

APPENDIX B
REQUIRED DOCUMENTATION



HERITAGE ACADEMY
"Building America's Heroes, Together"
32 S. Center, Mesa, AZ 85210

Heritage Academy Queen Creek, Inc.
Governing Board Minutes
October 4, 2018

Board members attending: Chair - Jared Taylor, Clerk-Kathleen Lopez; Amanda Smith via telephone; Absent: Beth Cowles, Mark Anderson

Meeting called to order at 9:22 AM

1. Approve grade roll-down to add 6th grade to the school.
2. Approve enrollment cap increase to 750 to accommodate the additional students from the new grade level added to the school.
3. Approve updated policy on tardies: Punctuality is one of the self-disciplines scholars are encouraged to learn and practice. Scholars are expected to be on time for class throughout the year. Tardiness is a failure to appear on time and is considered a form of absence. Without exception, scholars are to be in the classroom, sitting in their seat when the final bell rings. Principals of each campus have the right to determine the best practice to enforce this policy.
4. Approve updated policy on Parent/Teacher and Parent/Admin Conferences: All parent -teacher/parent-admin conferences are limited to the parent/guardian, the student, and teachers/school staff attendance only.

Chair asked for any additional discussion on the agenda items and no attendees had any further questions or discussion. Chair called for an acclamation to approve agenda items 1-4. Motion made by Kathleen Lopez and seconded by Jared Taylor. Vote to approve was unanimous 3-0, with Jared Taylor, Kathleen Lopez and Amanda Smith voting in favor of the motion. Mark Anderson and Beth Cowles did not vote as they were not in attendance at the meeting

Meeting was adjourned at 9:27 am.

Dated this 4th day of October 2018.


Jared Taylor, Chairman



HERITAGE ACADEMY

"Building America's Heroes"

32 S. Center, Mesa, AZ 85210

Notice of Public Meeting of the Heritage Academy Queen Creek, Inc. Governing Board

Pursuant to A.R.S. & 38-431.02, notice is hereby given to the Heritage Academy Queen Creek, Inc. Governing Board and to the general public that the Heritage Academy Queen Creek, Inc. Governing Board will hold a board meeting open to the public at 9:15 am on Thursday, October 4, 2018, at 32 S. Center, Mesa, AZ 85210.

The agenda for the governing board meeting is as follows:

1. Approve grade roll-down to add 6th grade to the school.
2. Approve enrollment cap increase to 750 to accommodate the additional students from the new grade level added to the school.
3. Approve updated policy on tardies: Punctuality is one of the self-disciplines scholars are encouraged to learn and practice. Scholars are expected to be on time for class throughout the year. Tardiness is a failure to appear on time and is considered a form of absence. Without exception, scholars are to be in the classroom, sitting in their seat when the final bell rings. Principals of each campus have the right to determine the best practice to enforce this policy.
4. Approve updated policy on Parent/Teacher and Parent/Admin Conferences: All parent -teacher/parent-admin conferences are limited to the parent/guardian, the student, and teachers/school staff attendance only.

It may be necessary to have a telephone hook-up with one of the board members to form a quorum at this meeting.

A copy of the agenda for the meeting will be available on the front window of the building at 19705 E Germann Rd, Queen Creek, AZ, at least twenty-four hours in advance of the meeting.

This notice was posted on the front window of the building at 19705 E Germann Rd, Queen Creek, AZ, on Wednesday, October 3, 2018.

Dated this _____ day of _____, 2018.

HERITAGE ACADEMY

Jared Taylor, Director

Persons with a disability may request a reasonable accommodation, such as a sign language interpreter, by contacting Lindsey Crosland, 480-969-5641. Requests should be made as early as possible to arrange the accommodation.

Queen Creek Fire Department

Fire Prevention Bureau

22350 S. Ellsworth Rd.

480-358-3028

Violation Notice (Modified)

Tuesday November 14, 2017

Heritage Academy
19705 E GERMANN RD
Queen Creek, AZ 85242

605.5 Extension cords.

0 1

Recheck violation record auto-generated from inspection on < Unknown Date >. Extension cords and flexible cords shall not be a substitute for permanent wiring. Extension cords and flexible cords shall not be affixed to structures, extended through walls, ceilings or floors, or under doors or floor coverings, nor shall such cords be subject to environmental damage or physical impact. Extension cords shall be used only with portable appliances.

Remove extension cord in room 400.

Repaired 11/08/2017

605.4.2 Power supply.

0 1

Recheck violation record auto-generated from inspection on < Unknown Date >. Relocatable power taps shall be directly connected to a permanently installed receptacle.

Power strip daisy changed in registrar's office. Remove.

Repaired 11/08/2017

407.2 Material Safety Data Sheets.

0 2

Recheck violation record auto-generated from inspection on < Unknown Date >. Material Safety Data Sheets (MSDS) for all hazardous materials shall be either readily available on the premises as a paper copy, or where approved, shall be permitted to be readily retrievable by electronic access.

SDS books to be put in rooms 300 and 400.

Repaired 11/08/2017

By email

Ford, Theodore

x *Bonnie Allard*

Occupant/Owner

Queen Creek Fire Department

Fire Prevention Bureau

22350 S. Ellsworth Rd.

480-358-3028

Violation Notice (Modified)

Tuesday November 14, 2017

Heritage Academy
19705 E GERMANN RD
Queen Creek, AZ 85242

An inspection of your facility on Wednesday November 8, 2017 revealed the violations listed below.

ORDER TO COMPLY: Since these conditions are contrary to law, you must correct them upon receipt of this notice. An inspection to determine compliance with this Notice will be conducted on Tuesday November 7, 2017 at 09:00:00

If you fail to comply with this notice before the reinspection date listed, you may be liable for the penalties provided for by law for such violations.

Violation Code	Article	Division	Page	Count
503.3 Marking.			0	1

Recheck violation record auto-generated from inspection on < Unknown Date >. Recheck violation record auto-generated from inspection on 10/17/2017. Where required by the fire code official, approved signs or other approved notices or markings that include the words NO PARKING-FIRE LANE shall be provided for fire apparatus access roads to identify such roads or prohibit the obstruction thereof. The means by which fire lanes are designated shall be maintained in a clean and legible condition at all times and be replaced or repaired when necessary to provide adequate visibility.

Fire lanes require re painting.

Repaired 11/08/2017

604.5.2 Power test.			0	1
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Recheck violation record auto-generated from inspection on < Unknown Date >. For battery-powered emergency lighting, a power test of the emergency lighting equipment shall be completed annually. The power test shall operate the emergency lighting for a minimum of 90 minutes and shall remain sufficiently illuminated for the duration of the test.

Replace or repair exterior emergency light at west door.


Repaired 11/08/2017

CERTIFICATE OF OCCUPANCY

Town of Queen Creek

This certificate is issued to certify that the described structure has been inspected for compliance with the requirements of the Town of Queen Creek Building Codes for the occupancy and use for which the proposed occupancy is classified.

<u>Issuance Date:</u>	9/25/2014	<u>Occupant Load:</u>	963
<u>Permit No:</u>	2014000533	<u>Occupancy Class\Use:</u>	E - EDUCATIONAL
<u>Address:</u>	19705 E GERMANN RD	<u>Construction Type:</u>	IIA
<u>Permit Description:</u>	EDUCATIONAL	<u>Sprinklers Provided:</u>	YES
<u>Code Edition:</u>	IBC 2012	<u>Sprinklers Required:</u>	YES



Building Official
9/25/2014

Date

ALL COMMERCIAL ESTABLISHMENTS SHALL POST THIS CERTIFICATE OF OCCUPANCY IN A CONSPICUOUS PLACE

Wade Melchin <wmelchin@heritageacademyaz.com>

Heritage Academy Queen Creek (Gateway Campus)

1 message

Theodore Ford <theodore.ford@queencreek.org>
To: wmelchin@heritageacademyaz.com

Tue, Oct 30, 2018 at 4:49 PM

Wade Nelson and to whom it may concern,

Heritage Academy, located at [19705 E. Germann Road](#) in Queen Creek, has received annual fire inspections from the Queen Creek Fire and Medical Department since the day the school was opened for classes. While minor violations were found, those violations were corrected within the two-week time allotment given to the school.

This school is a safe and approved as an educational institution.

Please feel free in contacting me with any additional questions.

Cordially,

Ted Ford

Theodore Ford / Fire Marshal / Queen Creek Fire & Medical Department / Town of Queen Creek / phone: [480-358-3371](tel:480-358-3371) / cell: 480-510-9259 / fax: [480-358-3133](tel:480-358-3133) / e-mail: theodore.ford@queencreek.org / [22358 S. Ellsworth Road, Queen Creek, AZ 85142](#) / www.queencreek.org
Office hours: Monday – Thursday, 7 a.m. – 6 p.m., closed on Fridays

PHOENIX BUSINESS JOURNAL



2017 BEST PLACES TO WORK

#9 Town of Queen Creek

Midsized Company

*The Town is proud to be recognized for the **third consecutive year**.*

E-mails generated by council members, members of Town commissions and committees and by staff and that pertain to Town business are public records. These e-mails are preserved as required by law and generally are available for public inspection. E-mail correspondence is regularly reviewed by members of the public, media outlets and reporters. To ensure compliance with the Open Meeting Law, members of the Town Council, Commissions and Committees should not forward or copy e-mail correspondence to other members of the Council, boards or commissions and should not use reply all when responding to this message. Any

10/30/2018

Heritage Academy Mail - Heritage Academy Queen Creek (Gateway Campus)

questions should be directed to the Town Attorney: (602) 285-5000.