**Arizona Language Preparatory Board of Directors**

**Special Called Open Meeting**

**July 11th, 2016**

**Minutes**

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

Allison-Present, Josh-Present, Michael-Present, Beau-Via Phone, Janet-absent.

1. 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.

Sara shared the test scores and it was decided not to disperse the language tests to the parents until we have comparison #s to share. AZ Merit and Aims scores will be shared.

1. Action items
	1. Approval of previous minutes

Approved unanimously.

* 1. Approval of auto pay for APS

Approved unanimously

* 1. Review/Revise and Approve AR Internal Controls adding penalty for late payment and also set time for student to be disqualified from Extra Curricular Activities.

Approved unanimously

Board will add this section to power point presentation for beginning of the school year presentation and will have a sheet for every parent to sign at the meeting.

* 1. Approval of auto tax filing procedure
	2. Approval of fees for Before Care, After Care, Homework Club, Hourly BC & AC, and late charges for the 2016-17 School Year

Approved unanimously

* 1. Approval of budget

Approved unanimously

1. Discussion
	1. Enrollment update

Nobody has dropped out…still at 70.

* 1. Hiring update

Hired Eng K/1-2, Hired 2 aides, Hired Mandarin 1-2…still need Spanish 1-2 P.E. Teacher may be split.

Allison looking up the Presidential Physical Fitness Test.

Spanish position has been updated today on Indeed.

Sub Pool: We have 1 member, but need to add more quickly. Can we add more from parents? Add that to presentation.

* 1. Job Descriptions for roles

Josh will add job descriptions and work with Janet/other schools.

* 1. Curriculum/Supplies Update

Chinese teachers finalizing their order. Ordering tomorrow.

Spanish teachers ordering by the end of week.

Left over budget possibly used for training.

* 1. Shade Structure update

$9000. Will be done by the start of school. Went from 20 X 20 to 20 X 40 for the same price.

* 1. Furniture for upstairs

Beau and Josh to work on furniture. Need 10 chairs, 9 desks and tables for 36 (preferably 18 2-seaters).

* 1. Fence Update

Beau to give update at later date.

* 1. Update on Principal Evaluation and/or Teacher Surveys

Josh to follow up with Janet to find out how evaluation for Director works and needs to be finished.

* 1. Misc. items related to beginning of next school year

Intercoms are needed to for access to classrooms.

Training from Police Department on lock down procedures. Sara to get contact info from Joe for officer to visit.

Working meeting for P.I.N. on

1. Announcement of future meeting date
	1. The Board of Directors meeting will be August 1st, 2016 at 6:00p
2. Adjournment