Governing Board Meeting Minutes
June 12, 2013
Meeting held at:
Desert Heights Charter School
5821 W. Beverly Lane; Glendale, AZ 85306

Call to Order 6:10pm

a. Tony Elliott
b. Judie Kupillas
c. Michael Clark
d. Stacey Schoch
e. Manuel Robles

Public Comment:

a. Concerns expressed by Mr. Frank Mone regarding the increased cost in sports fees, he felt that the new fees were costly and would be a burden on families to keep their kids in our sports programs. He also expressed a concern that we were not accurate in our research that our new fee schedule was comparable with other schools athletic programs.

Consent Agenda: Not Approved

a. Meeting Minutes from May 22, 2013

Accounting and Finance Report:

a. No financials were presented at this time
b. Proposed Budget was presented for FY2013-2014 for board approval; updated student counts based on current enrollment.

Compliance Committee Report:

a. Application for transfer to charter from AZDE to AZ Charter Board was approved.
b. Application for Exception to Procurement must now be requested.
c. This piece will simplify our accounting and aid in annual audits compliance.

Marketing Committee Report:

a. Working on Open house with the Glendale Chamber and a ribbon cutting or dedication to be conducted in late August based on available scheduling.
b. Signage update is that we are having the Union Hills monument sign updated with new faces for DHPA.
c. Looking at the possibility to have some Open houses and get the community to come in and tour the campus for enrollment.
d. Video Photo shoot will be conducted so that we have a marketing piece that can be posted on the web and Facebook. Tony is working with Admin Team to produce the video this Saturday and to showcase the new Preparatory Campus for everyone.

Presidents Report:

a. Moved out of former campus at Church property, our old basketball hoops could not be removed.
b. Judie past PTSA Member is trying to see if she can work with the Church to form an agreement to remove hoops from Church property. Past PTSA Representative is assisting with this discussion.
c. Our Charter Transfer Application was approved by a vote of 8-1.
d. AIMS data is being reviewed and analyzed for educational opportunities and goals for next FY2013-2014.
e. Prep Campus is working on cleaning up and organizing, looking great.
f. Thank you to all the volunteers who have come out to help.
g. Prep Campus is working on two Open Houses for community to come out and see all that our program offers; flyers will be given out to neighboring homes and businesses.

Chairman's Report:

a. Final revised lease/purchase agreement has been reached with Meritas on new campus. The lease can be executed tomorrow June 13, 2013 pending board approval.

Agenda:

1. **Discussion, consideration, and possible action regarding selection of liability insurance carrier for Fiscal Year 2013-2014. (Invited Guests: The Arizona Group).**
   a. Proposal given by The Arizona Group, Judy North.
   b. AZ Group will need new modular buildings specifications in order to add to coverage.

Motion: Approved continuation of insurance coverage with Wright Specialty Group and amend coverage to reflect the new campus and remove vacant land from coverage.
Manuel/Judie - Unanimous

2. **Discussion, consideration, and possible action regarding final site plans for new preparatory campus located at 3540 W. Union Hills Dr.**
   a. Final site plans were presented for placement of the three new modular classrooms.
   b. Efforts were made to preserve as much of the existing courtyard as possible and maintain the appealing look of the campus.

Motion: No Action Taken Discussion only.

3. **Discussion, consideration, and possible action regarding updated budgets for campus improvements and site work at new preparatory campus.**
   a. New Proposed budget is $106,000.
   b. Additions to cost come from the need to bring in additional electrical service, engineering, and permitting costs for electrical service.
   c. Awning removal for building placement is also an additional costs budget is still a work in progress.

Motion: No Action Taken Discussion only.

4. **Discussion, consideration, and possible action regarding Accelerated Construction Technologies contracts.**
   a. Installation Contract $39,000 for modular buildings is due ½ now and ½ upon final installation.
   b. Purchase Contract and Promissory Contract for Modular Buildings is $294,000 and includes a payment schedule/structure.
   c. Contracts have not been reviewed by legal counsel and will need further discussion.

Motion: No Action Taken Discussion only.

5. **Discussion, consideration, and possible action regarding resolutions for the following:**
   a. **Resolution for project and bond financing.**
   b. **Resolution declaring official intent of Partnership with Parents, Inc. for the reimbursement of capital expenditures.**
   c. **Resolution ratifying all of the acts of the governing board for prior meetings.**

Motion: Item Removed from Agenda no action taken

6. **Discussion, consideration, and possible action regarding closing of former campus site located at 16635 N. 51st Avenue.**

Motion: to close campus location at 16635 N. 51st Avenue
Manuel/Stacey – Unanimous

7. **Discussion, consideration, and possible action regarding execution of lease with Meritas (final version).**

Motion: To Exit Executive lease with Meritas (final version)
Manuel/Stacey – Unanimous

8. **Discussion, consideration, and possible action regarding execution of lease with Modular Solutions.**

Motion: To Exit Executive lease with Modular Solutions.
Manuel/Stacey – Unanimous

9. Discussion, consideration, and possible action regarding new school site located at 3540 W. Union Hills Dr. notification request.

Motion: To approve new site location request at 3540 W. Union Hills Dr.
Judie/Stacey – Unanimous

10. Discussion, consideration, and possible action regarding proposed budget for Fiscal Year 2013-2014 and submittal to State of Arizona.

Motion: To approve proposed FY2013-2014 Budget for state approval
Manuel/Judie - Unanimous

11. Discussion, consideration, and possible action regarding change in academic calendar for 2013-2014 to accommodate construction at new facility.
    a. No Change is needed Admin Team has a plan to accommodate based on current construction schedule.

Motion: No Action Taken Discussion only

12. Discussion, consideration, and possible action regarding amendment to charter regarding procurement policy.

Motion: To request Amendment Exemption for Procurement policy
Manuel/Judie – Unanimous

13. Discussion, consideration, and possible action regarding amending PWP's by-laws.

Motion: Item Removed from Agenda No Action Taken

14. Discussion, consideration, and possible action regarding election of new officers for Fiscal Year 2013-2014.

Motion: Item Removed from Agenda No Action Taken

Motion: To enter Executive Session at 9:00pm
Judie/Stacey – Unanimous

Invited Guests:
Mark Jiles

Motion: To Exit Executive Session at 9:45pm
Judie/Stacey – Unanimous

15. Discussion, consideration, and possible action regarding selection of accounting/finance services for Fiscal Year 2013-2014.

Motion: To accept and award CSI of Arizona, Bob Brown, contract for accounting/finance services for Fiscal Year 2013-2014.
Manuel/Judie – Unanimous

16. Discussion, consideration, and possible action regarding renewal of President's contract for Fiscal Year 2013-2014.

Motion: Item Removed from Agenda No Action Taken.

Adjourn Meeting: 10:00pm.
Motion: To Adjourn Meeting
Stacey/Michael – Unanimous

PARTNERSHIP WITH PARENTS
D/B/A DESERT HEIGHTS CHARTER SCHOOL
PROCUREMENT AND ACCOUNTING POLICY

Partnership with Parents d/b/a Desert Heights Charter School ("Desert Heights") will follow accounting policies and procedures that comply with generally accepted accounting principles (GAAP). Any procurement of goods and services shall be made by the procurement officer/authorized agent, in the best interest of the school, upon considering the totality of the circumstances surrounding the procurement, which may include but not be limited to, price, quality, availability, timelines, reputation and prior dealings.

Desert Heights shall not purchase any goods or services from any member of the governing board, an immediate family member of any member of the governing board nor from any entity in which any member of the governing board or an immediate family member of a governing board member may benefit from such a procurement, unless authorized by the governing board after a full disclosure of the potential benefits, and after the consideration set forth in paragraph 1 above.

Desert Heights understands that the policy cited above applies to purchases made using non-federal funds. As a condition of the receipt of certain federal funds, federal procurement requirements still apply.

CERTIFICATE OF ADOPTION

The foregoing Compensation Policy was duly adopted by the Board effective as of the 12 day of June, 2013.

PARTNERSHIP WITH PARENTS d/b/a
DESERT HEIGHTS CHARTER SCHOOL

Secretary