 12, 2022  
9:00am AZ**

**George Dean**, *Chairman*, presided over the ASU Preparatory Academy Public Hearing via Zoom link <https://asu.zoom.us/j/82750418550>.

*Board Members Present:*

**George Dean**

*Director/Chairperson*

**José Cárdenas**

*Director/Vice Chairperson*

**James Rund**

*Director*

*Board Members **NOT**  
Present:*

**N/A**

*Non-Board Members  
Present:*

**Forrest Valora**

*Interim Board Clerk*

**Julie Young**

*Managing Director,  
ASU Prep & ASU Prep Digital*

**Forrest Valora**

*Finance & Budget Officer,  
ASU Prep*

**Jeni McClue**

*Academic Coach*

**Megan Hanley**

*Director of Strategic  
Initiatives*

**A. Public Hearing**

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1. Call to Order – George Dean  
*George Dean called the meeting to order at 9:00am*
2. Roll Call – Board Clerk  
*Forrest Valora took roll call and verified a quorum was present.*

**B. Public Comment**

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1. George Dean made a call for Public Comments on Instructional Models and Minutes
  - Adoption of the instructional time models for the 2021-2022 school year for ASU Preparatory Academy South Phoenix (K-12) Campuses.
  - Adoption of the instructional time models for the 2022-2023 school year for ASU Preparatory

2. There were no attendees present or comments to disclose to the Board on Instructional Models, and Minutes.
3. George Dean made a call for public comments on FY2023 Expenditure Budgets for all charter schools.
4. There were no attendees present or comments to disclose to the Board on FY2022 Expenditure Budgets for all charter schools.

### C. Adjournment

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#### 1. Adjournment

**On a motion by Jose Cardenas, and a second by James Rund, the public hearing was adjourned.**

**FINAL RESOLUTION: Public Hearing adjourned at 9:04 am.**

**YEA: George Dean, Jose Cardenas, and James Rund.**

Respectfully submitted this 15<sup>th</sup> day of July, 2022.

By:   
ASU Preparatory Academy  
Board of Directors Chairperson or designee

### Agenda Item Details

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<b>Meeting</b>	September 20, 2022 - Board of Directors Meeting – Notice of Regular Session
<b>Category</b>	D. Approval of Action Items 3. Request approval of the Board of Directors of the Math Momentum Prop 301 Performance Pay Plan.
<b>Access</b>	Public
<b>Type</b>	Action

### Recommended Action

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It is requested that the Board of Directors approve the Math Momentum Prop 301 Performance Pay Plan.

## ASU Prep Digital Math Momentum Performance Pay Guidelines

ASU Prep Digital Math Momentum Full-Time teachers and eligible educational support staff receive performance pay each year depending on availability of funds. The Pay for Performance Plan (PFP), developed by a team of administrators, teachers, and eligible support staff outlines how Classroom Site Funds (ARS 15-977) are distributed. Funds will be distributed once per year, based on data and results from the previous school year fall and spring semesters. This traditionally happens before winter break but is subject to the Human Capital approved timetable. Only eligible staff that successfully complete their contract in its entirety are eligible to receive funding.

The criteria for the distribution of funds for the 2022-23 school year are as follows:

### I. Who Qualifies for Performance Pay

- A. All Math Momentum full-time teachers and Learning Success Coaches may qualify for 100% of payout.
- B. Teachers and Learning Success Coaches hired mid-year through January 14, will qualify for performance pay at a prorated rate. Contracted staff hired on or after January 15 will not be eligible for performance pay.
- C. Eligible staff: Learning Success Coach; Teacher
- D. Special circumstances:
  - Teachers/Eligible Staff hired mid-year will have a prorated percent of eligible funds based on total contracted days worked/total contracted days in the school year.
  - All courses taught contribute to completion data.

### II. Allocations

#### A. Allocation I: Exact Path Completion (25% of funds)

This allocation will be based only on the following Exact Path completion

- Completion: X% of students at each teacher's and LSCs partnership school(s) will complete the beginning, middle and end of year Exact Path diagnostics
  - If X = 92 - 100% of students at each teacher's and LSCs partnership school(s) complete the beginning, middle and end of year Exact Path diagnostics = 100% payout of Allocation I
  - If X = 85% - 91.9% of students at each teacher's and LSCs partnership school(s) complete the beginning, middle and end of year Exact Path diagnostics = 75% payout of Allocation I
  - If X = 75% - 84.9% of students at each teacher's and LSCs partnership school(s) complete the beginning, middle and end of year Exact Path

diagnostics = 50% payout of Allocation I

**B. Allocation II: Exact Path Growth Data or Proficiency (25% funds)**

This allocation will be based only on the following: Exact Path Growth Data or Proficiency. Students can meet the criteria in either growth or proficiency. The higher percentage of either will be used.

- **GROWTH:** X% of students at school who began at or below an NPR of 50% will meet or exceed the typical growth guidelines recommended by Exact Path from beginning of year to end of year in Math
  - If X = 60% or more of students at school who began at or below an NPR of 50% will meet or exceed the typical growth guidelines recommended by Exact Path from beginning of year to end of year in Math = 100% payout of Allocation II
  - If X = 40% - 59.9% of students at school who began at or below an NPR of 50% will meet or exceed the typical growth guidelines recommended by Exact Path from beginning of year to end of year in Math = 75% payout of Allocation II
  - If X = 25% - 39.9% of students at school who began at or below an NPR of 50% will meet or exceed the typical growth guidelines recommended by Exact Path from beginning of year to end of year in Math = 50% payout of Allocation II
  
- **PROFICIENCY:** X% of students at school reach an end of year NPR above 50% in Math
  - If X = 50% or more of students at school reach an end of year NPR above 50% in Math = 100% payout of Allocation II
  - If X = 40% - 49.9% of students at school reach an end of year NPR above 50% in Math = 75% payout of Allocation II
  - If X = 25% - 39.9% of students at school reach an end of year NPR above 50% in Math = 50% payout of Allocation II

**C. Allocation III: Performance Evaluation Score - Fall and Spring 22/23 (50% of funds)**

This allocation is in accordance with ARS 15-977. Individual teacher performance, as measured by the teacher's evaluation classification (Highly Effective, Effective, Developing, and Ineffective) will determine the % of the total allocation noted below. Teacher performance and evaluation is based on the Teacher Evaluation Rubric.



Performance Evaluation (Fall/Spring) Ratings Averaged:

- a) Highly Effective: 4.0 - 3.5 = 100% of Allocation III
- b) Effective: 3.49 - 3.00 = 90% of Allocation III
- c) Developing: 2.99 - 2.25 = 75% of Allocation III
- d) Ineffective: 2.24 - 0 = 0% of Allocation III

III. Appeals:

A. The appeal process will be available to any qualifying employee that has been denied performance based compensation. The Appeals Committee is made up of the Chief Talent Officer, or designee and the PFP Committee. All decisions made by the committee are final.

B. Process:

- a. A letter of appeal is sent by the qualifying employee to the Director of Academics
  - i. Outline the reason for the appeal, specific evidence that supports the appeal, and if desired, a request to attend the appeal meeting
- b. Upon receipt, the Director of Academics, or designated representative, along with the PFP Committee, will convene to review and evaluate the appeal
- c. All appeals will be reviewed within 30 days of written notice of an appeal
- d. Qualifying employees will be notified in writing of the decision of the committee within 10 working days after the committee convenes and makes a decision.

Last Updated: August 2, 2022

**Agenda Item Details**

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<b>Meeting</b>	September 20, 2022 - Board of Directors Meeting – Notice of Regular Session
<b>Category</b>	D. Approval of Action Items 4. Request approval of the Board of Directors of the Parental Information Request Policy and Procedure.
<b>Access</b>	Public
<b>Type</b>	Action

**Recommended Action**

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It is requested that the Board of Directors approve the Parental Information Request Policy and Procedure.

## PARENTAL INFORMATION REQUEST POLICY AND PROCESS

### IMPLEMENTATION

<b>Created on:</b> Sept 6, 2022	<b>Author:</b> Jamie Moran
<b>Approved by:</b>	<b>Implementation Date:</b> Sept 24, 2022
<b>Version Updates:</b>	

### OVERVIEW / POLICY

ASU Prep will provide records and information when requested by parents, in regard to their minor child. The request is required to be in writing and in accordance with the legal requirements outlined in AZ statutes 15-143 and 1-602.

This standard operating procedure addresses the process by which parents request and gain access to all written and electronic records of a school district or charter school or a school district or charter school employee concerning the parent’s child, pursuant to section 15-143. As dictated by the Arizona statute 1-602, the Parents Bill of Rights, in which all parental rights are reserved to a parent of a minor child without obstruction or interference from this state, any political subdivision of this state, any other governmental entity or any other institution, including, but not limited to, the following rights: All rights of parents identified in title 15, including the right to access and review all records relating to the minor child.

### ROLES AND RESPONSIBILITIES

Registrar	Process help tickets with the request for information. Collaborate with staff to gather information. Deliver information.
Director of Student Data and Student Compliance	Reviews requests and approves release of information.
Principal / Dir of Academics	Process requests for curriculum. Collaborates with the registrar to provide requested information.
Counselor/Learning Success Coach	Collaborates with the registrar to provide requested information.
Special Ed Team	Collaborates with the registrar to provide requested information.
Human Capital	Collaborates with the registrar to provide requested information.

Marketing	Post process for parents on all ASU Prep sites websites.
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### PROCESS FOR REQUESTING CURRICULUM INFORMATION

1. Parents submit a request in writing to the Principal of the site.
  - a. [Parents Rights Handbooks](#) outlines the process.
2. Principal coordinates with the ASU Prep Curriculum Team and Teacher to provide requested information in accordance with the law.

### PROCESS FOR REQUESTING ALL OTHER INFORMATION (PARENT)

1. Parents submit a help ticket request
  - a. <https://support.asuprep.org/support/home>
  - b. Parents may request any and/or all of the electronic accounts of the parents child, including all of the following:
    - Attendance records.
    - Test scores of school-administered tests and statewide assessments.
    - Grades.
    - Extracurricular activities or club participation.
    - Disciplinary records.
    - Counseling records.
    - Psychological records.
    - Applications for admissions.
    - Health and immunization information, including medical records that are maintained by a health clinic or medical facility operated or controlled by the school district or charter school or that are located on the school district or charter school property.
    - Teacher and counselor evaluations.
    - Reports of behavioral patterns.
    - Email accounts.
    - Online or virtual accounts or data.
2. ASU Prep registrars will compile the information requested and unless otherwise indicated in request, email the response.
  - a. All responses will be reviewed for compliance by the Director of Student Data and State Compliance.

### INTERNAL PROCESS FOR PROVIDING THE INFORMATION REQUESTED

1. Registrar reviews request.
  - a. Acknowledge receipt of request within 2 business days.
  - b. Verify the identity of the parent and relationship to the student whom they are requesting documents for.
  - c. Log request in the students communication log in Student Information System.
2. Collect documentation requested.
  - a. Compile documentation for review by the Director of Student Data and State Compliance, review within 2 business days.
  - b. Upload pertinent documentation in the designated DropBox folder for the student.

3. Upon approval to release from the Director of Student Data and State Compliance, deliver the information to the parent digitally, unless requested otherwise.

**Notes:** Timeline to process request should be no longer than 15 business days. Digitally indicates the file will be sent securely with password protected delivery to the parent.

## Agenda Item Details

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<b>Meeting</b>	September 20, 2022 - Board of Directors Meeting – Notice of Regular Session
<b>Category</b>	D. Approval of Action Items  5. Request approval of the Board of Directors of the Parental Classroom Visitation Policy and Procedure.
<b>Access</b>	Public
<b>Type</b>	Action

## Recommended Action

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It is requested that the Board of Directors approve the Parental Classroom Visitation Policy and Procedure.

## Campus Visitor Policy and Procedure

### IMPLEMENTATION

<b>Created on:</b> September 6, 2022	<b>Author:</b> Leah Lommel and Jess Ward
<b>Approved by:</b>	
<b>Version Updates:</b>	

### OVERVIEW / POLICY

Due to health and safety of students and staff and new legislation that mandates a governing body or governing board adopt, in a public meeting, policies to allow for visits, tours and observations of all classrooms by parents of enrolled students and parents who wish to enroll their children in the charter school or school district unless a visit, tour or observation threatens the health and safety of students and staff.

### PROCEDURE

- 1) Who is impacted:
  - a) Volunteers - signup and registered via Raptor\*
  - b) Parents of enrolled students and prospective parents , One time visitor - Recommend publishing making an appointment during a set amount of days/times published by each school site. These should be outside pickup/drop off times and not on days with alternate schedules like large assemblies, etc.
    - i) Each site will determine how to post their visitor hours to accommodate the policy.
  - c) Random visitors ASU Prep honors an Open Door policy - show up when you want, but must sign into Raptor system and can be denied (rescheduled) by site leadership if it does not work for the functioning of the school that day.
    - i) Valid Government ID and other items required, see below
- 2) What Happens when visitors arrive:
  - a) Check in at the front desk using the Raptor system\*.
  - b) Supervised at all times by a Prep employee
  - c) Never left alone with students
  - d) Check out at front desk using the Raptor system\*
  - e) Must have a government issued ID - policy

\*ASU Preparatory Academy is in the process of implementing the Raptor volunteer and visitor management system. The implementation will be complete by the end of October. Until then, visitors and volunteers will use the established process at each site. Currently, parents and



prospective parents are required to provide government issued ID, register and sign in at the front desk, be issued a visit badge and will be escorted through the facility.