

**Arizona School for the Arts
Executive Committee Notes
August 18, 2017 – 7:30 am**

<i>Present: (voting members in bold)</i>					
Ed Novak, President	x	Javier Cardenas, Vice President	x	Anthony Dietz, Sec/Treasurer	x
John Snider, Finance Committee Chair	x	David Garcia, Strategic Planning Committee Chair	a		
Leah Fregulia, Head of School	x				
Agenda Item	Minutes:				
October Board Meeting Schedule (LF at ASN – reminder)	The EC requested the Oct. meeting be changed to the 16 th so that school leadership can attend.				
Annual Meeting Preparation					
Test Results	The EC reviewed the agenda for the annual meeting and discussed in some detail preparation to discuss the process and parameters for Disciplinary Hearings.				
	Leah shared that AZ Merit Test results will be shared with the board at the Annual meeting. Presentation will be made by Principal Sara Maline and by Math Chair Bob Tolar.				
	Executive session started at 8:30am				
Executive Session – 38-431.03.4 Property and Contracts (update on partnerships)					

Additional Comments:

**Arizona School for the Arts
Executive Committee Notes
September 22, 2017 – 11:30am**

<i>Present: (voting members in bold)</i>					
Ed Novak, President	x	Javier Cardenas, Vice President	x	Anthony Dietz, Sec/Treasurer	x
John Snider, Finance Committee Chair	x	David Garcia, Strategic Planning Committee Chair	a		
Leah Fregulia, Head of School	x				
Agenda Item	Minutes:				
Leadership/Staffing FY18-19	<p>Tiffany Kell, new Executive Assistant and Community Liaison, was introduced to the Committee. Stacy's last day is Oct. 6.</p> <p>Leah shared the reorganization efforts currently underway with the Senior Leadership Team. Siting the need to build capacity operationally, the team is undergoing a revision of key job descriptions: Operations, Finance, Arts Director and Vice Principal.</p> <p>Ed, Leah, John, Javier toured BASIS Phoenix Central with the Senior Leadership team for BASIS ED. BASIS has suggested a potential partnership for their K-4 Program in which ASA helps design and then delivers an arts program. Discussion is underway regarding enrollment preferences for ASA And BASIS for 5th grade. The Committee discussed the advantages, concerns and questions we have at this point for the next step. Ed will entertain the discussion at our Monday night board meeting.</p> <p>We have several 5th grade high needs students with very low academic skills. The 5th grade team has expressed concern about the lack of academic preparation in many of our incoming 5th graders. Leah and Sara are in the process of assessing the concerns and meeting with the team. In the meantime, we are collecting data to help us obtain a profile of our 5th grade class as compared with past classes. The school is also hiring a classroom aid to help with in class remediation.</p> <p>Javier reported that he and Tony are pushing the technology committee to complete an analysis of tech readiness for taking the AZMerit test on line this year. We are awaiting the state technology requirements for testing in order to complete the analysis and the deadline for applying for paper-based v. computer-based testing. Operations team will meet to assess the curricular and training needs for faculty and the impact on the school calendar.</p> <p>The Committee discussed and will support the 3-year lease of 1430 N 2nd Street for use by the faculty for work space and meetings. Cost per year is estimated at \$30,000 with utilities and maintenance. Beth Strickler is working with 365 IT to install the proper technology for phones and internet.</p>				
BASIS & School Expansion					
Student Needs – 5 th Grade					
Executive Session 38-431.03.4					
Property and Contracts					

Additional Comments:

**Arizona School for the Arts
Executive Committee Notes
September 27, 2017 – 3:45am**

<i>Present by phone: (voting members in bold)</i>					
Ed Novak, President	x	Javier Cardenas, Vice President	x	Anthony Dietz, Sec/Treasurer	a
John Snider, Finance Committee Chair	x	David Garcia, Strategic Planning Committee Chair	a		
Leah Fregulia, Head of School	x				
Agenda Item	Minutes:				
Approvals to be ratified by the full Board on Oct. 16, 2017:	The meeting convened at 3:45pm				
3- year Lease for office/meeting space at 1340 N 2 nd Street	The Executive Committee met via phone conference to approve critical items that could not be approved at Sept. 25 th Board meeting without a quorum of the full board.				
AFR FY17	The 3-year Lease for faculty work/meeting space at 1340 N. 2 nd Street was discussed. Annual cost for lease, maintenance and utilities should run about \$30,000 per year. John Snider made a motion to approve, Javier Cardenas seconded the motion and it passed unanimously.				
Resignation of George Justice from the Board of Directors	Javier Cardenas made a motion to approve the Annual Financial Report FY17. John Snider seconded the motion and it passed unanimously.				
	John Snider moved to accept George Justice's resignation from the Board effective July 1, 2017. Javier Cardenas seconded the motion and it passed unanimously.				
	The meeting ended at 3:55pm.				

Additional Comments:

**Arizona School for the Arts
Executive Committee Agenda
October 6, 2017 – 8:00am**

<i>Present: (voting members in bold)</i>					
Ed Novak, President	x	Javier Cardenas, Vice President	x	Anthony Dietz, Sec/Treasurer	x
John Snider, Finance Committee Chair	x	David Garcia, Strategic Planning Committee Chair	a		
Leah Fregulia, Head of School	x				
Agenda Item	Minutes:				
Board Presentations FY18	The Committee reviewed the schedule for presentations this year and requested that Mock Trial present in October to share their success at Yale this year.				
Technology Report					
AdvancED					
ASA Letter Grade					
Demand2Learn	Leah shared the plan for moving from paper based to computer based AzMerit testing this spring. We currently have enough computers but need to order head phones and additional computers to be used in classes during testing time so curricula is not disrupted. A maximum cost of \$75,000, including tech support, is estimated. The Senior Leadership Team recommends making the switch and will examine the scheduling and training needs along with cost impact. The decision must be submitted by Oct. 20 to the ADE and we will move forward with this recommendation.				
Executive Session 38-431.03.4	We will receive our 4-year accreditation review this year in February. Ms. Maline will present an overview in her report this month to the Board. More information to come.				
Property and Contracts					
	Leah gave an update on the Letter Grade released on Oct. 9. A letter is going out to parents to notify them of the grade outcomes. There is a potential that ASA's grades will not be released while the ADE reviews how schools like ASA with both Middle and High School will be evaluated – either as one or two separate grades.				
	Demand2Learn--Leah gave a brief overview of training to date.				
	The Board did not go into executive session.				

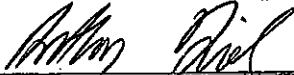
Additional Comments:

**Arizona School for the Arts
Executive Committee Notes
November 7, 2017 – 8:00am**

<i>Present: (voting members in bold)</i>					
Ed Novak, President	x	Javier Cardenas, Vice President	x	Anthony Dietz, Sec/Treasurer	x
John Snider, Finance Committee Chair	x	David Garcia, Strategic Planning Committee Chair	a		
Leah Fregulia, Head of School	x				
Agenda Item	Minutes:				
Staffing	Executive Committee convened at 8:00am				
40 th Day Count	Leah Fregulia shared potential staffing changes for FY19 – making two positions out of the combined Director of Operations, Finance, Technology into Finance/HR and Operations.				
Technology					
	The student 40 day count is 843 – 5 students over the budgeted amount.				
	The estimated cost of upgrading hardware for the AzMerit test this spring will be \$55,000.				
	John Snider will be exploring the opportunity to do an advanced refinance of our bonds in the next 8 weeks and report back on the cost/benefit.				
Executive Session 38-431.03.4	Executive Session at 8:15am				
Property and Contracts					

Additional Comments:

Minutes reviewed and accepted on this date 11/20/17

By: 

Board Member

**Arizona School for the Arts
Executive Committee Agenda
December 8, 2017 – 8:00am**

<i>Present: (voting members in bold)</i>					
Ed Novak, President	p	Javier Cardenas, Vice President	p	Anthony Dietz, Sec/Treasurer	p
John Snider, Finance Committee Chair	p				
Leah Fregulia, Head of School	p				
Agenda Item		Minutes:			
Campus Safety		Leah Fregulia shared the campus safety updates (document attached). John Snider suggested we may want to consider promoting legislation about feeding near schools. Leah shared that the police and parks department are now working on language to add to park policy regarding feeding and authority to arrest in the public parks.			
Annual Report					
Piper Training Future					
BASIS Meeting Preparation					
		The committee reviewed the annual report and made a few suggestions for revision. The report will be reviewed by the full Board at the next meeting.			
Executive Session 38-431.03.4		The committee was very favorable toward future Board training through the Piper Foundation. Leah will research dates and content for next year. Leah also mentioned the \$50,000 capacity building grant available now to all recent fellows. Application due in June. We will discuss further.			
Property and Contracts					
		Meeting adjourned at 8:35			

Additional Comments:

Minutes reviewed and accepted on this date _____.

By: _____ Board Member

**Arizona School for the Arts
Executive Committee Notes
January 12, 2018 – 8:00am**

<i>Present: (voting members in bold)</i>					
Ed Novak, President	x	Javier Cardenas, Vice President	x	Anthony Dietz, Sec/Treasurer	x
John Snider, Finance Committee Chair	x				
Leah Fregulia, Head of School	x				
Agenda Item	Minutes:				
Annual Parent Meetings	Leah Fregulia notified the EC about the dates theme – Inclusion – for Annual Parent Meetings.				
Campus Safety					
FY19 Applications	Leah provided an update on plans to open campus to students daily from 3-5:30pm. Start date TBD in January.				
AdvancEd Visit					
Officers 2019	We have over 350 applications on file for next year and 1 week left before the lottery.				
Strategic Planning					
	ASA accreditation AdvancED visit is on Feb 7 & 8. The visiting team will interview stakeholders among whom will be a few Board members. Training will be given in advance.				
Executive Session 38-431.03.4	Javier Cardenas will be voted in to move from Vice President to President Elect at the next Board meeting. Carlos Contreras has put his hat in the ring for the position of Vice President, and we have no candidates yet for Sec/Tres. Ed Novak will lead a discussion on Board Membership at the coming meeting. We will evaluate Board composition according to demographics, SES, sex, age, and priorities needed by the Board. Javier mentioned looking for a neighborhood or community board member who could better represent our low-income population. Ed would like us to begin thinking about our next ex officio alumni.				
Property and Contracts					
	Strategic planning meeting will be held in April this year. Date TBD.				
	Executive Session started at 8:35				
	Executive Session ended at 8:50 and the meeting adjourned.				

Annual Parent Meeting Dates: Location: Arizona Jewish Historical Society, 122 E Culver St, Phoenix, AZ 85004
 2/7/18 – 5-7 PM
 2/15/18 - 5-7 PM
 3/8/18 - 5-7 PM (%th Grade) *Location TBA
 4/12/18 - 5-6 PM (6-12th Grade)

Additional Comments:

Minutes reviewed and accepted on this date 1/22/18.

By: [Signature] Board Member

**Arizona School for the Arts
Executive Committee Agenda
February 16, 2018 – 8:00am**

<i>Present: (voting members in bold)</i>					
Ed Novak, President	p	Javier Cardenas, Vice President	p	Anthony Dietz, Sec/Treasurer	p
John Snider, Finance Committee Chair	p	Leah Fregulia, Head of School	p		
Agenda Item	Minutes:				
AdvancED Review	The meeting began at 8:10am.				
Officer Slate FY18	Leah Fregulia let the EC know that AdvancEd had a great visit and they would be providing us with a report within 45 days. Sara Maline Bohn will share more at the upcoming Board meeting.				
Strategic Planning April 14, 2018					
Campus Design					
Board Membership	The Committee discussed the proposed slate of officers for the next two years Pres. Javier Cardenas VP Tony Dietz Sec/Tres – Carlos Contreras Past Pres – Ed Novak				
February Meeting Agenda					
Student Conduct					
	Javier Cardenas commented that it would be a good idea to have a discussion at the Board meeting to encourage the interest of other members to run – perhaps there are individuals who would be interested but have not been vocal.				
Executive Session					
§38-431.03.4 Property and Contracts	<p>Tony Dietz recommended a mentorship (informal) process to cultivate other members for future leadership and seek their involvement/input.</p> <p>Planning for the Strategic Planning retreat commences this afternoon. The planning committee is composed of Ed Novak, Carlos Contreras, and Alex Laing.</p> <p>Leah shared a possible new design for the campus provided by John Tran of Smith Group. The design considers additional classroom, performance and parking space should ASA decide to grow. John is currently working to give us a high-level cost analysis of such a design.</p> <p>Jason Shupback will attend the March Board meeting and nominated for membership in April.</p> <p>Leah also shared that Heidi Jannenga of Web PT will be the commencement speaker this year. She may be a potential Board member, but is probably committed to other Boards at this time.</p> <p>The EC reviewed and approved the agenda for the upcoming Board meeting.</p> <p>Leah reviewed a few high level disciplinary issues recently. The EC recommended a refresher conversation on consequences of violating the no tolerance policy – specifically the sale of prescription drugs and drug use on campus and reinforcing the “see something, say something” campaign especially if students are concerned about what they see on social media.</p> <p>The meeting adjourned at 9:00am. No executive session.</p>				

Minutes reviewed and accepted on this date 4/23/18.

By: Anthony Dietz [Signature] Board Member

**Arizona School for the Arts
Executive Committee Notes
April 13, 2018 – 8:00am**

<i>Present: (voting members in bold)</i>					
Ed Novak, President	a	Javier Cardenas, Vice President	x	Anthony Dietz, Sec/Treasurer	x
John Snider, Finance Committee Chair	x	Leah Fregulia, Head of School	x		
Agenda Item	Minutes:				
Schayzam!	<p>The EC discussed its purpose and operations moving forward based upon our Piper Training this week. The following items were discussed:</p> <ul style="list-style-type: none"> • EC meetings will continue to be regularly scheduled, but should be canceled if there are no pressing decisions, or matters for discussion that require immediate attention or feedback. • The Full board should be invited to attend the EC meetings for all but executive sessions requiring the EC's preliminary discussion. • Leah Fregulia will send EC notes to the full board to better open the lines of involvement and communication and the EC will avoid framing discussions in a way that predisposes the opinion of the Board. • The full board should be invited to attend, all committee meetings and calls if they so choose. <p>Javier Cardenas suggested we invite Marcia and Joya to share their reflections/takeaways of the training in our April meeting. Leah Fregulia will invite. Ed Novak will also be discussing board involvement and accountability by initiating the self-evaluation process using a short "report card" to review each member's contributions (financial, committee work, etc.) over time to help each member set future goals for themselves. The Board will also conduct a higher level "board evaluation" at the end of this year (June). Leah Fregulia will also revise the Board MOU and will work with Marion Donaldson to develop a more detailed Board Commitment form that provides guidance and accountability for types of involvement each member will engage with. A draft will be presented to the Board.</p> <p>The EC also recommended a revision of bylaws to specifically include the position of Finance Committee Chair in the EC and to split the current position of secretary/treasurer into two separate offices. Revisions will be made by Leah Fregulia during the summer for approval in the new school year.</p> <p>The EC went into executive session to discuss related to property and contracts and personnel matters.</p>				
Board Development					
Honorary Board Members					
Fundraising					
Piper Training					
Strategic Planning					
Executive Session 38-431.03.4					
Executive Session 38-431.03.1					
Property and Contracts					
Personnel					

Additional Comments:

Minutes reviewed and accepted on this date 4/23/18.

By: Anthony Dietz [Signature] Board Member

**Arizona School for the Arts
Executive Committee Notes
May 11, 2018 – 8:00am**

<i>Present: (voting members in bold)</i>					
Ed Novak, President	P	Javier Cardenas, Vice President	P	Anthony Dietz, Sec/Treasurer	P
John Snider, Finance Committee Chair	P				
Leah Fregulia, Head of School	P				
Agenda Item	Minutes:				
Executive Session 38-431.03.4	<p>Executive Started at 8:05am and ended at 8:30am.</p> <p>Strategic Plan Priorities will be discussed in June.</p> <p>The committee discussed the decisions needed from the Board in June. Leah will prepare several scenarios/proposals for use of the money for the Board to consider and then get input from faculty and staff.</p> <p>Tony will ask Board members to join him in a thank you note/call campaign. Marion will provide thank you notes, addresses and phone numbers to each Board member with a request to complete within 2 weeks.</p> <p>Ed will remind Board members to give a stretch gift this year to help with annual fund goal.</p>				
Property and Contracts					
Strategic Plan Priorities					
Salary Increases/ School Funding					
Board Meeting Mission Moment & Thank you's					

Additional Comments:

Minutes reviewed and accepted on this date May 21, 2018.


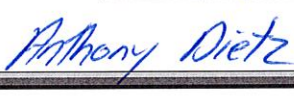
By: Anthony Dietz [Signature] Board Member

Arizona School for the Arts
Executive Committee Notes
June 15, 2018 – 8:00am

<i>Present: (voting members in bold)</i>					
Ed Novak, President	P	Javier Cardenas, Vice President	P	Anthony Dietz, Sec/Treasurer	P
John Snider, Finance Committee Chair	P				
Leah Fregulia, Head of School	P				
Agenda Item					
Personnel Compensation Model	Minutes: Leah Fregulia shared the results from the survey of faculty and staff about how they would like to see the Red for Ed monies allocated. There will be a board presentation on June 21, 2018 and the Board will consider the survey results in conjunction with their perspectives as board members and fiduciaries. Tony Dietz was concerned about being competitive with our faculty raises, as teacher retention is one of our priorities. Leah Fregulia clarified that the faculty vote was not a guaranteed outcome and that faculty and staff understand that this is a board decision. The EC asked Leah to rework the compensation framework guaranteeing faculty and instructional leaders the full Red for ED allotment (8%) and using the inflationary increase for any additional raises to support staff and instructional needs. The EC went into Executive Session at 8:50 and came out at 9:00am The meeting adjourned at 9:00 am.				
Executive Session					
§38-431.03.4 Property and Contracts					
§15-843(A) – Student Issue – SAIS# 36117246					

Additional Comments:

Minutes reviewed and accepted on this date 6/21/18.

By:   Board Member