

APPENDIX B  
REQUIRED  
DOCUMENTATION



# Scottsdale Country Day School

## Minutes of Meeting of the Board of Directors

**December 7, 2017 - 4:00 p.m.**

10460 North 56<sup>th</sup> Street, Scottsdale AZ 85253

Office of Steve Prahcharov

1. Call to order

The meeting of the SCDS Board of Directors was called to order at 4:02 p.m. by Board of Director Kathy Prahcharov.

2. Roll Call

Kathy Prahcharov took roll call with the following board members present: Steve Prahcharov, Kathy Prahcharov, Robert Hill (telephonically). Board member Mary Alpaugh was not present at the meeting. There were no members of the public.

3. Approval of Agenda

Steve Prahcharov moved to approve the agenda of the Board of Directors; seconded by Robert Hill. The motion passed unanimously.

4. Approval of Minutes

Steve Prahcharov moved to approve the minutes for the 10.03.17 meeting of the Board of Directors; seconded by Robert Hill. The motion passed unanimously.

5. Limited Call to Public

There were no members of the public.

6. President Report

There were no items to report.

7. Headmasters Report

a. 5 Year Charter Board Review

Steve Prahcharov reported that the 5 year charter board review was held on November 9, 2017. The board review went great and the only item that SCDS has to change is the grade level served to KG-7<sup>th</sup> grade which reflects the actual grades served this school year. This is a voting agenda item for today's meeting. Robert Hill congratulated the SCDS team. Report stands as is, no vote necessary.

b. FSY18 enrollment update

Steve Prahcharov reported that SCDS enrollment at the time of the meeting for FSY18 was at 173 students plus one new student starting in January. Students in each grade are KG 40, 1<sup>st</sup>-38, 2<sup>nd</sup> – 20, 3<sup>rd</sup>- 19, 4<sup>th</sup> – 20, 5<sup>th</sup> - 17, 6/7<sup>th</sup> – 19. Report stands as is, no vote necessary.

8. Financial Report

a. Notice of \$4,250.00 payment for sharp boards, no outstanding balance

Kathy Prahcharov reported that there is no outstanding balance due for the sharp board purchase. Report stands as is, no vote necessary.

b. Notice of \$12,00.00 purchase for uniforms and TC items

Kathy Prahcharov reported that \$12,584.08 in purchase authorization were made for uniforms and tax credit products with the SCDS logo. Robert mentioned a typo in the agenda item should read \$12,000.00. Kathy Prahcharov confirmed the typo. Report stands as is, no vote necessary.

c. FSY17 Audit

Kathy Prahcharov reported that the annual audit was held on November 6, 2017. The audit went great and there were no significant findings, only a few discrepancies in the sample student data surveyed. Steve Prahcharov congratulated the SCDS team on a good audit. Report stands as is, no vote necessary.

d. P&L

Steve Prahcharov reported that the first and second quarter of the school year was top heavy with large payments such as curriculum and insurance policies. Accounting is working on creating a year to date report. Steve Prahcharov expects a break even in January. Report stands as is, no vote necessary.



# Scottsdale Country Day School

## 9. Discussion and Action Items

### a. Grade level change KG-7 for FSY18

Steve Prahcharov recommended approving a grade level change to KG-7 for FSY18. During discussion, Steve mentioned that the grade level actually served should be reflected per the charter board review. Kathy Prahcharov moved to approve the recommendation made by Steve Prahcharov to submit a grade level change to KG-7 for FSY18. Robert Hill seconded. The motion passed unanimously.

### b. Grade level change KG-8 for FSY19

Steve Prahcharov recommended approving a grade level change to KG-8 for FSY19. Kathy Prahcharov moved to approve the recommendation made by Steve Prahcharov to submit a grade level change to KG-8 for FSY19. Robert Hill seconded. The motion passed unanimously.

### c. FSY18/19 Calendar

Steve Prahcharov recommended approving the 2018-19 school year calendar. During discussion, Steve mentioned that the calendar closely follows the SUSD calendar. Kathy Prahcharov moved to approve the recommendation made by Steve Prahcharov. Robert Hill seconded. The motion passed unanimously.

### d. CBI Lease Agreement

Steve Prahcharov recommended approving the FSY 2019-20 lease agreement. During discussion, Steve mentioned that this is the final year of the current lease agreement. In the new lease agreement, the monthly rate would be \$13,750 and is dependent on enrollment on a scale level. The security fee would increase \$250 per month to \$750 a month with another \$250 increase for the second year to \$1,000 a month. There is an option for a third year extension. Kathy Prahcharov moved to approve the recommendation made by Steve Prahcharov. Robert Hill seconded. The motion passed unanimously.

### e. 401K contribution for SCDS staff

Kathy Prahcharov recommended tabling this agenda item until February's board meeting due to unknown revenues and expenses at this time. Steve Prahcharov moved to approve the recommendation of tabling the agenda item. Robert Hill seconded. The motion passed unanimously.

### f. Enrollment Cap Increase from 220 to 260

Steve Prahcharov recommended an enrollment cap increase from 220 to 260. During discussion, Steve mentioned that the facility could accommodate the 260 cap. In FSY19 enrollment is anticipated to reach the 220 current cap with the addition of two classes. Robert Hill moved to approve the recommendation made by Steve Prahcharov to increase the enrollment cap from 220 to 260. Kathy Prahcharov seconded. The motion passed unanimously.

### g. Key man insurance policy for Steve and Kathy Prahcharov

Kathy Prahcharov recommended a key man insurance policy for Steve and Kathy Prahcharov in the amount of \$500,000.00 per person with the benefactor being the charter. During discussion, Kathy Prahcharov mentioned that the monthly rate would be approximately \$100 to insure both. This would be payable by SCDS. Robert Hill asked what the money would be used for. Steve Prahcharov stated that the money could help hire top management to replace the key member as well as money to buffer any unexpected financial changes during the transition such as a decrease in enrollment. Steve Prahcharov moved to approve the recommendation made by Kathy Prahcharov. Robert Hill seconded. The motion passed unanimously.

### h. SCDS Mailing and Physical Address with Charter

Steve Prahcharov recommended changing the SCDS contact information filed with the charter board to reflect the school facility information. During discussion, Kathy Prahcharov noted that the changes would include mailing and physical address along with any additional contact information such as telephone and fax number. Kathy Prahcharov motioned to approve the recommendation of changing the SCDS contact information with the charter board, including mailing and physical address and any telephone or fax number listed. Robert Hill seconded the motion. The motion passed unanimously.



# Scottsdale Country Day School

## i. Revised FSY18 contract for Youblinka Hartley

Steve recommended a new contract for Youblinka Hartley for the remainder of FSY18. During discussion, Steve Prahcharov stated that Ms. Hartley has been an important member of the office team and often works on projects beyond the scope of daily office tasks. Robert Hill noted a concern in having a new contract that does not outline the scope of her work which supports the increase in salary. Robert Hill also noted a concern in creating a base level for future candidates for that position. Steve Prahcharov recommended approving a new contract, in addition to the current contract, with a salary in the amount of \$6,552 from Dec 2017 thru July 2018 for the technology support she provides. Kathy Prahcharov motioned to approve the recommendation for a new contract, in addition to the current contract, with a salary in the amount of \$6,552 from Dec 2017 thru July 2018 for the technology support that Ms. Youblinka Hartley provides. Robert Hill seconded the motion. The motion passed unanimously.

## j. FSY18/19 Staff Contracts

- i. Erin Stanek
- ii. Amberlie Soderberg
- iii. Isabela Martinet
- iv. Erin Sandler

Steve Prahcharov recommended approving contracts for Erin Stanek, Amberlie Soderberg, Isabela Martinet and Erin Sandler for the FSY19 school year. Robert Hill moved to approve the recommendation which was seconded by Kathy Prahcharov. The motion passed unanimously.

## v. Reed Puterbaugh

Steve Prahcharov recommended approving a contract for Reed Puterbaugh for the FSY19 school year. During discussion Steve Prahcharov mentioned that Mr. Puterbaugh had taught a lesson to the 6/7 grade students and was a strong candidate for the subject areas he teaches. Robert Hill asked if there are any possible conflicts. Steve Prahcharov stated that his interactions with Mr. Puterbaugh during various school functions showed him to be an experienced and professional teacher with a passion for teaching. Kathy Prahcharov moved to approve the recommendation which was seconded by Robert Hill. The motion passed unanimously.

## 10. Announcements/Adjournment

- a. Scheduled board meeting date February 13, 2018 at 4 p.m.

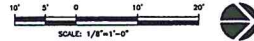
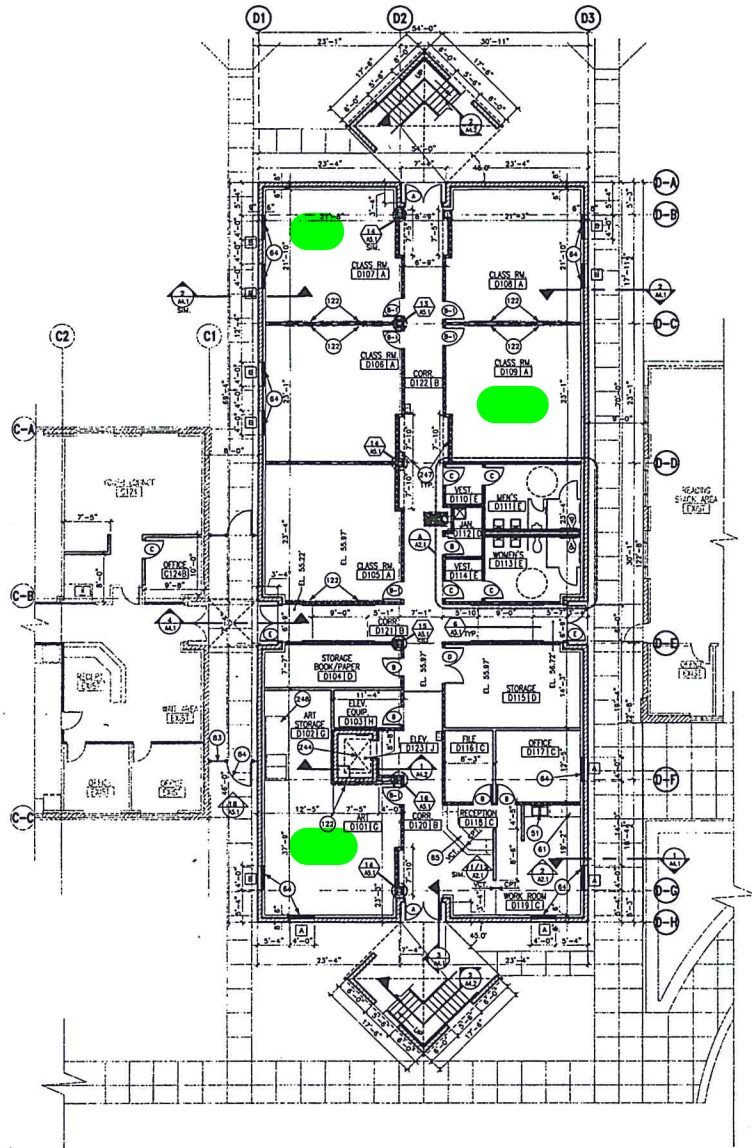
Kathy Prahcharov moved to adjourn the meeting; which was seconded by Steve Prahcharov. Motion passed unanimously. The meeting was adjourned at 4:36 p.m.

Minutes prepared by:

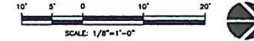
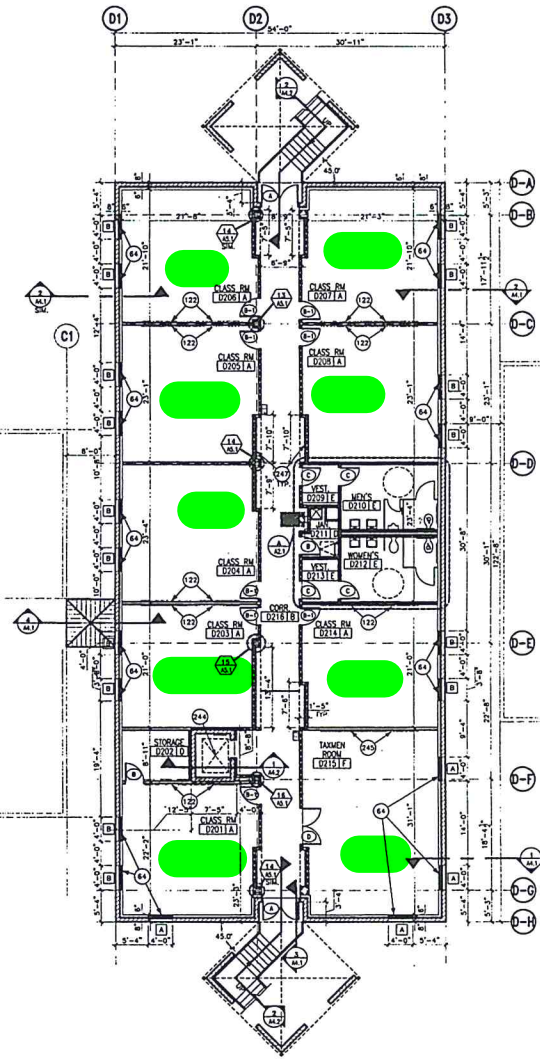
\_\_\_\_\_  
Kathy Prahcharov

Date Posted: \_\_12/07/17\_\_ Time Posted: \_\_5:21pm\_\_\_\_\_  
Posted By: Kathy Prahcharov, Director of Operations, SCDS

Bldg 4



**FIRST FLOOR PLAN**  
SCALE: 1/8"=1'-0"



**SECOND FLOOR PLAN**  
SCALE: 1/8"=1'-0"

**KEYNOTES**

33. STANDING SEAM METAL ROOF SYSTEM OVER FELT PAPER OVER 1/2" DOGS DECK ROOF BOARD OVER 1-1/2" CALKED METAL DECK. LA. WATER, CLASS A.
34. CLASS "C" BUILD-UP ROOF OVER 1/2" DOGS DECK ROOF BOARD. LA. WATER.
35. 2" x 2" x 3/4" ROOF TRUSS.
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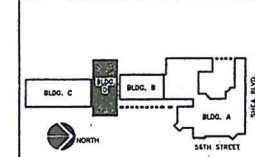
**GENERAL NOTES**

1. EXIST DOORS SHALL BE OPERABLE FROM THE INSIDE WITHOUT USE OF KEY, SPECIAL KNOWLEDGE OR EFFORT.
2. ALL DOORS SHALL BE OPERABLE FROM INSIDE WITH 3 POINTS OF FORCE.
3. MAXIMUM OF 1/2" VERTICAL DROP AT DOORWAYS.
4. ALL WORK SHALL COMPLY WITH THE STATE OF ARIZONA STATUTES AND CITY OF PHOENIX ORDINANCES PERTAINING TO ACCESSIBILITY.
5. REFER TO SHEET A2.2 FOR LA. RATED DESIGN OF WALLS, ROOF/CEILING ETC.

**WALL LEGEND**

- W1 EXTERIOR WALL - C.M.U. WALL WITH FINISH ON INTERIOR. SEE WALL SECTIONS FOR MOUF.
- W2 (1-HOUR WALL) EXTERIOR/INTERIOR WALL - C.M.U. WALL WITHOUT FINISH. SEE WALL SECTIONS FOR MOUF. REFER TO STRUCTURAL FOR MOUF. U/LJ U905 (2-HR LA. DESIGN)
- W3 (1-HOUR WALL) 3-5/8" METAL STUDS WITH 5/8" TYPE "2" CYPRUS BOARD BOTH SIDES. TERMINATE WALL AT BOTTOM OF STRUCTURE. U/LJ U905 (2-HR LA. DESIGN)
- W4 3-5/8" METAL STUDS WITH 5/8" TYPE "2" CYPRUS BOARD BOTH SIDES. TERMINATE WALL AT BOTTOM OF STRUCTURE W/ 3-1/2" SOUND BATT INSULATION.
- W5 3-5/8" METAL STUDS WITH 5/8" TYPE "2" CYPRUS BOARD ONE SIDE AND WATER RESISTANT CYPRUS BOARD ON THE OTHER SIDE. TERMINATE WALL AT BOTTOM OF STRUCTURE. (WALLS IN RESTROOM TO RESTROOM WALLS ONLY.) U/LJ U905
- W6 1" METAL STUDS WITH 5/8" TYPE "2" CYPRUS BOARD ONE SIDE AND WATER RESISTANT CYPRUS BOARD ON THE OTHER SIDE. TERMINATE WALL AT BOTTOM OF STRUCTURE. (WALLS IN RESTROOM TO RESTROOM WALLS ONLY.) U/LJ U905
- W7 (1-HOUR WALL) 3-5/8" METAL STUDS WITH 5/8" TYPE "2" CYPRUS BOARD ONE SIDE AND 5/8" WATER RESISTANT TYPE "2" CYPRUS BOARD ON THE OTHER SIDE. TERMINATE WALL AT BOTTOM OF STRUCTURE. (WALLS IN RESTROOM TO RESTROOM WALLS ONLY.) U/LJ U905
- W8 (1-HOUR WALL) 1" METAL STUDS WITH 5/8" TYPE "2" CYPRUS BOARD ONE SIDE AND 5/8" WATER RESISTANT TYPE "2" CYPRUS BOARD ON THE OTHER SIDE. TERMINATE WALL AT BOTTOM OF STRUCTURE. (WALLS IN RESTROOM TO RESTROOM WALLS ONLY.) U/LJ U905
- W9 (1-HOUR WALL) INTERIOR WALL - C.M.U. WALL WITH FINISH ON BOTH SIDES. TERMINATE WALL AT BOTTOM OF STRUCTURE. U/LJ U905 (2-HR LA. DESIGN)
- W10 3-5/8" METAL STUDS WITH 5/8" TYPE "2" CYPRUS BOARD BOTH SIDES. TERMINATE WALL AT BOTTOM OF STRUCTURE.

**KEY PLAN**



REVISION	DATE

**Deutch Associates**  
2575 N. 44th St., Suite 100, Phoenix, Arizona 85018 (602) 264-4429



**TEMPLE BETH ISRAEL**  
S.W. CORNER OF 56TH STREET & SHEA - PHOENIX, ARIZONA 85253 - (602) 264-4429

FILE: A1-1  
C.D./P.M./R.P.  
DATE: 10/28/97  
AS SHOWN  
787 NUMBER  
95178.40 "D"

TITLE: BUILDING "D" FIRST & SECOND FLOOR PLAN  
**A1.1**



City of Phoenix

# CERTIFICATE OF OCCUPANCY

**MAIL TO: THE**  
**WEITZ COMPANY L L C**  
**2111 E HIGHLAND AVE SUITE # 400**  
**PHOENIX, AZ 85016**

Issuance of this Certificate of Occupancy indicates the following described building, or portion of a building, has been inspected and been found to be in substantial compliance with applicable city codes and ordinances for the hereby authorized use and occupancy. No change in use, occupancy, or of use is allowed without obtaining a new Certificate of Occupancy. This building shall be maintained in a safe and sanitary condition. All devices, safeguards and exit facilities shall be maintained in good working order. This Certificate of Occupancy shall be void if any requirement, condition or stipulation of Certificate of Occupancy or of the authorizing permits is violated. This Certificate of Occupancy is to be kept on the subject property, and is required to be posted for public information if so ordered by the building official.

**SUBJECT ADDRESS:** 10460 N 56TH ST  
**OWNER:** CONGREGATION BETH ISRAEL OF PHOENIX ARIZ  
 14060 N 56TH ST  
 SCOTTSDALE, AZ 85254

**CERTIFICATE #:** 0609965                      **BUILDING PERMIT:** BLD 98004402  
**ISSUED:** 23-AUG-2006                      **PERMIT DESC:**  
**PROJECT:** TEMPLE -

**FLOOR AREA:** 13,892  
**AUTHORIZED USE AND OCCUPANCY:** E-1/B

pbcp0101 rev 1.1 W

**PROJECT NAME:** TEMPLE BETH ISRAEL BLDG D      **SITE#:**P96149PH2 (MOO)      **LOG#:**LPHN 9702707  
**Y:**SITE INSP      **PN#:**45425

**Y:**SPRINKLERS      **Y:**FIRE ALARM      **Y:**EMERGENCY LIGHTING REQUIRED  
**Y:**DEFERRED SUBMITTAL - PREFAB STEEL JOISTS  
**Y:**SPRC per PCC SEC. 1701 - CONCRETE, REINFORCING STEEL, BOLTS IN CONCRETE, STRUCTURAL WELDING, STRUCTURAL MASONRY, EPOXY AND ADHESIVE ANCHORS, AND SPECIAL GRADING, EXCAVATION AND FILLING, **N:**STR. SEC. 1702  
**N:**ELEC PCC SEC. 2702      **N:**ELEC OBS PCC SEC. 2703  
**WATER METERS:** existing 3"      **Y:**SECONDARY BACKFLOW      **Y:**ELEVATOR  
**STAFF ID:** DGA      **JOB CONTACT NAME:** DAVID CALCATERRA      **PHONE:**840-6646

**SCOPE OF WORK:** BLD PLMB MECH ELEC PPC SITE TRAF PRD

**DESCRIPTION OF WORK:** NEW TWO STORY RELIGIOUS SCHOOL CLASSROOMS W/ FIRST FLOOR OFFICES & ELEVATOR. CONSTRUCTED OF CMU EXTERIOR WALLS, STEEL JOIST FRAMED ROOF, CONCRETE-OVER STEEL DECK WITH STEEL FLOOR JOISTS, AND SPREAD CONCRETE FOUNDATIONS. (SPRINKLERS USED IN LIEU OF 1HR CONST. PER UBC 508)

**ZONING:**RE-43



Environmental Services  
Department

Special Conditions:

Permit Owner:  
Scottsdale Country Day School

10460 N 56th St  
Scottsdale AZ 85018

## PERMIT TO OPERATE

This permit is not transferable and must be placed in a conspicuous place.  
A copy of the most recent inspection report for this establishment is available upon request.



Permit Type: School Grounds  
Class: NF  
Permit Number: NF-02448  
Expiration Date: 06/30/2018  
Notes:

Premises:  
Scottsdale Country Day School  
10460 N 56th St  
Scottsdale, AZ 85253

Please contact the Department prior to making any changes to the operation including ownership,  
[esd.maricopa.gov](http://esd.maricopa.gov)

NON-TRANSFERABLE AND NON-REFUNDABLE