APPENDIX B
REQUIRED DOCUMENTATION

Minutes November 7, 2017

ARCHWAY CLASSICAL ACADEMY - ARETE

Board of Directors

Approved Minutes

Date: November 7, 2017

Time: 9:45 a.m.

Location: Great Hearts Quayle Campus

A meeting of the Great Hearts Academies- Archway Classical Academy - Arete Board of Directors was held at Great Hearts Quayle Campus, 3102 N. 56th Street, Suite 300, Phoenix AZ 85018, pursuant to A.R.S. 38-431.02, notice having been duly given.

I. Call to Order

Marilyn Papke called the meeting to order at 10:00 a.m. The following directors/administrators were present/absent:

Directors	**Office**	**Present**	**Absent**	**Notes**
David Denton	President	X		Elected today
Marilyn Papke	Vice President	X		Elected today.
Leanne Fawcett	Secretary	X		Elected today.
Lois Yates	Director		X	
Bayo Atolagbe	Director	X		Arrived at 10:30.
Administration/Guests				
Neil Gillingham	Headmaster, Archway Arete	X		

Michele Wilson	Director of Academy Giving, Archway Arete and Arete Prep	X		
Ramsey Margison	Director of Financial Planning and Analysis, GH	X		
Gracie Rose	Academy Accountant, GH	X		

II. Call to the Public

Ms. Papke made a call to the public at 10:00 a.m. No public was present.		

III. Election of Board Officers for 2017-18

After discussion a motion was made. Mr. Denton presided over the meeting.		Ms. Fawcett made a motion that the board approves David Denton as president, Marilyn Papke as vice president and Leanne Fawcett as secretary. Ms. Papke seconded, all in favor, none opposed, the motion carried at 10:02a.m.

IV. Approval of Consent Agenda

a. Approval of the Minutes from the June 6, 2017 Meeting **b.** Approval of the Minutes from the June 6, 2017 Executive Meeting **c.** Approval of the Minutes from July 12,2017 Telephonic Meeting		Ms. Papke made a motion that the board approves the consent agenda. Ms. Fawcett seconded, all in favor, none opposed, the motion carried at 10:04 a.m.

V. Headmaster's Report

Ms. Papke asked about staffing with 3 teachers going out on maternity leave. Mr. Gillingham has a staffing plan including a teacher from Cicero, but it is a struggle. Mr. Gillingham continued with the highlights of the report. In regard to KPI's, while still green, test results dipped. The School's goal this year focuses on student growth, particularly in the third grade. By focusing in on growth, the leadership team can pay special attention to each child's potential and growth as well as filling in the gaps and intervention. Observations are by the Headmaster, Assistant Headmaster, Dean of Academics and Dean of Students. Headmaster observes ½ the teachers, the others share the other ½. This rotates every quarter. They check for understanding. The initiatives include closing curricular gaps for AZ Merit testing; target students in need of remediation in math and reading and implement interventions; and continue implementation of short-cycle observations and coaching sessions for leads, specialists and ESS teachers. The school has strong KPI's and good net promoter scores.		

VI. Approval to Increase Enrollment Cap to 560 Effective July 1, 2018

		Ms. Fawcett made a motion that the board approves to Increase Enrollment Cap to 560 effective July 1, 2018, Ms. Papke seconded, all in favor, none opposed, the motion carried at 10:44 a.m.

VII. Review and Approval of the 2017-18 School Year Calendar and Review of the 2018-19 School Year Calendar

Mr. Gillingham stated that the calendar is close to this year. The breaks are similar to Gilbert and Mesa and the same as Arete Prep, except a day around spring break and conference		Ms. Fawcett made a motion that the Board approves the 2018-19 school year calendar

schedules. The calendar also includes an Astronomy night.		Ms. Papke seconded, all in favor, none opposed, the motion carried at 10:47 a.m.

VIII. Financial Report

a. Review of Audit Report to Board of Directors for Year Ended June 30, 2017: Mr. Margison presented the final audit. It is clean with no findings. The school was over budget by $130,000. **b.** Review of Year to Date Financial Highlights: Ms. Rose presented the year to date financials including the actuals, budget and variances. Funding is behind due to timing, not receiving State and Federal funding. In November it will be corrected. The school recently paid off a startup loan from GH and able to cover liabilities 2 to 1. Cash on hand is 56 days. Forecast is on target.		

IX. Development Report

Ms. Wilson presented the development report. The school has reached 90% of its Community Investment goal. The team recently sent out two different sets of targeted non-donor letters. Their giving day will be held on national giving Tuesday, November 28th. Asking classroom parents to get involved and have contests/challenges. The Tax Credit drive has launched softly and will be implemented in December with focus of students/families getting "TC+1." Grandparents' Day on Sept 8th was a success and will solicit grandparents on giving day. The development team met with office managers and registrar to discuss re-enrollment strategies and how to improve process for giving campaigns. They will continue to work hard on family participation and hope the % pledged will go up, especially after giving day.		

X. Possible Executive Session

None		

XI. Leave Executive Session

N/A		

XII. Possible Motions from Executive Session

N/A		

XII. Announcements/Adjournment

Next Board Meeting: 9:45 a.m. Tuesday, February 7, 2018 at Great Hearts Academies on the Quayle Campus.		Mr. Denton adjourned at 10:31 a.m.

Submitted by Leanne Fawcett, Secretary

-Gena McFarland, Scribe-

GILBERT FIRE INSPECTION NOTICE

April 12, 2018

ARETE GREAT HEARTS ACADEMY
4525 E BASELINE RD
GILBERT, AZ 85234

Congratulations, an inspection of your facility on Apr 12, 2018 revealed no violations. We appreciate your attention to safety for both your employees and the patrons that visit your facility.

Inspection Note This inspection record was automatically created by the system in response to a reinspection request from ManageMyInspections.com.

EMERGENCY ACCESS - DID YOU KNOW...
The Knox-Box Rapid Entry System was developed to save property and lives. It is a secure emergency access program developed for your business and the Gilbert Fire Department. In an emergency situation the Knox-Box System can be accessed by fire units to obtain a key to your business which will help to prevent costly forced entry damage while protecting your property. Property owners store entrance keys or access cards in high-security key boxes which in most cases are already mounted on the property. All Knox-Boxes are keyed to a single master key controlled by the Gilbert Fire Department. To add a key or update an existing key or learn more about this Rapid Entry System please email fireprevention@gilbertaz.gov

4741 Kerry Smith
Inspector

Scott

Mike Collins

From: Scott Sargent
Sent: Thursday, April 19, 2018 10:27 AM
To: Mike Collins
Subject: FW: 2018 GILBERT FIRE AND RESCUE INSPECTION REPORT
Attachments: Inspection_Report-8798797-04-12-2018.pdf; ATT00001.txt

-----Original Message-----
From: Kerry Smith [mailto:Kerry.Smith@gilbertaz.gov]
Sent: Wednesday, April 18, 2018 3:30 PM
To: Rachele Holcomb <RHolcomb@ArchwayArete.org>; Scott Sargent <SSargent@GreatHeartsAZ.org>; Clinton Reynolds <CReynolds@greatheartsaz.org>; mcollins@greatheartaz.org
Cc: Engine Company Safety Survey <ECSS@gilbertaz.gov>
Subject: 2018 GILBERT FIRE AND RESCUE INSPECTION REPORT

BUILDING CLASSIFICATION (E) EDUCATIONAL

_____

From the Gilbert Green Team: Please consider the environment before printing this email.

Under Arizona Law, email to and from public entities may be public records subject to release upon request. This message (including any attachments) contains information intended for a specific individual and purpose. If you are not the intended recipient, please notify the sender immediately by either reply email or by telephone and delete this message from your system.

CERTIFICATE OF OCCUPANCY

ISSUED BY
THE TOWN OF GILBERT

PERMIT #: BLD-2013-04511 **EDITION OF CODE:** 2006 IBC **DATE:** 08/19/2014

ADDRESS: 4525 E BASELINE RD GILBERT, AZ 85234

SUITE: BUILDING 2

CONSTRUCTION TYPE: VB **FIRE ALARM:** FIRE ALARM

OCCUPANCY USE: SCHOOL (SEPARATED USE) **FIRE SPRINKLER:** 13

OCCUPANCY : A3,E,U **HAZARD GROUP:** LIGHT HAZARD

SQUARE FOOTAGE: 27390

SPECIAL CONDITIONS:

Laurence R. Taylor

BUILDING OFFICIAL

This certifies that so far as ascertained by the Town of Gilbert the described structure has been inspected for compliance with the requirements of the Code of Gilbert Arizona for the occupancy and construction type for which the proposed occupancy is classified.

****POST IN A PROMINENT LOCATION ****

CERTIFICATE OF OCCUPANCY

ISSUED BY
THE TOWN OF GILBERT

PERMIT #: BLD-2013-04512 **EDITION OF CODE:** 2006 IBC **DATE:** 07/08/2014

ADDRESS: 4525 E BASELINE RD GILBERT, AZ 85234

SUITE: BUILDING 1

CONSTRUCTION TYPE: VB **FIRE ALARM:** FIRE ALARM

OCCUPANCY USE: ADMINISTRATION BUILDING (SEPARATED USE) **FIRE SPRINKLER:** 13

OCCUPANCY : B/E/U **HAZARD GROUP:** LIGHT HAZARD

SQUARE FOOTAGE: 10515

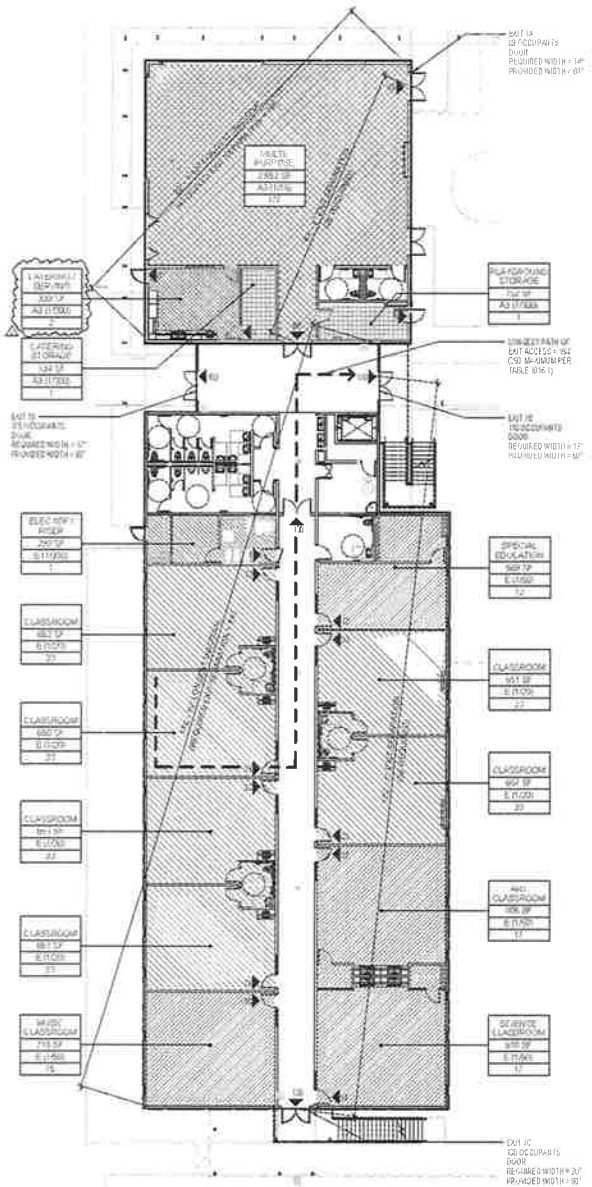
SPECIAL CONDITIONS:

Laurence R. Taylor

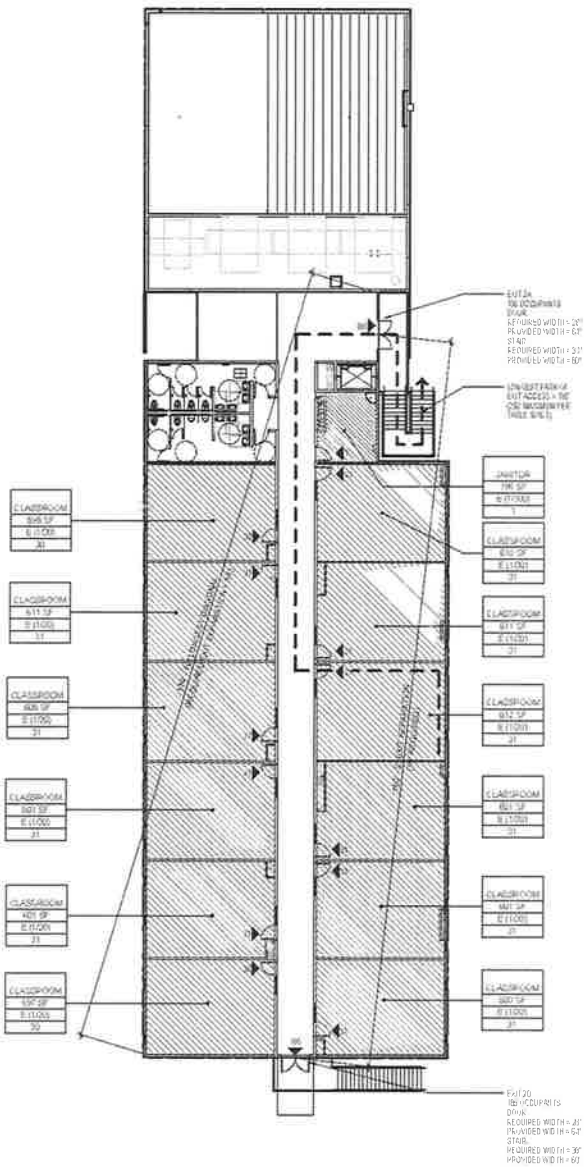
BUILDING OFFICIAL

This certifies that so far as ascertained by the Town of Gilbert the described structure has been inspected for compliance with the requirements of the Code of Gilbert Arizona for the occupancy and construction type for which the proposed occupancy is classified.

****POST IN A PROMINENT LOCATION ****



EXITING DIAGRAM - 01 FIRST FLOOR (AREA 1) 02



EXITING DIAGRAM - 02 SECOND FLOOR (AREA 1) 01

EGRESS CALCULATIONS - AREA 1

EXITING - AREA 1

1004 1RK, 3006 TABLE 1004.1.1	DESCRIPTION	AREA	OCC. LOAD FACTOR	NUMBER OF OCC. UNDER 50
FIRST FLOOR LEVEL				
A-3 ACCESSORY STORAGE/MECH./ELEC.	MULTI PURPOSE ROOM STORAGE	208 SF	300	2
A-3 ASSEMBLY W/ OUT FIXED SEATS UNCONCENTRATED	MULTI PURPOSE ROOM	2,952 SF	15	197
A-3 KITCHEN	CATERING (SERVING, WARM UP FOOD ONLY - NO PREPARATION)	268 SF	200	2
E ACCESORY STORAGE/MECH./ELEC.	STORAGE, ELEC. AND IDF ROOMS	756 SF	300	3
E CLASSROOM	CLASSROOMS	5,970 SF	50	120
E SHOPS AND VOCATIONAL ROOMS	SPECIAL CLASSROOMS	7,299 SF	150	61
		16,399 SF		441
SECOND LEVEL				
E ACCESORY STORAGE/MECH./ELEC.	STORAGE, ELEC. AND IDF ROOMS	396 SF	300	1
E CLASSROOM	CLASSROOMS	7,246 SF	50	145
		7,642 SF		271
TOTAL AREA		17,627 SF		612

CALCULATIONS
FIRST LEVEL:

OCCUPANT LOAD = 441
OCCUPANT LOADS REQUIRED EXITS: 4 EXITS PROVIDED (TABLE 1021.1)
OCCUPANT LOAD PER EXIT
EXIT 1A: 89
EXIT 1B: 110
EXIT 1E: 120
EXIT 1C: 109

EGRESS WIDTH CALCULATIONS PER SECTION 1005.1
EXIT 1A
DOORS:
REQUIRED EXIT WIDTH 89 L / 0.2 = 44 INCHES
PROVIDED EXIT WIDTH 60 INCHES
EXIT 1B
DOORS:
REQUIRED EXIT WIDTH 110 L / 0.2 = 47 INCHES
PROVIDED EXIT WIDTH 60 INCHES
EXIT 1E
DOORS:
REQUIRED EXIT WIDTH 120 L / 0.2 = 25 INCHES
PROVIDED EXIT WIDTH 60 INCHES
EXIT 1C
DOORS:
REQUIRED EXIT WIDTH 109 L / 0.2 = 17 INCHES
PROVIDED EXIT WIDTH 60 INCHES

SECOND LEVEL:

OCCUPANT LOAD = 271
OCCUPANT LOADS REQUIRED 2 EXITS: 2 EXITS PROVIDED (TABLE 1021.1)
OCCUPANT LOAD PER EXIT
EXIT 2A: 135
EXIT 2D: 135

EGRESS WIDTH CALCULATIONS PER SECTION 1005.1
EXIT 2A
DOORS:
REQUIRED EXIT WIDTH 135 L / 0.2 = 26 INCHES
PROVIDED EXIT WIDTH 60 INCHES
STAIRS:
REQUIRED EXIT WIDTH 135 L / 0.3 = 53 INCHES
PROVIDED EXIT WIDTH 60 INCHES
EXIT 2D
DOORS:
REQUIRED EXIT WIDTH 135 L / 0.2 = 26 INCHES
PROVIDED EXIT WIDTH 60 INCHES
STAIRS:
REQUIRED EXIT WIDTH 135 L / 0.3 = 36 INCHES
PROVIDED EXIT WIDTH 60 INCHES

EXIT ACCESS TRAVEL ALLOWED PER TABLE 1017.1
GROUP E AND A - 300' FOR SPRINKLERED BUILDING
LONGEST TRAVEL = 164'

PLUMBING FIXTURE CALCULATIONS - AREA 1

OCCUPANCY	# OCCUPANTS	MALE	FEMALE	TOILETS: MALE REQ.	TOILETS: FEMALE REQ.	TOILETS: MALE PROV.	TOILETS: FEMALE PROV.	LAVATORIES: MALE REQ.	LAVATORIES: FEMALE REQ.	LAVATORIES: MALE PROV.	LAVATORIES: FEMALE PROV.	DRINKING FOUNTAINS: REQUIRED	DRINKING FOUNTAINS: PROVIDED
A-3	161	92	92	1	2	1	2	1	1	1	1	1	1
E	431	316	116	5	3	6	3	5	3	5	3	2	2

NOTES:
MULTI PURPOSE ASSEMBLY AREA SHARES THE PUBLIC TOILETS IN THE EDUCATIONAL AREA. OCCUPANTS FOREIGN TO THE SCHOOL WILL NOT USE THE ASSEMBLY AREA WHILE SCHOOL IS IN SESSION.

SHARED INDIVIDUAL REST ROOMS IN THE 4 AND 1ST GRADE CLASSROOMS WERE EXCLUDED FROM REQUIRED PLUMBING FIXTURE COUNTS.

LEGEND

OCCUPANCY LEGEND

- A-3 ACCESSORY STORAGE/MECH./ELEC.
- A-3 ASSEMBLY W/ OUT FIXED SEATS UNCONCENTRATED
- A-3 KITCHEN
- E ACCESORY STORAGE/MECH./ELEC.
- E CIRCULATION
- E CLASSROOM
- E SHOPS AND VOCATIONAL ROOM

EXITING PATH OF TRAVEL

NUMBER OF OCCUPANTS PER EXIT

EXIT

1HR FIRE RATED SEPARATION

GHA-G
GREAT HEARTS ACADEMIES

Gensler
201 E Washington Street
Suite 700
Phoenix, AZ 85004
TEL 602 523 4900
FAX 602 523 4944

Date	Issue Description	By	Check
2019.11.27	30% DESIGN SET	LHC	PM

Project Name
GREAT HEARTS ACADEMIES

Project Number
57313.00107

Document
EGRESS DIAGRAMS AND PLUMBING FIXTURE CALCULATIONS (AREA 1)

Scale
AS SHOWN

A00.21

EGRESS CALCULATIONS - AREA 2

USE (IBC 2006 TABLE 1004.1.2)	DESCRIPTION	AREA	OCC LOAD FACTOR	NUMBER OF OCCUPANTS
B ACCESSORY STORAGE/MECH./ELEC.	STORAGE, ELECTRICAL, MDF AND JANITOR	825 SF	300	3
B BUSINESS	GENERAL OFFICES	5,004 SF	100	50
E LIBRARY	LIBRARY	960 SF	100	10
GRAND TOTAL		6,829 SF		63

CALCULATIONS

OCCUPANT LOAD = 63
OCCUPANT LOADS REQUIRE 2 EXITS & EXITS PROVIDED (TABLE 1021.1)
OCCUPANT LOAD PER EXIT
- EXIT 1A 18
- EXIT 1B 10
- EXIT 1C 10
- EXIT 1D 10
- EXIT 1E 18
- EXIT 1F 18

EGRESS WIDTH CALCULATIONS PER SECTION 1005.1
EXIT 1A
DOORS
- REQUIRED EXIT WIDTH 18 x .15 = 3 INCHES
- PROVIDED EXIT WIDTH 60 INCHES

EXIT 1B, 1E AND 1F
DOORS
- REQUIRED EXIT WIDTH 18 x .15 = 3 INCHES
- PROVIDED EXIT WIDTH 32 INCHES

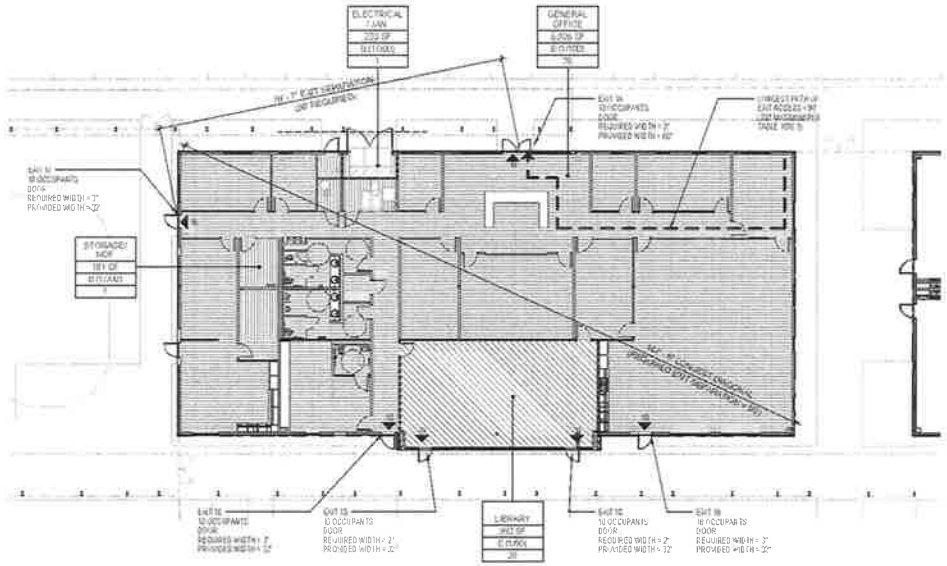
EXIT 1C AND 1D
DOORS
- REQUIRED EXIT WIDTH 10 x .15 = 2 INCHES
- PROVIDED EXIT WIDTH 32 INCHES

EXIT ACCESS TRAVEL ALLOWED PER TABLE 1016.1
- GROUP B - 200 FOR SPRINKLERED BUILDING
- GROUP E - 300 FOR SPRINKLERED BUILDING
- LONGEST TRAVEL = 90'

PLUMBING FIXTURE CALCULATIONS - AREA 2

OCCUPANCY	OCCUPANTS	MALE	FEMALE	TOILETS MALE REQ	TOILETS FEMALE REQ	TOILETS MALE PROV	TOILETS FEMALE PROV	LAVATORIES MALE REQ	LAVATORIES FEMALE REQ	LAVATORIES MALE PROV	LAVATORIES FEMALE PROV	DRINKING FOUNTAINS REQUIRED	DRINKING FOUNTAINS PROVIDED
B	57	30	27	1	1	1	1	1	1	1	1	1	1
E	6	3	3	1	1	1	1	1	1	1	1	1	1

NOTES
LIBRARY IS FOR USE BY STUDENTS AND TEACHERS ALREADY COUNTED ON OTHER AREAS. OCCUPANTS COUNTED FOR EXITING BUT NOT FOR REQUIRED PLUMBING FIXTURES



LEGEND

OCCUPANCY LEGEND

- B ACCESSORY STORAGE/MECH./ELEC.
- B BUSINESS
- E LIBRARY
- EXITING PATH OF TRAVEL
- NUMBER OF OCCUPANTS PER EXIT
- EXIT
- RATED SEPARATION

GHA-G
GREAT HEARTS ACADEMIES

Gensler

201 E. Washington Street
Suite 710
Phoenix, AZ 85004
TEL 602.253.4900
FAX 602.253.4949

Δ	Date	Issue Description	By	Chk'd
	10.07.15	PACKAGE 1	LGC	PM
		ADDENDUM		
2	11.02.15	TENANT COMMENTS	LGC	PM

Seal/Signature

Project Name
GREAT HEARTS ACADEMIES

Project Number
[illegible]

Description
EGRESS CALCULATIONS, PLUMBING FIXTURE CALCULATIONS, LEGEND

Scale
AS NOTED

A00.22

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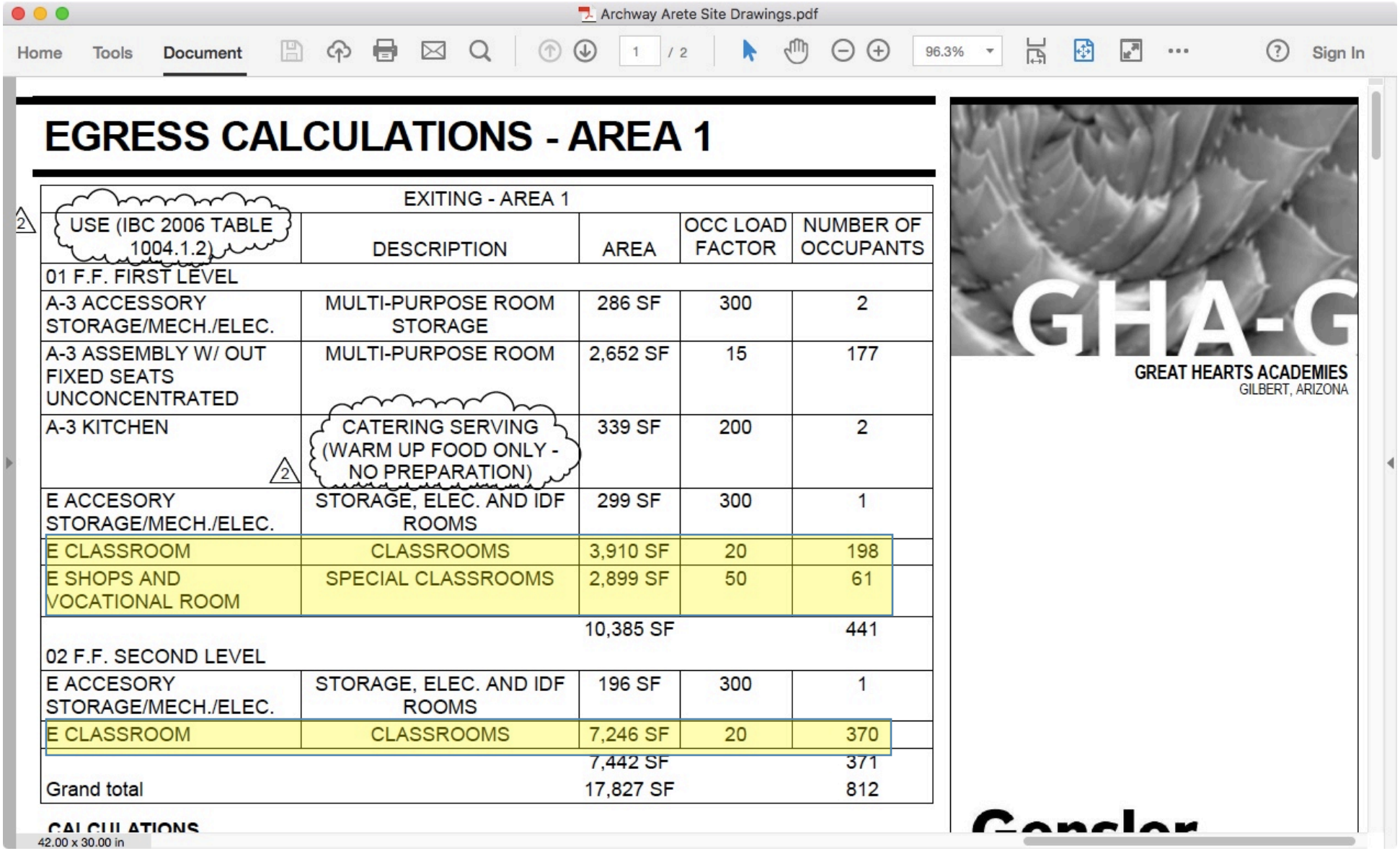

Archway Arete E Occupancy (on C of O as Building 2) = 198 + 61 + 370 = 629

Library in Building 1 E Occupancy = 20

Total E Occupancy = 649