

Arizona School for the Arts
Board of Directors Meeting Minutes
Zoom Online Conference
April 27, 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	P	John Snider	P	Alexander Laing	A
Betty Hum	P	Marcia Mintz	A	Kevin Allen	P
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: Heidi Jannenga, prospective Board Member, and Susan Pepin, Mother of students Grace and Imogen Dietz.

Mission Moments

Javier welcomed 3 of ASA's seniors from the class of 2020 who were presenting senior accomplishments to the Board of Directors. Tyler Rountree spoke about his work with the ASA Social Media Club, which has been making an active effort to keep our community connected online through the ASA Social Media accounts on Facebook and Instagram. Posts to these accounts include: Pets of ASA, Art Heals, Senior Highlights, Student Spotlights, and Cause of the Week which features Community Arts Organizations that are connected to ASA's mission. Tyler also shared that the Social Media Club is currently working with Marion Donaldson to integrate fundraising and Showcase into the ASA social media platforms. Sofia Fencken spoke about being a recipient of the Flinn Scholarship out of the 1,000+ AZ students who applied. Sofia shared her gratitude towards her teachers, ASA Administration, and ASA Board Member Allison Otu, who assisted with interview preparation. Sofia plans to attend Arizona State University's Downtown Phoenix campus in the Fall. Grace Dietz shared her Arts Seal Capstone project in which she combined STEM and Arts elements by using Java Script coding to create visual representations of music compositions. Grace is one of the 28 seniors this year to receive the Arts Seal recognition on her diploma.

Discussion Items

Javier began the meeting by highlighting the Fundraising Dashboard from the Development Department. Javier announced that despite the current situation, ASA has exceeded last year's revenues and celebrated Marion Donaldson for her hard work and dedication in reaching the fundraising goals. Additionally, Javier shared that another \$10,000 will be added to this amount from a Piper Foundation gift. Finally, both Javier and Marion thanked the Board for their help in reaching the Tax Credit goal this year by referring donations. Marion Donaldson encouraged the Board to share big ASA moments, such as the upcoming Showcase 2020 video, with community members to encourage others to support the school, which is always accepting donations.

John Snider presented the March financials to the Board and shared that most of the revenues and expenses are contracted and set as of now. Currently, the focus is on meeting our fundraising goal for the year, which is currently \$145,000 away from the \$947,000 total. John highlighted that ASA Administration has done a great job maintaining control over expenses, which puts us in a great position financially for the year. John also shared that ASA received approval from the credit committee to move forward with the refinancing of the remaining bonds which will save the school an additional \$175,00 – 200,000 per year moving forward. John expressed his confidence in our finances moving forward during this time.

Leah Fregulia shared the results of a recent case study which featured ASA that was conducted by the Grand Canyon Institute (GCI), which analyzed how charter schools manage their finances. Javier encouraged the Board to review the case study results, as the report gave a glowing review of ASA. The case study is published on the GCI website as well as with ACF and will be archived and used and references as a best practice model for other charter schools. Leah plans to feature the case study results in next year's annual report and is hopeful that the upcoming press release of the case study will encourage future ASA funders.

Leah announced that ASA is in the process of upgrading and converting the payroll to ADP TotalSource, which will handle accounts payable as well as provide an HR application. The HR application will assign one point of contact to the school to handle all onboarding and applications through ADP. While this package costs more per year, it will provide a considerable amount of savings in the long run due to having a larger pool of insured. Additionally, the online portal will replace the need for additional staffing in the Finance and HR department at ASA. ASA currently has a 1 year contract with ADP, but there is opportunity to extend the contract further in the future for additional savings.

Javier then asked John Snider to provide insight on the decision for ASA to participate in the Payroll Protection Program (PPP). John shared that as a nonprofit organization, ASA is eligible to receive the PPP loan. After extensive discussion and research by the Executive Committee it was determined that there are other organizations who are in greater need of this funding and assistance and it was decided that ASA will not be applying for this program. Leah added that ASA is publicly funded and has already met the payroll requirements, which would defeat the purpose of this program. She also shared that the budget for the 2020-2021 school year will be presented to the Board in May, voted on in June, and finalized in July.

Javier then asked Leah to review excess revenue expenditure plans for this school year. Leah shared that the top priority is currently the replacement of the flooring in the ballet studios. Additionally, the school is looking to add an additional security gate to the ASA campus, upgrade the seating for the outdoor bandshell, retouch exterior painting on campus building, and upgrade the exterior branding of the campus in anticipation of ASA's 25th anniversary year. Leah eased concerns expressed by Tony Dietz, by sharing that any additional needs in response to COVID-19 are under review and will be accommodated in the budget.

In regards to the proposed updates to the ASA Community Handbook, Sara Maline shared that the updates mainly provided additional clarity to existing policies. Language was also changed regarding social media, specifically regarding the impersonation of faculty on social media, Javier also noted the redefinition of "sibling status" in terms of the process for new applicants.

Betty Hum shared 3 new documents created by the Governance Committee, which included the New Board Member Development Process, the Revised HOS/CEO Evaluation Process, and the Head of School Evaluation Survey. These documents are aimed at providing additional guidance for the onboarding of new Board members as well as streamlining, optimizing and formalizing the evaluation process for each year.

In regards to the HOS and Principal's report in response to COVID-19, Leah stated that the intention of the report is to lay out a timeline for what has already transpired as well as plans for how to move forward. The focus for the end of this school year is connection, engagement, and social/emotional health while next year's focus will require additional accountability measures in terms of attendance, grading, etc. Sara Maline added that we are currently mission focused while responding appropriately to the crisis and its impact on ASA students. While working through this final quarter of the school year, it was important that students were not placed at a

disadvantage, not only from the perspective of the crisis, but in terms of access and equity consideration as well. Sara also shared that teachers are currently reaching out to students struggling with active engagement to assess and assist with their needs. Moving in to next year, the focus will shift from surviving to thriving in remote learning and accountability measures will be put in place to hold students more accountable for engagement moving forward. Sara is hopeful that we can set students up for success in the upcoming school year, as we have time to plan more thoroughly.

Finally, Leah highlighted that ASA was featured in a newsletter from Arizona Together for Impact, which focused on our work with the Phoenix Youth Arts Collective. Javier noted that our partnerships continue, even though the Capital Campaign is currently on hold.

Action Items

Approval of Heidi Jannenga to be added to the ASA Board of Directors

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

Approval of ADP TotalSource Upgrade and additional EIN.

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

Approval of March 30, 2020 Board of Directors Meeting Minutes

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

The meeting adjourned at 7:05 p.m.

Minutes reviewed and accepted on this date 5/18/2020.

By: Carlos Contreras Board Member.