**Arizona Language Preparatory Board of Directors**

**Special Called Open Meeting**

**Nov 7th, 2016**

**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 @6:00p
2. Roll Call
	1. 6:30p Allison Perrin, Michael Gerity, Janet Hecht – Present
		1. Beau Beyerle - 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. Discussion
	1. Budget review
		1. Matt Toomey reviewed Quickbooks reports, and asked if there would be reports that would better serve the board. Allison would like reports that break down in to groups, like curriculum – what has been spent what is left to spend. Matt reviewed the P&L Budget Performance. Michael and Matt noted there are a couple areas we are over budget for YTD, but have more room in the annual budget.
		2. Discussed students with past due invoicing. Matt will run a report to determine any students who are approaching 90 days past due. Those students will receive a letter regarding the internal control policy for extracurricular activities beings suspended when accounts are 90 days past due (and no payment plan is in place).
		3. Allison would like to honor families who donate time and funds at the winter program
	2. 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).
	3. Teacher survey
		1. Janet provided survey access to board. Janet asked if Sara can view – board all agreed.
			1. Everyone logged in to survey to view results and discussed the results
			2. The board discussed doing a second survey at the end of the year, with more specific questions, and more focus (not just principal).
	4. Correction regarding audit firm
		1. There was an entry in the minutes that states that "audit firm is now the accounting firm". That is not technically correct because if it were the auditors would not be able to do the School's audit. What they are doing is providing a "non-attest" service, namely preparation of the 990. They are always available to answer accounting questions but as the auditors they would not be able to provide "accounting services" except in certain special situations.
5. Action
	1. Approval of previous minutes
		1. Tabled
	2. Approve class sizes 2017-18
		1. Tabled
	3. Approve credit card contract
		1. Michael expressed concern about needing a Personal Guarantee
		2. Michael motions to move forward with “Cash Rewards Business”, Allison seconds, ayes unanimous
		3. Michael will look in to credit card processing as well
	4. Approve new teacher hours/salary/contract
		1. Matt reviewed the 3-6 English teacher’s original role/hours/pay, and the revised role/hours/pay
		2. Michael motions to offer M,W, Th, F 8a-3p and pay to be DOE, Allison seconds, ayes unanimous
	5. Resignation Josh Borland from board
		1. Janet motions, Allison seconds, ayes unanimous
6. Announcement of future meeting date
	1. The Board of Directors meeting will be December 19th, 2016 at 6:00p
7. Adjournment
	1. 9:30p