

Minutes

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

Date: Wednesday, September 29, 2021
Time: 6:00 pm MST
Location: To be conducted via Zoom conference

Join Zoom Meeting – For Public Attendance

Link:

<https://us02web.zoom.us/j/86845759955?pwd=V1FIRGZyK25zYlNmZjRibnAvUnNYQT09>

Meeting ID: 868 4575 9955

Passcode: 535276

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Item 1: Call to Order / Roll Call

Erin Albert called the meeting to order at 6:10 pm. MST

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

Item 2: Pledge of Allegiance

"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

"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

Motion by Erin Albert to approve the Agenda with the addition of the Handbook Amendment.

Motion: Erin Albert

Second: Laura Hatton

Ayes: : 2

Opposed: 0

The motion passed unanimously.

- Public Comments on Agenda Items - None
- Correspondence - None

Initial _____

- Approval of the Minutes
Motion by Erin Albert to approve the August 25, 2021 Board Meeting Minutes.

Motion: Erin Albert

Second: Laura Hatton

Ayes: : 2
The motion passed unanimously.

Opposed: 0



- Financial Update
Travis Gostinger, from NextLvl Management Consulting, informed the board of two items. First, that engagement has begun with Aspire Business Consultants. We've been working closely with Mike to buildout the general ledger for OSA and to transition current items. Aspire consultants will start attending monthly board meetings beginning next month to present the financial presentation. Current expenses are being transitioned to Aspire and will have that up to date by the October meeting. Aspire is also communicating with the State to make sure funding is flowing through. Second, Travis asked the board to consider passing a resolution acknowledging reimbursement of all expenses that NextLvl has paid on behalf of OSA for startup and operational expenses once the school has the ability to cover those items.

- Approval of Resolution

Motion by Erin Albert to pass a resolution to approve expense reimbursement to NextLvl Management Consulting for all school startup and operational expenses that have or will be paid on behalf of the Online School of Arizona for the 2021/22 school year. This excludes any expenses that have been previously reimbursed to NextLvl through the agreement between the OSA and American Charter Development.

Motion: Erin Albert

Second: Laura Hatton

Ayes: : 2
The motion passed unanimously

Opposed: 0

Item 5: Leadership Update

- Administration Update

School Update from Executive Director, Mitch Horlick

Initial _____

It is a major accomplishment to have students enrolled in seats and learning. Three years plus of getting OSA up and running. I want to call out our amazing teachers Cathy and Jason, they are doing amazing work. In the future, I would like them to join a meeting so you can meet them. Megan our Registrar is working very hard on enrollment and contacting parents. We have 121 enrollment applications. Not all those students have turned in the necessary paperwork. We are experiencing what I am calling and “enrollment melt”. Students and parents who have enrolled but have moved out of the state or have a disconnected phone or unable to contact for other reasons.

Enrollment and Engagement- We have many students who are very engaged and another chunk of students who are behind and disengaged for various reasons. Some are in process of receiving their computers. The teachers, principal, and executive director are all are spending a lot of time doing outreach. We are bringing another person on next week and concentrating on engagement. I’m getting positive feedback from parents. They really like the attention they’re getting. The ability to reach a teacher, principal or me is not something they have experienced in their previous school. From a customer service level, I’d put us up against any other school. Erin Albert asked if there are there still efforts to encourage enrollment. Mitch said we are still working with marketing to increase enrollment. It will be an ongoing process. Dr. Tim Wood mentioned that we are still doing the social media spend and have recruited students. Erin asked about the location, signage, ideas. Mitch mentioned that there is room for signage and the site is on a busy street. Further discussion commenced. Travis Gostinger added that we have also had discussions about marketing for summer school enrollment. Laura Hatton inquired about technology support being in the budget. Travis commented that we’ve contracted with a firm who is helping us. Further discussion commenced.

Glendale Site Buildout Progress-Mitch gave an update on the site. Walls are up, we have furniture and are working on flooring. We are getting data together to bring in internet. The facility has like-minded tenants (tae kwon do, gymnastics, a gym, Subway). Doug McNeil mentioned that the local building inspector has agreed to give us a temporary conditional Certificate of Occupancy pending the installation of the new air conditioning system. It will allow us to get a Certificate of Occupancy by mid to late October according to our contractor.

- Management Company Update
Travis Gostinger updated on Compliance. These are a couple of items we’ve walked through over the last month. We had our First Year Virtual Review which consisted of us being contacted by our state representative through the charter school office. They go through several items including FCC background checks, they look through our website and staff we’ve employed to check that we are in alignment with what the charter contract that has been approved says and what we applied for when we looked at starting this school.

Initial_____

We uploaded all the information for them to be able to review and they had a follow up call with us. Schools can have up to 6 red marks as I understand it and there is an issue after that. They commented that we came through the process very well. We needed to correct a few items to correct. One item did give us a red mark. It was the enrollment process. We had fields required to complete on our online enrollment forms to move to the next step which cannot be required. We made the update and are back in compliance. Dr. Tim Wood updated the board on the language of the three items in the handbook that were edited to meet the requirements. Further discussion commenced.

Travis discussed the Compliance Statement of Assurance. We walked through it together as a team to make sure we are up to date on everything. The FY22 ESP Form is another compliance item acknowledging whether the school works with a management company or not. We submitted that OSA has NextLvl as the management company. The last item that we have on here is the Financial Review Data Collection as part of the first-year review. They have a form for us to fill out to get a pulse on how things are going the first year. We submitted that information this past Monday and anticipate a follow up from them over the next week or two.

Item 6: Board Strategy and Planning

- OSA Student and Parent Handbook
Motion by Erin Albert to approve updated OSA Student and Parent Handbook.

Motion: Erin Albert

Second: Laura Hatton

Ayes: : _____ 2 _____

Opposed: _____ 0 _____

The motion passed unanimously.

Item 7: Public Comments on Non-Agenda Items

None

Item 8: Adjournment

Motion by Erin Albert to adjourn the board meeting at 6:44pm MST.

Motion: Erin Albert

Second: Laura Hatton

Ayes: : _____ 2 _____

Opposed: _____ 0 _____

The motion passed unanimously.

Board Secretary Signature _____

Date _____

Initial _____

