

Arizona Language Preparatory Board of Directors Open Meeting March 6, 2017 Corporate Board Agenda

- 1) Call to Order: 6:14 pm
- 2) Roll Call:
 - a. Allison Perrin, Steve Neeley, Dan Melton, Michael Gerity, Bea Beyerle, Tawnie Weaver, Matt Toomey
- 3) Call to the public
 - a. None
- 4) Discussion
 - a. Financial Update and Budget Review
 - a. Matt:
 - i. We are in the black (\$5,052.33) and over budget by \$1,487.33 for the month of February.
 - ii. We are in the black by \$25,042.84 year to date
 - iii. From July to October we were in the red.
 - iv. Proposed and presented budget in August was in the red \$3090.00
 - v. Matt Toomey will be sending home a letter detailing Booster Club Donations and how parents can contribute.
 - 1. Discussion: Beau and Steve discussed how we should approach parents for more money. Steve shared how other charters make it almost, obligatory for money donations. Allison, agrees we should detail some of the items that we have used funds on previously. I think we need to finish out the year and have a plan for next year. Dan, should we make it a campaign for money? Beau agrees to that idea and thinks we should do a push for May 1st for x amount of dollars. Let's not compete for with PTO, but do different things. Allison, how about Penny Wars? Beau: three drive: Kids- Tax Credit, Parents- Tax Credit and Booster Club. Our goal is \$10,000. Michael: use the thermometer to gauge money. Dan: We should reach out to parents with a phone call to ask for money and orient new and current parents with school info and money needs. Beau offers to call all parents for the summer. Allison would like a directory to be put in place. Ann Coti with a directory for name, number, phone number, zip code. Matt needs to reach out to parents regarding directory.
 - vi. Additional push for tax credits as well.
 - vii. Supplies were over projected budget by \$289.81 for the month. We purchased items to update the filing system for student files, paper towels, and bins.
 - b. Enrollment & Staffing Update for 2017-18 School Year
 - a. Matt Updated the board: Offered spots to 36 students
 - i. 2 (1 from offered and 1 from waitlist) have declined their spots
 - ii.13 have filled out paperwork
 - iii. 23 have not filled out paperwork and we will be following up this week with those parents. Notes will be placed in the BeiBei sign out sheet for those parents.
 - iv. 6 students are on the waitlist
 - b. Staffing 2016-2017
 - i. All teachers have returned an intent to return
 - ii. Most prefer full time and are interested in benefits
 - Friday professional development was very successful and we discussed revising our mission statement
 - c. Staffing 2017-2018
 - i. Beau updated the board that we will be posting all three language positions for K-6.
 - ii.Beau updated the board on benefits for next year and full time schedules.
 - 1. Michael: Insurance shouldn't be 100%, but maybe 60-70%.
 - 2. Beau: Dependents, vision, and dental are extra. I will work with Matt for actual numbers and get a proposal.
 - d. Professional Development update: Matt updated board about staff lunch and work on the mission statement how to we can make more solid.
 - c. Campus Safety Procedures
 - a. Threat Assessment was completed on Friday, March 3rd
 - b. Highlights
 - c. Recommendation:

- i. Extend the fence around the eating area.
- ii.Stronger procedures and protocols.
- 1. Connect with Joe for parent contact
- d. Summer Program Options
 - Lots of parent interest in summer program. We have discussed 4 hours a day and possibly with 4 days of week.
 - i. Cons- AC and utilities, not having enough language based activities, etc.
 - ii. Make a tutoring space available for teaching languages
- e. ADE Entity Roles
 - a. Tawnie updated the board all former staff have been removed from our ADE accounts
 - b. Tawnie Weaver and Matt Toomey are both Entity Admin with capabilities to assign roles.
 - c. We are currently in the process of reviewing each of the roles and assigning them more strategically to ensure we have the best implantation within the district/school level.
- 5) Action
 - a. Previous Actions Items from 2/13/17
 - i. Approval of January Board Minutes
 - 1. Michael motions to approve, Beau seconds, and vote unanimously passes.
 - ii.Bad debt for former student accounts
 - 1. Matt will send another update to the parent.
 - iii. Vote on Chair and Vice Chair positions on the board
 - 1. Beau is Chair and Michael is Vice Chair. Beau motions, Allison seconds, and unanimously passes.
 - iv. Purchase of Spanish curriculum
 - 1. Beau motions to purchase, Allison seconded, vote unanimously passes.
 - v. Adopt Danielson Tool for Teacher Evaluations
 - 1. Beau motions to purchase, Michael seconded, vote unanimously passes.
 - b. Approval of February Minutes
 - i. Michael motions to approve, Beau seconds, and vote unanimously passes.
 - c. 2017-18 School Calendar Approval
 - i. Matt updated the board on the proposal for every Friday to be a full half-day. Having more consistent time and more precise training.
 - ii.Board Retreat: Sunday, April 2nd 10-4 pm
 - 1. Budget
 - 2. Safety
 - 3. Marketing
 - 4. Student/Staff Handbook
 - 5. Teacher Appreciation Committee
 - 6. Coffee with Director
 - 7. Volunteer Programs
- 6) Announcement of future meeting date
 - a. The Board of Directors meeting will be April 10, 2017 at 6:00 pm
- 7) Adjournment

Board Member Signature:	Date:
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Board Member Signature:	Date: