**Arizona Language Preparatory Board of Directors**

**Special Called Open Meeting**

**Sept 18th, 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
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.

No call to the public at this meeting.

1. Action items
   1. Approval of previous minutes
   2. Approval of writing off previous student balance ($772)

Board approved to write off debt of this student. Student no longer attends school.

* 1. Revise Mrs. Borland’s contract to reflect “teaching position” only

Contract will be revised once hours are decided.

* 1. Approval of method, timing and amount paid to Art, Music and PE teachers

Contract Employees will use W-9 and be issued form 1099. Expenses will be submitted separately and approved by the board. Contract employees will be paid quarterly.

Approved unanimously.

* 1. Approval of use of “restricted funds”

1. Discussion
   1. Enrollment update…Holding steady at current #?

69…40 1-6th grade and 29 kindergartners.

* 1. Discussion of writing off previous student balance ($772)

Decision made to send 1st student with more than 90 days past due on account a letter from board (no school events)

Decision made to continue with 2nd student to continue to make payments as is.

Decision made to send 3rd student with more than 90 days past due on account a letter from board (no school events)

* 1. Budget and Financial review

Beau and Josh’s budget needed more specific line item…not to be referred to as the budget. Linda has taken each of the “overview” total s and put them into the actual budget. No need to re-approve overall budget as it was approved in July 11th meeting.

* 1. Criteria for reimbursement of volunteer fingerprint card

School will reimburse up to 4 volunteers per fiscal year. Approval requested by the board.

* 1. Discussion of budget for Professional Development

Not to be used from restricted funds. Will be used from another GL account.

* 1. Discussion on use of “restricted funds”

Classroom site fund. Funds have very specific designated ways to spend this money. Given to us by the state and will be audited. Linda has emailed the “short” version of the designates to each of the board members. Basically it should be used for teacher increase and for class size reduction.

Business manager recommends that the reserve of funds be set at $80,000 before board is requested for special meeting.

* 1. Business Manger job description

Discussion of finding a business manager that can handle day to day activities of the school that are not educational/student related. This position will take some of the duties of the bookkeeper and will report to into the Director/Board. Part/Time 25-35 hour a week.

* 1. Bookkeeper job description

See Business Manager job description form above.

* 1. Discussion of method, timing and amount to be paid to Art, Music and PE teachers

See approval notes from above.

* 1. Hiring an interventionist

Discussion will continue after the breakdown of hours is finished with teachers. Mrs. Carfi wants to do it.

* 1. Update on “Learning to Serve”

Goal is for each of the volunteers to get a bronze medal for their hours served this year.

* 1. Speech and Debate Club at ALP

Meeting with Brophy speech and debate school. They are possibly coming to school to spend time with the students.

* 1. Moving to K-8 school

Data supports that we are not in “school improvement” and are allowed to continue on to 7-8 grade. Continual discussion on this going forward. Vote is still 3-2 in support of continuing to 7-8th grade.

* 1. Discussion on Grant writing

Parent of one of our students previously wrote grants for a living and wants to contribute her services to the school. However, board needs to get a plan together to make the process easier. Need to get a list of grants available from which to choose.

* 1. Discussion on Update from PTO

APEX fundraiser went well. No actual update form PTO. May look at changing our partner for next year.

1. Announcement of future meeting date
   1. The Board of Directors meeting will be October 10th, 2016 at 6:00p
2. Adjournment