

**Arizona School for the Arts
Board of Directors Meeting Minutes
Zoom Online Conference
May 18, 2020 – 5:30 p.m.**

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<i>Present: (voting members in bold)</i>					
Javier Cárdenas, President	P	Anthony Dietz, Vice President	P	Carlos Contreras, Secretary/Treasurer	P
Ed Novak, Past President	A	John Snider	P	Alexander Laing	P
Betty Hum	P	Marcia Mintz	P	Kevin Allen	A
David Garcia	P	Allison Otu	P	Karen Lugosi	P
Ed Finn	P	Eden Lewkowitz, Honorary Academic Faculty	P	Dana Bender, Honorary Arts Faculty	P
Emma Popish, Honorary Alumni Member	P	Leah Fregulia, Head of School/CEO	P	Marion Donaldson, Development & Marketing Director	P
Sara Maline Bohn, Principal	P	Jessica Wooley, Executive Assistant	P	Liz Clark, Vice Principal	P
Monica Anthony, Arts Director	P	Heidi Jannenga, Prospective Board Member	P		

Call to Order

Javier Cárdenas, Board President, called the meeting to order at 5:33 p.m.

Call to the Public

Javier made a call to the public, public members present included: John O’Neal, prospective Board Member, as well as Scott and Wendy Levin, parents of ASA 8th grader Taylor Levin.

Mission Moments

Javier welcomed ASA 8th grader Taylor Levin, who presented her TEDX speech titled “Wired Different” in which Taylor shared her experience as a student diagnosed with Dyslexia. Taylor was one of four ASA students to give a speech at ASA’s TEDX event on May 15th.

Principal Sara Maline Bohn then presented a briefing on the ASA Senior Class Profile and data collected from the graduating class of 2020. Although the data only reflected 63 of the 93 graduating seniors (due to the senior commitment date being pushed to June 1st this year), Sara highlighted that 93% of ASA seniors were accepted into one of their top three choice schools and 30% of ASA seniors received either full or more than full tuition (with 65% receiving some tuition). Sara also acknowledged that some students are still making their college decisions with considerations of the impact of COVID-19 on their college experience.

Discussion Items

Javier began the meeting by reviewing the Fundraising Report and acknowledged that despite experiencing some challenges this year, there are major fundraising gains to be celebrated. Marion Donaldson, Director of Development and Marketing, announced that she is working on compiling end of year projections, which will include the influx of donations from newly enrolled students for the 20-21 school year. An updated projection will be provided soon for consideration in strategic planning for next year. Marion expressed her confidence that next year’s fundraising goals will be achievable, especially as we enter the 25th anniversary year of ASA.

Leah Fregulia then presented the Finance Committee Report and announced that the end of year results for financial management are very strong and that days cash on hand has come in well over the expectations. Leah attributed some of this success to certain end of year expenses going unrealized, such as: utility bills for April and May, cancelled performances, as well as a few positions remaining unfilled.

Leah then presented the Waterfall Consideration document, which highlighted items that excess revenues will be used for in order to invest in the school, faculty, students, and facilities. Items in the Waterfall Consideration document included the replacement of ballet studio flooring, refurbishment of the bandshell, new software/hardware to support online learning and the addition of three outdoor sinks for handwashing. Leah noted that needs are likely to expand to accommodate further needs for successful online instruction, particularly for performing arts education. Additionally, Leah clarified that any items that contribute to capital improvement that are over a certain dollar amount can be capitalized and will not affect ASA's bottom line for debt coverage ratio, and ASA is in the position to make investments for the benefit of the school, teaching, and learning. Javier added that the ASA Facilities Committee is actively working to support the back to work environment for faculty in response to the COVID-19 crisis.

Leah continued to present the first draft of the ASA budget for the 20-21 school year, which was based on the skinny budget passed by the Governor. The budget is conservative, with room to withstand any decreases that may arise given the rapidly changing circumstances. Leah highlighted that the Governor has funded the additional 5% in the 20 by 2020 legislation, which guarantees an increase to teacher's salary. ASA is able to give a 3.8% increase to faculty again this year plus the added cost of benefits incurred by the salary increases. Non-teaching faculty will receive an additional 2% to cover the increase in cost of living expenses. Additional costs that are planned for in the budget cover expenses for hygiene and safety items such as hand disinfectant stations and facial masks. The student number remained consistent for next year, as no enrollment challenges are currently expected. There is a slight reduction in the fundraising budget for the 20-21 school year in anticipation of any financial effects of COVID-19 on ASA families. Expenses for additional chrombooks have also been included in the budget to plan for students who will need chrombooks both at home and on campus. Finally, Leah highlighted a line item in the budget that accounted for the cost of upgrading ASA's fundraising software from Etapestry to Razor's Edge, in preparation for the Capital Campaign.

Javier then invited the current Honorary Board Members to share their experiences as educators at ASA in response to COVID-19. Dana Bender, Honorary Arts Faculty, began by sharing that her department unified early on, shared information, and created plans together on a weekly basis. Overall, her experience thus far has been mostly positive. Eden Lewkowitz, Honorary Academic Faculty, shared that as a high school instructor, his team was aided by the fact that the majority of their work was already hybrid in nature, utilizing online programs such as Canvas. He found it easy to distribute content, but there was a lot of work within the department in planning for what curriculum was considered essential. Emma Popish, Honorary Alumni, shared that working collaboratively within the department was key. For the middle school team, the first and foremost priority for the online transition was to focus on the mental, social, and emotional well being of the students. She also noted her realization that there are many great online resources and platforms that can be utilized even once in person instruction resumes. One key element that Emma mentioned was giving students a choice when it comes to assignments, which helped increase their engagement with schoolwork, especially since so much choice has been taken away from them given current events.

Betty Hum reviewed the updated HOS/CEO Evaluation process and highlighted that new language was added in order to provide more flexibility for the evaluation task force. Betty also developed a survey that covers administrative responsibility, community involvement, and financial leadership which will provide insight on what areas need to be focused on in the next school year. Tony Dietz then gave an overview on the New Board Member Onboarding process and highlighted four major steps in this process which included: getting new members added to the Board, a New Board Member Orientation, an onboarding process (ongoing throughout the first year of membership to identify areas where each member can contribute, learn more, and receive mentorship from an existing Board member), and continuation of training and development. Current new Board members will continue to work with their assigned mentors until August, when a formal orientation and onboarding will occur as a group.

Sara Maline Bohn shared updates with the Board in regards to the 2020 Graduation ceremony, which will occur on campus in a closely monitored and controlled format in order to maintain appropriate health and safety measures. The commencement speeches will be shared online on May 29th at 2pm, prior to the event. Sara also shared that if we are able to do so safely, an in person graduation celebration will take place on August 8th.

Additionally, Sara announced that the Valedictorian and Salutatorian of the Class of 2020 are Grace Dietz and Ashley Bremner respectively.

In review of the HOS Report, Javier highlighted two important dates: June 22nd, which will be the preliminary decision for a school opening in August and July 25th, which will be the final decision for a school opening in August. Leah added that there will most likely be additional policy updates to approve in July in response to COVID-19.

Lastly, John Snider, Finance Committee Chair, reviewed the Bond Resolution to Refinance 2011 Bonds through Equitable Facilities Funds. He shared that the term sheet was received at the end of last week, which looks very similar to the term sheet from the previous year with the exception of a rate change of 415 (with potential to be reduced down to 365). The goal is to close on the refinancing at the end of June or early July. John shared that the refinancing of these bonds will result in significant savings for the the school.

Action Items

Approval of Board Resolution to Refinance 2011 Bonds through Equitable Facilities Funds

Marcia Mintz moved to approve. The motion was seconded by Ed Finn and passed unanimously. (Cárdenas, Dietz, Contreras, Snider, Laing, Hum, Mintz, Garcia, Otu, Lugosi, and Finn voting in favor.)

Approval of Policy Handbooks FY21.

Tony Dietz moved to approve. The motion was seconded by Betty Hum and passed unanimously. (Cárdenas, Dietz, Contreras, Snider, Laing, Hum, Mintz, Garcia, Otu, Lugosi, and Finn voting in favor.)

Approval of ETC – NAU Cooperative Purchase Agreement

Bett Hum moved to approve. The motion was seconded by Carlos Contreras and passed unanimously. (Cárdenas, Dietz, Contreras, Snider, Laing, Hum, Mintz, Garcia, Otu, Lugosi, and Finn voting in favor.)

Approval of Waterfall expenses to be used by 6/30

David Garcia moved to approve. The motion was seconded by Marcia Mintz and passed unanimously. (Cárdenas, Dietz, Contreras, Snider, Laing, Hum, Mintz, Garcia, Otu, Lugosi, and Finn voting in favor.)

Approval of HOS/CEO Evaluation

Carlos Contreras moved to approve. The motion was seconded by Allison Otu and passed unanimously. (Cárdenas, Dietz, Contreras, Snider, Laing, Hum, Mintz, Garcia, Otu, Lugosi, and Finn voting in favor.)

Approval of April Board Minutes

Bett Hum moved to approve. The motion was seconded by Allison Otu and passed unanimously. (Cárdenas, Dietz, Contreras, Snider, Laing, Hum, Mintz, Garcia, Otu, Lugosi, and Finn voting in favor.)

Adjournment

Ed Finn made a motion to adjourn. The motion was seconded by Karen Lugosi and passed unanimously. (Cárdenas, Dietz, Contreras, Snider, Laing, Hum, Mintz, Garcia, Otu, Lugosi, and Finn voting in favor.)

The meeting adjourned at 6:56 p.m.

Minutes reviewed and accepted on this date _____.

By: _____ Board Member.