



AGENDA

REID TRADITIONAL SCHOOLS

Board of Directors - Regular Meeting
14841 N. Black Canyon Highway
Board Room
Phoenix, AZ 85023
September 24, 2015 at 6:00 p.m.

The Board reserves the right to change the order of items on the agenda. Items not noted as "possible action items" are presented for review and/or discussion. Items presented for review and/or discussion may result in action taken. The Board may vote to go into Executive Session, which will not be open to the public, to discuss certain matters authorized under ARS § 38-431.03(A)

6:00 – 6:05

Call to Order:

Roll Call _____ C. Reid, _____ L. Warner, _____ S. Efird, _____ P. Chokshi

Agenda Adoption – *action item*

Pledge of Allegiance

Public Comments: (Speakers are limited to three minutes and a total time set aside for comments is 21 minutes. Those who wish to speak are asked to fill out a public comment card and give it to the Board Secretary.

Please note: Board members should not respond during the meeting to topics not on the agenda.

CONSENT AGENDA – (*reference policy: GP-2:6 Governing Commitments*) – *all consent agenda items are action items. (Prior to Agenda Adoption, Board Members may request any item on the Consent Agenda to be discussed and voted on separately. If the Consent Agenda is not approved by vote of the Board, each item will be considered and voted on separately.)*

1. Regular Meeting minutes of August 27, 2015 (*reference policy: GP-4 Officer's Roles*)
2. Financial Reports for August 2015 (*reference policy: OE-6:6 Financial Administration*)
3. Warrants & Demands in the amount of \$ 48,947.07 (*reference policy: OE-6:6 Financial Administration*)

6:05 – 6:10

President's report

Secretary report

Charter Industry Report

Treasurer: Finance & Audit Committee

6:10 – 6:20 CEO Report

1. B/CD-3: Staff Accountability - Monitoring Report – *action item*

2. B/CD-4: Authority of CEO – Monitoring Report – *action item*

3. Update to Governance Policy reporting calendar

4. CEO update (*reference policy: OE-8 Communicating with the Board*)

Plus/Delta Analysis of Meeting (*reference policy: GP-4 Officer's Roles*)

+	Δ
(what went well)	(ways to improve)

Reminder of Future Meetings

October 22, 2015

Reid Traditional Schools do not discriminate on the basis of race, religion, sex, or national origin in employment and/or enrollment practices



MINUTES
Reid Traditional Schools
Board of Directors - Regular Meeting
14841 N. Black Canyon Highway
Phoenix, AZ 85023
08-27-2015

Call to Order: 6:01 P.M.

Roll Call: X C. Reid, X L. Warner X S. Efird, 0 P. Chokshi

Agenda Adoption – Mrs. Warner moved and Mrs. Reid seconded the motion to adopt the agenda as presented. The motion carried unanimously.

Pledge of Allegiance

Mr. Efird called in at 6:09 PM

Public Comments – None

Consent Agenda

Mrs. Warner moved and Mrs. Reid seconded the motion to approve the Consent Agenda, including:

- the Regular Meeting minutes of June 18, 2015 and July 2, 2015
- Warrants and Demands in the amount of \$102,615.18 (\$37,096.95 June and \$65,518.23 July).

The motion carried unanimously.

BOARD REPORTS

President's report – The board approved the resignation of Mr. Mettes and held Election of Officers.

- Mrs. Warner moved and Mr. Efird seconded that the Board elect Mrs. Reid President. The motion carried with Mrs. Reid abstaining
- Mr. Reid moved and Mr. Efird seconded that the Board elect Mrs. Warner as Secretary. The motion carried with Mrs. Warner abstaining.

Secretary report – No report.

Charter Industry Update – Mrs. Mitchell, CEO applied to serve on the Governing Board of the Arizona Charter Schools Association.

OPERATIONS REPORT

CEO Report

1. **Financial Reports:** The June and July financial reports, including the dashboard report, profit and loss, balance sheet, and investment report were presented and discussed.
2. **Financial Planning/Budgeting Monitoring Report (OE 5)** was presented. Mrs. Warner moved and Mr. Efird seconded to accept the report as fully compliant. The motion carried unanimously.
3. **CEO update** – Gave update on various topics including increasing funding, grading policies, regulatory issues, Common Core issues with privacy policies and the possibility of losing federal funding, nationwide teacher shortage. Charter schools continue to be under attack as an industry.

Plus/Delta Meeting Analysis – Ways to improve – Sound quality for phone call in

The Board was reminded that the date and time for the next meeting is September 24, 2015.

The meeting adjourned at 6:32 p.m.

Letha Warner, Secretary of the Board

Date

Reid Traditional Schools, Inc.
DASHBOARD REPORT
From July 1, 2015 to August 31, 2015



Income Statement Highlights:

	YTD Actual	YTD Budget	% of Budget	
			YTD	Prior YTD % of PYTD
Total Revenue				
1 Management Fees	104,333	104,333	100.0%	47,167 221.2%
2 Other Revenue	-	-		-

Total Expenses

3 Salaries and Benefits	90,376	90,432	99.9%	47,910 188.6%
4 I.T. & Software	80	434	18.4%	-
5 Rent	6,800	6,801	100.0%	3,400 200.0%
6 Other Costs	13,363	12,307	108.6%	2,730 489.5%

Balance Sheet Highlights:

7 Total Equity	79,929	not budgeted	not budgeted	21,254 376.1%
8 Capital Expenses	-	-	-	-
9 Number of Days Cash on Hand	49	not budgeted	not budgeted	15 332.6%

Communication

	YTD/PYTD	+(-) PYTD
10 Website Visits - # of people (YTD)	1215/2715	-55%
11 Website Page Reads (YTD)	2538/4821	-47%

Reid Traditional Schools, Inc.

Consolidated Profit and Loss (unaudited)

From July 1, 2015 to August 31, 2015

	1	2	3	4	5	6	7	8	9
	YTD Actual 8/31/15	YTD Budget 8/31/15	\$ Variance - YTD Actual vs. YTD Budget	% Variance- YTD Actual vs. YTD Budget	Annual Budget	\$ Remaining in Budget	Projected Year End	\$ Variance- Proj YE vs. Annual Budget	% Variance- Proj YE vs. Annual Budget
Revenue:									
Management Fees	104,333	104,333	(0)	0.0%	626,000	521,667	626,000	0	0.0%
Gifts & Donations	0	0	0			0	0	0	
Total Revenue	104,333	104,333	(0)	100.0%	626,000	521,667	626,000	0	16.7%
Expenses:									
Salaries, Benefits & Taxes	90,376	90,432	(56)	-0.1%	522,265	431,889	522,265	0	0.0%
Accounting & Audit	7,188	7,151	37	0.5%	2,600	2,600	2,600	0	0.0%
Advertising & Marketing	751	667	84	12.6%	4,000	3,249	18,900	0	0.0%
Copier Maintenance		83	(83)	-100.0%	500	500	4,000	0	0.0%
Dues and Fees & Bank Charges	551	583	(32)	-5.6%	3,500	2,949	500	0	0.0%
IT Services		333	(333)	-100.0%	2,000	2,000	3,500	0	0.0%
Legal	164	333	(169)	-50.8%	2,000	1,836	2,000	0	0.0%
Miscellaneous/Staff Appreciation	1,541	1,610	(69)	-4.3%	9,660	8,119	2,000	0	0.0%
Payroll Fees	(11)	133	(144)	-108.2%	800	811	9,660	0	0.0%
Postage & Delivery		8	(8)	-100.0%	50	50	800	0	0.0%
Prof Svcs - Background Checks		63	(63)	-100.0%	375	375	50	0	0.0%
Publications		6,801	(1)	0.0%	40,800	34,000	375	0	0.0%
Rent	6,800	133	(133)	-100.0%	800	800	40,800	0	0.0%
Repairs & Maintenance	2,821	1,167	1,654	141.8%	7,000	4,179	800	0	0.0%
Seminars & Travel	80	100	(20)	-20.2%	8,400	8,320	7,000	0	0.0%
Software	295	300	(5)	-1.7%	1,800	1,505	8,400	0	0.0%
Supplies	63	75	(12)	-16.0%	450	387	1,800	0	0.0%
Telephone/Fax/Internet	110,619	109,974	645	100.6%	625,900	515,281	450	0	0.0%
Total Expenses	(6,286)	(5,641)	(645)	100.0%	100	6,386	625,900	0	0.0%
Income in Excess of Expenses							100	0	0.0%

Reid Traditional Schools, Inc.
Balance Sheet (unaudited)
as of August 31, 2015

ASSETS	Current Year	Prior Year
CURRENT ASSETS		
CHECKING & SAVINGS ACCOUNTS		
General Schoolwide	76,930	46,167
Payroll	7,209	10,420
	<hr/>	<hr/>
TOTAL CHECKING & SAVINGS ACCOUNTS	84,139	56,587
PREPAIDS	5,576	5,576
	<hr/>	<hr/>
TOTAL CURRENT ASSETS	89,715	62,163
FIXED ASSETS		
BUILDING IMPROVEMENTS	-	-
FURNITURE AND EQUIPMENT	-	-
ACCUMULATED AMORTIZATION AND DEPRECIATION	-	-
	<hr/>	<hr/>
TOTAL FIXED ASSETS	-	-
	<hr/>	<hr/>
TOTAL ASSETS	89,715	62,163
	<hr/> <hr/>	<hr/> <hr/>
LIABILITIES & EQUITY		
LIABILITIES		
CURRENT LIABILITIES		
ACCOUNTS PAYABLE	3,344	11
PAYROLL LIABILITIES	(830)	5,689
DUE (TO)FROM PAINTED ROCK ACADEMY	613	3,965
DUE TO VALLEY ACADEMY	6,658	857
	<hr/>	<hr/>
TOTAL CURRENT LIABILITIES	9,786	10,523
LONG TERM LIABILITIES		
	-	-
	<hr/>	<hr/>
TOTAL LONG TERM LIABILITIES	-	-
	<hr/>	<hr/>
TOTAL LIABILITIES	9,786	10,523
	<hr/> <hr/>	<hr/> <hr/>
EQUITY		
RETAINED EARNINGS	86,215	67,526
NET INCOME	(6,286)	(15,886)
	<hr/>	<hr/>
TOTAL EQUITY	79,929	51,640
	<hr/> <hr/>	<hr/> <hr/>
TOTAL LIABILITIES & EQUITY	89,715	62,163
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Policy: B/CD-3

Policy Type: Board/CEO Delegation

Staff Accountability

The CEO is responsible for all matters related to the day-to-day operation of the organization, within the values expressed by the Board in policy. All staff members are considered to report directly or indirectly to the CEO.

1. The Board will never give direction to any employee other than the CEO or to any contractor hired by the CEO regarding a contract with the CEO.
2. The Board will not participate in decisions or actions involving the hiring, evaluating, disciplining or dismissal of any employee other than the CEO or any contractor hired by the CEO except as required by law or the organizations bylaws.

Adopted: _____

Revised: _____

Monitoring Method: Board Self-Assessment

Monitoring Frequency: Annually in _____

Policy: B/CD-4
Policy Type: Board/CEO Delegation

Authority of the CEO

The Board will provide direction to the CEO through written policies that define the organizational results to be achieved and define operational conditions and actions to be accomplished or avoided.

1. The Board will develop End Result policies instructing the CEO to achieve defined results for those served by the organization.
2. The Board will develop Operational Expectations policies which express the Board's values about operational conditions and actions. Certain of these values will be stated as directives and will be expressed positively to ensure that the stated action occurs and the identified conditions exist.
3. As long as the CEO uses any reasonable interpretation of the Board's End Result and Operational Expectations policies, the CEO is authorized to establish any additional administrative policies or regulations, make any decisions, establish any practices and develop any activities the CEO deems appropriate to achieve the Board's End Result policies. The CEO is not expected to seek Board approval or authority for any such decision falling within the CEO's area of delegated authority.
4. The Board may change its End Result and Operational Expectations policies and in doing shift the boundary between Board and CEO areas of responsibility. The Board will respect and support any reasonable interpretation of its policies by the CEO.

Adopted: _____

Revised: _____

Monitoring Method: **Board Self-Assessment**

Monitoring Frequency: **Annually in _____**

LISTED BY POLICY TYPE:

Meeting Month	RTS Policy	SCHOOL POLICY	Name	Date Last Monitored	Last Status
March	B/CD-1	B/PD-1	Single Point of Connection	3/26/2015	compliant
March	B/CD-2	B/PD-2	Single Unit Control	3/26/2015	compliant
Sept	B/CD-3	B/PD-3	Staff Accountability	9/24/2015	
Sept	B/CD-4	B/PD-4	Authority of CEO	9/24/2015	
Dec	B/CD-5	B/PD-5	CEO Accountability		
Oct	ER-1	ER-1	Overall End Result		
Oct	ER-2	ER-2	Academic Achievement		
Oct	ER-3	ER-3	Knowledge and Skills		
Oct	ER-4	ER-4	Preparation and Empowerment		
June	ER-5	ER-5	On Campus Environment	7/2/2015	to be revised by Oct
Feb	GP-1	GP-1	Board Purpose	3/26/2015	compliant
Jan	GP-2	GP-2	Governing Commitments	3/26/2015	compliant
Jan	GP-3	GP-3	Board Job Description	3/26/2015	compliant
Jan	GP-4	GP-4	Officer's Roles	3/26/2015	compliant
Jan	GP-5	GP-5	Board Committees	3/26/2015	compliant
Feb	GP-6	GP-6	Annual Calendar and Work Plan	3/26/2015	compliant
Feb	GP-7	GP-7	Directors' Code of Conduct	3/26/2015	compliant
Feb	GP-8	GP-8	Directors' Conflict of Interest	3/26/2015	compliant
Feb	GP-9	GP-9	Process for Addressing Director Violations	3/26/2015	compliant
Oct	OE-1	OE-1	Overall Operational Expectations	3/26/2015	compliant
March	OE-2	N/A	Emergency CEO Succession	3/26/2015	compliant
June	OE-3	OE-2	Treatment of Students/Parents	7/2/2015	compliant
Oct	OE-4	OE-3	Personnel Administration	9/24/2015	
August	OE-5	OE-4	Financial Planning/Budgeting	8/27/2015	compliant
Oct	OE-6	N/A	Financial Administration		
Oct	OE-7	OE-5	Asset Protection	9/24/2015	
June	OE-8	OE-6	Communicating with Board	7/2/2015	compliant
June	OE-9	OE-7	Communicating with Community	7/2/2015	compliant

LISTED BY MONTH:

MEETING RTS SCHOOL MONTH POLICY POLICY

NAME

Meeting Month	RTS Policy	SCHOOL POLICY	Name	Board Purpose	Compliance Date	Status
Feb	GP-1	GP-1	Board Purpose	Board Purpose	3/26/2015	compliant
Feb	GP-6	GP-6	Annual Calendar and Work Plan	Annual Calendar and Work Plan	3/26/2015	compliant
Feb	GP-7	GP-7	Directors' Code of Conduct	Directors' Code of Conduct	3/26/2015	compliant
Feb	GP-8	GP-8	Directors' Conflict of Interest	Directors' Conflict of Interest	3/26/2015	compliant
Feb	GP-9	GP-9	Process for Addressing Director Violations	Process for Addressing Director Violations	3/26/2015	compliant
March	B/CD-1	B/PD-1	Single Point of Connection	Single Point of Connection	3/26/2015	compliant
March	B/CD-2	B/PD-2	Single Unit Control	Single Unit Control	3/26/2015	compliant
March	OE-2	N/A	Emergency CEO Succession	Emergency CEO Succession	3/26/2015	compliant
June	ER-5	ER-5	On Campus Environment	On Campus Environment	7/2/2015	to be revised
June	OE-3	OE-2	Treatment of Students/Parents	Treatment of Students/Parents	7/2/2015	compliant
June	OE-8	OE-6	Communicating with Board	Communicating with Board	7/2/2015	compliant
June	OE-9	OE-7	Communicating with Community	Communicating with Community	7/2/2015	compliant
August	OE-5	OE-4	Financial Planning/Budgeting	Financial Planning/Budgeting	8/27/2015	compliant
Sept	B/CD-3	B/PD-3	Staff Accountability	Staff Accountability	9/24/2015	compliant
Sept	B/CD-4	B/PD-4	Authority of CEO	Authority of CEO	9/24/2015	compliant
Oct	OE-1	OE-1	Overall Operational Expectations	Overall Operational Expectations		
Oct	OE-4	OE-3	Personnel Administration	Personnel Administration		
Oct	OE-7	OE-5	Asset Protection	Asset Protection		
Oct	OE-6	N/A	Financial Administration	Financial Administration		
Oct	ER-1	ER-1	Overall End Result	Overall End Result		
Oct	ER-2	ER-2	Academic Achievement	Academic Achievement		
Oct	ER-3	ER-3	Knowledge and Skills	Knowledge and Skills		
Oct	ER-4	ER-4	Preparation and Empowerment	Preparation and Empowerment		
Dec	B/CD-5	B/PD-5	CEO Accountability	CEO Accountability		
Jan	GP-2	GP-2	Governing Commitments	Governing Commitments	3/26/2015	compliant
Jan	GP-3	GP-3	Board Job Description	Board Job Description	3/26/2015	compliant
Jan	GP-4	GP-4	Officer's Roles	Officer's Roles	3/26/2015	compliant
Jan	GP-5	GP-5	Board Committees	Board Committees	3/26/2015	compliant