

MINUTES

Notice of Public Meeting of the Board of Directors of Pensar Academy, Inc.

Pursuant to Arizona Revised Statutes ("A.R.S.") § 38-431.02, notice is hereby given to the members of the Board of Directors of Pensar Academy and to the general public that the board will hold a special meeting, open to the public as specified below. The Board of Directors reserves the right to change the order of items on the agenda, with the exception of public hearings set for a specified time. To ensure compliance with the Open Meeting Law, recipients of this message should not forward it to other Board members, and Board members should not reply to this message.

ALL AGENDA ITEMS OPEN FOR DISCUSSION AND POSSIBLE ACTION, INCLUDING REPORTS AND ACTION ITEMS

When: **Tuesday, July 12, 2016 at 6:00 p.m. MST**
Where: **Pensar Academy, 7102 N. 58th Drive, Glendale, AZ 85301**

I. Opening

- II. *Call to Order:* Zupetz call to order at 6:02pm.
- III. *Roll Call:* 3/3 Board members Present (Mercado, Zupetz, Paddock), Quorum established. Others in attendance: Gerry Garcia, Jason Klonoski, Samuel Frances-Vazquez
- IV. *Adoption of Agenda:* 1st-Zupetz, 2nd-Mercado. Motion approved unanimously.
- V. *Approval of Meeting Minutes:* 1st-Zupetz, 2nd-Mercado. Motion approved unanimously.
- VI. *Call for Public Comments:* None

VII. Monthly Reports

A. Director of Operations Report

- 1. *Financial Report:* Cash Flow Report. CSP Reimbursement has been completed. Revised budget has been sent in and approved for this grant. Reimbursement #2 will be in process by Friday.
- 2. *Facility Report:* Certificate of E Occupancy attained. Painting and carpeting projects are complete. Remaining steps for the facility include plumbing inspection and outdoor corridor cleaning.
- 3. *Charter Report:* The remaining pieces to complete to meet the charter terms are: Evidence of a Public Meeting held at least 30 days before the charter holder opens a site for the school and Certificate of Attendance of the Exceptional Student Services Division.
- 4. *Student Enrollment:* Student count uploaded by July 15, 2016. 75 currently enrolled with 8 packets floating. Open House this Friday 5-7pm and this Saturday 12-2 to sign more students. Set goal of 15 packets to enroll at open house.

B. Director of Student Learning Report:

- 1. *Curriculum Development:* Beyond Textbooks has been chosen to provide a scope and sequence, as well as Galileo Benchmark Assessment assistance. Utilizing Backward Design, the curriculum team is in the process of developing daily objectives. The CSA agreement has been put on hold pending a team meeting to discuss if the CSA format can meet the identified needs of Pensar.

VIII. Action Items

- A. Adoption of the Proposed Budget: Motion to approve-Mercado, 2nd-Paddock. Motion passed unanimously.
- B. Vote for Addition of new Board Members: Jason Klonoski, Samuel Frances-Vazquez, Gerry Garcia. Unanimous approval for all 3 members.
- C. Board Transitions: Patricia Paddock to Ex-Officio non-voting status. Zupetz to be moved when a 5th suitable Board member is added to avoid deadlocking.

IX. Adjourn

- A. Adjourn: Motion to adjourn Mercado: 7:03. 2nd: Frances-Vazquez. Unanimously approved. Adjournment at 7:04pm.

If you are in need of translation services or a person with a disability seeking reasonable accommodation in order to access the Board meeting, please contact Ms. Sandra Zupetz at (602) 383-4015 at least 24 hours prior to meeting, whenever possible.

EXPENSES	COUNTY			Maricopa			CTDS NUMBER			0782386000
	Salaries 6100	Employee Benefits 6200	Purchased Services 6300, 6400, 6500	Supplies 6600	Other 6600	Prior Year 2016	Budget Year 2017	% Increase/ Decrease		
1000 Schoolwide Project										
1000 Regular Education										
1000 Instruction	319,834	73,911	11,250	5,000		0	409,995		1.	
Support Services										
2100 Students			1,500	4,500		0	6,000		2.	
2200 Instruction						0	0		3.	
2300 General Administration						0	0		4.	
2400 School Administration	96,924	18,642		1,000		0	116,566		5.	
2500 Central Services	60,000	5,000	39,183		1,000	0	105,183		6.	
2600 Operation & Maintenance of Plant			81,103	19,000	2,000	0	102,103		7.	
2800 Other Support Services						0	0		8.	
3000 Operation of Noninstructional Services						0	0		9.	
4000 Facilities Acquisition & Construction						0	0		10.	
5000 Debt Service						0	0		11.	
610 School-Sponsored Co-curricular Activities						0	0		12.	
620 School-Sponsored Athletics						0	0		13.	
630, 700, 800, 900 Other Programs						0	0		14.	
Subtotal (lines 1-14)	476,758	97,553	133,036	29,500	3,000	0	739,847		15.	
200 Special Education										
1000 Instruction										
Support Services										
2100 Students										
2200 Instruction			5,000			0	5,000		17.	
2300 General Administration						0	0		18.	
2400 School Administration						0	0		19.	
2500 Central Services						0	0		20.	
2600 Operation & Maintenance of Plant						0	0		21.	
2900 Other Support Services						0	0		22.	
3000 Operation of Noninstructional Services						0	0		23.	
4000 Facilities Acquisition & Construction						0	0		24.	
5000 Debt Service						0	0		25.	
Subtotal (lines 16-26)	0	0	5,000	0	0	0	5,000		26.	
400 Pupil Transportation			50,000			0	50,000		27.	
530 Dropout Prevention Programs						0			28.	
540 Joint Career & Technical Ed. & Vocational Ed. Center						0			29.	
550 K-3 Reading						0			30.	
Subtotal (lines 15 and 27-31)						0			31.	
Classroom Site Projects (from page 3, line 40)	476,758	97,553	168,036	29,500	3,000	0	794,847		32.	
Instructional Improvement Project (from page 2, line 5)	44,405	6,006	0	0		0	50,411		33.	
Structured English Immersion Project (from page 4, line 11)						0	4,320		34.	
Compensatory Instruction Project (from page 4, line 22)	0	0	0	0	0	0	0		35.	
Federal and State Projects (from page 2, line 30)	0	0	0	0	0	0	0		36.	
Total (lines 32-37)	521,163	103,559	188,036	29,500	3,000	0	1,284,543		37.	
						0			38.	

Expenses	Salaries 8100	Employee Benefits 8200	Purchased Services 8300, 8400, 8500	Supplies 8600	Totals		% Increase/ Decrease
					Prior Year 2016	Budget Year 2017	
Classroom Site Project 1013: Base Salary							
1000 Regular Education							
2000 Instruction	8,009	2,002			0	10,011	1.
2100 Support Services - Students					0	0	2.
2200 Support Services - Instruction					0	0	3.
Program 100 Subtotal (lines 1-3)	8,009	2,002			0	10,011	4.
200 Special Education							
1000 Instruction							5.
2100 Support Services - Students							6.
2200 Support Services - Instruction							7.
Program 200 Subtotal (lines 5-7)	0	0			0	0	8.
Other Programs (Specify)							
1000 Instruction							9.
2100 Support Services - Students							10.
2200 Support Services - Instruction							11.
Other Programs Subtotal (lines 9-11)	0	0			0	0	12.
Total Expenses (lines 4, 8, and 12)	8,009	2,002			0	10,011	13.
Classroom Site Project 1012: Performance Pay							
1000 Regular Education							
1000 Instruction	16,018	4,004			0	20,022	14.
2100 Support Services - Students					0	0	15.
2200 Support Services - Instruction					0	0	16.
Program 100 Subtotal (lines 14-16)	16,018	4,004			0	20,022	17.
200 Special Education							
1000 Instruction							18.
2100 Support Services - Students							19.
2200 Support Services - Instruction							20.
Program 200 Subtotal (lines 18-20)	0	0			0	0	21.
Other Programs (Specify)							
1000 Instruction							22.
2100 Support Services - Students							23.
2200 Support Services - Instruction							24.
Other Programs Subtotal (lines 22-24)	0	0			0	0	25.
Total Expenses (lines 17, 21, and 25)	16,018	4,004			0	20,022	26.
Classroom Site Project 1013: Other							
1000 Regular Education							
1000 Instruction	20,376				0	20,376	27.
2100 Support Services - Students					0	0	28.
2200 Support Services - Instruction					0	0	29.
Program 100 Subtotal (lines 27-29)	20,376	0			0	20,376	30.
200 Special Education							
1000 Instruction							31.
2100 Support Services - Students							32.
2200 Support Services - Instruction							33.
Program 200 Subtotal (lines 31-33)	0	0			0	0	34.
500 Dropout Prevention Programs							
1000 Instruction							35.
Other Programs (Specify)							
1000 Instruction							36.
2100, 2200 Support Services - Students/Instruction							37.
Other Programs Subtotal (lines 35-37)	0	0			0	0	38.
Total Expenses (lines 30, 34, 35, and 38)	20,376	0			0	20,376	39.
Total Classroom Site Projects (lines 13, 26, and 39)	44,405	6,006			0	50,411	40.

Expenses	Number of Personnel		Salaries 6100	Employee Benefits 6200	Purchased Services 6300, 6400, 6500	Supplies 6600	Other 6800	Totals		% Increase/Decrease
	Prior Year	Budget Year						Prior Year 2016	Budget Year 2017	
Structured English Immersion Project - 1071										
260 Special Education-ELL Incremental Costs										
1000 Instruction	0.00							0	0	
Support Services										
2100 Students	0.00							0	0	
2200 Instruction	0.00							0	0	
2300 General Administration	0.00							0	0	
2400 School Administration	0.00							0	0	
2500 Central Services	0.00							0	0	
2600 Operation & Maintenance of Plant	0.00							0	0	
2900 Other Support Services	0.00							0	0	
Program 260 Subtotal (lines 1-8)	0.00	0.00	0	0	0	0	0	0	0	
430 Pupil Transportation-ELL Incremental Costs										
Support Services										
2700 Student Transportation	0.00							0	0	
Total Expenses (lines 9 and 10)	0.00	0.00	0	0	0	0	0	0	0	

Expenses	Number of Personnel		Salaries 6100	Employee Benefits 6200	Purchased Services 6300, 6400, 6500	Supplies 6600	Other 6800	Totals		% Increase/Decrease
	Prior Year	Budget Year						Prior Year 2016	Budget Year 2017	
Compensatory Instruction Project - 1072										
265 Special Education-ELL Compensatory Instruction										
1000 Instruction	0.00							0	0	
Support Services										
2100 Students	0.00							0	0	
2200 Instruction	0.00							0	0	
2300 General Administration	0.00							0	0	
2400 School Administration	0.00							0	0	
2500 Central Services	0.00							0	0	
2600 Operation & Maintenance of Plant	0.00							0	0	
2900 Other Support Services	0.00							0	0	
Program 265 Subtotal (lines 12-19)	0.00	0.00	0	0	0	0	0	0	0	
435 Pupil Transportation-ELL Compensatory Instruction										
Support Services										
2700 Student Transportation	0.00							0	0	
Total Expenses (lines 20 and 21)	0.00	0.00	0	0	0	0	0	0	0	

FY 2017 SUMMARY OF CHARTER SCHOOL PROPOSED BUDGET

CTDS Number 078238000

	Totals		% Increase/Decrease
	Prior Year 2016	Budget Year 2017	
1000 SCHOOLWIDE PROJECT			
100 Regular Education			
1000 Instruction	0	409,985	
Support Services			
2100 Students			
2200 Instruction			
2300 General Administration			
2400 School Administration			
2500 Central Services			
2600 Operation & Maintenance of Plant			
2900 Other Support Services			
3000 Operation of Noninstructional Services			
4000 Facilities Acquisition & Construction			
5000 Debt Service			
610 School-Sponsored Co-curricular Activities			
620 School-Sponsored Athletics			
630, 700, 800, 900 Other Programs			
Regular Education Subtotal	0	739,847	
2000 Special Education			
1000 Instruction			
Support Services			
2100 Students			
2200 Instruction			
2300 General Administration			
2400 School Administration			
2500 Central Services			
2600 Operation & Maintenance of Plant			
2900 Other Support Services			
3000 Operation of Noninstructional Services			
4000 Facilities Acquisition & Construction			
5000 Debt Service			
Special Education Subtotal			
400 Pupil Transportation			
530 Dropout Prevention Programs			
540 Joint Career & Tech. Ed. & Voc. Ed. Center			
550 K-3 Reading			
Total	0	784,847	

The budget of Pensar Academy for fiscal year 2017 was officially proposed by the Governing Board on June 21, 2016. The complete budget may be reviewed by contacting Sandra Zupetz at 602-383-4015 or zupetz@pensaracademy.org.

SPECIAL EDUCATION PROGRAMS	Totals		% Increase/Decrease
	Prior Year 2016	Budget Year 2017	
Total All Disability Classifications	0	5,000	
Gifted Education	0	0	
ELL Incremental Costs	0	0	
ELL Compensatory Instruction	0	0	
Remedial Education	0	0	
Vocational and Technological Ed.	0	0	
Career Education	0	0	
Total	0	5,000	

EXPENSES BY PROJECT	Totals		% Increase/Decrease
	Prior Year 2016	Budget Year 2017	
Schoolwide	0	794,847	
Classroom Site Projects	0	50,411	
Instructional Improvement	0	4,320	
ELL Structured English Immersion	0	0	
ELL Compensatory Instruction	0	0	
Federal Projects	0	434,965	
State Projects	0	0	
Capital Acquisitions	0	0	
Total Expenses	0	1,284,543	

Page	Reference	Instruction
Cover	General	These instructions are provided to help charter schools prepare the expenditure budget. Within the forms, blue font and light blue highlights indicate that an instruction is linked to that specific line. An instructions button has also been provided that links to any general instructions or to the first instruction for a page. The forms have been set to print without "objects" so that the instructions buttons do not print.
		The cells in the prior year columns on the budget forms contain formulas that will bring forward budget amounts from the FY 2016 budget forms. However, the cells have not been protected so users may also enter the information manually. To bring forward amounts automatically, the most recently revised FY 2016 budget must be saved as budget16.xls in the C:\CSFORMS folder. If the file is not named budget16.xls, the formulas will not function properly. Excel will ask the user to update information when the budget17.xls file is opened. Users should review amounts reported in the prior year column to ensure they agree to the school's most recently revised FY 2016 budget.
Cover	CTDS Number	This cell will only accept entries of 9 digits. Do not include any slashes, dashes, etc. Enter the school's CTD number plus 3 zeros.
Cover	Version	The version of the budget being submitted on the cover page is formatted with a drop down menu. Select the appropriate choice from the menu: Proposed, Adopted, or Revised (including the revision number). Only choices in the menu may be entered in the cell.
		All information on the cover page must be completed/updated when the proposed, adopted, or revised budget is printed out for the Governing Board to sign. All information, excluding the Revenue information, must also be updated when the budget is revised.
Cover	Estimated Revenues	Estimated revenues by source for FY 2017 should be based on the best information available at the time the budget is prepared. Estimated revenues may be more or less than estimated expenses.
1	General	Depreciation expense should not be reported on the budget forms. In addition, purchases of capital assets (land and land improvements, site improvements, buildings and building improvements, equipment, and construction in progress) should not be reported in the budget forms except in the Capital Acquisitions section of page 2.
		The Student Success Project was repealed by Laws 2015, Ch. 15, §5. If schools have remaining monies in this project, they should be budgeted for in the Schoolwide Project.
1	Program 200	Schools with known special education students and programs at the time of budget adoption should budget for expenses in program code 200. Also, budgeted special education expenses in program code 200 should be allocated by program type on page 2. Total budgeted expenses on line 27 should equal total Special Education Programs By Type on page 2, line 8.