**Arizona Language Preparatory Board of Directors**

**School Board Meeting**

**11/7/16**

**Agenda**

1. Notice of Meeting
   1. Pursuant to Arizona Revised Statutes (A.R.S.) § 38-431.02, notice is hereby given to the members of the Arizona Language Preparatory Board of Directors and to the general public that the Board will hold a public meeting, open to the public as specified below. The Board reserves the right to change the order of the items on the agenda, with the exception of public hearings set for a specific time. One or more members of the Board may participate in the meeting by telephonic communications.
   2. Pursuant to A.R.S. § 38-431.03(A)(3) the Board may vote to go into Executive Session, which will not be open to the public, for legal advice concerning any item on the agenda.
   3. Location and time of meeting: Arizona Language Preparatory, 4645 E Marilyn Rd, Phoenix AZ 85032. 4:30p.
2. Roll Call
   1. @4:40p, Allison Perrin, Janet Hecht, Kristin Humble, Sara Hecht – Present
      1. Beau Beyerle & Shelly Shaffer - Absent
3. Call to the public
   1. This is the time for the public to comment. Members of the Board may not discuss items that are not specifically identified on the agenda. Therefore, pursuant to A.R.S. § 38-431.01(H), action taken as a result of public comment will be limited to directing staff to study the matter, responding to any criticism, or scheduling the matter for further consideration and decision at a later date.
4. Action items
   1. Approve previous minutes
      1. Allison requested more detail be included in minutes
5. Discussion items
   1. Staffing update
      1. Matt Toomey:
         1. Mrs. Shaffer has resigned her position on 11/5/16. For the Spanish room - we plan to proceed with Substitute Agency “Substitutes on Call”, then request a Spanish teacher come to fill in until winter break so we can spend time finding a new teacher to begin in January. The position will be posted on the school’s website and on Indeed (possibly other websites as well).
         2. Mrs. Borland has chosen to not renew her contract after 12/31/16. She has agreed to stay on campus through the end of her contract to ensure the best learning environment for the students. She has requested that if she is on campus (instead of utilizing a substitute) all formal communication and classroom observations would be performed by Matt Toomey. She requested a letter of recommendation from Sara Hecht. An interview has been scheduled with a potential teacher who has worked as a substitute already to take over in January. The position will be posted on the school’s website and on Indeed (possibly other websites as well).
            1. Board agreed that keeping Laura in the classroom is a great idea
   2. Curriculum update
      1. Table – Allison wants to know what has been spent, what’s left, where money was spent, etc
   3. Behavior plan
      1. Sara updated on the effectiveness of the implementation of the behavior plan
      2. Concerns regarding safety as a result of student behaviors were brought up
   4. Classroom cleaning
      1. Sara said that she talked to a teacher regarding the rooms. The teacher said more frequent vacuuming would be better. Sara asked if Friday nights (on top of cleaners coming Wednesdays) would help, the teacher said it would. Allison asked if the Learn To Serve group would be a good option – she will look in to more
   5. Teacher celebrations & concerns
      1. Teachers have stated they like having Matt on board. There were some concerns about academics and behavior that were addressed with behavior plans or intervention.
   6. Teacher meeting effectiveness
      1. Concerns regarding a Mandarin teacher’s interactions with students: Sara said that she has met with the teacher every week to discuss classroom management and instruction. The board would like videos to be taken for review with the teacher to see how the class is going. Matt recommended working towards foreign language teachers ONLY teaching language arts standards.
6. Announcement of future meeting date
   1. The Board of Directors meeting 12/19/16 @ 4:30p
7. Adjournment
   1. @6:27p