



**Arizona School for the Arts**  
**Board of Directors Meeting Minutes**  
 Monday, May 20, 2024 at 5:30 p.m.  
On Campus: Building A, Room 129

**Attendance** (Voting Members in **Bold**)

<b>Dr. David Garcia, President</b>	<b>P</b>	<b>Alexander (Alex) Laing, Vice President</b>	<b>A</b>	<b>Dr. Heidi Jannenga, Secretary/Treasurer</b>	<b>A</b>
<b>Leola Abraham</b>	<b>P</b>	<b>Michelle Buckley</b>	<b>A</b>	<b>Andrei Cherny</b>	<b>A</b>
<b>Michelle Davidson</b>	<b>P</b>	<b>Betty Hum</b>	<b>P</b>	<b>Carrie Larson</b>	<b>A</b>
<b>John O'Neal</b>	<b>A</b>	<b>Allison Otu</b>	<b>P</b>	<b>Dr. Lorisa Pombo</b>	<b>A</b>
<b>Nonnie Shivers</b>	<b>A</b>	<b>John Snider</b>	<b>A</b>	<b>Annette Zinky</b>	<b>P</b>
Scott Stone	P	Elizabeth (Liz) Guzman, Honorary Arts Faculty	P	Jeffrey (Jeff) Steinert, Honorary Academic Faculty	P
Ian Elder, Honorary Student	P	Ingrid Martinez, Honorary Student	P	Leah Fregulia, Head of School/CEO	P
Leslie Tan Religioso, Development Director	P	Elizabeth (Liz) Shaw, Business Director	P	Carolyn Smith, Executive Assistant	P

**Agenda Items**

**| Call to the Public**

**| Mission Moment**

Student Honorary Board Member Reflections, New Honorary Board Members

**| Board Recognition**

**| Discussion Items**

Resource Development Committee

- Development Dashboard

Finance Committee

- Fiscal Year 2024-2025 Budget Draft

Governance Committee

- Final Drafts of Fiscal Year 2024-2025 Handbooks for Approval
  - Community Handbook + Student Code of Conduct
  - Employee Handbook

- Master Emergency Response Plan
- Fiscal Year 2024-2025 Facilities Use Handbook with Updated Fee Schedule and Agreement for Approval

## Consent Agenda

Head of School Report

## Action Items

Approval of the April 29, 2024 Board of Directors Meeting Minutes

Approval of the Fiscal Year 2024-2025 Community Handbook

Approval of the Fiscal Year 2024-2025 Student Code of Conduct

Approval of the Fiscal Year 2024-2025 Employee Handbook

Approval of the Fiscal Year 2024-2025 Master Emergency Response Plan

Approval of the Facility Use Handbook with Fee Schedule and Agreement

## Executive Director Search

Update and Discussion

The Board of Directors may vote to hold an executive session for the purpose of discussing personnel matters pursuant to: ARS §38-431.03 (A)(1) Personnel

The Board of Directors may vote to hold an executive session for the purpose of obtaining legal advice from the Board's attorney on any matter listed on the agenda pursuant to: ARS §38-431.03 (A)(3) Legal Advice

## Minutes

Board President Dr. David Garcia called the meeting to order at 5:33 p.m.

### **Call to the Public**

David welcomed any members of the public attending the meeting. There were no members of the public present, and David moved to the next agenda item.

### **Mission Moment**

As their terms are ending due to graduation, Student Honorary Board Members Ian Elder and Ingrid Martinez made an organized and concise presentation to the Board offering student highlights from the year, their individual reflections on their Board terms, and their immediate post graduation plans and future goals. They closed the presentation with a summary analysis of their time on the Board and recommendations for the incoming SHBMs to make the most of their Board position and seek opportunities to engage more students in Board activities. David, Leah Fregulia and the rest of the Board applauded their achievements and thanked them for their time and sincere engagement as Honorary Board Members, their perspectives were valuable additions to meetings.

## **Board Recognition**

David recognized all Board members who had, to date, invited someone to the reception prior to Showcase. He took the opportunity to remind all members to invite guests and attend the reception themselves and to circulate and introduce themselves. David also requested that they come to the reception on time because it is an hour that goes very quickly before performances begin.

Leah then took a moment to thank all of the Board Members whose terms will be ending at the end of the fiscal year; in addition to Ian and Ingrid, they include Academic Faculty Honorary Board Member Jeff Steinert, Member John O'Neal, Vice President Alex Laing, and President David Garcia. She acknowledged their years of service and contributions to ASA. Leah then named the newly-selected Honorary Board Members for the coming term: 10th grade Social Studies teacher Karl Huck and rising Juniors Liam Wohler and Eva Pombo. She also congratulated Allison Otu for being selected as a Flinn Scholar.

## **Discussion Items**

### *Resource Development Committee*

Leslie Religioso did not yet have a reconciled fundraising number for April, but was able to report that parent giving is at 62% and she is still projecting the fundraising to finish the year at approximately \$800K. David noted that the Board is just \$19K shy of their \$150k fundraising goal and asked them to continue to make sponsorship asks. Leslie provided a list of action items for the Board which included David's earlier reminder of attending the Showcase reception with guests and to make their Annual Fund and Showcase Sponsorship payments. She then reviewed the May Showcase Dashboard, thanking David, Allison, Heidi Jannenga, Lorisa Pombo, and Annette Zinky for the sponsorships garnered during the past month and noting the ticket sales numbers increase daily because families are currently buying them.

### *Finance Committee*

Elizabeth Shaw notified the Board that due to some technical glitches, the April financial reports would not be available for review until the June meeting along with the May reports, but she did inform them that during April income was up and expenses were very much down. She then presented the draft of the Fiscal Year 2024-2025 budget, based on an Average Daily Membership (ADM) of 735 students. Liz acknowledged that it is a conservative budget considering the enrollment numbers for next school year look promising, but it was decided to move ahead with the 735 ADM until we are certain of enrollment after the school year begins. Plans are in place to make adjustments if student numbers grow and needs require it. As of now with the lower number, every bit of fat is cut from expenses and our cash on hand is well above the requirement of our bond company. The final budget will be presented for preliminary approval at the June meeting and the final vote will be in July after the budget has been posted for public review.

### *Governance Committee*

Betty Hum said that should we have a quorum in attendance by the Action Items portion of the agenda, the Fiscal Year 2024-2025 handbooks will be voted on for approval. She gave a brief overview of the changes for this year:

- Community Handbook: cell phone policy and attendance policy update.
- Student Code of Conduct: the layout changed with clear and defined levels of behavior and consequences.
- Employee Handbook: was reviewed by Nonnie Shivers and the only update was to change the verbiage back to "Employee Agreement" and the addition of an excessive absence policy.
- Master Emergency Response Plan: added a tier in the chains of command and updated employee names.
- Facilities Use Handbook: updated the layout and the fee schedule.

## **Consent Agenda**

### *Head of School Report*

Leah noted that the full report is available on the portal for review and highlighted that enrollment

and recruitment for 2024-2025 continues to increase due to the efforts of the Front Office staff and Development team; our primary recruitment source is word of mouth, internet search, and people seeing the school in the neighborhood. Leah also said that the City has been very proactive in clearing encampments of unhoused people from the immediate neighborhood before school starts in order to keep our students and staff safe. They have also been cooperative partners with Administration in keeping folks from resettling in the vicinity of the school during the day. David commended Leah for her prescience, and working with the City to get plans and lines of communication in place prior to the opening of the cooling center.

**Action Items and Executive Director Search**

There was not a quorum of voting Board Members present so the Action Items and the Executive Session to discuss the Executive Director search were tabled for a date to be determined. As the handbooks need to be disseminated in the school community, a special meeting will be held over Zoom to handle these agenda items.

The meeting ended at 6:27 p.m.

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Minutes reviewed and accepted on: June 24, 2024

Signed by: \_\_\_\_\_, Board Member