

**APPENDIX B**  
**REQUIRED DOCUMENTATION**

November 9, 2017

Minutes

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

Date: November 9, 2017

Time: 11:15 a.m.

Location: Great Hearts Quayle Campus

A meeting of the Great Hearts Academies-Archway Classical Academy-Veritas 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**

Ward Huseth called the meeting to order at 11:18 a.m. The following directors/administrators were present/absent.

<b>Directors</b>	<b>Office</b>		<b>Absent</b>	<b>Notes</b>
David Denton	President	X		Elected today.
Ward Huseth	Vice President	X		Elected today.
David Dean	Secretary	X		Elected today.
Chirag Kapadia	Director	X		
Curtis Fee	Director	X		
Dr. Daniel Openden	Director		X	
Dr. Ramin Schadlu	Director		X	
<b>Administration</b>				

November 9, 2017

Minutes

Dr. Mary Frances Jeffries	Headmaster, Archway Veritas	X		
Ami Hosack	Director of Operations, Archway Veritas	X		
Ramsey Margison	Director of Financial Planning and Analysis, GH	X		
Sarah Marbach	Director of Academy Giving, ACV and VPA	X		

**II. Call to the Public**

Mr. Huseth made a call to the public at 11:18 a.m. Two members of the public were present to listen.	
--	--

**III. Election of Officers**

<p>After discussion, a motion was made.</p> <p>Mr. Denton presided over the meeting.</p>	<p>Mr. Curtis made a motion that the board elect David Denton as President, Ward Huseth as Vice President and David Dean as Secretary, Mr. Denton seconded, all in favor, none opposed, the motion carried at 11:22 a.m.</p>
--	--

**IV. Approval of Consent Agenda**

<p>a. Approval of the Minutes from the June 12, 2017 meeting</p> <p>b. Approval of the Minutes from the July 12, 2017 Telephonic Meeting</p>	<p>Mr. Huseth made a motion that the board approves the consent agenda. Mr. Dean seconded, all in favor, none opposed, the motion carried at 11:23 a.m.</p>
--	---

November 9, 2017

Minutes

**V. Headmaster’s Report**

<p>Dr. Jefferies presented the headmasters report. The observations and feedback are going better. Every teacher is observed 1 time a week, followed by a 20 minute meeting. The AZ Merit score is 75%. The parent survey is good at 71 and has increased in new survey, very positive. The teacher survey detractor focuses on pay/income for recommending teachers and rigorous curriculum may not be right for all students. The teachers love the school and their job. As a headmaster in her 3<sup>rd</sup> year, her goal is to have discretionary money to give to veteran teachers. The headmaster scores are strong and the state of the school is strong. The expansion is closer to reality. There are 3 goals listed in the report: 1. Academic rigor, look at in depth with assessments to judge learning with professional development for a deeper level of growth. 2. Student culture and 3. Faculty culture, the faculty retreat focused on culture. She is bringing back TA’s and new teachers receive training on culture. The first quarter observations focused on classroom management—looking at key areas, give specific feedback and coaching, and then look at check for understanding. The second quarter will focus on rigor and instruction. Mr. Butler took K-2 and Dr. Jefferies took 3-5 grades for observations, they meet together to see who needs help and to make suggestions. Then in second quarter, they will switch grades. Board member Huseh, thought it may be interesting to look at comparisons with this school and other Archways, other schools in radius and other schools with similar demographics. In regard to map testing, Dr. Jefferies noted they just completed map testing. In regard to the expansion, it is critical to maintain faculty/student culture, resolve car pool issues, look at operations, and curriculum. The school is meeting frequently with the Lead Office and conducting faculty advisory meetings. There are committees set up for carpool, lunch recess, and student readiness. Student ambassadors will be available to help new students. The school is looking at letter grade by state and AZ merit scores</p>	
---	--

November 9, 2017

Minutes

<p>and where to improve. Faculty completed comparison of the school’s writing program and standards to AZ Common Core writing standards. There are areas they are comfortable not addressing. Professional Development focuses on asking the right questions, teaching with the end in mind. In regard to practice reading and writing, teachers practiced with Greek myths. They desire to teach with a deeper understanding. The things that the Archways teach prepare them for Prep schools and college. The Board discussed with Dr. Jefferies concerns with traffic. She is seeking input. Board member, Mr. Kapadia stated that grants for 56<sup>th</sup> Street were approved, for the next 5 years there will be construction. The City will have a meeting the last Thursday in November seeking ideas and input. This will be referred to the GH Director of Facilities to discuss with city what Veritas needs. Dr. Jefferies will also observe Archway North Phoenix and its traffic pattern</p>	
--	--

**VI. Approval to Increase the Enrollment Cap to 750 Effective July 1, 2018**

<p>This is for three years. There are 540 students, the current cap is 600. This allows for increase.</p>	<p>Mr. Huseh made a motion that the board approve to increase the enrollment cap to 750 effective July 1, 2018, seconded by Mr. Fee, all in favor, none opposed, the motion carried at 12:05 p.m.</p>
---	---

**VII. Review and Approval of the 2018-19 School Year Calendar and Review of the 2019-20 School Year Calendar**

<p>School will start on Thursday next year for 2 days to prepare. A new holiday is added.</p>	<p>Mr. Dean made the motion that the board approve the 2018-19 School year calendar, seconded by Mr. Fee, all in favor, none opposed the</p>
---	--

November 9, 2017

Minutes

	motion carried at 12:09 p.m.
--	------------------------------

**VIII. Financial Report**

<p><b>a. Review of Audit Report to Board of Directors for Year Ended June 30, 2017:</b> Mr. Margison presented the audit. It is clean with no findings.</p> <p><b>b. Review of Year to Date Financial Highlights:</b> The Financials are on track, will catch up on Federal and State enrollment funding in next month.</p>	
---	--

**IX. Development Report**

<p>Ms. Marbach presented the development report. The school has reached 97% of pledged goal. \$32,000 behind in pledges collected. This year there are 39% of the Kindergarten families participating. This year they are focusing on giving and donor honoring the pledges. The 5 K race raised \$10,600 so far, 148 signed up, could go up to 300. Received grant of \$105,000 from AZSTA to refurbish fields.</p> <p>The current goal is appropriate for our community.</p>	
--	--

**X. Possible Executive Session**

None.	
-------	--

**XI. Leave Executive Session**

None	
------	--

November 9, 2017

Minutes

**XII. Possible Motions from Executive Session**

None		
------	--	--

**XIII. Announcements/Adjournment**

<p><b>Next Board Meeting:</b> 11:00 a.m. on Thursday February 8, 2018 at the Quayle Campus.</p> <p>Discussion on length of meetings and communication to the board. A revised calendar of Site Board meetings will be announced.</p>		<p>Mr. Denton adjourned the meeting at 12:18 p.m.</p>
--	--	---

  
\_\_\_\_\_

Submitted by Board Secretary, David Dean

Gena McFarland, Scribe-



## Arizona State Board for Charter Schools


### Occupancy Compliance Assurance and Understanding

The Arizona State Board for Charter Schools ("Board"), at a meeting held on November 21, 2017, approved a revised policy that requires new and existing charter holders to submit a copy of a valid Certificate of Occupancy and current Fire Marshal's Inspection Report for each location where educational services will be provided prior to the initiation of State equalization payments.

The Board will request that the Arizona Department of Education ("ADE") withhold State equalization assistance payments for 1) new charter schools that have signed a charter contract, 2) new schools under existing charter contracts, 3) schools under existing charter contracts moving from one location to another, and 4) new buildings/structures added to an existing school, until the school has submitted valid copies of the required Certificate of Occupancy and current Fire Marshal's Inspection Report for the new educational facility.

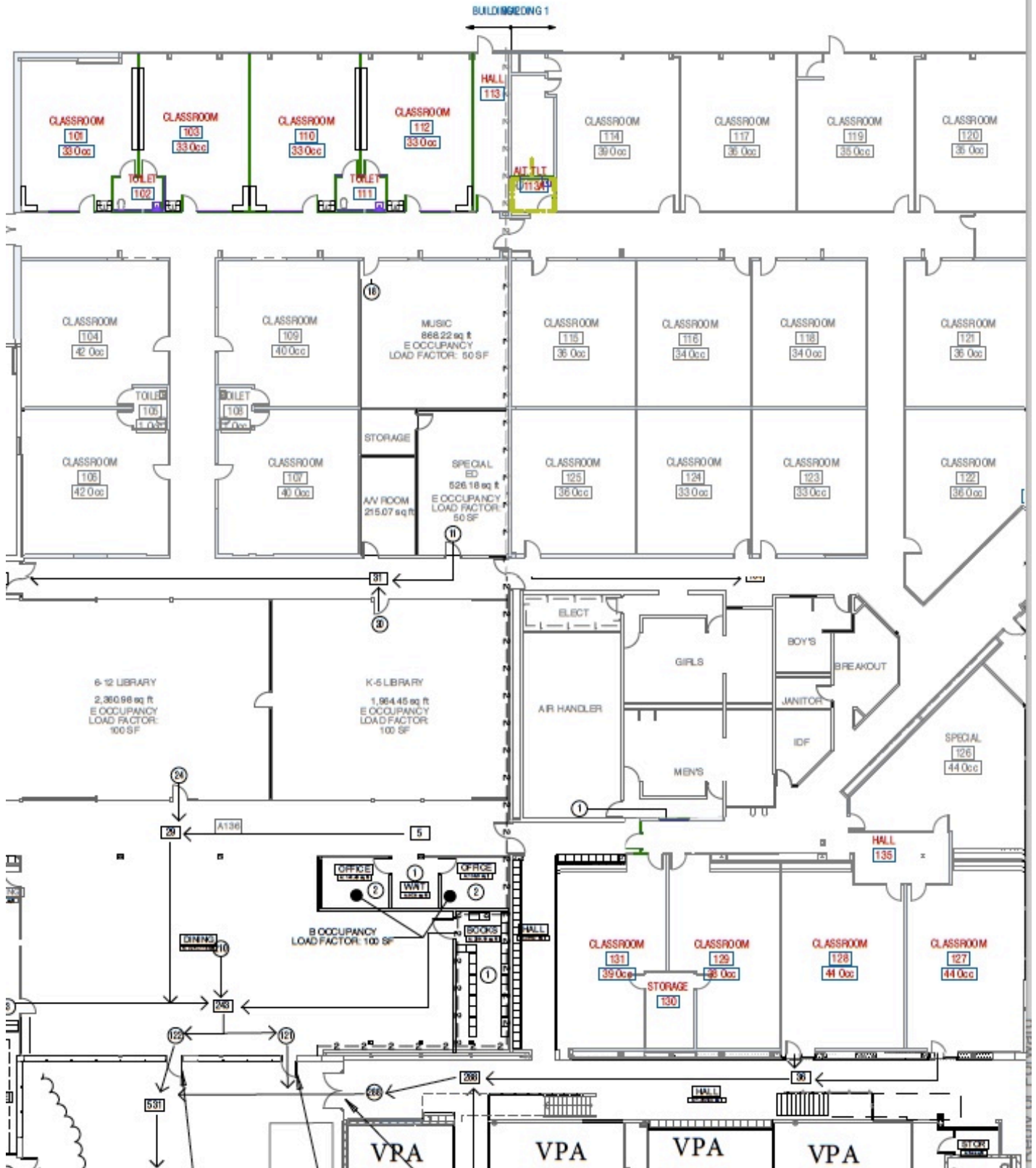
Once Board staff has verified that the appropriate documents for each school location have been received, the Board office will notify the Charter Holder and the ADE School Finance Unit's Charter School Payment Manager that the school is eligible for payment. The ADE School Finance Unit will mark the school eligible for payment and a payment will generate in the next payment cycle if all other requirements of ADE School Finance have been met. Schools eligible for payment by the 20<sup>th</sup> of any month will generate a payment for the next month's payment cycle. Schools marked eligible after the 20<sup>th</sup> of any month will not generate a payment in next month's payment cycle. No off-system payments will be made.

Charter Holder Information	
Name of Charter Holder Entity	Archway Classical Academy Veritas
School Location(s) for which the request applies	Great Hearts Academies - Archway Veritas

Signature
<p>By signing below, I understand the Board's policy and that I am required to submit an educational use Certificate of Occupancy and a current Fire Marshal's Inspection Report to the Board office for each school facility operated by the Charter Holder. These documents must be verified by Board staff prior to occupancy of the building and prior to receipt of equalization payments for students enrolled at this school.</p> <p>I acknowledge that if these documents are not submitted prior to occupancy, the school's opening date may be postponed and/or the Board may take action as allowed by statute and the charter contract.</p> <p>Charter Representative Signature: <u></u> Date: <u>3.6.18</u></p>







**Archway Veritas: 24 Classrooms, Special Room, SPED Room, Music Room, Art Room (not shown, capacity 25), K-5 Library = Total Occupancy 992**