

**Board Meeting of the Online School of Arizona
Board of Directors**

BOARD MEETING MINUTES

Date: Monday, May 15, 2023
Time: 10:08 AM Arizona Time
Location: To be conducted via Zoom conference

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Item 1: Call to Order / Roll Call

Erin Albert, Board President called the meeting to order.

Board Member	Present	Absent
Erin Albert - President	Present	
Laura Hatton – Vice President/Treasurer		Absent
Paul Mendoza – Secretary	Present	

Others present: Mitch Horlick, Travis Gostineger, Michael Mania and Cozette Moore

Item 2: Pledge of Allegiance

Erin Albert, Board President recited the Pledge of Allegiance follows:

"I pledge allegiance to the Flag of the United States of America, and to the Republic for which it stands, one Nation under God, indivisible, with liberty and justice for all."

Item 3: Statement of Purpose

Erin Albert, Board President recited the Statement of Purpose as follows:

“This meeting is a meeting of the Board of Education in public for the purpose of conducting the Academy’s business and is not to be considered a public community meeting. There is a time for public participation during the meeting as indicated in the agenda.”

Item 4: Regular Business

- Approval of the Agenda

Erin Albert called for approval of the Agenda. Erin Albert made a motion to approve the agenda. Motion was seconded by Paul Mendoza, Board Secretary. Ayes – all. Nays none. Motion carried.

- Approval of the **January 25, 2023** Minutes

Erin Albert called for a motion to approve the January 25, 2023 Meeting minutes from the January Board Meeting. Erin Albert made a motion to approve the minutes as submitted. Motion was seconded by Paul Mendoza, Board Secretary. Ayes – all; Nays none. Motion carried.

- Approval of the **February 22, 2023** Minutes

Erin Albert called for a motion to approve the February 22, 2023 Meeting minutes from the February Board Meeting. Erin Albert made a motion to approve the minutes as submitted. Motion was seconded by Paul Mendoza, Board Secretary. Ayes – all; Nays-none. Motion carried.

- Public Comments on Agenda Items

Erin Albert called for Public Comments on Agenda Items. No persons present at meeting for comment.

Item 5: Leadership Update

- Enrollment and Academic Update

Erin Albert called upon Mitch Horlick for the Enrollment and Academic Update.

Mitch Horlick updated the Board on how OSA is approaching the upcoming school year. There is a new program that has been launched called P-TECH (Pathways in Technology in Early College High School. They have made a partnership with Arizona State University. Incoming Freshman are going to have the ability to take concurrent courses for high school credit and college credit as well and will have the ability to get an Associate's Degree by the time they graduate high school. Exciting for incoming freshman and will still be able to accommodate sophomores and juniors as well. They can get up to 60 hours of tuition free college credit. The technology part of it, not everyone wants to go to college and they have an agreement with Google to offer Google certifications as electives and making partnerships with corporations for graduates to get internships for jobs. This upcoming year we will have P-TECH Pathfinders that will be helping with course load to help teachers for general classes and credit recovery for teachers to teach and have more support.

Enrollment: Mitch Horlick informed the Board there is a real opportunity because of the partnership with PTAA. PTAA has approximately (40) 8th graders that need to go somewhere next year and we have gotten (6) six students to sign up for next year from PTAA because of the P-TECH program. They can come in to the brick and mortar school and take advantage of the online capabilities.

- Next school year update

Paul Mendoza asked for an update on the Glendale location as far as what the current plan is. He stated he has talked with Lease company and there is an LOI for a sub-lease. Mitch Horlick stated he did secure an LOI the prior week the process is ongoing. He still needs final approval from the owner in Florida.

Item 6: Board Strategy and Planning

- Approval of Updated budget

Erin Albert called upon Michael Mania, Accounting Consultant regarding the updated budget.

Michael Mania presented to the Board what is to be done with the revised budget every year is if there is even one student less than what was originally had listed for our proposed and adopted budget in July, we are required by law to submit a revised budget by today, the 15th. The big change is 75 students are budgeted and there are currently 30 students for the year. That is almost double last year enrollment, which is a big improvement for any school or any size. First big change is original revenues were proposed at a little over \$733,000. The majority of that was state funding and that state funding was adjusted down to \$284,000 giving a total of \$294,000. On Page 1, the vast majority of changes was reducing expenses to match where current expenses are. We are budgeted for a loss based on actual expenses year to date. Plans for growth moving forward will shore the gap up for the future. Page 2 is the same to match anticipated funding to current enrollment. Page 3 is relative for classroom site fund which is student population based and that has been adjusted as well. Page 4 is still blank – it does not apply to anything OSA.

Paul Mendoza asked Michael Mania if enrollment picks up in the next month or so does the budget have to be readjusted every time someone enrolls by quarter, semester or year? Michael Mania answered the State recommends you adjust regularly if you have large changes in enrollment. The vast majority of OSA is online, the 100th day is a rolling target and we try to wait as long as possible to make sure as many of those instructional minutes are in as possible before submitting. We will incorporate a lot of the information from this revised budget into next year's budget adjusting for what our individual student revenues will be based on the projections for next year's enrollment.

Michael Mania adjusted the school officials that will be signing the contact sheets. He copied over from the proposed and adopted budgets. If they need to change, please send Michael Mania a list of the changes. No further comments

Erin Albert made a motion to approve the updated budget as presented. Motion was seconded by Paul Mendoza. Ayes – all; Nays – none. Motion carried.

- Discussion on Partnership

Erin Albert called upon Travis Gostineger for discussion on Partnership Agreement. Travis Gostineger stated this agreement is between PTAA and their K-8 school and OSA as the High School. This is formalizing the discussions over the last several months between both schools and how they will work together. Both parties recognize the benefits of collaborating and partnering together and will expand educational opportunities. The agreement details what the mutual benefits will be for both organizations. He is requesting approval of the Partnership Agreement.

- Approval of Partnership

Erin Albert made a motion to approve the Partnership Agreement and move forward with execution. Paul Mendoza seconded the motion. Ayes – all. Nays – None. Motion carried.

- Approval of Sublease

Travis Gostineger presented the PTAA Arizona and OSA Lease Agreement. OSA will be able to use space in their K-8 facility. There are four classrooms and a common area being used. The lease starts July 1, 2023. Term commences July 1, 2023 and shall continue initial term until June 30, 2024 and shall renew for successive one-year terms. For non-renewal there needs to be a 90-day prior notice. Rent for first year is \$1.00 for the school and every year after is \$5,000.00 for the rent of the space. Subsequent renewal to terms the monthly rent shall be increased by 3% over the preceding renewal year. This would take into consideration using that space and also the Glendale space would be sublet to a different organization.

Erin Albert made a motion to approve the Sublease and move forward with execution. Paul Mendoza seconded the motion. Ayes – all. Nays – None. Motion carried.

- Approval of Whistleblower Policy

Travis Gostineger presented the Whistleblower Policy to the Board. This is a required policy. The purpose of this policy is to encourage and enable employees, students, parents and other stakeholders to raise concerns about suspected misconduct, illegal activities and unethical behavior within the school without fear of retaliation should there be an issue.

Erin Albert made a motion to approve the Whistleblower Policy as shown. Paul Mendoza seconded the motion. Ayes – all. Nays – None. Motion carried to approve the Whistleblower Policy. Ayes – all. Nays – none. Motion carried.

- Approval of Conflict of Interest

Travis Gostineger stated that the Board already has an established Conflict of Interest Policy that has been reviewed and approved at an earlier date. No motion made and moving to next item.

- Approval of Disposition of Assets

Travis Gostineger presented to Board the Policy and Procedure of what happens to OSA equipment.

Erin Albert made a motion to approve the Disposition of Assets document as presented. Paul Mendoza seconded the motion. Ayes – all. Nays – None. Motion carried

Item 7: Public Comments on Non-Agenda Items

No persons present for Public Comments.

Item 8: Adjournment

Erin Albert made a motion to adjourn Board Meeting. Paul Mendoza seconded the motion. Ayes – all. Nays – None. Motion carried

Meeting adjourned at 10:47 a.m. Arizona Time