Notice of Meeting of Board of Directors

Pursuant to A.R.S. § 38-431.02, notice is hereby given to members of the Board of Directors of Trivium Preparatory Academy and to the general public that the Board of Directors will hold a meeting open to the public on **Thursday**, **June 21**, **2018 at 3:30 p.m.** The meeting will be held telephonically, all public members are able to join and participate in the entire call by calling **641-715-3580**, **and entering conference code 852213#.** Public members are also welcome to participate by attending the meeting in person at the Coliseum Conference Room on the second floor of the **Cicero Campus**, **7205 N Pima Rd Scottsdale**, **AZ 85250**.

Additional documentation relating to public meeting agenda items may be obtained at least 24 hours in advance of the meeting by contacting Gena McFarland at (502) 644-2580. Persons with a disability may request a reasonable accommodation by contacting Gena McFarland at (502) 644-2580 at least 48 hours in advance of the meeting to allow time to arrange for the accommodation

AGENDA

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2. Call to the Public

In compliance with the Open Meeting Law, the Board of Directors will neither discuss nor take action on issues raised during the call to the public that are not specifically identified on the agenda. At the conclusion of an open call to the public, members of the Board of Directors may, however, respond to criticism made by those who have addressed the Board, ask staff to review a matter, or ask that a matter be placed on a future agenda.

3. Approval of Consent Agenda

Any member of the board of directors may request that a consent agenda item be removed from the consent agenda and discussed separately.

Approval of the Minutes from the February 8, 2018 Meeting

- 4. Approval of the Proposed Annual Budget for School Year 2018-2019
- 5. Announcements/Adjournment

Members of the Board of Directors will attend the meeting either in person or by telephone conference call. The Board reserves the right to change the order of items on the agenda, with the exception of public hearings set for a specific time.

Dated and posted this Trivium Preparatory Academy	day of	2018, at	a.m. / p.m.
Signature			
Print name			

February 8, 2018

TRIVIUM PREPARATORY ACADEMY

Board of Directors

Unapproved Minutes

Date: February 8, 2018

Time: 10:30 a.m.

Location: Great Hearts Quayle Campus

A meeting of the Great Hearts Academies-Trivium Preparatory Academy Board of Directors was held at Great Hearts Quayle Campus, 3102 N. 56th Street, Suite 300, Phoenix AZ 85018, pursuant to A.R.S. 38-431.02, notice having been duly given.

I. Call to Order

Andrew Ellison called the meeting to order at 10:30 a.m. The following directors/administrators were present/absent:

Directors	Office	Present	Absent	Notes
Andrew Ellison	President	X		
Tom Doebler	Vice President	X		
Jamee Twardeck	Secretary	X		
Heather Washburn	Director	X		
Stephanie Pangrazio	Director	X		
Administration				
Heidi Vasiloff	Headmaster, Trivium Prep	X		
Jennifer Bradshaw	Manager School Accounting, GH	X		
Michelle Lehrer	Academy Accountant, GH	X		

February 8, 2018

Annan Hong	Director of Academy Giving, Trivium Prep	X	
	Пер		

II. Call to the Public

Mr. Ellison made a call to the public at 10:31 a.m. No public	Ms. Melanie Young arrived at	
was present.	10:45 a.m.	

III. Financial Report

Mr. Ellison requested that the Financial Report be next on the agenda.

Ms. Lehrer provided an updated Summary of Activities and Bond Covenant Calculations. She reviewed the year to date financial highlights and forecast. There is a 4 to 1 ratio over liabilities. There is 64 days cash on hand. She discussed the variances. Forecast not as good. All covenants are met.

IV. Approval of Consent Agenda

Approval of the Minutes from the November 9, 2017 meeting		Ms. Washburn made a motion that the board approves the consent agenda. Mr. Doebler seconded, all in favor, none opposed, the motion carried at 10:39 a.m.
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V. Review and Approval of the 2018-19 School Year Calendar

Mr. Ellison requested items requiring a vote be placed next on agenda.	Mr. Doebler moved that the board approve Trivium Preparatory Academy 2018-19 School Year Calendar, seconded by Ms. Washburn, all
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y 8, 2018	
	in favor none opposed, motion carried at 10:42 a.m.
VI. Approval to Change the Number of Instru Effective July 1, 2018	uctional Days to 173 days,
	Ms. Twardeck moved that the board approve to change the number of Instructional Days to 173 days for Trivium Preparatory Academy Effective July 1, 2018. Ms. Pangrazio seconded, all in favor, none opposed, motion carried at 10:42 a.m.
VII. Approval to Change Mission Statement of	f the Academy
"The mission of the Trivium Preparatory is to cultivate the minds and hearts of students through the pursuit of Truth, Goodness, and Beauty."	Ms. Washburn moved that the board approve to change the mission for Trivium Preparatory Academy to "The mission of the Trivium Preparatory Academy is to cultivate the minds and hearts of students through the pursuit

VIII. Headmaster's Report

of Truth, Goodness, and Beauty." Mr. Doebler seconded, all in favor, none opposed, motion carried at

10:43 a.m.

February	8,	201	۱8
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Ms. Vasiloff presented the headmaster report. The test results are at 58, however ACT, SAT and PSAT scores are good. There were 4 students that scored in the 99th percentile. Trivium Prep is not using MAP testing, but USA test prep. This allows teachers to have data to measure student's growth and predict performance. They are showing trends. Many students missed Algebra 1 or had the class in 8th grade. There is a gap where foundation needs to be laid. Many need to be in special classes. The PSO is fantastic and the 5K run a success. The extracurricular activities are seeing successes. The school participates in the Leadership Academy with Chic fil A. They continue an ongoing cycle of observations and feedback for the teachers. There are six teachers moving on. There have been discussions on grades and making sure certain classes/grades are aligned with network. There needs to be consistency and they seem to be off. The board praises headmaster for supporting students, having the challenging conversations with teachers and having great leaders.		
IX. Development Report		
Ms. Vasiloff presented the development report. They are making progress and on track for their goals.		
X. Possible Executive Session		
None		
XI. Leave Executive Session None		
	I	

February 8, 2018

XII. Possible Motions from Executive Session

None	

XIII. Announcements/Adjournment

Next Board Meeting: Wednesday May 16, 2018 at 5:30	Mr. Ellison adjourned the
p.m. on the Trivium Campus. Subject to change.	meeting at 11:11 am.

Submitted by Board Secretary, Jamee Twardeck

-Gena McFarland, Scribe-



GREAT HEARTS ACADEMIES

Trivium Preparatory AcademyHEADMASTER SITE BOARD REPORT

Year End Enrollment Data for 2017 – 2018

Grade	ADM (January 2018)	Head Count	Waitlist
6 th	150	149	127
7 th	137	137	160
8 th	137	135	91
9 th	111	111	117
10 th	102	102	45
11 th	64	63	40
12th	33	33	12
TOTAL	734	730	592

State of the School

Headmasters, please write a high level overview of the state of the school since your last board meeting. This narrative may build upon data from elsewhere in the Board Report, or it may stand alone.

KPI Notes:

GreatHearts focus: Achieve Consistent Excellence in Teaching. (*School Initiatives in support of the GH-wide focus.*)

#1 - Matching the Great Hearts focus: Achieve Consistent Excellence in Teaching

- 1) We worked on this through the 3rd quarter for the entire team and during the 4th quarter only observed and provided feedback to those teachers who needed additional support.
- 2) We continued to review techniques for our teachers focusing on the teacher/student relationships.
- 3) We have seen great growth in our teacher and by focusing on "check for understanding" and using the teaching 'baseball' model.
- 4) Our professional development also revolved around excellence in teaching.

Summary Statements of Activities

Summary Statements of Activities		VTD 65 55	VTD				VTD as af
June 2018 School Board Package		YTD as of Apr-2018	YTD as of Apr-2018		AvB	ΑvΒ	YTD as of Apr-2017
		Actuals	Budget		\$ Variance	% Variance	Actuals
Enrollment (ADM)		743	729)	14	2%	604
Revenue							
Federal and State	\$	4,084,699	\$ 4,031,428	\$	53,271	1% \$	3,418,254
Student Fees		287,195	266,000)	21,195	8%	238,405
Comm Investment, Tax Credits & Philanthropy		433,716	424,472	2	9,244	2%	353,666
Rental Income		6,465	5,700)	765	13%	11,995
Total Revenue		4,812,075	4,727,600)	84,475	2%	4,022,320
Expense							
Instructional		2,375,092	2,334,787	7	(40,305)	(2%)	1,961,802
Special Education		174,970	232,688	3	57,718	25%	175,606
Extra Curricular: Athletics		240,709	235,315	<u>, </u>	(5,394)	(2%)	239,005
Extra Curricular: Non-Athletics		24,035	12,459)	(11,576)	(93%)	20,688
Support Services: Facilities		903,944	882,933	3	(21,011)	(2%)	746,860
Support Services: Other Non-Instructional		147,486	147,852	<u> </u>	366	0%	96,541
Support Services: Administration		1,030,764	999,390)	(31,374)	(3%)	809,183
Depreciation & Amortization		68,779	72,938	3	4,159	6%	82,324
Total Operating Expense		4,965,779	4,918,362	2	(47,417)	(1%)	4,132,009
Net Operating Income (Loss)		(153,704)	(190,762	2)	37,058	19%	(109,689)
Other Income		(3%)					(3%)
Other Income		C 472	12.440		(6.020)	(530()	C1 1 C C
Other Income		6,472	13,410		(6,938)	(52%)	61,166
Total Other Income		6,472	13,410)	(6,938)	(52%)	61,166
Other Expense						201	
Other Expense		-	-		-	0%	<u>-</u>
Total Other Expense		-	-		-	0%	-
Change in Net Assets	\$	(147,232)	\$ (177,352	2) \$	30,120	17%	(48,523)
	<u> </u>	(3%)					(1%)
Cash Adjustments:							
Depreciation & Amortization		68,779	72,938	3	(4,159)	(6%)	82,324
Leasehold Improvements		-	(21,000))	21,000	100%	-
Furniture, Fixtures and Equipment		(12,269)	(22,500))	10,231	45%	(134,074)
Technology (Hardware/Software)		(20,930)	(25,239	9)	4,309	17%	(88,783)
Change in Net Cash	\$	(111,652)	\$ (173,153	3) \$	61,501	36%	(189,056)
		(2%)					(5%)
Per Student Revenue	\$	6,478	\$ 6,485	5 \$	(7)	(0%)	6,659
Per Student Operating Expense		6,685	6,747	7	61	1%	6,841
Per Student Instructional Expense		3,197	3,203	3	5	0%	3,248

Trivium Preparatory Academy Statement of Financial Position For the Period Ended,

	Apr-2018	Apr-2017	Jun-2017
Current assets:			
Cash	1,288,960	994,315	1,107,331
Due from government	-	-	15,688
Other receivables	_	400	6,240
Due from related party	13,230	13,860	5,427
Prepaid Expenses	25,538	15,976	111,003
Total current assets	1,327,728	1,024,551	1,245,689
Property and equipment:			
Furniture, fixtures and equipment	634,464	593,886	601,265
Less accumulated depreciation	(438,485)	(353,771)	(369,705)
	195,979	240,115	231,560
Deposits	71,175	71,175	71,175
Total assets	\$ 1,594,882	\$ 1,335,841	\$ 1,548,424
Current liabilities:			
Accounts payable	4,735	22,315	21,410
Accrued payroll and related	162,571	7,358	6,225
Deferred revenue	40,687	55,071	52,538
Due to related party	63,613	7,030	3,831
Deposits held for others	126,875	118,245	120,785
Total current liabilities	398,481	210,019	204,789
Total liabilities	\$ 398,481	\$ 210,019	\$ 204,789
Net assets	1,196,401	1,125,822	1,343,635
Total liabilities and net assets	\$ 1,594,882	\$ 1,335,841	\$ 1,548,424

Statement of Cash Flows For the Period Ended,

		Apr-2018	Apr-2017	
Cash flows from operating activities:		(4.47.000)		(40.505)
Changes in net assets	\$	(147,232)	\$	(48,525)
Adjustment to reconcile change in net assets to net cash provided by operating activities:				
Depreciation and amortization		68,779		82,324
Changes in:		08,779		02,324
Due from government		15,687		22,460
Other receivables		1,043		15,525
Due from related party		57,703		(11,416)
Prepaid expenses		85,464		124,655
Accounts payable		(17,201)		(53,969)
Accrued payroll and related		156,346		(37,323)
Deferred revenue		(11,851)		(14,806)
Deposits held for others		6,090		32,880
Net cash provided by operating activities		214,828		111,805
Cash flows from investing activities:				
Payments for property and equipment		(33,199)		(200,925)
Net cash used in investing activities		(33,199)		(200,925)
Net increase (decrease) in cash		181,629		(89,120)
Cash, beginning of the period		1,107,331		1,083,435
Cash, end of the period	\$	1,288,960	\$	994,315
		Cash	Da	ays Cash
		Balance	0	n Hand
77 Day Target	\$	1,299,662		77
True Operating Cash for the Month Ended: *Less PSO Cash				
Apr-2018		1,275,697		76
Mar-2018		1,224,853		73
Feb-2018		1,220,364		72
Jan-2018		1,091,333		65
Dec-2017		1,061,582		63
Nov-2017		943,924		56
Oct-2017		734,612		44
Sep-2017		966,456		57
Aug-2017		946,572		56
Jul-2017		951,679		56
Jun-2017		1,094,068		78
May-2017		1,023,007		73
Apr-2017		986,363		70

Trivium Preparatory Academy Athletics Budget vs. Actuals

	YTD as of Apr-2018 Actual	YTD as of Apr-2018 Budget	A v B Variance \$	A v B Variance %
Revenue				
Athletic Fees	123,317	117,920	5,397	5%
Tax Credits	108,137	98,391	9,746	10%
Contributions & Gifts	26,337	42,910	(16,573)	(39%)
Total Revenue	257,791	259,221	(1,430)	(1%)
Expenses				
Salaries & Wages	55,512	55,462	(50)	(0%)
Stipends	57,350	49,650	(7,700)	(16%)
Employee Insurance	9,152	7,834	(1,318)	(17%)
FICA Tax	8,694	7,497	(1,197)	(16%)
Retirement Plan	1,004	998	(6)	(1%)
Unemployment Tax	365	149	(216)	(145%)
Workers' Compensation	252	130	(122)	(94%)
Professional Development	1,401	2,536	1,135	45%
Athletic Equipment	12,694	15,903	3,209	20%
Athletic Uniforms	12,021	12,550	529	4%
Athletic Official Fees	13,289	12,580	(709)	(6%)
Athletic Participation Fees	11,698	9,328	(2,370)	(25%)
Athletic Transportation Fees	16,405	17,848	1,443	8%
Athletic Gym/Field Rental	9,722	8,300	(1,422)	(17%)
GHMSL Participation Fees	2,367	3,300	933	28%
General Athletics	28,783	31,250	2,467	8%
Total Expenses	240,709	235,315	(5,394)	(2%)
Net Operating Income	\$ 17,082	\$ 23,906	\$ (6,824)	(29%)

Forecasted Statements of Activities June 2018 School Board Package

June 2018 School Board Package	FY18		FY18	F	orecast vs Budget	FY19		9 Budget vs 18 Forecast
	 orecast		Budget		Variance	 Budget		Variance
Enrollment (ADM)	743		729		14	809		66
Revenue								
Federal and State	\$ 5,413,994	87% \$	5,351,800	87% \$	62,194	\$ 6,128,366	87% \$	714,372
Student Fees	311,150	5%	299,500	5%	11,650	372,025	5%	60,875
Comm Investment, Tax Credits & Philanthropy	479,888	8%	470,212	8%	9,676	534,810	8%	54,922
Rental Income	 7,605	0%	6,840	0%	765	6,840	0%	(765)
Total Revenue	6,212,637	100%	6,128,352	100%	84,285	7,042,041	100%	829,404
Expense								
Instructional	3,010,778		2,929,723		(81,055)	3,626,378		(615,600)
Special Education	210,468		274,573		64,105	227,262		(16,794)
Extra Curricular: Athletics	286,982		274,678		(12,304)	285,398		1,584
Extra Curricular: Non-Athletics	31,570		18,918		(12,652)	37,683		(6,113)
Support Services: Facilities	1,077,528		1,045,624		(31,904)	1,166,416		(88,888)
Support services: Other Non-Instructional	167,186		167,381		195	215,018		(47,832)
Support services: Administration	1,293,626		1,265,167		(28,459)	1,359,439		(65,813)
Depreciation & Amortization	 82,599		87,340		4,741	 67,956		14,643
Total Operating Expense	6,160,737	99%	6,063,404	99%	(97,333)	6,985,550	99%	(824,813)
Net Operating Income	 51,900	1%	64,948	1%	(13,048)	 56,491	1%	4,591
Other Income								
Other Income	 6,472		16,092		(9,620)	11,286		4,814
Total Other Income	6,472		16,092		(9,620)	11,286		4,814
Other Expense								
Other Expense	 -		-		-	-		-
Total Other Expense	-		-		-	-		-
Change in Net Assets	\$ 58,372	1% \$	81,040	1% \$	(22,668)	\$ 67,777	1% \$	9,405
Cash Adjustments:								
Depreciation & Amortization	82,599		87,340		4,741	67,956		14,643
Leasehold Improvements	-		(21,000)		21,000	(34,200)		(34,200)
Furniture, Fixtures and Equipment	_		(22,500)		22,500	(25,000)		(25,000)
Technology (Hardware/Software)	(25,359)		(25,239)		(120)	(18,210)		7,149
Change in Net Cash	\$ 115,612	2% \$	99,641	2% \$	25,453	\$ 58,323	1% \$	(28,003)
Per Student Revenue	8,364		8,407		(43)	8,705		341
Per Student Operating Expense	8,294		8,317		23	8,635		(341)
Per Student Instructional Expense	4,053		4,019		(34)	4,483		(429)
Per Student Facilities Expense	1,451		1,434		(16)	1,442		9
Per Student Administrative Expense	1,742		1,735		(6)	1,680		61

Bond Covenant Calculation
June 2018 School Board Package

Julie 2	FY 19 Budget			 FY 18 Forecast	FY 17 Actuals
Fund	Balance/Net Asset Covenant (Unrestricted Fund Balance not less than 5% of Operating Expense + Base Rent):				
(A)	General Fund Unrestricted Balance	\$	1,469,782	\$ 1,402,005	\$ 1,343,633
	Total Expense Less:		6,985,552	6,160,739	5,134,325
	Depreciation Base Rent		(67,957) (908,172)	(82,599) (832,007)	(98,258) (675,331)
(B)	Fiscal Year Operating Expenses		6,009,424	5,246,133	4,360,736
(C)	Base Rent Payment Obligation		908,172	832,007	675,331
	Sum of (B) and (C)		6,917,596	6,078,140	5,036,067
(D)	5% of the sum of above lines (B) and (C)		345,880	303,907	251,803
	In Compliance?		Yes	Yes	Yes
	Effective Date		06/30/14	06/30/14	06/30/14
Liquic	lity Covenant (Days Cash on Hand equal to at least 45 days):				
(A)	Unrestricted Cash & Investments	\$	1,281,267	\$ 1,222,944	\$ 1,107,332
(B)	Fiscal Year Operating Expenses		6,009,424	5,246,133	4,360,736
(C)	Line (A) divided by line (B)		0.21	0.23	0.25
(D)	Days Cash on Hand [line (C) multiplied by 365]	_	78	 85	 93
	In Compliance?		Yes	Yes	Yes
	Effective Date		06/30/15	06/30/15	06/30/15
Cover	age Ratio (Coverage Ratio of not less than 1.10):				
(A)	Gross Revenues	\$	7,053,328	\$ 6,219,111	\$ 5,293,711
(B)	Fiscal Year Operating Expenses		6,009,424	 5,246,133	 4,360,736
(C)	Net Income Available for Debt Service [line (A) minus by line (B)]		1,043,904	972,978	932,975
(D)	Base Rent		908,172	832,007	675,331
(E)	Coverage Ratio [line (C) divided by line (D)]	_	1.15	 1.17	 1.38
	In Compliance?		Yes	Yes	Yes
	Effective Date		06/30/15	06/30/15	06/30/15

GreatHearts®



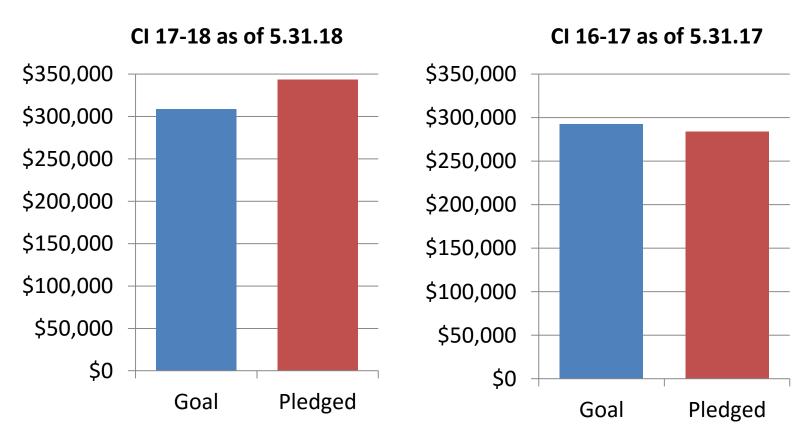
Community Investment Campaign Report

	CI 17-18 as of 5.31.18	CI 16-17 as of 5.31.17
Goal:	\$308,802	\$292,995
Pledged:	\$343,750	\$284,305
% of Goal Pledged:	111%	97%
Amount Received:	\$296,381	\$218,328
Number of Donors:	261	215
Per Student Amount:	\$472	\$478
Family Participation:	43%	48%

GreatHearts®



Community Investment Campaign Report



2017-18 Community Investment Campaign Report as of 5.31.18

Academy	CI 17-18 Goal	CI 17-18 Pledges and One-time Gifts	CI 17-18 % of Goal (Pledges/One -time Gifts)	CI 17-18 Received	CI 17-18 Non- Corporate Donor Participation % (i.e. 'Family Participation')	CI 17-18 Per Student Amount (Based on Pledges/One- time Gifts and Budgeted # of Students)
Veritas Prep	454,204	486,927	107%	441,981	57%	684
Archway Veritas	450,444	467,939	104%	436,428	64%	896
Chandler Prep	401,367	423,165	105%	384,041	60%	605
Archway Chandler	357,167	353,475	99%	327,292	60%	682
Arete Prep	264,307	276,553	105%	247,030	53%	495
Archway Arete	215,000	217,575	101%	190,890	44%	422
Scottsdale Prep	661,635	751,015	114%	668,210	72%	879
Archway Scottsdale	406,622	425,059	105%	396,301	67%	1,052
Glendale Prep	274,757	306,096	111%	248,821	66%	565
Archway Glendale	290,000	302,694	104%	256,408	57%	582
Anthem Prep	407,000	426,532	105%	388,906	64%	551
Trivium Prep	308,802	343,750	111%	296,381	47%	472
Archway Trivium West	217,584	221,090	102%	187,612	44%	426
North Phoenix Prep	197,160	167,284	85%	148,916	37%	450
Archway North Phoenix	409,200	390,549	95%	330,737	48%	498
Cicero Prep	334,630	304,143	91%	254,451	54%	680
Archway Cicero	392,941	399,538	102%	336,910	59%	765
Archway Trivium East	185,279	184,394	100%	154,772	44%	385
Lincoln Prep	147,013	156,103	106%	133,585	40%	427
Archway Lincoln	393,024	315,715	80%	266,990	45%	470
TOTAL	. ¢6 769 136	\$6.010 E06	1020/	¢6 006 662	EE0/	¢ 6004

TOTAL: \$6,768,136 \$6,919,596 102% \$6,096,662 55% \$6001

GreatHearts®



Tax Credit Drive

	TC 2017 FINAL	TC 2016 FINAL
Goal:	\$105,539	\$99,583
Received:	\$109,021	\$92,756
% of Goal Received:	103%	93%
Number of Donors:	338	287
Per Student Amount:	\$147	\$153

2017 Tax Credit Drive Report FINAL

Academy	Tax Credit 2017 Goal	Tax Credit 2017 Received FINAL	Tax Credit 2017 % Goal Received (FINAL)	Tax Credit 2017 # of Donors FINAL	Tax Credit 2017 Per Student FINAL
Veritas Prep	144,502	144,618	100%	435	200
Archway Veritas	115,944	100,231	86%	305	186
Chandler Prep	181,776	180,036	99%	561	248
Archway Chandler	100,000	104,975	105%	325	196
Arete Prep	100,045	96,638	97%	304	173
Archway Arete	75,000	72,693	97%	227	135
Scottsdale Prep	210,000	226,934	108%	685	261
Archway Scottsdale	89,250	104,784	117%	318	257
Glendale Prep	124,922	125,013	100%	388	226
Archway Glendale	93,105	95,803	103%	294	177
Anthem Prep	132,100	132,053	100%	385	165
Trivium Prep	105,539	109,021	103%	338	147
Archway Trivium West	70,327	68,412	97%	223	126
North Phoenix Prep	69,831	69,026	99%	218	170
Archway North Phoenix	136,370	107,338	79%	341	128
Cicero Prep	81,695	79,278	97%	255	180
Archway Cicero	80,865	82,735	102%	253	157
Archway Trivium East	48,100	49,013	102%	156	98
Lincoln Prep	51,623	47,485	92%	155	127
Archway Lincoln	102,748	94,811	92%	278	141
Maryvale Prep	39,600	37,812	95%	166	76
Teleos Prep	43,931	33,587	76%	123	148 026

TOTAL: \$2,197,273 \$2,162,345 98.41% 6,733 \$172