

Arizona School for the Arts  
1410 N 3<sup>rd</sup> Street  
Room 133  
Phoenix, AZ 85004

Governing Board  
Conference Call  
July 12, 2012  
Minutes

**Attendance:**

<b><i>Present: (voting members in bold)</i></b>					
<b>Don Keuth, President</b>	<b>P</b>	<b>Dan Schay, Vice President</b>	<b>A</b>	<b>John Snider, Past President</b>	<b>P</b>
<b>Suzanne Dohrer, Secretary/Treasurer</b>	<b>P</b>	<b>Javier Cardenas</b>	<b>P</b>	<b>Gary Stuart</b>	<b>A</b>
<b>Laura Kozel</b>	<b>P</b>	<b>Lisa Handley</b>	<b>P</b>	<b>Rochelle Seminerio</b>	<b>A</b>
<b>Paul Winslow</b>	<b>A</b>	<b>Joe Hagen</b>	<b>P</b>	<b>Claire West</b>	<b>A</b>
<b>Jim Ogsbury</b>	<b>P</b>	<b>Leah Fregulia Roberts, Head of School</b>	<b>P</b>	<b>Beth Strickler, Operations and Finance</b>	<b>A</b>
<b>Lyn Marquis, Development</b>	<b>A</b>	<b>Timna Guerchon, Executive Assistant</b>	<b>A</b>	<b>Dan Bigler, Budget Analysis</b>	<b>A</b>

**Call to Order**

Mr. Keuth called the meeting to order at 1:00 pm.

**Call to public**

None.

**Action Items:**

*2012-13 School Year Budget Approval*

Dr. Cardenas made a motion to approve the 2012-2013 Charter School Annual Budget. Mr. Hagen seconded the motion and it was passed unanimously.

**Adjournment**

Ms. Dohrer made a motion to adjourn. Mr. Hagen seconded the motion and it was passed unanimously. The call was adjourned at 1:06 pm.

Minutes reviewed and accepted on this date \_\_\_\_\_.

By: \_\_\_\_\_ Board Member

Arizona School for the Arts  
1410 N 3<sup>rd</sup> Street  
Room 133  
Phoenix, AZ 85004

Governing Board Meeting  
August 27, 2012  
Meeting Minutes

Attendance:

<b><i>Present: (voting members in bold)</i></b>					
<b>Don Keuth, President</b>	<b>P</b>	<b>Dan Schay, Vice President</b>	<b>P</b>	<b>Suzanne Dohrer, Sec/Treasurer</b>	<b>A</b>
<b>John Snider, Past President</b>	<b>P</b>	<b>Lisa Handley</b>	<b>P</b>	<b>Claire West</b>	<b>P</b>
<b>Paul Winslow</b>	<b>P</b>	<b>Joseph Hagen</b>	<b>P</b>	<b>Rochelle Seminerio</b>	<b>P</b>
<b>Javier Cardenas</b>	<b>P</b>	<b>Laura Kozel</b>	<b>A</b>	<b>Gary Stuart</b>	<b>A</b>
<b>Jim Ogsbury</b>	<b>P</b>	<b>Leah Fregulia Roberts, Head of School</b>	<b>P</b>	<b>Timna Guerchon, Executive Assistant</b>	<b>P</b>
<b>Beth Strickler, Operations and Finance</b>	<b>P</b>	<b>Lyn Marquis, Institutional Advancement</b>	<b>P</b>	<b>Armando Garcia, President ASAPC</b>	<b>P</b>
<b>Sara Maline, Principal</b>	<b>P</b>	<b>Dan Bigler, Financial Analyst</b>	<b>P</b>		

### **Call to Order**

Mr. Keuth called the meeting to order at 5:30pm.

### **Call to public**

None.

### **Presentation**

#### ***Ms. Sara Maline, Principal***

Ms. Maline presented to the board the detailed report of the ADE's AZ Learns Evaluation. She shared with the board the letter grade earned by ASA of an "A" and the breakdown of how that grade was determined.

Ms. Maline also shared with the board the AIMS results for the school and compared the school's growth in scores to previous years.

Ms. Maline presented the board with the Teacher Effectiveness Framework that ASA is working on to be in compliance with new state guidelines. This will be presented to the board for a vote at the next meeting, as it must be adopted by October 1, 2012. The outline of the framework is a preview of the plan for the board to peruse and ask any questions before it is adopted.

#### ***Mr. Armando Garcia, President ASAPC***

Mr. Garcia attended to meet the board as well as share the vision of the ASAPC for the upcoming school year.

### **Committee Reports**

#### ***Committee Assignments***

Mr. Schay will serve as the Development Committee Chair

Ms. Handley will serve as the Strategic Planning Committee Chair

Mr. Winslow will serve as the Facilities Committee Chair

Mr. Stuart will join the Compliance Committee

Ms. Handley will join the Nominating Committee

Dr. Cardenas will ask for two parent volunteers to join the Technology Committee

### ***Finance Committee***

- Ms. Strickler and Mr. Bigler reviewed the financial report with the board and reported that June financials had ended as expected.
- Mr. Bigler noted these were unaudited financials and that the audit is planned for early October.
- Mr. Bigler went through any line items that had significant changes, pointing out a Capital Interest adjustment.

### ***Facilities***

- Ms. Fregulia Roberts shared a facilities report from Mr. Waterson, Facilities Director. She noted the benefits of the Energy Management System that was installed this past year.

### ***Development***

- Ms. Marquis provided a list of all upcoming fundraising events scheduled for the upcoming school year.

### ***Technology***

- Dr. Cardenas reviewed the technology budget and gave detail to the changes from the proposed budget of the June 25 Board Meeting and explained the additional expenditures needed.
- Dr. Cardenas added that the Academics side of the faculty seemed to have all the current software they required and now the focus would be on the Arts faculty to upgrade some of the software needs for them.

### ***Strategic Planning***

- A reminder of our Strategic Planning Retreat scheduled for September 8, 2012 on the ASA campus.

### **Head of School Report**

- Ms. Fregulia Roberts reviewed her report.
- Ms. Fregulia Roberts shared that the faculty/staff had reached 100% goal in contributing financially to the school. This is the first time that that goal has been reached and it was achieved during the first week of in-service.
- The Board has been invited to a mixer with the faculty for September 19 at 3pm here on campus.
- Ms. Fregulia Roberts shared with the board that going forward each meeting there would be a presentation from either faculty/parents/students and asked the board to provide a wish list of topics or presentations that they might like to see over the year.
- Mr. Winslow suggested feedback from the students on how they viewed various programs.
- Mr. Keuth shared that the board would be developing an evaluation for the Head of School over the next few months to keep in line with all teacher/staff evaluations and the teacher effectiveness framework.

### **Action Items:**

#### ***Minutes:***

Mr. Ogsbury asked that the July 12 minutes be changed to reflect that he was in attendance on the July 12, 2012 conference call. Dr. Cardenas made a motion to approve the June 25 & July 12, 2012 Board Governance minutes with that change and Mr. Ogsbury seconded the motion and it was passed unanimously.

*Technology Budget Update:*

Dr. Cardenas made a motion to approve the budget for the technology needs of the school from the proposed \$80,000 to \$98,000 for the first phase of the plan. Mr. Winslow seconded the motion and it was passed unanimously.

*Compensation Matters:*

Ms. Fregulia Roberts reintroduced the bonus matrix plan for the faculty and administrative staff that she explained piggybacked on the teacher effectiveness framework now in place for the state of Arizona. It was explained by the Finance Committee members that since the school had managed the budget these funds were available. The total amount was shared with the board. Mr. Schay made a motion to approve the bonus figure and Mr. Winslow seconded the motion and it was passed unanimously. Mr. Snider abstained from voting, as his wife is an employee of the school.

*Board Meeting Date Changes*

The ASA Board meeting for Dec 24, 2012 was moved to Dec 17, 2012. The ASA Board meeting for May 27, 2013 was moved to May 20, 2013.

**Executive Session**

Ms. West made a motion to move in to Executive Session and Mr. Snider seconded the motion and it was passed unanimously. Move into Executive Session 6:33 pm.

Mr. Ogsbury made a motion to move out of Executive Session and Mr. Hagen seconded the motion and it was passed unanimously. Move out of Executive Session 6:50 pm.

**Adjournment**

Mr. Schay made a motion to adjourn. Mr. Snider seconded the motion and it was passed unanimously. The meeting was adjourned at 6:52pm.

Minutes reviewed and accepted on this date \_\_\_\_\_.

By: \_\_\_\_\_ Board Member

Arizona School for the Arts  
1410 N 3<sup>rd</sup> Street  
Room 133  
Phoenix, AZ 85004

Governing Board Meeting  
September 24, 2012  
Meeting Minutes

Attendance:

<b><i>Present: (voting members in bold)</i></b>					
<b>Don Keuth, President</b>	<b>P</b>	<b>Dan Schay, Vice President</b>	<b>P</b>	<b>Suzanne Dohrer, Sec/Treasurer</b>	<b>A</b>
<b>John Snider, Past President</b>	<b>P</b>	<b>Lisa Handley</b>	<b>P</b>	<b>Claire West</b>	<b>P</b>
<b>Paul Winslow</b>	<b>P</b>	<b>Joseph Hagen</b>	<b>P</b>	<b>Rochelle Seminerio</b>	<b>P</b>
<b>Javier Cardenas</b>	<b>P</b>	<b>Laura Kozel</b>	<b>A</b>	<b>Gary Stuart</b>	<b>P</b>
<b>Jim Ogsbury</b>	<b>P</b>	<b>Leah Fregulia Roberts, Head of School</b>	<b>P</b>	<b>Timna Guerchon, Executive Assistant</b>	<b>P</b>
<b>Beth Strickler, Operations and Finance</b>	<b>P</b>	<b>Lyn Marquis, Institutional Advancement</b>	<b>P</b>	<b>Armando Garcia, President ASAPC</b>	<b>P</b>
<b>Edward Jensen, IT Coordinator</b>	<b>P</b>	<b>Dan Bigler, Financial Analyst</b>	<b>P</b>		

### **Call to Order**

Mr. Keuth called the meeting to order at 5:30pm.

### **Call to public**

None.

### **Presentation**

#### ***Mr. Edward Jensen, ASA IT Coordinator***

Mr. Jensen presented to the board a report of the state of the IT at ASA. He shared with the board the accomplishments so far, in regard to the wireless infrastructure and the introduction of the mobile computer labs.

Mr. Jensen also updated the board on the ALEAT goals.

Ms. Fregulia Roberts explained to the board that Phase 1 of the Technology plan was complete and Phase 2 had no end due date at this point.

There was general discussion of the challenges of wireless infrastructure in this area of the city and the cost of such services. Various providers and other wireless options will be looked into.

#### ***Mr. Armando Garcia, President ASAPC***

Mr. Garcia shared the progress of the ASAPC with regards to some restructuring of the committees and the rise in general attendance to their meetings. He shared that they were organizing themselves to better tap into the resources of the parents who had offered to volunteer their services.

### **Committee Reports**

#### ***Finance Committee***

- Ms. Strickler and Mr. Bigler reviewed the financial report with the board and reported on the July & August financials.
- Mr. Bigler noted on the report the line item for the bond payments that would now be taking place monthly.
- The AFR 2012 was presented to the board.

### ***Facilities***

- Mr. Winslow shared a facilities report from Mr. Waterson, Facilities Director.
- Ms. Strickler and Mr. Waterson are now working on a 5-year projection report that would estimate when items needed to be updated, repaired or replaced. This will hopefully allow the school to be prepared for an expense.
- Ms. Strickler shared that at this point the savings from the Energy Management System would be measured in KWH, that a report to show the financial savings would begin to be measurable as we move forward, since the buildings are new and the some of the AC units have been replaced.

### ***Development***

- Mr. Schay conveyed that development would focus on achieving a higher percentage of families who contributed the suggested \$1800 per student. He stated that a great way to achieve that was to inform our families, as well as others in the community, about the AZ State tax credit.
- Ms. Marquis shared the details of upcoming events for ASA and encouraged the board to attend as well as spread the word to others.
- Mr. Schay also reminded the board to complete their Commitment forms.

### ***Compliance***

- Ms. Fregulia Roberts communicated to the board that by year-end it was the plan to have a policy and procedures manual completed for the school.

### ***Strategic Planning***

- Ms. Fregulia Roberts reported that we are awaiting the review from our strategic planning session held on Sept. 8 for further direction.

### **Head of School Report**

- Ms. Fregulia Roberts reviewed her report.
- She shared that the Advanced Education accreditation will be take place early November.
- Ms. Fregulia Roberts pointed out to the board in her report the listing of possible guests for future board meetings and asked for any other suggestions.
- Ms. Fregulia Roberts updated the board on the relationship with our neighbor, Frist Congressional Church.

### **Discussion Items:**

#### ***No Tolerance Policy***

Ms. Fregulia Roberts started a discussion on the No Tolerance Policy in place at the school and brought up the fact that the decisions made by the board in regards to the No Tolerance policy has an impact on the faculty and staff as well as the student body.

Mr. Ogsbury asked if this discussion could be tabled for a future meeting to allow more time for the discussion.

Dr. Cardenas added that the policy and its implementation and understanding does require a lot of discussion but suggested that the board should refrain from discussing the boards interpretation of the definition of the policy in front of students and parents during a meeting with parents and students

Mr. Keuth declared the discussion would be tabled for the next board meeting.

### ***Branding***

Ms. Fregulia Roberts informed the board that their feedback at the Strategic Planning Session regarding the direction the branding and logo redesign, as well as the comments of the Advisory Council, has been very insightful and she explained that those involved are still working on possible options.

Mr. Snider added it was time for a change in the look of the design.

Ms. Marquis added that the plan was to keep and promote the uniqueness of the school and to speak to who we are.

Ms. Handley asked who would be the deciding factor of the new choice and Ms. Fregulia Roberts clarified that the board would vote based on the recommendation of the Advisory Council.

### **Action Items:**

#### ***Minutes:***

Dr. Cardenas made a motion to approve the August 27, 2012 Board Governance minutes and Mr. Snider seconded the motion and it was passed unanimously.

#### ***Annual Financial Report 2012:***

Mr. Snider made a motion to approve the AFR 2012 and Mr. Schay seconded the motion and it was passed unanimously.

#### ***Teacher Effectiveness Framework:***

Dr. Cardenas made a motion to approve the Teacher Effectiveness Framework and Mr. Snider seconded the motion and it was passed unanimously.

### **Executive Session**

Mr. Snider made a motion to move in to Executive Session and Mr. Ogsbury seconded the motion and it was passed unanimously. Move into Executive Session 6:27 pm.

Mr. Ogsbury made a motion to move out of Executive Session and Ms. Handley seconded the motion and it was passed unanimously. Move out of Executive Session 6:31 pm.

### **Adjournment**

Ms. Handley made a motion to adjourn. Mr. Ogsbury seconded the motion and it was passed unanimously. The meeting was adjourned at 6:33pm.

Minutes reviewed and accepted on this date \_\_\_\_\_.

By: \_\_\_\_\_ Board Member

Arizona School for the Arts  
1410 N 3<sup>rd</sup> Street  
Room 133  
Phoenix, AZ 85004

Governing Board Meeting  
October 22, 2012  
Meeting Minutes

**Attendance:**

<b><i>Present: (voting members in bold)</i></b>					
<b>Don Keuth, President</b>	<b>P</b>	<b>Dan Schay, Vice President</b>	<b>P</b>	<b>Suzanne Dohrer, Sec/Treasurer</b>	<b>P</b>
<b>John Snider, Past President</b>	<b>P</b>	<b>Lisa Handley</b>	<b>A</b>	<b>Claire West</b>	<b>P</b>
<b>Paul Winslow</b>	<b>P</b>	<b>Joseph Hagen</b>	<b>P</b>	<b>Rochelle Seminerio</b>	<b>P</b>
<b>Javier Cardenas</b>	<b>P</b>	<b>Laura Kozel</b>	<b>A</b>	<b>Gary Stuart</b>	<b>P</b>
<b>Jim Ogsbury</b>	<b>P</b>	<b>Leah Fregulia Roberts, Head of School</b>	<b>P</b>	<b>Timna Guerchon, Executive Assistant</b>	<b>P</b>
<b>Beth Strickler, Operations and Finance</b>	<b>P</b>	<b>Lyn Marquis, Institutional Advancement</b>	<b>P</b>	<b>Sara Maline Bohn, Principal</b>	<b>P</b>
<b>Edward Novak, Guest</b>	<b>P</b>	<b>Dan Bigler, Financial Analyst</b>	<b>P</b>		

**Call to Order**

Mr. Keuth called the meeting to order at 5:30pm.

**Call to public**

None.

Mr. Keuth made the introduction of guest, Edward Novak.

**Presentation**

Ms. Maline Bohn updated the board on the current enrollment schedule for the 2013-14 school year. She told the board it was best to direct people to the school's website for the most up to date information regarding admission.

Sarah Noe, ASA Student Ambassador, shared with the board the role of an ambassador and answered questions.

**Discussion Items:**

***No Tolerance Policy of ASA***

Ms. Dohrer gave perspective on how the board, along with guidance from the school's legal counsel had formed the school's no tolerance policy. She explained that the state did mandate some of the timelines involved in the process.

Mr. Ogsbury shared that from his perspective on the board's expulsion hearing in September that he lacked the context to make an informed decision. He added that if expulsion is automatic, then the policy should say that. Dr. Cardenas explained that in a previous situation, the board did feel locked into the decision of expulsion based on its previous language, and from that the board had felt the need to readdress the language to give the board room for context. He added that the board felt if you automatically mandate expulsion, that decision could do more harm than good. He felt the policy as currently written allows the board to make the decision. Mr. Ogsbury stated he felt the policy suggested that circumstances did not matter. Mr. Keuth interjected that if the



issue of expulsion ever happened to be in front of the board again, more context of the situation or context from the student's teachers may be made available.

### **Committee Reports**

#### ***Finance Committee***

- Ms. Strickler and Mr. Bigler reviewed the financial report with the board and reported on the September financials.
- Mr. Bigler noted on the report the capital expenditure deductions.
- Mr. Snider pointed out to the board the Financial Guidelines document and went through each descriptive category that gives the parameters around how monies are budgeted and or allocated for the school year. He pointed out these guidelines were for the board to familiarize themselves with and that they would be adopted at another meeting.
- Mr. Stuart asked if these were true reserves and maintained separately. Mr. Snider explained that they would be held in reserves but not restricted in their use.

#### ***Facilities***

- Mr. Winslow and Ms. Fregulia Roberts shared a facilities report from Mr. Waterson, Facilities Engineer.
- Ms. Fregulia Roberts pointed out to the board the savings to the school from the EMS installed last year for all three buildings. She also pointed out the rebate check of \$23,000 from APS for the installation of the new HVAC units that Mr. Waterson had diligently followed up on for the school. She added that a commendation to Mr. Waterson be noted.

#### ***Development***

- Mr. Schay shared with the board that the financial fundraising goals were on track with where they were expected to be at this time of year.
- He shared that in the development committee meeting there was good discussion of ways to address the messaging for it to be inclusive and positive to families and encourage them to participate in the fundraising for the school.
- Mr. Schay pointed out that the capital needs to of the school were ongoing.

#### ***Technology***

- Dr. Cardenas shared with the board that the committee was discussing the options for the school to move to a one to one environment as a possible goal for the upcoming academic year. He pointed out some of the questions that that would raise, such as who would supply the devices and how would they be managed.

#### ***Strategic Planning***

- Ms. Fregulia Roberts included for the board the report from Mr. Bowers regarding the strategic planning session from September.
- Ms. Fregulia Roberts asked the board to read the report and please share any thoughts or feedback with her.

### **Head of School Report**

- Ms. Fregulia Roberts reviewed her report.
- She shared that ASA was again chosen as the recipient to partner with Rotary 100 for the Golf Tournament and Auction in April 2013.
- She invited the board to join her at the Rotary 100 Gala Nov. 10.

- Mr. Stuart asked what the status of the possibility for ASA to form a foundation and Ms. Fregulia Roberts indicated that plan was on the list of priorities.

#### **Action Items:**

##### *Minutes:*

Mr. Schay made a motion to approve all Board Governance minutes set before them and Mr. Snider seconded the motion and it was passed unanimously.

##### *Draft Audit Report 2012:*

Mr. Snider made a motion to approve the 2012 Draft Audit and Mr. Stuart seconded the motion and it was passed unanimously.

##### *Declaration of Curriculum and Instructional Alignment*

Mr. Keuth informed the board that due to the time deadline, the Executive Committee had reviewed the document and signed the assurance and he now asked the board for the approval of the assurance. Dr. Cardenas made a motion to approve the Declaration of Curriculum and Instructional Alignment and Mr. Ogsbury seconded the motion and it was passed unanimously.

##### *Out of County Field Trips for ASA Students for the 2012-13 School Year:*

Mr. Winslow made a motion to approve all out of county field trips for ASA students for the 2012-13 School year and Mr. Ogsbury seconded the motion and it was passed. Both Mr. Snider and Mr. Schay abstained due to the fact that they had students who may be attendees on one of the approved field trips.

#### **Executive Session**

Dr. Cardenas made a motion to move in to Executive Session and Mr. Stuart seconded the motion and it was passed unanimously. Move into Executive Session 6:30 pm.

Ms. West made a motion to move out of Executive Session and Ms. Dohrer seconded the motion and it was passed unanimously. Move out of Executive Session 6:34 pm.

#### **Adjournment**

Mr. Ogsbury made a motion to adjourn. Dr. Cardenas seconded the motion and it was passed unanimously. The meeting was adjourned at 6:34pm.

Minutes reviewed and accepted on this date \_\_\_\_\_.

By:  Board Member

Arizona School for the Arts  
1410 N 3<sup>rd</sup> Street  
Room 133  
Phoenix, AZ 85004

Governing Board Meeting  
November 26, 2012  
Meeting Minutes

**Attendance:**

<i><b>Present: (voting members in bold)</b></i>					
<b>Don Keuth, President</b>	<b>P</b>	<b>Dan Schay, Vice President</b>	<b>P</b>	<b>Suzanne Dohrer, Sec/Treasurer</b>	<b>A</b>
<b>John Snider, Past President</b>	<b>P</b>	<b>Lisa Handley</b>	<b>P</b>	<b>Claire West</b>	<b>P</b>
<b>Paul Winslow</b>	<b>P</b>	<b>Joseph Hagen</b>	<b>P</b>	<b>Rochelle Seminerio</b>	<b>P</b>
<b>Javier Cardenas</b>	<b>P</b>	<b>Laura Kozel</b>	<b>A</b>	<b>Gary Stuart</b>	<b>A</b>
<b>Leah Fregulia Roberts, Head of School</b>	<b>P</b>	<b>Timna Guerchon, Executive Assistant</b>	<b>P</b>	<b>Beth Strickler, Operations and Finance</b>	<b>P</b>
<b>Dan Bigler, Financial Analyst</b>	<b>P</b>	<b>Tina Valentine Pitts, Development Associate</b>	<b>P</b>	<b>Armando Garcia, ASAPC President</b>	<b>P</b>
<b>George Susich, Susich Design</b>	<b>P</b>				

**Call to Order**

Mr. Keuth called the meeting to order at 5:30pm.

**Call to public**

None.

**Presentation**

Mr. Susich made a presentation to the board regarding the progress of the Advisory Council's Branding Committee and the redesign of the ASA logo.

The board asked what was the next step. and Ms. Fregulia Roberts clarified that the plan was to roll the concept out to all stakeholders so that no faction was unaware of the redesign process.

The board shared their positive reactions to the current draft of the redesigned logo, monogram and tag line.

**ASAPC Update**

Mr. Garcia updated the board to the fact that all positions on the ASAPC Executive Committee were filled. He stressed that the parent committee was working hard on building a good sense of community and to strengthen the relationships between the parents with each other and with the school.

**Information & Discussion Items:**

Ms. Fregulia Roberts shared the draft version of the 2011-12 Annual Report with the board. A few minor corrections were needed, and when it is finalized it will be linked on the school's website and copies will be made available, as needed. The board had no objections to the releasing of the report after the changes were made.

## **Committee Reports**

### ***Finance Committee***

- Mr. Snider shared that the month had ended on budget and as expected.
- Mr. Snider pointed out to the Financial Guidelines document was on the agenda for the board's vote.
- Ms. Strickler and Mr. Bigler reviewed the financial report with the board and reported on the October financials.
- Mr. Bigler noted the increase in the student enrollment number and how that would be reflected financially next month.
- Mr. Snider commented that the level of detail for the financial report may not be as great for the December meeting since it will take place early in the month.

### ***Facilities***

- Mr. Winslow shared a facilities report from Mr. Waterson, Facilities Engineer, and pointed out to the savings per building to the school from the EMS system.
- He also commended the facilities staff for the tracking and planning of long range maintenance, repairs and needs for the three buildings. He stated they were continuing to look ahead.

### ***Development***

- Mr. Schay shared with the board that the financial fundraising goals were on track and that we were currently in the year-end push towards the tax credit.
- Mr. Schay pointed out that the capital needs of the school were ongoing and that the committee planned to convene in mid December and strategize a plan for moving forward to reach this year's financial goals.
- Ms. Fregulia Roberts thanked Ms. Marquis for her lead on the branding committee and the logo redesign.
- Ms. Fregulia Roberts pointed out that the school was actively working on obtaining sponsorships for the Rotary Golf event for April 1, 2013.
- Phone-a-thon was set for Dec. 6 at 5:30pm and any board members who wished to volunteer their time for that it would be greatly appreciated.
- Mr. Schay thanked those in attendance at the Rotary 100 Gala earlier that month. He said it was important for the school to have had such a strong turn out.

### ***Technology***

- Dr. Cardenas shared with the board that the committee was still looking at options to move to a one to one environment but that there were several hardware issues and limitations due to the city's and school's infrastructure.

### ***Strategic Planning***

- Ms. Fregulia Roberts shared that many of the groups from the strategic planning session were meeting in mini sessions to work through goals and action items based on their area.

### **Head of School Report**

- Ms. Fregulia Roberts reviewed her report.
  - She shared a few highlights from the AdvancED accreditation team's visit earlier this month.
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- Mr. Snider shared with the board that the school robotics team had performed well and that two teams had taken 1<sup>st</sup> and 4<sup>th</sup> place and would move onto the state competition.

**Action Items:**

***Minutes:***

Mr. Snider made a motion to approve the Board Governance minutes from October 22 and Dr. Cardenas seconded the motion and it was passed unanimously.

***Executive Session Minutes:***

Ms. West made a motion to approve the Executive Session minutes from October 22 and Mr. Snider seconded the motion and it was passed unanimously.

***ASA Financial Guidelines Policy***

Mr. Snider made a motion to approve ASA Financial Guidelines policy and Ms. West seconded the motion and it was passed.

***Nomination of Ed Novak to join ASA Governing Board:***

Dr. Cardenas made a motion to nominate Ed Novak to join ASA Governing Board and Mr. Hagen seconded the motion and it was passed unanimously.

***Executive Session***

Mr. Schay made a motion to move in to Executive Session and Mr. Snider seconded the motion and it was passed unanimously. Move into Executive Session 6:33 pm.

Mr. Schay made a motion to move out of Executive Session and Ms. West seconded the motion and it was passed unanimously. Move out of Executive Session 6:39 pm.

**Adjournment**

Mr. Schay made a motion to adjourn. Ms. West seconded the motion and it was passed unanimously. The meeting was adjourned at 6:39pm.

Minutes reviewed and accepted on this date

*Dec. 17, 2012*

By:

*[Signature]*

Board Member

Arizona School for the Arts  
1410 N 3<sup>rd</sup> Street  
Room 133  
Phoenix, AZ 85004

Governing Board Meeting  
January 28, 2013  
Meeting Minutes

**Attendance:**

<b><i>Present: (voting members in bold)</i></b>					
<b>Don Keuth, President</b>	<b>P</b>	<b>Dan Schay, Vice President</b>	<b>A</b>	<b>Suzanne Dohrer, Sec/Treasurer</b>	<b>P</b>
<b>John Snider, Past President</b>	<b>P</b>	<b>Lisa Handley</b>	<b>P</b>	<b>Claire West</b>	<b>P</b>
<b>Paul Winslow</b>	<b>P</b>	<b>Joseph Hagen</b>	<b>P</b>	<b>Rochelle Seminerio</b>	<b>P</b>
<b>Javier Cardenas</b>	<b>P</b>	<b>Laura Kozel</b>	<b>A</b>	<b>Gary Stuart</b>	<b>P</b>
<b>Ed Novak</b>	<b>P</b>	<b>Leah Fregulia Roberts, Head of School</b>	<b>P</b>	<b>Timna Guerchon, Executive Assistant</b>	<b>P</b>
<b>Lyn Marquis, Chief Advancement Officer</b>	<b>P</b>	<b>Beth Strickler, Operations and Finance</b>	<b>P</b>	<b>Dan Bigler, Financial Analyst</b>	<b>P</b>
<b>Julie Hampton, ASA Faculty</b>	<b>P</b>	<b>Students</b>	<b>P</b>		

**Call to Order**

Mr. Keuth called the meeting to order at 5:31pm.

**Call to public**

None.

**Presentation**

Ms. Hampton, ASA Faculty member, shared with the board the CBL program that all seniors undertake during their English class. The Challenged Based Learning program asks the students to take a big idea, decide what is the essential question of that idea and develop a solution. Two groups of seniors gave the details of their project so far. All the CBL groups will present their projects during presentation week on March 4, 5 & 6. All board members were invited to attend.

**ASAPC**

Mrs. Handley reported on the work of the ASAPC. They are focusing on creating and manning booths for the school carnival on April 5. The parent committee also helped with the two assessment days and felt that was a beneficial experience for new applicants. They will also be supplying volunteers for the upcoming orientation days. She also shared that the parent committee has a new Facebook page, and to please "like" them, as that is how the PC is sharing most of the news about what is pertinent to our community.

**Information & Discussion Items:**

The board was presented with a list of important school dates for the remainder of the school year.

Ms. Fregulia Roberts announced that development of the foundation was complete. The foundation's board would consist of Don Keuth, Leah Fregulia Roberts and Lyn Marquis.

Ms. Fregulia Roberts will share a messaging document with the board. The goal is to develop an elevator speech as well as some talking points for our stakeholders to have on hand to help share the mission and goals of ASA in the community.

## **Committee Reports**

### ***Finance Committee***

- Mr. Snider shared that the financials were very much inline with the budget. Although he stated that the capital campaign fund is not at goal. He explained the school would create two budgets; one based on reaching target goals and with no spending cuts from the AZDE and a second with some cuts to spending. He notified the board that in April they would be bringing the budget to the board for discussion.
- Mr. Keuth asked if any more information had been made available to ASA regarding the incorrect amounts given to AZ schools through the Classroom Site Fund? Mr. Snider explained that the AZDE had not yet notified schools or ASA if they were indeed over or under paid. He felt hopeful that ASA would have no impact.
- Mr. Bigler went over the November and December 2012 financials. He pointed out in November there had been a recalculation to the fixed assets/depreciation but that would not affect net income.
- He also alerted the board that the number of SPED students had changed and the school would see a slight increase in funds.
- Mr. Bigler shared that the school budget saw a loss for the year of \$89, 000, but a surplus of \$677,000 in operating cash.

### ***Facilities***

- Mr. Winslow shared a facilities report from Mr. Waterson, Facilities Engineer, and pointed out the continued savings per building to the school from the EMS system.
- Mr. Winslow stated the school would see some repairs scheduled for the summer break.
- Mrs. Strickler notified the board there were a few small leaks from the recent rainstorms. She explained that pieces of the pipe had been most likely stolen and that had allowed for some water to run into the building, instead of away through a drainpipe.

### ***Development***

- Mr. Schay shared with the board that the \$230,900 had been raised towards the fundraising goals.
- A letter from the Head of School will go out to all families this week asking them to contribute to the annual fund.
- Ms. Fregulia Roberts will again be meeting with all incoming families and will ask them to support the school and its fundraising goals.
- ASA has once again been selected the charity for the Rotary 100 golf event and must raise \$15,000 in sponsorships to meet our goal and guarantee ASA 50% of the monies raised from the event. If you have a business, or know of someone who can sponsor ASA, please do.
- On January 31 the CSC will meet again and discuss, among other items, a better way to express the need to raise funds to pay the bonds.

### ***Technology***

- Dr. Cardenas shared that at the last technology meeting, the committee had reviewed the faculty technology survey.
  - Dr. Cardenas shared the main concern of the faculty using the 1:1 environment was that direct interaction with students might suffer.
  - The school will have a test of its infrastructure capabilities in early February to ascertain if they are in good shape to handle the demands of the school's wireless needs.
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- Ms. Fregulia Roberts informed the board that the state may increase funding for some schools to upgrade their computer capabilities to handle the new state testing requirements.

### ***Compliance***

- Ms. Dohrer reiterated that the foundation documentation was now completed.

### ***Strategic Planning***

- Ms. Fregulia Roberts added that the strategic plan was on the agenda for approval.

### **Head of School Report**

- Ms. Fregulia Roberts reviewed her report.
- She pointed out the event for the National School Choice Week kick off attended by 300 of our students and parents.
- Ms. Fregulia Roberts added that the safety plan had been reviewed and they would be adding more details for parents regarding the school's evacuation plan.
- Suzanne Dohrer asked if there had been any changes implemented since the review and Ms. Fregulia Roberts said the school as a whole was more vigilant in securing doors and gates and monitoring ID badges and guest check in. She reminded the board to please always check in at the front office during the day if they visit the campus.
- Dr. Cardenas asked if any parents had suggested an armed guard for the school and Ms. Fregulia Roberts said no parent had.
- Mr. Stuart felt the board should put on a future agenda to review the security plan.
- It was also pointed out that the school was ranked #9 in state SAT scores and noted that 8 of the top 10 schools were charter schools.

### **Action Items:**

#### ***December 17, 2012 Minutes:***

Ms. Dohrer made a motion to approve the Board Governance minutes from December 17 with the change of her attendance to present and Ms. Hanley seconded the motion and it was passed unanimously.

#### ***ASA Strategic Plan:***

Mr. Winslow made a motion to approve the Strategic Plan and Mr. Snider seconded the motion and it was passed unanimously.

#### ***Proposed 2013-14 School calendar dates:***

Ms. West made a motion to approve the proposed 2013-14 school calendar dates and Mrs. Seminerio seconded the motion and it was passed unanimously.

#### ***ASA Financial Guidelines:***

Mr. Snider requested a motion be made to approve the financial guideline document specific to Bank reconciliation review and payroll review procedures. Ms. West made a motion to approve the documents and Ms. Dohrer seconded the motion and it was passed unanimously.

#### ***Nomination of David Garcia to join the AS Governing Board:***

Mr. Hagen made a motion to approve the nomination of David Garcia to join the ASA governing board and Mr. Novak seconded the motion and it was passed unanimously.



**Adjournment**

Mr. Snider made a motion to adjourn and the motion was passed unanimously. The meeting was adjourned at 6:29pm.

*\* Calendar correction of No-school In Service date from September 24, 2013 to September 27, 2013*

Minutes reviewed and accepted on this date March 25, 2013

By:  Board Member

Arizona School for the Arts  
1410 N 3<sup>rd</sup> Street  
Room 133  
Phoenix, AZ 85004

Governing Board  
February 13, 2013  
Meeting Minutes

**Attendance:**

Attendance:

<b><i>Present: (voting members in bold)</i></b>					
<b>Don Keuth, President</b>	<b>P</b>	<b>Dan Schay, Vice President</b>	<b>P</b>	<b>Suzanne Dohrer, Sec/Treasurer</b>	<b>P</b>
<b>John Snider, Past President</b>	<b>P</b>	<b>Lisa Handley</b>	<b>P</b>	<b>Claire West</b>	<b>A</b>
<b>Paul Winslow</b>	<b>P</b>	<b>Joseph Hagen</b>	<b>P</b>	<b>Rochelle Seminerio</b>	<b>P</b>
<b>Javier Cardenas</b>	<b>A</b>	<b>Laura Kozel</b>	<b>A</b>	<b>Gary Stuart</b>	<b>P</b>
<b>Ed Novak</b>	<b>P</b>	<b>David Garcia</b>	<b>A</b>		
<b>Leah Fregulia Roberts, Head of School</b>	<b>P</b>	<b>Timna Guerchon, Executive Assistant</b>	<b>P</b>	<b>Tracy Banker, The Law Office of Tracy L. Banker, Counsel (by phone)</b>	<b>P</b>

**Call to Order**

Mr. Keuth called the meeting to order at 4:46 pm.

**Call to public**

None.

**Executive Session**

Mr. Novak made a motion to move in to Executive Session pursuant at A.R.S. §38-431.03 (A)(2) and (A)(3) for discussion of records exempt by law from public inspection, including the receipt and discussion of information or testimony that is specifically required to be maintained as confidential by state or federal law and the legal advice with the attorney of the public body. Mr. Snider seconded the motion and it was passed unanimously. Move into Executive Session 4:47 pm.

The board returned from Executive Session at 5:35 pm

**Action Items:**

Mr. Snider made the motion to expel Student #20243296 from Arizona School for the Arts, effective February 5, 2013 based on the testimony and evidence presented in executive session. "Expulsion" according the A.R.S §15-840 (1), means permanent withdrawal and the privilege of attending a school. Mrs. Seminerio seconded the motion.

Mr. Keuth asked each member for an individually vote and the roll was called. The motion passed unanimously, 10-0 as follows:

Mr. Keuth - aye  
Mr. Schay – aye  
Ms. Dohrer- aye  
Mr. Snider- aye  
Ms. Handley- aye  
Mr. Winslow- aye  
Mr. Hagen- aye  
Mrs. Seminerio- aye  
Mr. Stuart – aye

Mr. Novak – aye

Mr. Stuart made a motion to adjourn. Mr. Novak seconded the motion and it was passed unanimously. The meeting was adjourned at 5:37pm.

Minutes reviewed and accepted on this date March 25, 2013

By: L Eugene Doh Board Member

Arizona School for the Arts  
1410 N 3<sup>rd</sup> Street  
Room 133  
Phoenix, AZ 85004

Governing Board  
February 25, 2013  
Meeting Minutes

**Attendance:**

<b><i>Present: (voting members in bold)</i></b>					
<b>Don Keuth, President</b>	<b>P</b>	<b>Dan Schay, Vice President</b>	<b>P</b>	<b>Suzanne Dohrer, Sec/Treasurer</b>	<b>P</b>
<b>John Snider, Past President</b>	<b>P</b>	<b>Lisa Handley</b>	<b>P</b>	<b>Claire West</b>	<b>P</b>
<b>Paul Winslow</b>	<b>P</b>	<b>Joseph Hagen</b>	<b>P</b>	<b>Rochelle Seminerio</b>	<b>P</b>
<b>Javier Cardenas</b>	<b>A</b>	<b>Laura Kozel</b>	<b>A</b>	<b>Gary Stuart</b>	<b>A</b>
<b>Ed Novak</b>	<b>P</b>	<b>David Garcia</b>	<b>A</b>	<b>Leah Fregulia Roberts, Head of School</b>	<b>P</b>
<b>Timna Guerchon, Executive Assistant</b>	<b>P</b>	<b>Beth Strickler, Operations and Finance</b>	<b>P</b>	<b>Dan Bigler, Financial Analyst</b>	<b>P</b>
<b>Lyn Marquis, Chief Advancement Officer</b>	<b>P</b>				

**Call to Order**

Mr. Keuth called the meeting to order at 5:36 pm.

**Call to public**

None.

**ASAPC**

Ms. Fregulia Roberts reported on the work of the ASAPC. Volunteer P.J. Jasso from AmeriCore is assisting the group with the structure of the organization. They are also focused on the school Carnival on April 5, 2013.

**Information & Discussion Items:**

Ms. Fregulia Roberts announced that the paperwork for the foundation was complete. Mr. Novak shared that the Articles were dated as of February 7, 2013. The tax-exempt status is in process.

**Committee Reports**

***Finance Committee***

- Mr. Snider shared that the financials were very much inline with the budget. He shared that the finance committee was looking at the budget for next school year.
- Mr. Bigler pointed out to the board the bond interest payments had been made for January as well as the liability payments.

***Facilities***

- Mr. Winslow shared a facilities report from Mr. Waterson, Facilities Engineer. For January building expenses were high due to the unseasonably cold weather but that overall the EMS was on track for the year.

***Development***

- Mr. Schay shared with the board that the Annual fund goals were in line to be reached but that there was still some room to gain with the Capital Campaign. He pointed out that the school was in search of donors to support the capital campaign.

- Mr. Schay shared the details of Ms. Marquis' breakdown of the growth of contributions from each of the lower class grades as they meet with the HOS and develop a culture of philanthropy.
- Mr. Schay pointed out to the board that the current fundraising goals were a 32% increase over those of last year.

### ***Technology***

- Mrs. Strickler explained that all the points regarding the technology hinged on the upgrade of the infrastructure, which was a monetary consideration.
- Ms. Fregulia Roberts explained that the increase of use of technology for the students was a great opportunity for them but a draw on the wifi capabilities of the school.
- Mr. Novak asked if the cost of the upgrade to our provider was known. Mrs. Strickler is in the process of finding that information out through the school's e-rate application.
- Ms. Fregulia Roberts informed the board the Dr. Cardenas was working closely with Cox.
- Mr. Keuth asked what capabilities does ASA have and what do we need. Mrs. Strickler shared that we have 80 mgs coming in but would ideally like at least 100. The next step from that is 200 mgs.

### ***Compliance***

- Ms. Fregulia Roberts shared that she and Mrs. Dohrer were working on the drafts of the Policies and Procedures handbook.

### ***Strategic Planning***

- Ms. Handley updated the board on the Strategic Planning retreat from Saturday and stated action items were being compiled.

### **Head of School Report**

- Ms. Fregulia Roberts reviewed her report.
- She shared that the IDA had made a generous gift of \$5,000 to ASA.
- Ms. Fregulia Roberts brought to the attention of the board an article about Charter schools and the perception of their handling of finances and procurement. The board felt it would be beneficial to invite the reporter to visit ASA.
- Mr. Bigler commented that the record books of Charter schools, and ASA, were open to the public.
- Ms. Fregulia Roberts filled the board in on the Student One Acts and that one of the pieces was pulled for content. She explained a student and her parents were upset with that decision and that the student had made a speech at the performance and that the parents may write a letter to the board. The student felt they had been censored.
- Ms. Fregulia Roberts explained the school held the right to be discriminating regarding the content of any piece.
- Mr. Schay pointed out that the rights of an artist do not include irresponsibility.
- Ms. Fregulia Roberts told the board that the students of the piece were given the option to choose and perform another piece.
- Ms. Fregulia Roberts shared the list of performances of the students over the month. The board was very impressed with the number and the details of each performance and wanted to recognize and commend Mrs. Apperson for her efforts and the great success of the students in all their recent endeavors. They felt the opportunities offered to the students were exceptional.
- The board wanted to also express their gratitude for the efforts of Mr. Roberts and the Jazz band at the NAU Jazz Festival. AS well as the Chamber Orchestra and Dr.

Westendorf for the score they received at the Jazz Madrigal Festival. They were one point from perfect.

**Action Items:**

*January 28, 2013 Minutes:*

Mr. Winslow made a motion to approve the Board Governance minutes from January 28 and Ms. Dohrer seconded the motion and it was passed unanimously.

**Adjournment**

Ms. Dohrer made a motion to adjourn and Ms. West seconded the motion and it was passed unanimously. The meeting was adjourned at 6:26pm.

Minutes reviewed and accepted on this date March 25, 2013

By:  Board Member

Arizona School for the Arts  
1410 N 3<sup>rd</sup> Street  
Room 133  
Phoenix, AZ 85004

Governing Board  
March 25, 2013  
Meeting Minutes

**Attendance:**

Attendees:

<i>Present: (voting members in bold)</i>					
<b>Don Keuth, President</b>	<b>P</b>	<b>Dan Schay, Vice President</b>	<b>P</b>	<b>Suzanne Dohrer, Sec/Treasurer</b>	<b>P</b>
<b>John Snider, Past President</b>	<b>P</b>	<b>Lisa Handley</b>	<b>A</b>	<b>Claire West</b>	<b>P</b>
<b>Paul Winslow</b>	<b>P</b>	<b>Joseph Hagen</b>	<b>P</b>	<b>Rochelle Seminerio</b>	<b>P</b>
<b>Javier Cardenas</b>	<b>P</b>	<b>Laura Kozel</b>	<b>A</b>	<b>Gary Stuart</b>	<b>P</b>
<b>Ed Novak</b>	<b>P</b>	<b>David Garcia</b>	<b>P</b>	<b>Leah Fregulia Roberts, Head of School</b>	<b>P</b>
<b>Timna Guerchon, Executive Assistant</b>	<b>P</b>	<b>Beth Strickler, Operations and Finance</b>	<b>P</b>	<b>Dan Bigler, Financial Analyst</b>	<b>P</b>
<b>Lyn Marquis, Chief Advancement Officer</b>	<b>P</b>				

**Call to Order**

Mr. Keuth called the meeting to order at 5:02 pm.  
Mr. Keuth welcomed Mr. Garcia to his first board meeting.

**Call to public**

None.

**ASAPC**

Ms. Fregulia Roberts, Ms. Marquis and Volunteer P.J. Jasso from AmeriCore were invited to the Experience Matters Advisory Meeting to share the success of our partnership.

**Committee Reports**

***Finance Committee***

- Mr. Snider shared that the financials were in line for the month with the budget but the short area was on the philanthropic side, but hoped we would reach that goal as well.
- Mr. Snider said that the budget was in the second round and based on flat projections from this year to next, but that we were still waiting for the State funding numbers. He shared that the school was maintaining the same numbers on the expenses side.
- Mr. Bigler pointed out to the student count may change based on the 100<sup>th</sup> day numbers.
- Mr. Bigler pointed out a change in the compensation expenses difference and as well as a change in the benefits breakdown and showed how those two line items basically balanced each other.

***Facilities***

- Mr. Winslow shared a facilities report from Mr. Waterson, Facilities Engineer. APS did enact a rate increase, but the overall the EMS was saving the school on kilowatt usage.
- Mr. Winslow shared the facilities committee was considering adding a shade structure over the bandshell area to help block the sun and provide shade for the performers as well as the audience. He stated that cost was a stumbling point to moving ahead.

### ***Development***

- Mr. Schay shared with the board that the goals for the Annual fund were still in line to be achieved by year-end. He pointed out that capital campaign was still behind in where the school had hoped to be.
- Mr. Schay and Ms. Marquis shared the success of the Seminerio Salon from the past weekend.
- Upcoming Events of interest – School Carnival April 5, B1B1 April 10, MIM Honors Concert April 14.

### ***Technology***

- Dr. Cardenas shared the status of the ASA phone app and ran through the planned features. The app would be both iOS and Droid platforms.
- He also updated the board on the status of the new website. The school plans to make the change and have the new website ready for the school personnel to use and familiarize themselves with by year and to go live August 1. The platform would be HTLM5, so it would be compatible with phones and tablets.

### ***Compliance***

- Ms. Dohrer informed the board that the draft of the Student/Parent and Employee handbooks would be shared in April.

### ***Strategic Planning***

- Ms. Fregulia Roberts updated the board on a plan for a 5-10 year visioning retreat being worked on for June as well as a board training retreat possibly for August.

### **Head of School Report**

- Ms. Fregulia Roberts reviewed her report.
- She thanked Mrs. Seminerio for her efforts with the Salon from the previous Saturday.
- Ms. Fregulia Roberts shared the final results of the Mock Trial teams and their awards.
- NSAL will award ASA the first Arts Advocacy at their annual Red Rose Awards Banquet on April 14.
- Ms. West brought up the placement of a student who took 2<sup>nd</sup> place in the Youth America Grand Prix Semi-Finals Competition

### **Action Items:**

#### ***February, 2013 Minutes:***

Ms. Dohrer made a motion to approve the Board Governance minutes from February 13 and February 25 and Mr. Novak seconded the motion and it was passed unanimously.

#### ***February 25, 2013 Minutes:***

Mr. Schay made a motion to approve the Executive Session minutes from February 13 and Mr. Winslow seconded the motion and it was passed unanimously.

#### ***February 13, 2013 Executive Session:***

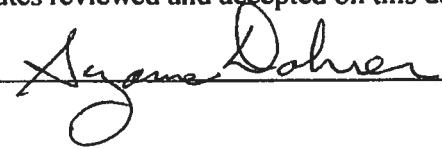
Mr. Stuart made a motion to move in to Executive Session pursuant at A.R.S. §38-431.03 (A)(2) and (A)(3) for discussion of records exempt by law from public inspection, including the receipt and discussion of information or testimony that is specifically required to be maintained as confidential by state or federal law and the legal advice with the attorney of the public body. Mr. Novak seconded the motion and it was passed unanimously. The board moved into Executive Session 5:37 pm.



**Adjournment**

Mr. Snider made a motion to adjourn and Mr. Novak seconded the motion and it was passed unanimously. The meeting was adjourned at 5:55pm.

Minutes reviewed and accepted on this date Apr. 129 2013.

By:  Board Member

Arizona School for the Arts  
1410 N 3<sup>rd</sup> Street  
Room 133  
Phoenix, AZ 85004

Governing Board  
April 29, 2013  
Meeting Minutes

**Attendance:**

<b><i>Present: (voting members in bold)</i></b>					
<b>Don Keuth, President</b>	<b>P</b>	<b>Dan Schay, Vice President</b>	<b>P</b>	<b>Suzanne Dohrer, Sec/Treasurer</b>	<b>P</b>
<b>John Snider, Past President</b>	<b>A</b>	<b>Lisa Handley</b>	<b>P</b>	<b>Claire West</b>	<b>P</b>
<b>Paul Winslow</b>	<b>P</b>	<b>Joseph Hagen</b>	<b>P</b>	<b>Rochelle Seminerio</b>	<b>P</b>
<b>Javier Cardenas</b>	<b>P</b>	<b>Laura Kozel</b>	<b>A</b>	<b>Gary Stuart</b>	<b>P</b>
<b>Ed Novak</b>	<b>P</b>	<b>David Garcia</b>	<b>A</b>	<b>Leah Fregulia Roberts, Head of School</b>	<b>P</b>
<b>Timna Guerchon, Executive Assistant</b>	<b>P</b>	<b>Beth Strickler, Operations and Finance</b>	<b>P</b>	<b>Dan Bigler, Financial Analyst</b>	<b>P</b>
<b>Lyn Marquis, Chief Advancement Officer</b>	<b>P</b>	<b>Laura Apperson, Arts Director</b>			

**Call to Order**

Mr. Keuth called the meeting to order at 5:35 pm.

**Call to public**

None.

**Presentation – Arts Program**

Mrs. Apperson, Arts Director, explained her role at ASA. She shared one thing that made the arts program unique at ASA was that students were taught by professional musicians and that enabled students to study deeply and gain mastery in their area of focus. She also highlighted the many unique partnerships ASA had with local arts organizations.

Rachel Rinsema, 8<sup>th</sup> grade, Scott Fitsimones, 10<sup>th</sup> grade and Claire Emmert, 11<sup>th</sup> grade, each shared a little bit about their experience at ASA and shared their goals for careers after completing school.

**Information & Discussion Items**

Ms. Fregulia Roberts notified the Board that there were plans in the works for a school trip to Spain over the 2014 Spring Break timeframe. This trip would be open to interested high school students. She would be asking the Board to vote on the approval of this trip at a future meeting, but wanted to bring the trip to their attention.

**Committee Reports**

***Finance Committee***

- Mr. Bigler shared that the financials were in line for the month with the budget but that the capital campaign was still under goal at this point.
- Ms. Fregulia Roberts explained that the School expected to see a small rise in funds next year because there would be an increase in the number of students at the school, but that overall they were expecting the budget from the state to be very much the same as this year.

- The School would be waiting for the Governor to approve the State budget before the Board would be asked to vote on the School's budget. She asked the board to look over the budget and if they had any questions, to contact her.
- Ms. Handley asked if there might be any faculty turnover and had the school accounted for any salary change due to those circumstances.
- Ms. Fregulia Roberts said there would be some faculty leaving and being replaced as well as hiring of a few additional positions to accommodate the increased student population. She believed that several of those positions were either in the interviewing process or hired. She added that those considerations had been included in the budget.
- Mr. Novak asked if the School would see any downsizing of administrative staff and Ms. Fregulia Roberts shared that the front office staff was restructuring to two positions.
- Mr. Keuth added that the Governor does appear to have extra monies in her budget for K-12 education, but it is unclear how those funds could be appropriated.

### ***Facilities***

- Mr. Winslow highlighted the April facilities report from Mr. Waterson, Facilities Engineer. He shared that overall the EMS was saving the school on kilowatt usage even with the rate increase.
- Mr. Winslow shared there were still design and cost considerations regarding an addition of a shade structure over the band shell area, but that the facilities committee was still looking into the possibility of a structure.

### ***Development***

- Mr. Schay updated the Board on fundraising to date and shared that ASA had approximately \$33,000 yet to raise to reach the Annual Fund goal. He pointed out that the recent push to raise funds was strategic in that it took into account funds needed to achieve the Capital Campaign goals for the year.
- Mr. Schay explained that for fundraising next year the plan was to move all goals into a single fund and not label them as different categories as has been done in the past.
- Ms. Marquis informed the Board that Showcase tickets would be available for sale as of May 1. She shared that tickets would be made available for their use. She also added that there would be sponsorship opportunities available.
- Ms. Marquis shared that Ms. Maline Bohn had made a request to the Faculty and Staff to help "chip away" at the Annual Fund goal and several had donated. Ms. Fregulia Roberts and Ms. Marquis then put a challenge to the Board to meet the monies raised by Staff and the Board accepted the challenge and agreed to double it. The deadline is May 30.

### ***Technology***

- Dr. Cardenas updated the Board that both the new ASA phone app and website changes were moving forward.
- He informed the board that the committee was still dealing with the struggles regarding the infrastructure and they were still researching possible solutions.

### ***Compliance***

- Ms. Dohrer informed the Board that three of its members were up for the second term: Suzanne Dohrer, Javier Cardenas and Don Keuth. She reminded them that voting for officers would take place at a later meeting and the positions would take effect July 1.
- Mr. Winslow asked if it was possible to email the Board with the nominations and Ms. Fregulia Roberts replied that is how they would be sent.

### ***Strategic Planning***

- Ms. Fregulia Roberts informed the Board that the Employee and Student/Parent handbooks would be up for approval at the next board meeting.
- Ms. Fregulia Roberts shared with the Board that she, along with a few other arts organizations, were looking into the possibility of using a local city building that had been approved for bond money to be used in the future to upgrade the facility. The building would not receive the bond until 2018, but it was possible if the arts organizations could raise the additional funds needed earlier that the bond money may be released early as well. The space would seat between 500-700 people.

### **Head of School Report**

- Ms. Fregulia Roberts reviewed her report.
- She presented the updated “elevator speech” to be shared with all stakeholders.
- Ms. Fregulia Roberts informed the Board of the preliminary data of the class of 2013’s college plans. She told them that it seemed a higher number were staying in state or starting off at community colleges in the area and felt that this was most likely due to financial constraints.
- Mr. Keuth shared with the Board a discussion he had with Ms. Fregulia Roberts regarding a recent ranking of High Schools across the country and the high ranking of ASA in one study and the absence of it in another. It was explained that the reason ASA does not make the US News list is because that survey takes into consideration the number of AP classes a school offers. For ASA, AP classes do not philosophically meet the school’s curriculum and so very few are offered on campus.
- It was asked how many AP classes would ASA need to offer to be considered for this ranking and Ms. Fregulia Roberts replied 16 or more, which would basically mean restructuring the school’s entire curriculum.
- It was asked if AP classes on a student’s record are advantageous to a student applying to college and Ms. Fregulia Roberts replied that often Admissions offices look to see if the student took the most rigorous classes the school had to offer along with all of their extracurricular activities.

### **Action Items:**

#### ***March 2013 Minutes:***

Ms. West made a motion to approve the Board Governance minutes from March 25 and Mr. Winslow seconded the motion and it was passed unanimously.

#### ***March 2013 Executive Session Minutes:***

Ms. Dohrer asked that two changes be made to the detail of the Executive Session minutes. Those changes were reflected in the minutes. Mr. Novak made a motion to approve the Executive Session minutes from March 25 and Ms. Dohrer seconded the motion and it was passed unanimously.

Dr. Cardenas made a motion to move in to Executive Session pursuant at A.R.S. §38-431.03 (A)(2) and (A)(3) for discussion of records exempt by law from public inspection, including the receipt and discussion of information or testimony that is specifically required to be maintained as confidential by state or federal law and the legal advice with the attorney of the public body. Mr. Shay seconded the motion and it was passed unanimously. The Board moved into Executive Session 5:47 pm.

### **Adjournment**

Mr. Winslow made a motion to adjourn and Mr. Shay seconded the motion and it was passed unanimously. The meeting was adjourned at 6:23 pm.

Minutes reviewed and accepted on this date May 20, 2013.

By: Lynne Dier Board Member

**Attendance:**

<b><i>Present: (voting members in bold)</i></b>					
<b>Don Keuth, President</b>	<b>P</b>	<b>Dan Schay, Vice President</b>	<b>A</b>	<b>Suzanne Dohrer, Sec/Treasurer</b>	<b>P</b>
<b>John Snider, Past President</b>	<b>P</b>	<b>Lisa Handley</b>	<b>P</b>	<b>Claire West</b>	<b>P</b>
<b>Paul Winslow</b>	<b>P</b>	<b>Joseph Hagen</b>	<b>P</b>	<b>Rochelle Seminerio</b>	<b>P</b>
<b>Javier Cardenas</b>	<b>P</b>	<b>Laura Kozel</b>	<b>A</b>	<b>Gary Stuart</b>	<b>P</b>
<b>Ed Novak</b>	<b>P</b>	<b>David Garcia</b>	<b>A</b>	<b>Leah Fregulia Roberts, Head of School</b>	<b>P</b>
<b>Timna Guerchon, Executive Assistant</b>	<b>P</b>	<b>Beth Strickler, Operations and Finance</b>	<b>P</b>	<b>Dan Bigler, Financial Analyst</b>	<b>P</b>
<b>Lyn Marquis, Chief Advancement Officer</b>	<b>P</b>	<b>Julie Hampton, ASA 11-12 Grade English Teacher</b>	<b>P</b>		

**Call to Order**

Mr. Keuth called the meeting to order at 5:34 pm.

**Call to public**

Ms. Kathy Nakagawa addressed the board regarding concerns she had with some aspects of the School. She stated that she felt the School lacked clear policies in certain situations, especially where late changes were made to planned performances. She felt there was a lack of accountability and she provided some detailed points to the board. Mr. Keuth explained to her that the Board could take information but not comment during public comment as items shared were not on the agenda. Mr. Keuth assured her that the Board would take her comments under advisement. He asked that Mrs. Nakagawa share the document she had read from with him and she indicated she would send it to him and the rest of the Board via email.

**Presentation – CBL**

Ms. Hampton, ASA Faculty member, and ASA seniors, Nathan Naimark, Katie Poore and Madeline Larson shared with the board their final CBL presentations. Two final presentations were shown and the Board congratulated both groups. Ms. Fregulia Roberts encouraged the Embracing Ethnicity group to share their curriculum suggestions with Ms. Maline.

**Committee Reports**

***Finance Committee***

- Mr. Snider shared that the financials were right at budget but that the capital campaign was still under goal at this point. He pointed out that the philanthropic side had made some advances and that some gains could still be made before year-end.
- Mr. Bigler pointed out that there would be a small rise in state funds next year based on the fact that there would be an increase in the number of students at the school.
- Mr. Bigler shared that on the numbers were right on for the expense side and that revenue had been good for the month based on state grants, contributions to the annual fund and the collection of student activity fees.
- Mr. Keuth asked Mr. Snider if he thought the school would see an increase in funds based on the budget the State Senate had passed on to the house. Mr. Snider shared that the school had created its budget based on no additional funding, just on the additional student population. The State Senate had passed on a budget that did allow for a small

increase per student, but there was no way to tell if the House would pass it or make changes, or if the Governor would sign it. He added if the increase per student did come through that he hoped the School would be able to put some of the monies in its reserve.

- Mr. Stuart asked if the additional students were more than the school had planned for and Ms. Fregulia Roberts informed him the School had planned for a maximum capacity of 860 students.

### ***Facilities***

- Mr. Winslow pointed out on the May facilities report from Mr. Waterson, Facilities Engineer, and the continued EMS savings on kilowatt usage.
- Mr. Winslow shared that he was still working on design and cost considerations with the same company that had provided the current shade structures in regards to an additional shade structure over the band shell area. The School would likely be unable to put that into the budget for this upcoming year, but wanted to at least price the structure. Possible grants were brought up to look into for next year to help offset that cost.

### ***Development***

- Ms. Marquis informed the Board that a final email request had been sent to families to ask their help to reach the School's Annual Fund goal.
- Ms. Marquis made mention that Showcase tickets were available for them for either night. She shared that Mayor and Mrs. Stanton would attend on June 4. She also told them the new logo would be revealed at Showcase and new logo gear would be available for purchase.
- Ms. Marquis alerted the Board that the Faculty and Staff had raised \$700 in their effort to "chip away" at the Annual Fund goal. The Board had agreed to match this total.

### ***Technology***

- Mrs. Strickler and Ms. Fregulia Roberts informed the Board that monies had been built into the budget for next year to possibly upgrade the School's wiring. The hope was to add fiber cable for faculty and staff use and use the copper wiring for student access. Cox would cover the cost of putting in the lines but the monthly cost for the service to the School would be almost double the cost of service now.

### ***Compliance***

- Ms. Dohrer reminded the Board three of its members were up for a second term vote: Ms. Dohrer, Dr. Cardenas and Mr. Keuth. She also explained that Mr. Snider would need to be approved to continue on in the position of Past President for another year.
- Ms. Fregulia Roberts shared that Mr. Hagen's term on the board would end in June.

### ***Strategic Planning***

- Ms. Fregulia Roberts informed the Board the retreat was scheduled for Saturday, June 15 from 10am – 2 pm at the Hotel Palomar in room Mural II.

### **Head of School Report**

- Ms. Fregulia Roberts reviewed her report.
- She shared that Mrs. Apperson had received an Arts Advocacy Award from the Governor's office.
- Mr. Stuart asked about the 80% number for students going on to a 4-year educational institution and if that number was unusually low. Ms. Fregulia Roberts explained that a higher percentage seemed to be planning to attend a 2 yr college than the years before but that it seemed most likely due to financial constraints. She also commented that AIMS

scholarships changed this year and in general it has become more difficult to obtain scholarship money.

- Ms. Dohrer asked if Ms. Fregulia Roberts had a percentage number of teachers who would be retiring or not returning next year. Ms. Fregulia Roberts said she would provide that number at the next meeting.

#### **Action Items:**

##### ***Board Member Renewals:***

Mr. Winslow made a motion to renew the membership of Dr. Cardenas, Ms. Dohrer and Mr. Keuth. Mr. Novak seconded the motion and it was passed unanimously.

##### ***Second term for Past President:***

Ms. Dohrer made a motion to nominate Mr. Snider to a second term as Past President and Mrs. Seminerio seconded the motion and it was passed unanimously.

##### ***2013-14 Employee Handbook:***

Ms. Dohrer made a motion to approve the 2013-14 Employee Handbook, with two noted corrections to format and Mrs. Seminerio seconded the motion and it was passed unanimously.

##### ***2013-14 Community Handbook:***

The Board asked if there were significant changes in policies over the previous handbook and Ms. Fregulia Roberts explained that the changes were more format and language changes. There was also a change to the dress code and a notation about texting between classes. Ms. Dohrer made a motion to approve the 2013-14 Community Handbook and Mrs. Seminerio seconded the motion and it was passed unanimously.

##### ***Spring 2014 Trip to Spain:***

Mr. Novak made a motion to approve the proposed trip to Spain for Spring Break 2014 and Mr. Winslow seconded the motion and it was passed unanimously.

##### ***April 29 2013 Minutes:***

Mr. Stuart made a motion to approve the Board Governance minutes from April 29 and Mr. Novak seconded the motion and it was passed unanimously.

##### ***April 2013 Executive Session Minutes:***

Ms. Dohrer asked that two changes be made to the detail of the Executive Session minutes. Those changes were reflected in the minutes. Ms. Dohrer made a motion to approve the Executive Session minutes from April 29 and Mr. Stuart seconded the motion and it was passed unanimously.

#### **Adjournment**

Mr. Snider made a motion to adjourn and Mrs. Seminerio seconded the motion and it was passed unanimously. The meeting was adjourned at 6:32 pm.

Minutes reviewed and accepted on this date 6/24/13.

By:  Board Member



Arizona School for the Arts  
1410 N. 3<sup>rd</sup> Street, Room 133  
Phoenix, AZ 85004

Governing Board  
June 24, 2013  
Meeting Minutes

**Attendance:**

<b>Don Keuth, President</b>	<b>P</b>	<b>Dan Schay, Vice President</b>	<b>P</b>	<b>Suzanne Dohrer, Sec/Tres</b>	<b>P</b>
<b>John Snider, Past President</b>	<b>P</b>	<b>Lisa Handley</b>	<b>P</b>	<b>Claire West</b>	<b>P</b>
<b>Paul Winslow</b>	<b>P</b>	<b>Joseph Hagen</b>	<b>P</b>	<b>Rochelle Seminerio</b>	<b>A</b>
<b>Javier Cardenas</b>	<b>A</b>	<b>Laura Kozel</b>	<b>A</b>	<b>Gary Stuart</b>	<b>A</b>
<b>Ed Novak</b>	<b>P</b>	<b>David Garcia</b>	<b>P</b>	<b>Leah Fregulia Roberts, Head of School</b>	<b>P</b>
<b>Lyn Marquis, Chief Advancement Officer</b>	<b>P</b>	<b>Beth Strickler, Director of Operations and Finance</b>	<b>P</b>	<b>Dan Bigler, Financial Analyst</b>	<b>P</b>

**Call to Order**

Meeting was called to order by Don Keuth, Board President at 5:32 p.m.

**Call to Public**

Chairman Keuth made a call to the public. None were in attendance.

**Presentation**

Ms. Fregulia Roberts publicly thanked Joe Hagen for his years of service to the board and presented him with a gift card.

Mr. Hagen in turn thanked Ms. Fregulia Roberts and the Board for the opportunity to serve and for the privilege of watching ASA mature into the stellar school that it is today. Joe mentioned that he has attended 10 consecutive Showcase performances. He also expressed gratitude for the leadership of Ms. Fregulia Roberts as Head of School and CEO and cited that the school would not be where it is today without her "at the helm".

**Committee Reports**

***Finance Committee***

- John Snider shared that the month-to-month budget is on course and noted that there is a July 1 bond interest payment due.
- Mr. Snider commended the staff on their good job of operating within the budget.
- Mr. Snider pointed out the revenue changes for next year. 15% of the budget is through fundraising efforts. Revenue from the State will increase next year by approximately \$80-\$90 per student. ASA's student count in high school is a little higher for next year, which will also help in funding since there is a higher proportion allotted for high school students. Special needs students are also funded at a higher rate and ASA's special needs population has doubled in the last year.
- Ms. Fregulia Roberts cited other impacts to next year's budget that include:

- Change in faculty composition. (Increase from 49 FT faculty to 53. One of the FT positions is a change from PT to FT netting 3 additional FT positions.)
- No additional faculty have been added to the arts program
- One less support position in the front office
- There will be the addition of a PT person in IT.
- Next year's budget is based on a student count of 832.

#### ***Facilities Committee***

- Paul Winslow shared that he is still pursuing bids for an outdoor covering for the amphitheater. No conclusion yet.
- Mr. Winslow reported that there are several summer projects that are complete or in progress (see attached report).
- Ms. Fregulia Roberts noted that we are also in the process of receiving bids on the cost of outdoor signage.

#### ***Development Committee***

- Dan Schay reported that the Annual Fund budget has been met for FY13. Capital Campaign has not met targeted goal for FY13.
- Mr. Schay stated that for FY14, the development plan is to combine all fundraising goals into one total making the goal for FY14, \$795,000.
- It was suggested by Chairman Keuth that some logo wear options with ASA's new logo be presented to the Board.

#### ***Technology Committee***

- Ms. Fregulia Roberts reported that ASA and Cox have been meeting to discuss how to improve the efficiency of the wireless network. The plan is to install a fiber connection between Main and McDowell south buildings.
- Ms. Fregulia Roberts also shared that the Internet Safety Policy and the Technology Plan will be seeking Board approval this evening.

#### ***Compliance Committee***

- Suzanne Dohrer shared that the ASA Employee Handbook is on the agenda for approval.
- Ms. Dohrer also indicated that there is a student issue that will be discussed in Executive Session

#### ***Strategic Planning Committee***

- Ms. Fregulia Roberts extended her thanks to the Board for their attendance and participation in the June 15 Strategic Planning session.
- Ms. Fregulia Roberts reiterated the four areas that were targeted for further study:
  - Think about well placed deliberate place for replication
  - Expanding existing campus services
  - Developing a national presence
  - Expanding financial resources
- Ms. Fregulia Roberts indicated that she will be looking to Board members to formulate committees that will address the four areas.

### **Head of School Report**

- Ms. Fregulia Roberts referenced the distributed Student Re-enrollment Retention Report citing an improved retention rate over previous years.
- Ms. Dohrer asked for more detail regarding the reasons for faculty leaving. Ms. Fregulia Roberts shared that some of the turnover was with “first year” faculty who were not a good fit for the organization and their contracts were not renewed. Other faculty were seeking full-time rather than part-time positions, there were some retirements as well as personal life changes (such as moving) that are all part of normal faculty transition.
- Ms. Fregulia Roberts shared that all positions have been filled for FY13.

### **Action Items:**

#### *Policy Handbook revisions:*

Ms. Fregulia Roberts indicated that the revisions to the Policy Handbook since the last distribution includes:

- Revisions on the dress code. Lightened up a little.
- Texting policy - No texting during lunch. Texting is allowed between classes.

Mr. Schay made a motion to approve the Policy Handbook as revised. Mr. Winslow seconded the motion and it was passed unanimously.

#### *Technology Plan*

Mr. Novak made a motion to approve the Technology Plan. Mr. Schay seconded the motion and it was passed unanimously.

#### *Internet Safety Policy*

Ms. West made a motion to approve the Internet Safety Policy. Mr. Schay seconded the motion and it was passed unanimously.

#### *Draft Budget*

Mr. Snider made a motion to approve the State budget form that is aligned to the school's working budget. Mr. Hagen seconded the motion and it was passed unanimously.

- A special meeting to approve the final budget needs to be held 10 days after this evening's meeting but before July 18.
- A teleconference to approve the budget will be held on July 10, 2013 at 11:00 a.m. after which each member of the Board will need to drop by the school office before July 18 to sign the approved budget. Signatures may also be collected electronically.

#### *Approval of minutes*

Ms. Dohrer provided one correction to the minutes of the May 20, 2013 Board Meeting. Under the heading, *Call to the Public*, line 3; delete the word “the”.

Ms. Dohrer made a motion to approve the minutes as corrected. Mr. Winslow seconded the motion and it was passed unanimously.

Ms. Dohrer made a motion to approve the minutes as corrected. Mr. Winslow seconded the motion and it was passed unanimously.

**Adjournment**

Ms. Dohrer made a motion to adjourn. The motion was seconded by Mr. Schay and passed unanimously. The meeting adjourned at 6:25 p.m.

Minutes reviewed and accepted on this date August 26, 2013.

By: Suzanne Dohrer Board Member

Arizona School for the Arts  
1410 N 3<sup>rd</sup> Street  
Room 133  
Phoenix, AZ 85004

Governing Board  
July 10, 2013  
Meeting Minutes

Attendance:

<b><i>Present: (voting members in bold)</i></b>					
<b>Don Keuth, President</b>	<b>P</b>	<b>Dan Schay, Vice President</b>	<b>P</b>	<b>Suzanne Dohrer, Sec/Treasurer</b>	<b>P</b>
<b>John Snider, Past President</b>	<b>P</b>	<b>Lisa Handley</b>	<b>A</b>	<b>Claire West</b>	<b>A</b>
<b>Paul Winslow</b>	<b>A</b>	<b>Joseph Hagen</b>	<b>A</b>	<b>Rochelle Seminerio</b>	<b>A</b>
<b>Javier Cardenas</b>	<b>A</b>	<b>Laura Kozel</b>	<b>A</b>	<b>Gary Stuart</b>	<b>P</b>
<b>Ed Novak</b>	<b>P</b>	<b>David Garcia</b>	<b>P</b>	<b>Leah Fregulia Roberts, Head of School</b>	<b>A</b>
<b>Stacy Chatham, Executive Assistant</b>	<b>P</b>	<b>Beth Strickler, Operations and Finance</b>	<b>P</b>	<b>Dan Bigler, Financial Analyst</b>	
<b>Lyn Marquis, Chief Advancement Officer</b>					

Phone number: 800-525-8970  
Pass code 602-650-2020#

Suzanne - move to approve budget  
Ed - 2<sup>nd</sup>

Budget was approved

Minutes reviewed and accepted on this date August 26, 2013.

By:  Board Member