

February 8, 2018

**ARCHWAY TRIVIUM EAST****Board of Directors****Unapproved Minutes**

Date: February 8, 2018

Time: 9:00 a.m.

Location: Great Hearts Quayle Campus

A meeting of the Great Hearts Academies-Archway Trivium East Board of Directors was held at Great Hearts Quayle Campus, 3102 N. 56th Street, Suite 300, Phoenix AZ 85018, pursuant to A.R.S. 38-431.02, notice having been duly given.

**I. Call to Order**

Mr. Ellison called the meeting to order at 9:03 a.m. The following directors/administrators were present/absent:

<b>Directors</b>	<b>Office</b>	<b>Present</b>	<b>Absent</b>	<b>Notes</b>
Andrew Ellison	President	X		
Tom Doebler	Vice President	X		
Allen Keys	Secretary	X		
Kristin Darby	Director	X		
Heidi Vasiloff	Director	X		On phone, then in person
Jamee Twardeck	Director	X		
<b>Administration</b>				
Heather Washburn	Headmaster, Archway Trivium East	X		
Jennifer Bradshaw	Manager School Accounting, GH	X		

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Michelle Lehrer	Academy Accountant, GH	X		
Stefany Dean	Director of Academy Giving, Archway Trivium East	X		

## II. Call to the Public

Mr. Ellison made a call to the public at 9:05 a.m. No public was present.		
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## III. Approval of Consent Agenda

Approval of the Minutes from the November 9, 2017.	Mr. Doebler made a motion that the board approves the consent agenda. Ms. Twardeck seconded, all in favor, none opposed, the motion carried at 9:05 a.m.
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## IV. Headmaster's Report

Ms. Washburn presented the headmaster report. She focused on student test results. There was a detailed plan set up. The Dean of Academics provides lesson plans and interventions with practice testing and computer training. The intervention in 4th grade resulted in scores going up. Now focus 3 <sup>rd</sup> through 5 <sup>th</sup> grades. They use MAP testing to identify students for extra support; it is a good measure but a little confusing. Galileo is easier for the teachers to understand and not as time consuming. Assistant headmaster is good with the data. Faculty survey is up to 76, an indication of healthy faculty culture. The staff has a shared vision. She sends weekly email to faculty and staff to teach, inspire, and inform. The faculty is unified and the parents see it. The family survey is the same. There is a high retention rate. Enrollment is better. More offers were made to kindergarteners; they over extend	
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<p>the offers according to GH guidance, which has been successful. The building is feeling smaller; they are growing, but can't sustain growth. They will lose access to the field, causing issues with recess and PE in small courtyard. There has been a lack of care in landscaping and care of the facility. The three Triviums came together for a 5 K race with great success.</p>	
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### **V. Review and Approval of the 2018-19 School Year Calendar**

	<p>Ms. Darby moved that the board approve Archway Classical Academy Trivium East 2018-19 school year calendar. Mr. Doebler seconded, all in favor, none opposed, motion carried at 9:26 a.m.</p>
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### **VI. Approval to Change the Number of Instructional Days to 173 days, Effective July 1, 2018**

	<p>Ms. Vasiloff moved that the board approve to change the number of Instructional Days to 173 days for Archway Classical Academy Trivium East Effective July 1, 2018. Mr. Doebler seconded, all in favor, none opposed, motion carried at 9:28 a.m.</p>
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**VII. Approval to Change Mission Statement of the Academy**

<p>“The mission of the Archway Classical Academy Trivium East is to cultivate the minds and hearts of students through the pursuit of Truth, Goodness, and Beauty.”</p>	<p>Ms. Darby moved that the board approve to change the mission for Archway Classical Academy Trivium East to “The mission of the Archway Classical Academy Trivium East is to cultivate the minds and hearts of students through the pursuit of Truth, Goodness, and Beauty.” Ms. Twardeck seconded, all in favor, none opposed, motion carried at 9:28 a.m.</p>
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**VIII. Financial Report**

<p>Ms. Lehrer reviewed the year to date financial highlights and forecast. She provided an updated sheet of Summary Statements of Activities and Forecasted Statements of Activities. The balance sheet shows 1 to 1 coverage of liabilities. There is 12 days cash on hand. The financial situation is tight. The Board noticed that the per student ratio is different for the 3 Trivium schools. All have different calculations. Also the athletic field is of concern as the lease expires in 3 years.</p>	
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**IX. Development Report**

<p>Ms. Dean presented the development report. Archway Trivium East has reached 97% of its community investment campaign goal. They will work in the next month to meet target. There has been a tax credit push.</p>	
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**X. Possible Executive Session**

None		
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**XI. Leave Executive Session**

None		
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**XII. Possible Motions from Executive Session**

None		
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**XIII. Announcements/Adjournment**

<b>Next Board Meeting</b> Wednesday, May 16 <sup>th</sup> at 4:00 p.m. on the Trivium Campus. Subject to change.		Mr. Ellison adjourned at 9:45 a.m.
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Submitted by Board Secretary, Allen Keys

-Gena McFarland, Scribe-