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# Southwest Leadership Academy Board Minutes for November 28, 2017

## SOUTHWEST LEADERSHIP ACADEMY GOVERNING BOARD

Pursuant to Arizona Revised Statutes (A.R.S.) 38-431.02, notice was given to the general public, that the Governing Board for Southwest Leadership Academy will hold a meeting open to the public on Tuesday, November 28, 2017 at 10:30 AM (MST) at Southwest Leadership Academy at 4301 West Fillmore Street, Phoenix, Arizona.

1. **Call to order and roll call.** Present were Mike Gantt, Mark Hendershot, Ruben Olivas, Terry Hines (telephonically) and Brian Heath (Ex-Officio- Telephonically). Jenny Diaz was absent.
2. **Introduction of Visitors:** Also present were CJ. Bower, Rite of Passage CFO; Dr. Philip Geiger, Regional Director of Education; and Matthew Boucher, Compliance Manager. Dr. Fowler, principal, had to leave due to health reasons.
3. **Board Additions to the Agenda:** President Gantt asked if there were additional items the Board wanted to add to the agenda. There were none.
4. **Approval of Meeting Minutes** from the October 24, 2017 board meeting. A motion was made by Mr. Olivas and seconded by Ms. Hines to approve the minutes of the October 24, 2017. Motion passed unanimously.
5. **Board Member Resignation:** The Board discussed the fact that Harriet Caruso had resigned in 2014 but because the Board minutes at that time did not reflect the resignation, it was necessary for the Board to officially reconfirm the acceptance of the resignation of Harriet Caruso from the Southwest Leadership Academy Governing Board of Southwest Leadership Academy effective April 2, 2014. A motion was made by Mr. Hendershot and seconded by Mr. Olivas to reconfirm the resignation of Harriet Caruso from the Board effective April 2, 2014. The motion passed unanimously
6. **Report on State Board Meeting:** Dr. Geiger provided a written report on the October State Board of Education meeting and responded to questions from the Board. No action was required.
7. **Discussion Re: Enrollment, Attendance, Staffing, Extracurricular Sports, Calendar of Events, Curriculum and Instruction, Professional Development,**

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## Southwest Leadership Academy Board Minutes for November 28, 2017

**Vocational Courses, Facility Updates and Current Status of the School** – Dr. Geiger reported on behalf of Dr. Fowler that the school currently has 365 students enrolled. He also noted that the Boys Basketball team took second place in the Skyline Invitational Tournament over the holidays and that the following boys were selected for all state football: Angel Moreno (running back), Dominic Powell (tight end), Erik Tello (defensive end), Xavier Monreal (defensive end), William Sanchez (linebacker), Carlos Flores (linebacker) and Nicholas Carrillo (return man). William Sanchez was also named Defensive Player of the Year. Dr. Geiger also said that 15 boys and girls have joined the wrestling teams. He said that Dir., Fowler was pleased to see the students test scores increasing by 10-15 points from last year.

8. **Review of Food Service Program and Community Eligibility Program and Financial Projections:** Matthew Boucher presented a preliminary report indicating that the food service program will have a projected loss of \$14,591.05 for 17/18 in addition to \$45,022 startup costs. These projections included 2.5 kitchen personnel for the balance of the year. The matter was referred to CJ Bower (ROP CFO) for further review and the Board took no action.
9. **Report on Compliance Reports Due Dates and Procedures:** Matthew Boucher discussed all required reporting dates since the last board meeting and the October board meeting as well as enrollment and attendance. (no action required, due date attachment)
10. **Review and Acceptance of the FY17 Annual Audit:** The final FY17 Southwest Leadership Academy Annual audit was reviewed with Rite of Passage CFO, Ms. CJ Bower. She presented the annual school audit to the Board and reviewed the findings, recommendations and the legal questions to which the school had responded. There being no concerns expressed, a motion was made by Mr. Hendershot, seconded by Ms. Hines to accept the Annual Audit for Southwest Leadership Academy that passed unanimously.

# Southwest Leadership Academy Board Minutes for November 28, 2017

## 11. Review of FY18 Budget and financial Report:

Ms. Bower (ROP CFO) reviewed the monthly budget summary, expenditures, revenue and projected budget performance and answered questions.

A motion was made by Mr. Olivas, seconded by Mr. Hendershot to receive the October 2017 financial reports. The motion passed unanimously.

## 12. Approval of Funding Transfers from Surplus to the Operating Budget – Ms. Bower discussed the items on the list that were needed at the school, which could be funded by using reserve funds. She also noted that in the past the Board had requested maintaining 3 months of cash as a reserve due to the fluctuation of students, uncertain revenues and plans for an additional charter school.

A motion was made by Mr. Hendershot and seconded by Mr. Olivas to approve the transfer of funds as noted below to meet the needs and requirements of the school while also maintaining a \$760,000 surplus to meet provide three months funding in the event of significant shifts in revenues received. The motion passed unanimously.

Expense	Funded from SLA Reserves	Funded from SLA 301
Chrome Books	18,000	
AZ DOE Audit Settlement	\$150,000	
School Wide Phone System	\$22,000	
Teacher Incentives/Personnel		20,000
In School Suspension Teacher		\$53,400 (includes burden)
Kitchen Equipment	28,000	
Assistant Principal/Personnel		94,000 (includes burden) 1 year only out of 301
Wrestling Mat/ Sports	10,000	
Professional Development	10,000	

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## Southwest Leadership Academy Board Minutes for November 28, 2017

Additional SPED Services to budget	Included in budget	Included in budget
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At 11:19, Ms. Hines left the meeting.

**13. Approval of Special Education Policies:** Dr. Geiger discussed the proposed special education policies that had been provided by STEPS in order to ensure that the school was in full compliance with the law and regulations. A motion was made by Mr.

Hendershot, seconded by Mr. Olivas to approve the special education policies attached.

**14. Management Agreement Extension:** The Board discussed the fact that the existing management agreement between Rite of Passage and Southwest Leadership Academy has an automatic renewal clause if the Board does not take action 190 days prior to the end of the school year. Despite the automatic “roll over”, a request was made to the Board to reconfirm the terms of the existing agreement that was attached.

A motion was made by Mr. Olivas and seconded by Mr. Hendershot to reconfirm the terms and conditions of the management agreement between Rite of Passage and Southwest Leadership Academy dated March 1, 2013 and extending the contract for another year to June 30, 2019.

**15. Approval of Facilities Use Agreement** –At the Board’s last meeting it approved having the agreement between Rite of Passage and the Isaac School District for the monthly rent of the school at 4301 West Fillmore Street in Phoenix. This matter having been discussed at a previous meeting was fully understood by the Board and a motion was made by Mr. Hendershot and seconded by Mr. Olivas to approve the Facilities Use Agreement between Rite of Passage and Southwest Leadership Academy dated November 3, 2017 and to authorize Dr. Philip Geiger to execute the agreement on behalf of SLA. Motion passed unanimously.

**16. Approval to Apply for Approval to Replicate the Southwest Leadership Academy Program:** Dr. Geiger described the process for the Board to authorize the request to open another charter school for FY19 and requests that the Board approve a motion to submit the required documents for approval for one new school and to request that the Arizona Charter Board consider the request of the Board to open one new school for FY19 and to further authorize Dr. Geiger to submit all necessary forms, documents and applications to proceed with securing approval to open a second charter school for the FY19 school year.

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## Southwest Leadership Academy Board Minutes for November 28, 2017

A motion was then made by Mr. Olivas and seconded by Mr. Hendershot to approve the submission of an application to replicate the Southwest Leadership Academy for one new charter school under the current board for the FY19 school year and to authorize Dr. Philip Geiger to prepare and submit all necessary documents, forms, and budgets required to receive approval from the State Charter Board to replicate Southwest Leadership Academy for the upcoming school year. Motion passed unanimously.

- 17. Authorization to Seek Approval for an Increase in the Enrollment Cap at Southwest Leadership Academy:** The Board discussed the fact that the school currently has 365 students enrolled in the school but since July 2017 we have a total of approximately 450 students enroll in the school with the difference either dis-enrolled after ten days of absence, transferred at their request to another school or enrolled but did not attend school. Dr. Geiger pointed out that after some recent marketing via the radio and the experience that after the 100<sup>th</sup> day of school many students enroll at SLA because their current school either encourages them to leave or expels the student; we want to be able to enroll the students at SLA. Currently our cap is 400 students. Dr. Geiger said that the school can accommodate the additional 135 students and we expect that influx of students to take until FY20 to be reached but we want to request this change one time and then work towards that goal.

A motion was made by Mr. Hendershot with a second by Mr. Olivas to authorize Dr. Philip Geiger to submit a request and prepare all necessary documents, forms and financial projections to the Arizona State Board for Charter Schools to increase the enrollment cap for Southwest Leadership Academy to 500 students as soon as possible. The motion passed unanimously.

- 18. Revisions to the By Laws and Election of New Board Member:** The Board discussed the current by laws and the reasons for making changes to them as well as Brian Heath serving as a full board member. After all comments were made and questions answered, a motion was made by Mr. Hendershot, seconded by Mr. Olivas to modify the Southwest Leadership By Laws Article 1, Section to increase the maximum number of board members from 5 to 7 which shall include the Ex-Officio member of the Board who is the Executive Director of the Management Firm who shall enjoy all rights and privileges of all other board members and to appoint Brian Heath to the Southwest Leadership Board of Directors for a two year term which will expire June 30, 2019 which would be

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## Southwest Leadership Academy Board Minutes for November 28, 2017

renewed as long as he serves as the Regional Executive Director of the management firm in accordance with the revised by-laws and to grant Mr. Heath all rights and privileges of all members of the Board.. Motion passed unanimously.

19. **Identify future agenda items:** President Gantt asked if any members had future items that they wanted placed on the Board agenda. Mr. Hendershot asked for the project plan for the new charter to be placed on the next agenda.

20. **Public Comment**

21. **Adjournment-** President Gantt adjourned the meeting at 11:45 A.M.

**Next regular meeting: January23, 2017 @ 10:30 AM (MST) @ Southwest Leadership Academy (telephonic attendance is acceptable).**