

**Notice of Public Meeting**  
**Governing Board**  
**Board Minutes**  
**Pioneer Preparatory School: A Challenge Foundation Academy**

Where: 6510 W. Clarendon Avenue, Phoenix Arizona 85033

When: **November 26th, 2018 at 5:00 pm**

**MEETING AGENDA**

A. Call to Order by Rogelio, President

B. Roll Call

Matt---here

Cathy---here

Stephanie---here

Josh--here arrived at 5:15

Travis---here

C. Consent Agenda - Rogelio Ruiz, Board President

a. Discussion and Consideration of Board Agenda - Rogelio Ruiz Board President

Matt made the motion to move K and L up due to students presenting

Cathy seconded the motion

Stephanie--aye

Matt--aye

Cathy—aye

Travis—aye

Josh--absent

Cathy made the motion to approve the revised agenda

Matt seconded the motion

Stephanie--aye

Matt--aye

Cathy—aye

Travis—aye

Josh—absent

b. Discussion and Consideration of Board Minutes from October 29, 2018

Cathy made the motion to accept the board minutes with the recommended changes

Travis seconded

Travis--aye  
Stephanie--aye  
Matt--aye  
Cathy--aye  
Josh--absent

D. Mission Statement - volunteer called upon by Rogelio Ruiz, Board President

Read by Liz Wolfe

E. Call for public comment - Rogelio Ruiz, Board President

There were no public comments at this time.

K. Sunshine Team Report- Cameron St.Germain & Team

Celebration of staff and to ensure that staff is appreciated. Friendsgiving is on Wednesday please come if you can.

L. 1st Grade Spotlight- Katelin Mitchell & Team

First grade spotlight with students

Valaria

Kamara

Shared what they are learning in their classroom. Mesopotamia and Egypt

F. Governing Board November Strategic Report - Rogelio Ruiz, Board President

Laura Wilson

Darryl and school sponsored 10 families and the Dream Academy will be graduating tomorrow night. Girl Scouts. 573 is enrollment, Governor will be visiting on December 4, 2018. Two break-ins over the break. Solar motion lights in front in the back recommended by the police. Dibels and NWEA is starting. Culture survey with the instructional coach. Rosetta Stone recommending strategies with speaking skills. Yoga tied together in PE and media is thinking out of the box. Waiting list is it current and are they being called? There are approximately 30 on the waiting list at this time and they all have been called.

G. Treasurer's Report Vouchers and Financials, Approvals - Cathy Pirrone, Board Treasurer

Voucher's to be approved bonuses paid out. Nothing extremely high but repairs are very high. Facilities and staffing expenses are very high. 22% increase in cost per student.

Motion to pass the vouchers for the month of October

Travis made the motion to pay the vouchers for the month of October

Matt seconded the motion

Travis--aye

Stephanie--aye

Matt--aye

Cathy--aye

Josh--absent

H. Discussion and Possible Action, 2019 Revised Budget (Debt Service Coverage Ratio)- Cathy Pirrone, Board Treasurer

Budget summary from first passage and year to date. Closed the gap of the budget and final revised budget. Requesting a formal approval of the budget. Motion to move this item to the end of meeting so it can go into executive session. No action taken.

I. Discussion and Possible Action, 2018 Revised Annual Financial Report (Classroom Site Fund)- Cathy Pirrone, Board Treasurer

Carryover of the budget and asking for a revised annual budget. Page four of 10 and this aligns our carryover budget. 323,000 in carryover.

Travis made the motion to approve the revisions.

Stephanie seconded the motion

Travis--aye

Stephanie--aye

Matt--aye

Cathy--aye

Josh--absent

J. Discussion and Possible Action, 2018 Annual Financial Audit (Fester and Chapman)- Cathy Pirrone, Board Treasurer

CPA firm to report on the audit findings present by Fester and Chapman--no majors issues came up. Balance sheet are cash and building. Associated debt of the building. School is in good position with a reserve of cash. State is revenue...99% of the revenue. 52% payroll related. Special education services. Loss this year of 79,000. Out of compliance with our debt cover ratio. Work on breaking even and check the expenses. Obtained a waiver from the bank. Functional expense--charter school requirement. 88% program related and this is good for the school. Looking over controls and there were no major items seen.

Client recommendation/best practices--credit card spending and review board with communication regarding the expenditures of the card. ADM reconciliation reports--must continue to try to get the additional funds. Keep an eye on the reporting. Legal compliance questionnaire. Special education documentation and attendance regarding findings. Corrective action plan. 1,4, and 5 are repeated items.

- M. Discussion and possible action to Close Bank Account at Wells Fargo- Laura Wilson, Director

Recommendation is made to have them both at Mid-First in order to be more convenient.

Motion is made to make this change and have the accounts moved to Mid First.

Travis made the motion to close the bank account at Wells Fargo  
Cathy seconded the motion

Travis--aye  
Stephanie--aye  
Matt--aye  
Cathy--aye  
Josh--aye

- N. Culture Survey results- Travis Marderosian, Board Member

Survey results show that the culture is changing and is improving and board is very pleased with the outcome of the survey. Laura can ask the staff if there is something they would like to be asked for the survey. Really very positive and feedback was good.

- O. Team CFA Report- Matt Sandoval, Team CFA Board Representative

December 10 and 11 will come for the final vote for the two new schools.

- P. Discussion and possible action to add Benjamin Fernandez as Board Member - Rogelio Ruiz, Board President

Motion made to recommend Benjamin Fernandez as a board member

Motion made by Travis  
Seconded by Matt

Travis--aye  
Stephanie--aye  
Matt--aye  
Cathy--aye  
Josh--aye

Q. Upcoming events and important dates- Laura Wilson, Director

Dream Academy Graduation tomorrow  
Cafecito  
Lion of the Month breakfast friday  
December 4 Governors' visit  
Second lockdown drill on Friday  
Next Board meeting January 28 5:00

R. Executive Session A.R.S. §§ 38-431.03.A.1- Rogelio Ruiz, President  
Matt made the motion to go into Executive Session  
Cathy seconded the motion

Travis--aye  
Stephanie--aye  
Matt--aye  
Cathy--aye  
Josh—aye

6:04 pm entered into Executive Session

Came out of Executive Session on 6:12 pm  
No action taken on any item.

S. Adjourn Regular Session – Rogelio Ruiz, President

Matt made the motion to adjourn the regular session  
Cathy seconded the motion

Travis--aye  
Stephanie--aye  
Matt—aye

Cathy--aye  
Josh—aye

Meeting adjourned at 6:17 pm

ALL ITEMS ON THE AGENDA ARE OPEN FOR DISCUSSION AND POSSIBLE ACTION

**Disabled persons in need of special accommodations should contact (623) 933-3733 at least 24 hours prior to the scheduled meeting time.**

Pursuant to Arizona Revised Statutes ("A.R.S.") § 38-431.02, notice is hereby given to the members of the Board of Directors of Pioneer Preparatory School and to the general public that the board will hold a meeting, open to the public as specified above. Pursuant to A.R.S. §§ 38-431.03.A.1-A.7, the Board of Directors may go into Executive Session, which will not be open to the public, concerning any item on the agenda, for discussion, consideration or consultations.: (1) of employment issues related to a public officer, appointee or employee; (2) of records exempt by law from public inspection, including the receipt and discussion of information or testimony that is specifically required to be maintained as confidential by state or federal law; (3) for legal advice with attorneys; (4) with attorneys regarding contract negotiations, pending or contemplated litigation or settlement discussions; (5) regarding negotiations with employee organizations; (6) regarding international, interstate or tribal negotiations; or (7) regarding negotiations for the purchase, sale or lease of real property.

**Posted: 11-24-18 /9:00 p.m.**