**Arizona Language Preparatory Board of Directors**

**Special Called Open Meeting**

**Oct 10th, 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

Beau Beyerle, Michael Gerity, Allison Perrin, Janet Hecht, Joshua Borland all present.

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.
2. Executive Session

During this session only executive board members are present with discussion.

1. Discussion

Agreement to 5 minutes allowed for call to the public per person per issue.

* 1. “Learn to Serve” review

Tabled until the next meeting.

* 1. School and Room cleanliness

Will be handled going forward by new ops manager and funding being checked to see if additional cleaning can be supported.

* 1. Vacation Policy

Non-issue at this point and wasn’t discussed.

* 1. Review of policy on tardy/absent policy and enforcement

Discussed in governing board meeting and not discussed during the Executive Board meeting.

* 1. Review Job Descriptions

See attached.

* 1. Review candidates for business manager

Discussion from the board was that one candidate (Matt) offered more of what we are looking for in the new role for Business Manager. His traits that included Grant Writing and experience in a Charter School already were what set him apart from the other candidates discussed.

1. Action
	1. Approval of previous minutes

Approved unanimously.

* 1. Adjust and finalize job descriptions as needed

Working job descriptions approved…see attachment

* 1. Decide on candidates (if needed)

Offering Ops manager role on a temporary status to Matt Toomey/ Unanimously approved.

* 1. Contractual changes titles/hours (if needed)

Director title approved to change to Principal/Unanimously approved.

Hours and pay already adjusted for Mrs. Borland to reflect new schedule and hours.

1. Announcement of future meeting date
	1. The Board of Directors meeting will be November 7th, 2016 at 6:00p
2. Adjournment at 8:45 pm