**Arizona Language Preparatory Board of Directors**

**Special Called Open Meeting**

**December 19, 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 - 6:07 Allison Perrin, Beau Beyerle, Michael Gerity, Janet Hecht - all present
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.

 Letter provided by Ms. Perez and was read by Matt for all board members and members of the public to hear. She is saddened to see Sara leave as she feels she has provided an immense amount of support and mentoring.

1. Discussion
	1. Budget update - Matt provided budget update. Invoiced Program Income is more than budgeted (not collected). Classroom Site Fund will be affected by decline in student number. Aide will be decreased to 20 hours per week (from 40 hours). Teacher Bonuses will be taken out of CSF. We are under-budget for curriculum. Matt will be looking into the teacher’s needs for curriculum. Michael has concerns about a suspect anomaly in the budget provided today for review and Matt will discuss with Linda tomorrow.
	2. Staffing update - 2 new teachers. Tawny Weaver will teach English for grades 3-6. Sasha Rincon is the new Spanish teacher for grades 3-6. They are spending time with the current teachers this week to help with the transition. Aide has been decreased to 20 hours (see above).
	3. Enrollment update - received 28 applications for open enrollment (most are Kinder, a few are first grade). We will have to have a lottery. We will need to knock down a wall in order to have a second full kindergarten class. Joe from the Temple does not think that will be a problem but will consult with Temple Board. Families will be notified in February of their status. Board will need to set cap for grade levels. Matt will need to send out an intent to return to present families.
	4. Winter program presentation - It was decided to have Matt and Sara do an informal presentation instead of the Board’s planned formal presentation.
	5. Michael’s and Matt’s Meeting with Joe - They discussed 1) Need to enlarge/combine 2 classrooms 2) Long term plans for space- The Temple really likes having us a tenet and plans to work with us so we can stay on campus. There is room in the temporary buildings for us to use if we need them. 3) Joe will discuss with the Temple Board about giving us credit for the capital improvements that we have made in the form of decreased rent. 4) Joe will look into getting extra keys. 5) Joe already fixed an issue with sprinklers that was brought to his attention at the meeting. Both Matt and Michael feel that the meeting went very well.

1. Action
	1. Approval of previous minutes - Michael Gerity motioned to approve, Allison Perrin seconded. Ayes unanimous.
	2. Approval of teacher contracts – Tawnie Weaver (English) and Sasha Rincon (Spanish). Janet motioned, Michael seconded. Ayes unanimous
	3. Charter Representative Notification Request - Michael will be new charter holder. Janet also reported that we can add additional people in the future as charter representative. Allison motioned to approve, Janet 2nd, Ayes unanimous.
	4. Letter from Ball & McGraw - Board reviewed the letter. Beau motioned, Allison seconded. Ayes unanimous.
	5. Review 990 for tax filing - Board reviewed. Needs to have final review before filing. Michael motioned, Janet seconded. Ayes unanimous.
	6. Reimbursement of IVP card - 1 parent has requested reimbursement. Michael motioned, Allison seconded. Ayes unanimous.
	7. Writing off bad debt ($400 dollars stolen) – Beau motioned, Michael seconded. Ayes unanimous.
	8. Resignation of Sara Hecht – Allison motioned, Beau seconded. Ayes unanimous.
	9. Assignment of Principal job duties & Search for replacement - (going under executive session)
	10. Consideration of applications for corporate board -
		1. Daniel Rognstad and Daniel Melton introduced themselves. Both are interested in running for a board position.
		2. Board will post the position publicly. Email to all school families and posted on website as well. Individual board members will reach out to community members as we all feel it would be in the school’s best interest to limit conflict of interest. All submissions will be due by 1/15/17. We will ask potential candidates to submit a resume along with a personal statement as to why they want to be on the board. We will collectively interview the best candidates (possibly at the next board meeting). NO ACTION at this time.
		3. Need to have job description of board roles and responsibilities. Michael to draft and board to review. NO ACTION at this time
	11. Board officer positions - Auditors asked for Board president, treasurer, and secretary. The board will plan to elect a secretary, treasurer, and president as well as the Chairman of the Board position. Additionally, if the board goes to 7 members we will elect a vice-chairman. NO ACTION at this time.
	12. Approval of contract for increased cleaning services we pay for $225 for 1 full day of cleaning and want to have 2 full day of cleanings for $300. Janet motioned, Michael seconded. Ayes unanimous.
	13. Executive session
		1. Discussion regarding candidate search for principal position
2. Announcement of future meeting date
	1. The Board of Directors meeting will be January 23, 2017 at 6:00p
3. Adjournment at 9:17 pm.