

APPENDIX B
REQUIRED DOCUMENTATION

Minutes, November 7, 2017

ARCHWAY CLASSICAL ACADEMY-GLENDALE**Board of Directors****Approved Minutes**

Date: November 7, 2017

Time: 2:15pm.

Location: Great Hearts Quayle Campus

A meeting of the Great Hearts Academies-Archway Classical Academy-Glendale 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

Andrew Ellison called the meeting to order at 2:17 p.m. The following directors/administrators were present/absent:

Directors	Office	Present	Absent	Notes
Andrew Ellison	President	X		Elected today.
Kate McClendon	Vice President	X		Elected today.
Julie Tinlin	Secretary	X		Elected today.
Joy Hanks	Director		X	Attempted to phone in.
Kathleen Shea	Director		X	
Brandon Crowe	Director	X		
Administration				
Jack Kersting	Headmaster, Archway Glendale	X		
Ramsey Margison	Director of Financial Planning and	X		

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	Analysis, GH			
Elvia Barbosa	Sr. Accountant, GH	X		
Cathy Sparks	Director of Academy Giving, ACG and GPA	X		

II. Call to the Public

Mr. Ellison made a call to the public at 2:17 p.m. No public was present.		
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III. Election of Board Officers for the 2017-18 School Year

<p>After discussion, a motion was made.</p> <p>Mr. Ellison presided over meeting.</p>	<p>Mr. Crowe made a motion that the board elects Andrew Ellison as President, Kate McClendon as Vice President and Julie Tinlin as Secretary, Ms. Tinlin seconded, all in favor, none opposed, the motion carried at 2:21 p.m.</p>
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IV. Approval of Consent Agenda

<p>a. Approval of the Minutes from the June 6, 2017 meeting</p> <p>b. Approval of the Minutes from the July 12, 2017 Telephonic Meeting</p>	<p>Ms. Tinlin made a motion that the board approves the consent agenda. Ms. McClendon seconded, all in favor, none opposed, the motion carried at 2:19 p.m.</p>
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V. Headmaster's Report

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<p>Mr. Kersting presented the headmaster's report. The main concerns now are with the cleaning company and absent faculty. The school is unclean and unhealthy. The company has 30 days to make it right, really turns into 60 days with notice involved. School has been understaffed daily. A part time TA and weekly part time sub and some volunteers have filled in. All staff is there now. Observations are done with the help of his brother, a retired professor and a part time teacher coach. Mr. Kersting is observing and debriefing teachers every week. They use <u>Teach Like a Champion</u>. Observations are going better this year. They hold a Read a Thon that brings in money for the Library with lots of readers and costumes. Mr. Kersting discussed the goals for AZ Merit planning. Test scores are good. He also provided information on faculty seminars. Board recognized his great job in leadership at the school.</p>	
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VI. Approval to Increase the Enrollment Cap to 560 Effective July 1, 2018

	<p>Ms. McClendon made a motion that the Board approve to increase in enrollment cap to 560 students effective July 1, 2018, seconded by Ms. Tinlin, all in favor, none opposed, motion carried at 2:33 p.m.</p>
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VII. Review and Approval of the 2018-19 School Year Calendar and Review of the 2019-20 School Year Calendar

	<p>Ms. Tinlin made the motion that the Board approve the 2018-19 School Calendar, Ms. McClendon seconded, all in favor, none opposed, the motion carried at 2:35 p.m.</p>
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Minutes, November 7, 2017

VII. Financial Report

a. Review of Audit Report to Board of Directors for Year Ended June 30, 2017: Mr. Margison presented the audit. The school was \$100,000 better than budget. It is clean, with no findings.

b. Review of Year to Date Financial Highlights: Ms. Barbosa presented the financials through September, including variances. The funding will correct in November, when they receive State and Federal enrollment funding. The instructional numbers are off due to salaries and benefits. The balance sheet is healthy, can cover liabilities 4 to 1 with 69 days cash on hand. The forecast has no variances, more details later after meeting with headmaster. They will also need to meet regarding instructional matters. Covenant requirements are met.

VIII. Development Report

Ms. Sparks presented the development report. The school is budgeted for a 5% increase over last years' community investment goal. Current receivables are 7% under last year. The pledges have decreased 10% and the family participation has decreased 14%. School has lost nearly \$40,000 in pledges due to loss of families that are moving, transferring to another GH school, or to BASIS. Many families have also reduced their pledge amount, but have received \$33,743 in new pledges, which is 91% to goal. Programs are in place to bring in new funds, including letters and phone calls. They have received new pledges by reaching out to new students. They expect to receive more and surpass last year's amount received. Board and headmaster appreciate her hard work presenting and encouraging giving; she is great on school tours talking about how committed she is to school and how much she loves it.

IX. Possible Executive Session

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None		
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X. Leave Executive Session

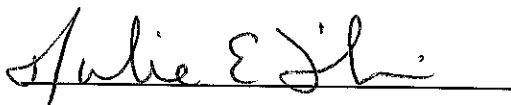
N/A		
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XI. Possible Motions from Executive Session

N/A		
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XII. Announcements/Adjournment

a. Next Board Meeting: 2:15pm.Tuesday, February 6, 2018 at Great Hearts Academies on the Quayle Campus.	Mr. Ellison adjourned the meeting at 2:52 p.m.
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Submitted by Julie Tinlin, Secretary

-Gena McFarland, Scribe-

Certificate of Occupancy

Building Development Division

This Certificate issued pursuant to the requirements of the International Building Code, certifying that at the time of issuance this structure was in compliance with the various ordinances of the City regulating building construction for use. For the following:

GREAT HEARTS ACADEMIES K-12

Permit No. 1203115

23276 N 83RD AV

Zoning: AG

Automatic Sprinklers: Yes

Parcel No: 200-08-129A

Construction Type: V-B Frame

Occupancy: A-3

Occupancy Load: 2045

A-4

B Business

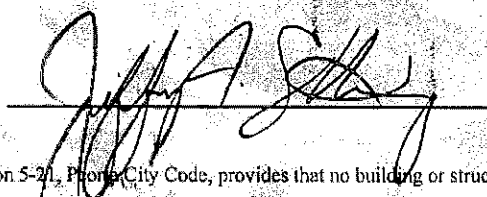
Owner: E Educational

S-2

GREAT HEARTS ACADEMIES -3102 N 56 ST S

PHX, AZ 85018

Date: 09/16/2013



Dennis Chase, Building Official/Inspection Supervisor

NOTE: Section 5-21, Phoenix City Code, provides that no building or structure shall be used or occupied, and no change in occupancy classification of a building or structure or portion thereof shall be made until the building official has issued a Certificate of Occupancy.

PLUMBING CALCULATIONS

K THROUGH B EDUCATIONAL AREA

SCHOOL LOAD:
540 TOTAL PEOPLE
275 MALE
275 FEMALE

REQUIRED FIXTURES:
275 1/2 CLASS PER UIC. + 6 UIC. OR 4 UIC. PLUS 2 URINALS
275 FEMALE/50 PER UIC. + 6 UIC.
275 MALE/50 PER LAV. + 6 LAVATORIES
275 FEMALE/50 PER LAV. + 6 LAVATORIES
550 TOTAL/500 PER D.P. + 6 D.P.
1 SERVICE SINK

A-3 ASSEMBLY LOAD:
503 TOTAL PEOPLE
252 MALE
252 FEMALE

REQUIRED FIXTURES:
252 MALES/50 PER UIC. + 2 UIC. OR 1 UIC. PLUS 1 URINAL
252 FEMALE/50 PER UIC. + 4 UIC.
252 MALE/50 PER LAV. + 2 LAVATORIES
252 FEMALE/50 PER LAV. + 2 LAVATORIES
403 TOTAL/500 PER D.P. + 1 D.P.
1 SERVICE SINK

FIXTURES PROVIDED:
4 UIC. PLUS 2 URINALS FOR MALES
4 LAVATORIES FOR MALES
6 UIC. FOR FEMALES
4 LAVATORIES FOR FEMALES
6 UIC. FOR UNSEX.
6 LAVATORIES FOR UNSEX.
4 D.P. TOTAL
1 SERVICE SINK

6 THROUGH 12 EDUCATIONAL AREA

SCHOOL LOAD:
560 TOTAL PEOPLE
280 MALE
280 FEMALE

REQUIRED FIXTURES:
280 MALES/50 PER UIC. + 6 UIC. OR 4 UIC. PLUS 2 URINALS
280 FEMALE/50 PER UIC. + 6 UIC.
280 MALE/50 PER LAV. + 6 LAVATORIES
280 FEMALE/50 PER LAV. + 6 LAVATORIES
560 TOTAL/500 PER D.P. + 6 D.P.
1 SERVICE SINK

A-4 ASSEMBLY LOAD:
254 TOTAL PEOPLE
127 MALE
127 FEMALE

REQUIRED FIXTURES:
127 MALES/50 PER UIC. + 1 UIC. OR 1 UIC. PLUS 1 URINAL
127 FEMALE/50 PER UIC. + 3 UIC.
127 MALE/50 PER LAV. + 1 LAVATORIES
127 FEMALE/50 PER LAV. + 1 LAVATORIES
254 TOTAL/500 PER D.P. + 1 D.P.
1 SERVICE SINK

A-3 ASSEMBLY LOAD:
129 TOTAL PEOPLE
65 MALE
65 FEMALE

REQUIRED FIXTURES:
65 MALES/50 PER UIC. + 3 UIC. OR 3 UIC. PLUS 2 URINALS
65 FEMALE/50 PER UIC. + 3 UIC.
65 MALE/50 PER LAV. + 3 LAVATORIES
65 FEMALE/50 PER LAV. + 3 LAVATORIES
129 TOTAL/500 PER D.P. + 3 D.P.
1 SERVICE SINK

ASSEMBLY TOTAL:
MALE = 6 UIC. OR 4 UIC. PLUS 2 URINALS
FEMALE = 4 UIC.
MALE = 4 LAVATORIES
FEMALE = 4 LAVATORIES
DRINKING FOUNTAINS = 4
SERVICE SINKS = 1

FIXTURES PROVIDED:
3 UIC. PLUS 2 URINALS FOR MALES
2 LAVATORIES FOR MALES
15 UIC. FOR FEMALES
12 LAVATORIES FOR FEMALES
8 D.P. TOTAL
1 SERVICE SINK

ADMINISTRATIVE OFFICES:
10 TOTAL PEOPLE
5 MALE
5 FEMALE

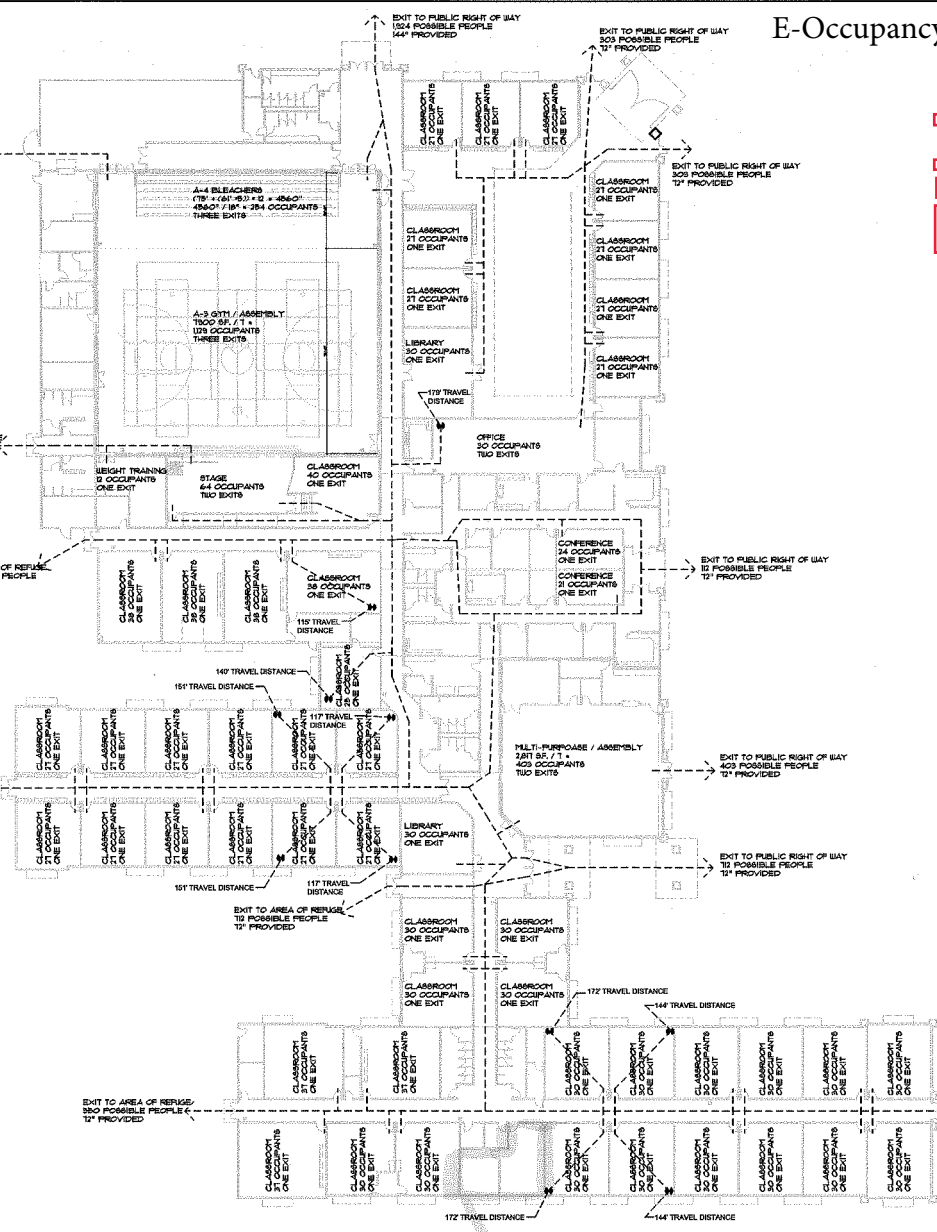
REQUIRED FIXTURES:
36 MALES/50 PER UIC. + 3 UIC. OR 2 UIC. PLUS 1 URINALS
36 FEMALE/50 PER UIC. + 3 UIC.
36 MALE/50 PER LAV. + 2 LAVATORIES
36 FEMALE/50 PER LAV. + 2 LAVATORIES
10 TOTAL/500 PER D.P. + 2 D.P.
1 SERVICE SINK

FIXTURES PROVIDED:
2 UIC. PLUS 1 URINALS FOR MALES
2 LAVATORIES FOR MALES
3 UIC. FOR FEMALES
2 LAVATORIES FOR FEMALES
4 D.P. TOTAL
1 SERVICE SINK

EXIT TO AREA OF REFUGE/
1621 POSSIBLE PEOPLE
17" PROVIDED

EXIT TO AREA OF REFUGE/
284 POSSIBLE PEOPLE
17" PROVIDED

EXIT TO AREA OF REFUGE/
509 POSSIBLE PEOPLE
17" PROVIDED



EGRESS PLAN

SCALE: 3/8" = 1'-0"



E-Occupancy = 540+111+22+32 = 705

OCCUPANT LOAD AND EGRESS NOTES

K THROUGH B EDUCATIONAL AREA

1. K THROUGH B STANDARD CLASSROOMS (SOUTH WING), EACH CLASSROOM IS 600 SF NET AT ONE OCCUPANT PER 20 SF. + 30 OCCUPANTS.
18 OF THESE CLASSROOMS = 540 OCCUPANTS
2. K THROUGH B ART, SCIENCE AND MUSIC CLASSROOMS (SOUTH WING) CLASSROOMS ARE 738 SF NET AT ONE OCCUPANT PER SQUARE FOOT = 31 OCCUPANTS.
3 OF THESE CLASSROOMS = 93 OCCUPANTS
3. THE K THROUGH B SPECIAL EDUCATION CLASSROOMS IS 440 SF NET AT ONE OCCUPANT PER SQUARE FOOT = 22 OCCUPANTS

4. THE K THROUGH B LIBRARY IS 680 SF NET AT ONE OCCUPANT PER 50 SF. = 14 OCCUPANTS
THIS LIBRARY WILL HOST AN ENTIRE CLASS AT ONE TIME MAKING ITS TRUE OCCUPANT LOAD 32 (ASSUMING TWO LIBRARIANS PLUS THE STUDENTS AND THEIR TEACHERS)
5. THE K THROUGH B MULTI-PURPOSE SPACE IS 281 SF. AT ONE OCCUPANT PER 1 SF. = 403 OCCUPANTS.

6. FOR THIS OCCUPANT USE AREA, THE ART, SCIENCE, MUSIC, SPECIAL EDUCATION, LIBRARY AND MULTI-PURPOSE ROOMS ARE ONLY USED BY STUDENTS WHEN THOSE STUDENTS ARE NOT IN THEIR ASSIGNED CLASSROOMS. THEREFORE, A LOGIC STUDENT AND STAFF POPULATION COUNT FOR THIS AREA IS 540 PLUS THE ART, SCIENCE, MUSIC AND GYM TEACHERS, LIBRARIAN AND CATERING STAFF. THE SCHOOL BASED OCCUPANT LOAD FOR THIS AREA IS 580, BECAUSE THE 580 OCCUPANTS IS GREATER THAN THE MAXIMUM 403 EVENT OCCUPANTS IN THE MULTI-PURPOSE AREA, THE 580 OCCUPANTS WILL BE USED FOR PLUMBING AND EXITING CALCULATIONS.

6 THROUGH 12 EDUCATIONAL AREA

1. 6 THROUGH 9 STANDARD CLASSROOMS (MIDDLE WING), EACH CLASSROOM IS 640 SF NET AT ONE OCCUPANT PER 20 SQUARE FOOT = 21 OCCUPANTS.
12 OF THESE CLASSROOMS = 252 OCCUPANTS
2. 10 THROUGH 12 STANDARD CLASSROOMS (NORTH WING), EACH CLASSROOM IS 640 SF NET AT ONE OCCUPANT PER 20 SQUARE FOOT = 21 OCCUPANTS.
9 OF THESE CLASSROOMS = 243 OCCUPANTS
3. 6 THROUGH 12 ART, SCIENCE AND MUSIC CLASSROOMS (MIDDLE WING) CLASSROOMS ARE 741 SF NET AT ONE OCCUPANT PER SQUARE FOOT = 38 OCCUPANTS
4 OF THESE CLASSROOMS = 150 OCCUPANTS

4. THE 6 THROUGH 12 SPECIAL EDUCATION CLASSROOM IS 500 SF NET AT ONE OCCUPANT PER SQUARE FOOT = 25 OCCUPANTS
5. THE 6 THROUGH 12 LIBRARY IS 680 SF NET AT ONE OCCUPANT PER 50 SF. = 14 OCCUPANTS
THIS LIBRARY WILL HOST AN ENTIRE CLASS AT ONE TIME MAKING ITS TRUE OCCUPANT LOAD 30.
6. THE 6 THROUGH 12 MULTI-PURPOSE SPACE HAS AN OCCUPANT LOAD OF 1383 - SEE CALCULATION ON THE PLAN.
7. THE STAGE HAS 360 SF. AT ONE OCCUPANT PER 5 SF. = 64 OCCUPANTS.

8. FOR THIS OCCUPANT USE AREA THE MULTI-PURPOSE ROOM IS ONLY USED BY STUDENTS WHEN THOSE STUDENTS ARE NOT IN THEIR ASSIGNED CLASSROOMS. THEREFORE, A LOGIC STUDENT AND STAFF POPULATION COUNT FOR THIS AREA IS 524 + 243 PLUS THE ART, SCIENCE, MUSIC AND GYM TEACHERS, LIBRARIAN AND CATERING STAFF. THE SCHOOL BASED OCCUPANT LOAD FOR THIS AREA IS 580.
9. THE MAXIMUM LOAD FOR AN EVENT IS 254 + 129 (FROM THE MULTI-PURPOSE AREA) PLUS 64 (STAGE) PLUS 40 (BREAKER OF STAGE) = 1383 OCCUPANTS.

10. BECAUSE THE 1383 EVENT OCCUPANT LOAD IS GREATER THAN THE 580 STUDENT AND STAFF OCCUPANT LOAD, THE 1383 OCCUPANTS IS USED FOR PLUMBING AND EGRESS CALCULATIONS.

ADMINISTRATIVE OFFICES:
1. THE ADMINISTRATIVE OFFICES HAVE A FLOOR AREA OF 9375 SF. AT ONE OCCUPANT PER 50. = 84 PEOPLE. HOWEVER, GIVEN A POTENTIAL FOR 30 TEACHERS IN THE TEACHERS WORK ROOM, INCREASED OCCUPANT LOADS FOR THE CONFERENCE ROOMS, AND POTENTIAL ADDITIONAL PEOPLE IN EACH OFFICE, THE AN OCCUPANT LOAD OF 110 PEOPLE IS BEING USED FOR PLUMBING AND EGRESS CALCULATION.

TOTAL BUILDING OCCUPANT LOAD:
580 + 1383 + 12 = 2,045 PEOPLE

LOCKER COUNT

6 THROUGH 12 EDUCATIONAL AREA:
STUDENT LOAD:
24 STUDENTS PER CLASSROOM
12 CLASSROOMS
288 STUDENTS - 288 LOCKERS REQUIRED
284 LOCKERS PROVIDED

10 THROUGH 12 EDUCATIONAL AREA:
STUDENT LOAD:
22 STUDENTS IN EACH OF THREE 10TH GRADE CLASSROOMS
20 STUDENTS IN EACH OF THREE 11TH GRADE CLASSROOMS
18 STUDENTS IN EACH OF THREE 12TH GRADE CLASSROOMS
180 STUDENTS - 180 LOCKERS REQUIRED
23 LOCKERS PROVIDED

Loison Associates Architects, Inc.
3807 North 24th Street, Suite 100
Phoenix, AZ 85016
602.955.9729 602.954.7700 FAX
design@loison-architect.com

Loison
GREAT HEARTS ACADEMY
83RD AVE. AND PINNACLE PEAK
PEORIA, ARIZONA

GreatHearts
INDEPENDENT EDUCATION. REVOLUTIONARY SCHOOLS.

Oct 31, 2012
Expires 6/30/2015

Drawing Name:
EGRESS PLAN
Revisions:
Date: 09/27/12
Project Number: 12014
Drawing No:

AO.I

SCHEMATIC DESIGN SET 09-27-12



**PEORIA FIRE-MEDICAL DEPARTMENT
FIRE PREVENTION DIVISION
8351 WEST CINNABAR AVENUE
PEORIA, ARIZONA 85345
(623) 773-7279**



FIRE INSPECTION SURVEY

Initial Inspection Re-Inspection Complaint Inspection

Property Name Great Hearts Academy	Address 23276 n 83 ave	Inspection Date 12/6/17	Square Foot 75298	# of Buildings 5
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Responsible Party DAN	City Peoria	State AZ	Zip 85383	Phone Number 623-889-0827
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ITEM	FIRE CODE REFERENCE	VIOLATION AND CORRECTIVE ACTION REQUIRED	Sprinklers			Fire Alarm			Kitchen Hood			Standpipe			Paint Booth			Haz Mat			UGST			AGST			LPG		
			Y	N		Y	N		Y	N		Y	N		Y	N		Y	N		Y	N		Y	N		Y	N	
11/2 01	IFC 1030.4	SERVICE EXIT signs not operating properly	Y																										
11/2 02	IFC 703.4	Self closing Fire Rated doors cannot be obstructed from closing	Y																										
11/2 03	IFC 606.1	SERVICE non/working Emergency Light.	Y																										
11/2 04	IFC 605.1	Replace weatherproof outlet covers that are broken	Y																										
11/2 05	IFC 315.3.3	Remove combustibles from electrical rooms	Y																										
11/2 06	IFC	Remove heat producing items from classrooms. (coffee makers, microwaves)	Y																										
11/2 07	IFC 605.1	Repair broken outlet covers	Y																										
			Y																										
		all violations completed on 1/10/18 inspection	Y																										
			Y																										
			Y																										
			Y																										
			Y																										
			Y																										

If checked, additional sheet(s) attached

ORDER TO COMPLY

As such conditions are contrary to law, you are hereby required to correct the above indicated conditions immediately upon receipt of this notice. An inspection to determine whether or not you have complied with this notice will be conducted on 1/3, 2018. Failure to comply with the foregoing order before the date of such re-inspection may render you liable to the penalties provided by law.

Third and subsequent re-inspections are assessed a fee as prescribed by City Ordinance.

COPY RECEIVED BY: Printed Name: <u>DAN MANGUS</u> Signature: <u>Dan Mangus</u>	FIRE INSPECTOR: Printed Name: <u>J LEWIS</u> Signature: <u>J Lewis</u>
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**PEORIA FIRE-MEDICAL DEPARTMENT
FIRE PREVENTION DIVISION
8351 WEST CINNABAR AVENUE
PEORIA, ARIZONA 85345
(623) 773-7279**



FIRE INSPECTION SURVEY

Initial Inspection Re-Inspection Complaint Inspection

Property Name <i>Glendale Prep</i>	Address <i>23276 W 83 ave</i>	Inspection Date <i>4/17/18</i>	Square Foot <i>75793</i>	# of Buildings <i>1</i>
Responsible Party <i>Archway Glendale Great Hearts Academy</i>	City <i>Peoria</i>	State <i>Az</i>	Zip <i>85383</i>	Phone Number <i>623-816-4710</i>

		Sprinklers	Fire Alarm		Kitchen Hood		Standpipe		Paint Booth		Haz Mat		UGST		AGST		LPG		
		Y <input type="checkbox"/> N <input type="checkbox"/>	Y <input type="checkbox"/> N <input type="checkbox"/>	Y <input type="checkbox"/> N <input type="checkbox"/>	Y <input type="checkbox"/> N <input type="checkbox"/>	Y <input type="checkbox"/> N <input type="checkbox"/>	Y <input type="checkbox"/> N <input type="checkbox"/>	Y <input type="checkbox"/> N <input type="checkbox"/>	Y <input type="checkbox"/> N <input type="checkbox"/>	Y <input type="checkbox"/> N <input type="checkbox"/>	Y <input type="checkbox"/> N <input type="checkbox"/>	Y <input type="checkbox"/> N <input type="checkbox"/>	Y <input type="checkbox"/> N <input type="checkbox"/>	Y <input type="checkbox"/> N <input type="checkbox"/>	Y <input type="checkbox"/> N <input type="checkbox"/>	Y <input type="checkbox"/> N <input type="checkbox"/>	Y <input type="checkbox"/> N <input type="checkbox"/>	Y <input type="checkbox"/> N <input type="checkbox"/>	
ITEM	FIRE CODE REFERENCE	VIOLATION AND CORRECTIVE ACTION REQUIRED																PICTURES	
		<i>This is a E occupancy</i>																Y <input type="checkbox"/>	N <input type="checkbox"/>
		<i>All violations found @ 1/16/17 inspection was corrected @ 1/3/18 inspection</i>																Y <input type="checkbox"/>	N <input type="checkbox"/>
																		Y <input type="checkbox"/>	N <input type="checkbox"/>
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																		Y <input type="checkbox"/>	N <input type="checkbox"/>

If checked, additional sheet(s) attached

ORDER TO COMPLY

As such conditions are contrary to law, you are hereby required to correct the above indicated conditions immediately upon receipt of this notice. An inspection to determine whether or not you have complied with this notice will be conducted on _____, 20____. Failure to comply with the foregoing order before the date of such re-inspection may render you liable to the penalties provided by law.

Third and subsequent re-inspections are assessed a fee as prescribed by City Ordinance.

COPY RECEIVED BY: Printed Name: _____ Signature: <i>[Signature]</i>	FIRE INSPECTOR: Printed Name: <i>J LEVARIO</i> Signature: <i>[Signature]</i>
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