

# Minutes

## The Meeting of the Online School of Arizona Board of Directors

Wednesday, April 28, 2021

6:00 pm MST

To be conducted via Zoom conference.

### Item 1: Call to Order / Roll Call

*The Board meeting for the Online School of Arizona was called to order by president, Erin Albert, at 6:09 pm MST*

Erin Albert *Present*

Laura Hatton *Present*

Paul Mendoza *Present*

### Item 2: Pledge of Allegiance

*The Pledge of Allegiance was recited by Erin Albert, President*

"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

*The purpose of the meeting was read by Erin Albert, President*

"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 made a motion to approve the agenda as presented.*

*Second: Laura Hatton*

*Ayes: 3*

*Nays: 0*

*The motion passed unanimously.*

- Public Comments on Agenda Items

*There were no public comments.*

- Correspondence

*There was no correspondence.*

- Approval of the Minutes

*Erin Albert made a motion to approve the meeting minutes of the March 25, 2021 OSA Board meeting as presented.*

*Second: Paul Mendoza*

*Ayes: 3*

*Nays: 0*

*The motion passed unanimously.*



- Financial Reports

*NextLvl's, Travis Gostinger, presented an example financial report that the board can expect to receive on a monthly basis as the financials begin. He mentioned that they have engaged Michele Diamond with Diamond Financial Services to add input on Arizona specific requirements.*

## **Item 5: Leadership Update**

- Management Company

- Property Update

Doug McNeil discussed the properties for Tucson and Glendale.

- Compliance

Robert discussed current know compliance items and the Board's oversight. He mentioned that this was very important to Arizona public schools. There will be a dashboard provided for the board to review. The dashboard topics will include: academics, operations, finance, transparency, among other topics.

- Student Enrollment / Marketing

Mitch, enrollment has been slow at the beginning, however we have steps to continue driving enrollment efforts

1. Dedicated new landing page with GCU, which will directly impact our numbers.

2. We've been honing our approach with how we contact our prospective students.

OSA has a lot of students reaching out instead of their parents. Working on the discussion topics.

3. We're hiring 2 new 1099 staff members with online sales experience

4. We're launching a grass roots marketing campaign in both markets. We met with Hans and Paul and identified several targets of people we will be marketing to.

Robert – we are looking for a few 1099 in both markets. If the board has recommendations that would be welcome. In Tucson it would be great to have the person be bi-lingual, hard working, and someone who can work independently.

Laura Hatton asked for a copy of a job description. Erin Albert stated a posting could go to GCU services as a as well.

Erin mentioned that OSA should get prospects to meet somewhere versus just phone calls, and get them to the centers as soon as they are available. Experiencing the school will help with conversion.

- Administrative Update
  - Curriculum and Student Information System

Dr. Tim Wood discussed that at the next board meeting, May 26<sup>th</sup>, we will present a proposal for the board to approve the curriculum. We are close to identifying the LMS. A strong contender is Schools PLP, they offer the following attributes:

1. Scottsdale based company, familiar with AZ
2. Designed their curriculum based on student learning styles, for example they offer 5 different algebra 1 courses. It's up to us as OSA to identify the students learning styles.
  - a. VARK or Dunn and Dunn – learning styles
3. With every lesson they provide a pretest. Once submitted the course content on known items is scrapped so they student doesn't need to rehash the items they've already mastered.

On the next board update the curriculum recommendation and supplemental info will be provided to the board.

We are also working to have the CTE curriculum integrate into Schools PLP. Currently Schools PLP is working with Interplay to see if they can incorporate this into the LMS.

The goal is to have our students only have to go to one site, where they can have all their curricular content and CTE classes.

Erin Albert mentioned that once our fully students curricular and social emotional process finalized it would be important to figure out how to communicate its value to families. Identifying our key differentiator will make a huge difference.

Paul Mendoza further stated that the story behind it is the key to being able to sell it.

#### **Item 6: Public Comments on Non-Agenda Items Item**

*There were no public comments on non-agenda items.*

#### **Item 7: Board Strategy and Planning**

- Approval of Glendale Galleria lease.

Doug McNeil discussed the Glendale lease. The negotiations allowed for rent abatement through December 1<sup>st</sup>. He further mentioned that we are still in process of negotiation with ACD on the terms for tenant buildout cost. This is expected to come back to the board and we may need a special board meeting for approval prior to the next meeting.

Executive Director Mitch Horlick mentioned the lease was ready for the board's approval.

Doug further discussed that the 1<sup>st</sup> term will be 5.5 years with an additional 5 year renewal available. There is a cap on the rent increase year over year. We expect the tenant buildout will be approximately 130k. the payback of those funds will be bundled into a loan agreement with ACD. Those terms will be negotiated as previously stated.

Doug's recommendation is to approve the lease, but not sign it until all of the financing is finalized. He further mentioned that the landlord has been good to work with and liked the idea of our school leasing the property.

Erin, asked about the annual increase for the lease. Doug responded that it would be COLA or 3% which ever is less.

*Erin Albert made a motion to approve the Glendale lease as presented with the adjustment meeting minutes of the March 25, 2021 OSA Board meeting as presented.*

*Roll Call Vote*

*Second: Paul Mendoza*

*Ayes: Erin Albert, Paul Mendoza, Laura Hatton.*

*Nays: 0*

*The motion passed unanimously.*

The following two items will be postponed until they are finalized and formally presented at the next board meeting.

- Approval of Circle R Tenant Build-out Construction Contract for Glendale Galleria
- Approval of ACD construction loan and financing documents, including the promissory note

## **7: Adjournment**

*Erin Albert made a motion to adjourn the OSA board meeting at 6:41pm MST.*

*Second: Paul Mendoza*

*Ayes: 3*

*Nays: 0*

*The motion passed unanimously.*

The next OSA board meeting is scheduled on Wednesday, May 26, 2021.

Minutes of all board meetings are available after approval by the board at:

- Online School of Arizona, Attn: Academy Director

Online School of Arizona has provided public notice of this meeting at its website as set forth above, all in accordance with the applicable requirements of the Arizona Open Meetings Act.