



**Arizona Language Preparatory
Governing Board of Directors
Open Meeting Minutes
September 26, 2017**

1) Notice of Meeting

- a. 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.
- b. 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.
- c. Location and time of meeting: 4645 E Marilyn Rd., Phoenix, AZ 85032 at 4:30 pm

2) Roll Call

- a. Beau Beyerle
- b. Allison Perrin
- c. Kristen Humble
- d. Matt Toomey
- e. Tawnie Weaver
 - i. Public- Michael Gerity and Renee Gallegos

3) Approval of Previous Minutes

4) Call to the public

- a. 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.

5) Discussion

a. Previous Meeting Updates:

i. Milestones:

1. By the end of September all teachers will have solidified classroom management.
 - a. KA- Teacher is making minimal progress in attaining new classroom management skills. Teacher struggles with not turning his/her back to the classroom. Best time to observe this classroom is in the afternoon when his/her skills seems to diminish.
 - b. KB- Teacher is making good progress with his/her positive attitude towards the classroom. This teacher has a good control of her classroom. This teacher could use assistance with letting go of her classroom and letting kids do more of the talking and moving around the room. Best time to observe this class in the in afternoon with his/her non-homeroom class.
 - c. 1A- Teacher is making good progress with classroom management. This teacher struggles with understanding or taking direction at times.
 - d. 1B- Teacher is making some progress with classroom management, but still needs support. He/she has a very positive attitude about growth and trying new things.
 - e. 2- Teacher has made a lot of growth in the last week and takes direction well. This teacher is very motivated to try new things and research new ways/ideas.
 - f. 3-6- Teacher has strong classroom management and is a great leader to other teachers.
 - g. K-1 English- Teacher has strong classroom management and is a great leader to other teachers.

Date Posted: 9.25.17

Time Posted: 1:11 pm

Location of Posting: Bulletin Board Outside of Main Entrance

Posted By: Tawnie Weaver

- h. 2-6 English- Teacher is making good progress with classroom management, but still needs support to help with challenging classroom behaviors. He/she has a very positive attitude about growth and trying new things.
 - i. Playground- Duty schedules are in place and teachers are better job monitoring students during their recess and lunch times. Cleaning up trash after lunch seems to be an issue and needs additional support.
2. Print all teacher lesson plans
 - a. All teacher lesson plans are printed and in a binder. Teachers are posting daily objectives in their rooms in kid friendly language. All teachers are working on common language standards.
- ii. Staff Evaluations:
 1. By the end of September complete all staff evaluations
 - a. Classroom observations have been going well. I have blocked off time on my schedule to get into the classrooms. There are several things that are getting in the way of this, but with better time management and project management I should be able to get in more classrooms daily.
 - b. Formal BOY Evaluations will be conducted the first week of October. Teachers will be signing up for a time to be evaluated.
 - iii. Classroom Schedules
 1. Teachers have posted student friendly daily agendas in their classrooms.
 2. Teachers are getting better about following their schedules and being respectful of the next teacher.
 - a. Beau reached out to Renee and asked how things were going. Renee responded that most kids are getting into the groove and we have made small adjustments to make things great. Renee expressed how all teachers feel like time is of the essence and everyone feels like they could use more time.
 - iv. Current Grants/Funding:
 1. Restricted state funds- must spend monies this year
 - a. Grants- PTO and parents are helping to write grants
 - i. Tawnie will reach out to Trish to see how are moving along with a Grant Writer.
 - b. Classroom Site Funding- English Teachers for intervention 14%
 - i. Beau expressed concern that we need to document exactly what we “working on” during that time. Label schedule with intervention and amend contracts to show allocation of time.
 - ii. Renee expressed concern that she needs to find a way to partition the office space. Beau recommended sending an email to Beau.
 - c. Salary Increase Funding-
 - d. Prop Monies/ Title Monies
 - i. Beau shared his feelings about having a formal discussion regarding Title I
 - v. Playground
 1. Climbing structure to be added by end of September 2017
 - a. Matt proposed we should utilize parents to form a playground committee. The total cost is around \$4000.
 - vi. Motivational Interviews must be implemented 15 minutes with each teacher
 1. Matt and Tawnie still need additional training on motivational interviews.
 2. Matt and Tawnie are not meeting the expectation of meeting weekly with teachers.
 - a. Tawnie will create a schedule tomorrow for their weekly time for a chat session.
 - b. Allison and Matt/Tawnie will meet after the meeting to help create a structure for the meeting time.

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3. Daily Email: Principal's Corner goes out every other day with everything they need by 7:30 am or usually the night prior.
 - b. Curriculum & Classroom Updates- Tawnie Weaver
 - i. Chinese: Better Immersion K-2 is being implemented slowly. It is hard for me to determine what exactly should be taught when and how. I recommend the teachers and I attend on online training with Better Immersion to learn more about the curriculum. I have emailed David with Better Immersion to see what options are available.
 - ii. Curriculum Complaints:
 1. Kristin- levels for math (available Monday and Wednesday to help)
 2. Allison- complaints of levels and how to share with teachers to see what they are working on
 3. Beau- previous teachers shared levels of 5th grade levels
 4. A multi-grade classroom is a lot to manage and maintain
 5. Progress Report for every classroom- Tawnie and Matt
 - c. Teacher & Staff Updates- Matt Toomey
 - d. Programs Updates- Amy Newberg
 - i. Student Teachers
 - ii. Reading Specialist Students
 - iii. High School students
- 6) Action Items:
- i. Charter Expansion to Grades 7 & 8
 1. Beau motioned to expand to grades 7 & 8, Allison seconded, the vote unanimously approved.
 - ii. Enrollment of New Students
 1. Beau motioned to approve enrollment of a 5th grade student, Allison motions, the vote unanimously approved.
 - iii. Professional Development Needs- tabled
- 7) Announcement of future meeting date
- a. The Board of Directors meeting: Date and Time TBD
 - i. Adjournment
 - ii. Executive Session
- 8) Adjournment: 6:08 pm
- 9) Executive Session

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