

AMERICAN LEGACY ACADEMY

Governing Board Meeting Minutes

Date: Tuesday, July 14, 2026

Time: 7:30 p.m. – 8:24 p.m.

Location: Google Meet (Virtual Meeting)

1. Call to Order

President Karen Smith called the meeting to order at **7:40 p.m.**

Roll Call

Board Members Present

- Karen Smith, President
- Michelle Pahl, Secretary
- Elizabeth Dolle, Board Member
- Shasta Merz, Board Member

Board Members Absent

- Dr. Alana Kuhlman, Board Member
- Dr. Marissa Archer, Board Member
- Jamie Giovale, Board Member

A quorum was established.

2. Adoption of FY2027 Annual Budget

Karen Smith presented the proposed Fiscal Year 2027 Annual Budget for American Legacy Academy. The Governing Board reviewed the budget assumptions, projected enrollment, anticipated revenues, expenditures, staffing allocations, instructional costs, facilities expenses, and operational costs for the school's inaugural year. Discussion included ensuring sufficient funding to support the educational program, staffing plan, student services, facility readiness, and compliance with Arizona Department of Education budgeting requirements.

Following discussion, the Board determined the proposed budget accurately reflected the financial needs of the school and complied with all state budget requirements.

Motion: Michelle Pahl moved to adopt the Fiscal Year 2027 Annual Budget as presented.

Second: Elizabeth Dolle

Roll Call Vote

Board Member Vote

Karen Smith Yes

Michelle Pahl Yes

Elizabeth Dolle Yes

Shasta Merz Yes

Motion carried unanimously (4-0).

3. Adoption of the 2026–2027 School Calendar

Karen Smith presented the proposed 2026–2027 School Calendar, including instructional days, teacher workdays, professional development, holidays, conferences, and instructional hours.

During discussion, the Governing Board determined several revisions would better support teacher professional development while maintaining the required instructional calendar.

The Board approved the following revisions:

- Remove the designated snow days.
- Change **Wednesday, October 7, 2026** to a **half-day** for students.
- Schedule **Thursday, October 8, 2026** as a **Professional Development Day** with no school for students.
- Hold **Parent-Teacher Conferences on Friday, October 9, 2026.**

The Board determined the revised calendar continued to meet Arizona instructional hour requirements while providing additional opportunities for staff collaboration and training.

Motion: Michelle Pahl moved to adopt the 2026–2027 School Calendar with the approved revisions.

Second: Shasta Merz

Roll Call Vote

Board Member Vote

Karen Smith Yes

Michelle Pahl Yes

Elizabeth Dolle Yes

Shasta Merz Yes

Motion carried unanimously (4-0).

4. Adoption of Revised Student and Family Handbook Policies

Karen Smith presented revisions to the American Legacy Academy Student and Family Handbook to ensure compliance with current Arizona Revised Statutes and Arizona Department of Education requirements for charter schools.

The Governing Board reviewed the following required policies:

- **Attendance** (*A.R.S. § 15-806*) — Attendance requirements, excused and unexcused absences, religious absences, excessive absences, truancy procedures, and parent notification requirements.
- **Harassment** (*A.R.S. § 15-186.01*) — Procedures prohibiting harassment, intimidation, and bullying, including reporting, investigation, and corrective action procedures.
- **Hazing Prevention** (*A.R.S. § 15-2301*) — Prohibition of hazing activities involving students, staff, volunteers, or organizations affiliated with the school.
- **Reporting and Documenting Crimes** (*A.R.S. § 15-153*) — Procedures for reporting, documenting, and cooperating with law enforcement regarding criminal conduct occurring on campus or during school-sponsored activities.

- **K–4 Suspension and Expulsion** (*A.R.S. § 15-843(K)*) — Student discipline procedures consistent with statutory limitations governing suspension and expulsion of students in kindergarten through fourth grade.
- **Visitation, Tours, and Classroom Observations** (*A.R.S. § 15-184(J)*) — Procedures allowing classroom visits, tours, and observations while protecting instructional time, student privacy, and school safety.
- **Special Education, Section 504, and English Learner Services** (*A.R.S. § 15-763*) — Procedures outlining the school's commitment to providing appropriate educational services and accommodations to eligible students.
- **Technology, Internet Access, and Wireless Communication Devices** (*A.R.S. § 15-120.05*) — Policies governing acceptable technology use, internet safety, digital citizenship, and student use of wireless communication devices during the instructional day.

Following discussion, Board members agreed that the revised Attendance Policy should be adopted immediately to ensure compliance with **A.R.S. § 15-806**. The remaining handbook policy revisions were reviewed and discussed and would continue through the handbook revision process before final adoption at a future Governing Board meeting.

Motion: Michelle Pahl moved to modify and adopt the Student Attendance Policy to align with **A.R.S. § 15-806**.

Second: Elizabeth Dolle

Roll Call Vote

Board Member Vote

Karen Smith Yes

Michelle Pahl Yes

Elizabeth Dolle Yes

Shasta Merz Yes

Motion carried unanimously (4-0).

5. School Administrator Report

Karen Smith presented the School Administrator's Report regarding preparations for the opening of American Legacy Academy.

Enrollment Update

Enrollment continued to increase, with student enrollment reported to be in the **70-student range**. Additional applications continued to be received, and enrollment outreach efforts remained ongoing.

Staffing Update

An update was provided regarding staffing and hiring.

Current hiring efforts included:

- Kindergarten Teacher
- STEM Teacher
- First Grade Teacher
- Second Grade Teacher
- Third Grade Teacher

Karen Smith reported that staffing continued to progress successfully and that teachers would begin reaching out to enrolled families to introduce themselves, answer questions, and begin establishing relationships before the start of school.

Facility Readiness Update

Construction continued to make significant progress toward completion.

Updates included:

- Continued concrete installation and site improvements.
- Classroom carpet installation underway.
- Ongoing classroom preparation.
- Continued work throughout instructional spaces.
- Overall construction progressing steadily toward occupancy.

Board members expressed appreciation for the substantial progress being made and looked forward to continued construction updates.

Arizona Charter Schools Program (AZCSP) Grant Update

Karen Smith reported that **Philliberty Peacock** had been hired as the school's Academic Director to support implementation of the Arizona Charter Schools Program Grant and assist with curriculum, instructional systems, and academic planning.

Operational Readiness Update

Operational readiness activities remained on schedule.

Updates included:

- Teacher orientation scheduled to begin the following week.
- Professional development plans finalized.
- Classroom setup preparations underway.
- Student information and operational systems continuing to be implemented.
- Final preparations underway to ensure a successful opening of school.

Board members discussed the significant progress made during the previous several weeks and expressed appreciation for the continued work being completed by staff and contractors.

No action was required on the School Administrator's Report.

6. Adjournment

There being no further business before the Governing Board:

Motion: Elizabeth Dolle moved to adjourn the meeting.

Second: Michelle Pahl

Roll Call Vote

Board Member Vote

Karen Smith Yes

Michelle Pahl Yes

Elizabeth Dolle Yes

Shasta Merz Yes

Motion carried unanimously (4-0).

President Karen Smith adjourned the meeting at **8:24 p.m.**

Respectfully Submitted,

 Signed by:
Michelle Pahl
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Michelle Pahl
Secretary, Governing Board

7/19/2026

 Signed by:
Mary Karen Smith
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Mary Karen Smith
President, Governing Board

7/19/2026