

Archway Classical Academy-Trivium East

Notice of Meeting of Board of Directors

Pursuant to A.R.S. § 38-431.02, notice is hereby given to members of the Board of Directors of Archway Classical Academy-Trivium East and to the general public that the Board of Directors will hold a meeting open to the public on **Thursday, June 21, 2018 at 1:30 p.m.** The meeting will be held telephonically, all public members are able to join and participate in the entire call by calling **641-715-3580, and entering conference code 852213#**. Public members are also welcome to participate by attending the meeting in person at the Coliseum Conference Room on the second floor of the **Cicero Campus, 7205 N Pima Rd Scottsdale, AZ 85250**.

Additional documentation relating to public meeting agenda items may be obtained at least 24 hours in advance of the meeting by contacting Gena McFarland at (502) 644-2580. Persons with a disability may request a reasonable accommodation by contacting Gena McFarland at (502) 644-2580 at least 48 hours in advance of the meeting to allow time to arrange for the accommodation

AGENDA

1. Call to Order
2. Call to the Public
In compliance with the Open Meeting Law, the Board of Directors will neither discuss nor take action on issues raised during the call to the public that are not specifically identified on the agenda. At the conclusion of an open call to the public, members of the Board of Directors may, however, respond to criticism made by those who have addressed the Board, ask staff to review a matter, or ask that a matter be placed on a future agenda.
3. Approval of Consent Agenda
Any member of the board of directors may request that a consent agenda item be removed from the consent agenda and discussed separately.
 - Approval of the Minutes from the February 8, 2018 Meeting
 - Approval of the Minutes from the February 28, 2018 Telephonic Meeting
4. Delegate to the Headmaster of Archway Trivium East the authority to promote from the third grade any pupil who does not demonstrate sufficient reading skills pursuant to ARS §15-701(A)(2)(a), if the pupil has demonstrated or subsequently demonstrates sufficient reading skills or adequate progress towards sufficient reading skills of the third grade reading standards on an alternative standardized reading assessment approved by the state board of education.
5. Approval of the Proposed Annual Budget for School Year 2018-2019
6. Announcements/Adjournment

Members of the Board of Directors will attend the meeting either in person or by telephone conference call. The Board reserves the right to change the order of items on the agenda, with the exception of public hearings set for a specific time.

Dated and posted this _____ day of _____ 2018, at _____ a.m. / p.m.
Archway Classical Academy-Trivium East

Signature _____

Print name _____

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:

Directors	Office	Present	Absent	Notes
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		
Administration				
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 rd through 5 th 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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February 8, 2018

<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

Next Board Meeting Wednesday, May 16 th 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-

February 8, 2018

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

Date: February 28, 2018

Time: 5:00 p.m.

Location: Great Hearts Quayle Campus

A telephonic 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 5:05p.m. The following directors/administrators were present/absent:

Directors	Office	Present	Absent	Notes
Andrew Ellison	President	X		By phone
Tom Doebler	Vice President		X	Attempted to join, 5:12 p.m.
Allen Keys	Secretary	X		By phone
Kristin Darby	Director	X		By proxy
Heidi Vasiloff	Director	X		By proxy
Jamee Twardeck	Director	X		By phone
Administration				
Heather Washburn	Headmaster, Archway Trivium East	X		By phone
Erik Twist	AZ President	X		By phone

February 8, 2018

II. Call to the Public

Mr. Ellison made a call to the public at 5:05 p.m. There was no public present.		
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III. Approval of the Title IX Grievance Procedure for Archway Classical Academy Trivium East

Title IX Grievance Procedure attached.		Mr. Keys made a motion that Archway Classical Academy Trivium East adopt the attached Title IX Grievance Procedure, seconded by Ms. Twardeck, all members in favor, none opposed, motion passed at 5:06 p.m.
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IV. Announcements/Adjournment

		Mr. Ellison adjourned the meeting at 5:06 p.m.
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Submitted by Board Secretary, Allen Keys

-Gena McFarland, Scribe-

GREAT HEARTS ACADEMIES – ARCHWAY TRIVIUM EAST HEADMASTER SITE BOARD REPORT

Year End Enrollment Data for 2017 – 2018

Grade	ADM	ADA	Head Count	Waitlist
Kinder	88	83	67	88
1 st	104	84	50	104
2 nd	99	88	40	99
3 rd	99	90	66	99
4 th	90	89	91	90
5 th	60	59	84	60
6 th				
7 th				
8 th				
9 th				
10 th				
11 th				
12 th				
TOTAL				

State of the School

Headmasters, please write a high level overview of the state of the school since your last board meeting. This narrative may build upon data from elsewhere in the Board Report, or it may stand alone.

Enrollment

Archway Trivium East’s enrollment for 2018-2019 is following the predictive model. At this time, ACTE is overenrolled in all grade levels, but history has demonstrated that over enrollment in the summer prior to the start of the school year allows ACTE to start off on the first day of school at or slightly above budgeted enrollment numbers. ACTE’s current waitlist is at 320.

Faculty

Of faculty for the 2018-2019 academic year, 80% will consist of returning teachers. The number of highly effective teachers returning is at 98%. The faculty culture at ACTE is positive with teachers feeling they are a part of a great and noble work, and dedicating themselves to grow intellectually and morally in the same manner they ask their students to grow. A rich and vibrant community exists around faculty seminars and joint learning experiences, like an art lesson in which all faculty and staff imitated a Van Gogh painting. Collegiality carries outside the school into smaller community events like game nights, seminars, and other shared moments of friendship.

Student Life

ACTE’s academy culture is centered upon the pursuit of intellectual and moral virtue, as students are formed into a greater and shared purpose through monthly assemblies in which stories are told to inspire and develop the academies moral imagination. The daily morning assembly also brings unity to scholars and teachers alike, as the day starts with a greeting and the morning pledge, all are reminded of the reason for our time together. These shared moments of unity translate into the classroom as students engage with their teachers in academic pursuits.

Archway Classical Academy Trivium East

Summary Statements of Activities

June 2018 School Board Package

	YTD as of Apr-2018 Actuals	YTD as of Apr-2018 Budget	A v B \$ Variance	A v B % Variance	YTD as of Apr-2017 Actuals
Enrollment (ADM)	498	488	10	2%	460
Revenue					
Federal and State	\$ 2,403,768	\$ 2,347,859	\$ 55,909	2%	\$ 2,260,764
AZCSP Revenue	232,861	210,000	22,861	11%	204,940
Student Fees	199,722	226,083	(26,361)	(12%)	199,857
Comm Investment, Tax Credits & Philanthropy	190,958	209,040	(18,082)	(9%)	182,244
Rental Income	2,500	6,250	(3,750)	(60%)	6,250
Total Revenue	3,029,809	2,999,232	30,577	1%	2,854,055
Expense					
Instructional	1,402,854	1,371,817	(31,037)	(2%)	1,275,954
Special Education	151,445	150,049	(1,396)	(1%)	143,939
Extra Curricular: Non-Athletics	62,693	60,514	(2,179)	(4%)	30,763
Support Services: Facilities	632,842	614,510	(18,332)	(3%)	627,591
Support Services: Other Non-Instructional	123,516	139,379	15,863	11%	115,076
Support Services: Administration	605,335	591,672	(13,663)	(2%)	553,051
AZCSP Expenses	167,775	143,333	(24,442)	(17%)	111,166
Interest Expense	6,666	6,666	-	0%	6,666
Depreciation & Amortization	69,530	80,359	10,829	13%	65,003
Total Operating Expense	3,222,656	3,158,299	(64,357)	(2%)	2,935,488
Net Operating Income (Loss)	(192,847)	(159,067)	(33,780)	(21%)	(81,433)
	(6%)				(3%)
Other Income					
Other Income	-	-	-	0%	7,500
Total Other Income	-	-	-	0%	7,500
Change in Net Assets	\$ (192,847)	\$ (159,067)	\$ (33,780)	(21%)	\$ (73,933)
	(6%)				(3%)
Cash Adjustments:					
Depreciation & Amortization	69,530	80,359	(10,829)	(13%)	65,003
Straight-Line Lease Expense	7,389	7,389	-	0%	20,472
Leasehold Improvements	(81,137)	-	(81,137)	(100%)	(94,446)
Furniture, Fixtures and Equipment	(54,208)	(45,000)	(9,208)	(20%)	(49,761)
Technology (Hardware/Software)	(12,565)	(14,757)	2,192	15%	(43,942)
Change in Net Cash	\$ (263,838)	\$ (131,076)	\$ (132,762)	(101%)	\$ (176,607)
	(9%)				(6%)
Per Student Revenue	\$ 6,084	\$ 6,146	\$ (62)	(1%)	\$ 6,204
Per Student Operating Expense	6,471	6,472	1	0%	6,381
Per Student Instructional Expense	2,817	2,811	(6)	(0%)	2,774

Archway Classical Academy Trivium East
Statement of Financial Position
For the Period Ended,

	<u>Apr-2018</u>	<u>Apr-2017</u>	<u>Jun-2017</u>
Current assets:			
Cash	87,798	222,527	188,972
Due from government	-	-	10,518
Other receivables	34,901	1,900	33,487
Prepaid Expenses	50,769	47,605	63,763
Total current assets	<u>173,468</u>	<u>272,032</u>	<u>296,740</u>
Property and equipment:			
Leasehold improvements	179,844	123,743	98,707
Furniture, fixtures and equipment	382,342	305,324	315,568
Less accumulated depreciation	(159,849)	(89,065)	(90,318)
	<u>402,337</u>	<u>340,002</u>	<u>323,957</u>
Total assets	<u>\$ 575,805</u>	<u>\$ 612,034</u>	<u>\$ 620,697</u>
Current liabilities:			
Accounts payable	11,965	13,481	18,870
Accrued payroll and related	104,825	28,019	1,763
Deferred revenue	41,255	23,841	41,255
Due to related party	42,857	136,659	11,464
Deposits held for others	81,880	78,915	68,865
Deferred rent, current portion	6,302	-	-
Total current liabilities	<u>289,084</u>	<u>280,915</u>	<u>142,217</u>
Note Payable to Related Party	200,000	200,000	200,000
Deferred rent, net of current portion	60,865	55,945	59,777
Total liabilities	<u>\$ 549,949</u>	<u>\$ 536,860</u>	<u>\$ 401,994</u>
Net assets	<u>25,856</u>	<u>75,174</u>	<u>218,703</u>
Total liabilities and net assets	<u>\$ 575,805</u>	<u>\$ 612,034</u>	<u>\$ 620,697</u>

Archway Classical Academy Trivium East

Statement of Cash Flows

For the Period Ended,

	<u>Apr-2018</u>	<u>Apr-2017</u>
Cash flows from operating activities:		
Changes in net assets	\$ (192,848)	\$ (73,936)
Adjustment to reconcile change in net assets to net cash provided by (used in) operating activities:		
Depreciation and amortization	69,530	65,003
Changes in:		
Due from government	10,518	17,162
Other receivables	(1,414)	58,985
Due from related party	31,393	(136,690)
Prepaid expenses	12,994	14,472
Accounts payable	(6,902)	(42,503)
Accrued payroll and related	103,062	(10,046)
Deposits held for others	13,015	8,420
Deferred rent	7,389	20,472
Net cash provided by (used in) operating activities	<u>46,737</u>	<u>(78,661)</u>
Cash flows from investing activities:		
Payments for property and equipment	<u>(147,911)</u>	<u>(160,558)</u>
Net cash used in investing activities	<u>(147,911)</u>	<u>(160,558)</u>
Net decrease in cash	(101,174)	(239,219)
Cash, beginning of the period	188,972	461,746
Cash, end of the period	<u>\$ 87,798</u>	<u>\$ 222,527</u>

	<u>Cash Balance</u>	<u>Days Cash on Hand</u>
77 Day Target	\$ 831,952	77

True Operating Cash for the Month Ended: *Less PSO Money

Apr-2018	83,945	8
Mar-2018	148,109	14
Feb-2018	148,877	14
Jan-2018	118,950	11
Dec-2017	133,257	12
Nov-2017	-	-
Oct-2017	20,854	2
Sep-2017	49,890	5
Aug-2017	3,952	0
Jul-2017	34,149	3
Jun-2017	185,119	19
May-2017	167,144	17
Apr-2017	216,610	22

Archway Classical Academy Trivium East

Forecasted Statements of Activities

June 2018 School Board Package

	FY18 Forecast		FY18 Budget		Forecast vs Budget Variance	FY19 Budget		19 Budget vs 18 Forecast Variance	
Enrollment (ADM)	498		488		10	519		21	
Revenue									
Federal and State	\$ 3,195,952	83%	\$ 3,116,289	81%	\$ 79,663	\$ 3,540,944	87%	\$ 344,992	
AZCSP Revenue	232,861	6%	210,000	5%	22,861	-	0%	(232,861)	
Student Fees	218,329	6%	254,540	7%	(36,211)	262,227	6%	43,898	
Comm Investment, Tax Credits & Philanthropy	216,858	6%	241,004	6%	(24,146)	240,400	6%	23,542	
Rental Income	2,500	0%	7,500	0%	(5,000)	12,000	0%	9,500	
Total Revenue	3,866,500	100%	3,829,333	100%	37,167	4,055,571	100%	189,071	
Expense									
Instructional	1,758,142		1,730,011		(28,131)	1,889,836		(131,694)	
Special Education	179,285		172,981		(6,304)	192,311		(13,026)	
Extra Curricular: Athletics	-		-		-	30,703		(30,703)	
Extra Curricular: Non-Athletics	71,345		74,770		3,425	42,692		28,653	
Support Services: Facilities	770,610		737,108		(33,502)	797,987		(27,377)	
Support Services: Other Non-Instructional	138,516		154,693		16,177	147,610		(9,094)	
Support services: Administration	769,255		752,860		(16,395)	825,687		(56,432)	
AZCSP Expense	160,000		160,000		-	-		160,000	
Interest Expense	8,000		8,000		-	8,000		-	
Depreciation & Amortization	88,514		96,451		7,937	108,767		(20,253)	
Total Operating Expense	3,943,667	102%	3,886,874	102%	(56,793)	4,043,593	100%	(99,926)	
Net Operating Income	(77,167)	(2%)	(57,541)	(2%)	(19,626)	11,978	0%	89,145	
Change in Net Assets	\$ (77,167)	(2%)	\$ (57,541)	(2%)	\$ (19,626)	\$ 11,978	0%	\$ 89,145	
Cash Adjustments:									
Depreciation & Amortization	88,514		96,451		7,937	108,767		(20,253)	
Straight-Line Lease Expense	8,606		8,606		-	(7,094)		15,700	
Leasehold Improvements	(81,137)		-		(81,137)	-		81,137	
Furniture, Fixtures and Equipment	(54,208)		(45,000)		(9,208)	-		54,208	
Technology (Hardware/Software)	(20,257)		(14,757)		(5,500)	-		20,257	
Change in Net Cash	\$ (135,649)	(4%)	\$ (12,241)	(0%)	\$ (107,534)	\$ 113,651	3%	\$ 240,194	
Per Student Revenue	7,764		7,847		(83)	7,814		50	
Per Student Operating Expense	7,919		7,965		46	7,791		128	
Per Student Instructional Expense	3,530		3,545		15	3,641		(111)	
Per Student Facilities Expense	1,547		1,510		(37)	1,538		10	
Per Student Administrative Expense	1,545		1,543		(2)	1,591		(46)	



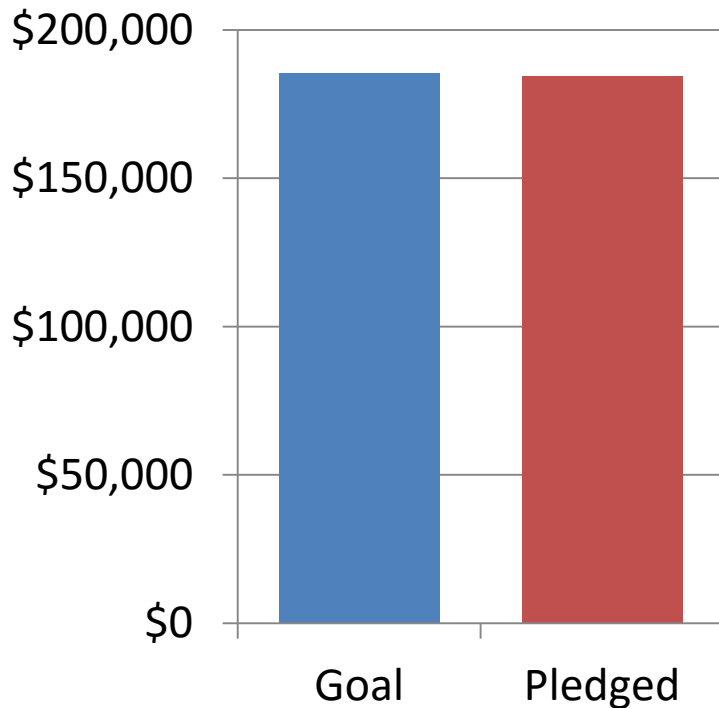
Community Investment Campaign Report

	CI 17-18 as of 5.31.18	CI 16-17 as of 5.31.17
Goal:	\$185,279	\$199,331
Pledged:	\$184,394	\$188,070
% of Goal Pledged:	100%	94%
Amount Received:	\$154,772	\$147,961
Number of Donors:	177	195
Per Student Amount:	\$385	\$420
Family Participation:	50%	56%

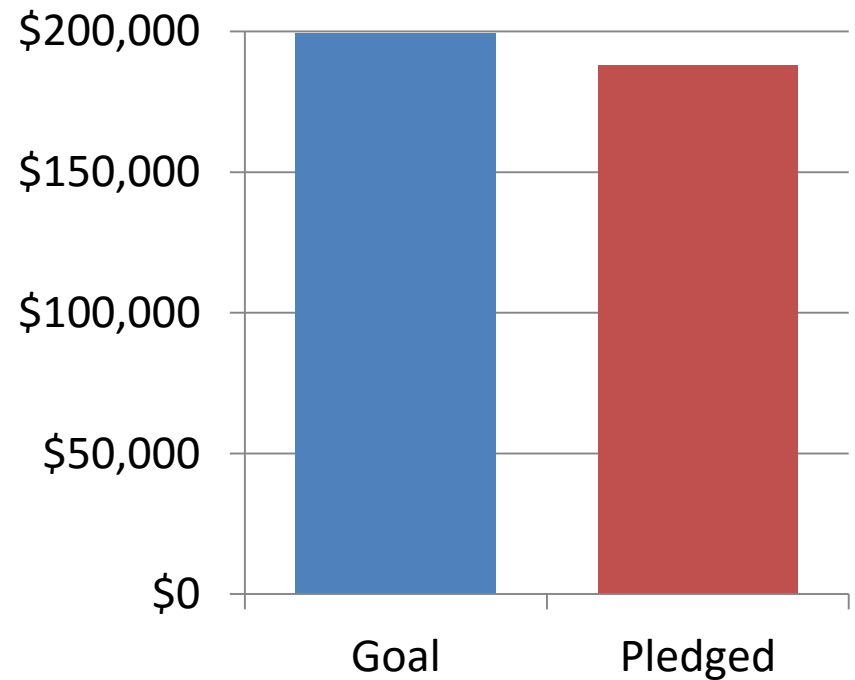


Community Investment Campaign Report

CI 17-18 as of 5.31.18



CI 16-17 as of 5.31.17



2017-18 Community Investment Campaign Report as of 5.31.18

Academy	CI 17-18 Goal	CI 17-18 Pledges and One-time Gifts	CI 17-18 % of Goal (Pledges/One-time Gifts)	CI 17-18 Received	CI 17-18 Non-Corporate Donor Participation % (i.e. 'Family Participation')	CI 17-18 Per Student Amount (Based on Pledges/One-time Gifts and Budgeted # of Students)
Veritas Prep	454,204	486,927	107%	441,981	57%	684
Archway Veritas	450,444	467,939	104%	436,428	64%	896
Chandler Prep	401,367	423,165	105%	384,041	60%	605
Archway Chandler	357,167	353,475	99%	327,292	60%	682
Arete Prep	264,307	276,553	105%	247,030	53%	495
Archway Arete	215,000	217,575	101%	190,890	44%	422
Scottsdale Prep	661,635	751,015	114%	668,210	72%	879
Archway Scottsdale	406,622	425,059	105%	396,301	67%	1,052
Glendale Prep	274,757	306,096	111%	248,821	66%	565
Archway Glendale	290,000	302,694	104%	256,408	57%	582
Anthem Prep	407,000	426,532	105%	388,906	64%	551
Trivium Prep	308,802	343,750	111%	296,381	47%	472
Archway Trivium West	217,584	221,090	102%	187,612	44%	426
North Phoenix Prep	197,160	167,284	85%	148,916	37%	450
Archway North Phoenix	409,200	390,549	95%	330,737	48%	498
Cicero Prep	334,630	304,143	91%	254,451	54%	680
Archway Cicero	392,941	399,538	102%	336,910	59%	765
Archway Trivium East	185,279	184,394	100%	154,772	44%	385
Lincoln Prep	147,013	156,103	106%	133,585	40%	427
Archway Lincoln	393,024	315,715	80%	266,990	45%	470
TOTAL:	\$6,768,136	\$6,919,596	102%	\$6,096,662	55%	\$601



Tax Credit Drive

	TC 2017 FINAL	TC 2016 FINAL
Goal:	\$48,100	\$44,966
Received:	\$49,013	\$44,987
% of Goal Received:	102%	100%
Number of Donors:	156	140
Per Student Amount:	\$98	\$99

2017 Tax Credit Drive Report FINAL

Academy	Tax Credit 2017 Goal	Tax Credit 2017 Received FINAL	Tax Credit 2017 % Goal Received (FINAL)	Tax Credit 2017 # of Donors FINAL	Tax Credit 2017 Per Student FINAL
Veritas Prep	144,502	144,618	100%	435	200
Archway Veritas	115,944	100,231	86%	305	186
Chandler Prep	181,776	180,036	99%	561	248
Archway Chandler	100,000	104,975	105%	325	196
Arete Prep	100,045	96,638	97%	304	173
Archway Arete	75,000	72,693	97%	227	135
Scottsdale Prep	210,000	226,934	108%	685	261
Archway Scottsdale	89,250	104,784	117%	318	257
Glendale Prep	124,922	125,013	100%	388	226
Archway Glendale	93,105	95,803	103%	294	177
Anthem Prep	132,100	132,053	100%	385	165
Trivium Prep	105,539	109,021	103%	338	147
Archway Trivium West	70,327	68,412	97%	223	126
North Phoenix Prep	69,831	69,026	99%	218	170
Archway North Phoenix	136,370	107,338	79%	341	128
Cicero Prep	81,695	79,278	97%	255	180
Archway Cicero	80,865	82,735	102%	253	157
Archway Trivium East	48,100	49,013	102%	156	98
Lincoln Prep	51,623	47,485	92%	155	127
Archway Lincoln	102,748	94,811	92%	278	141
Maryvale Prep	39,600	37,812	95%	166	76
Teleos Prep	43,931	33,587	76%	123	148
TOTAL:	\$2,197,273	\$2,162,345	98.41%	6,733	\$172 ⁰⁵⁸