



Arizona Language Preparatory

4645 E Marilyn Rd | Phoenix, AZ 85032 | O: (602)996-1595 | F: (602)344-9560 | www.azlanguageprep.com

Open Meeting February 26, 2018 Corporate Board MINUTES

1. Notice of Meeting

Pursuant to A.R.S. §38-431.02, notice is hereby given to members of the Corporate Board of Directors of Arizona Language Preparatory and to the general public that the Corporate Board of Directors will hold a meeting open to the public at **5:00 p. m.** on **Monday, February 26, 2018 at ALP Campus, 4645 E Marilyn Rd, Phoenix, AZ 85032.**

The Board of Directors reserves the right to move into executive session for legal advice with its attorneys, in person or by telephone, for any item listed on the agenda, pursuant to A.R.S. § 38-431.03(A)(3).

Additional documentation relating to public meeting agenda items may be obtained at least 24 hours in advance of the meeting by contacting Tawnie Weaver at (602) 996-1595 ext. 102.

2. Call to order: Called to order at: 5:12pm

3. Roll Call: Members present: Kellie Rosinski, Michael Gerity, Allison Perrin, Dan Melton, Steven Neeley, Monica Milinovich, Matt Toomey, Tawnie Weaver, and Kristen Humble. Erik Francis phoned in. Karen Meng was absent due to sickness.

2) Approval of Previous Minutes - minutes still need to be transcribed by Tawnie, eta for completion in the next week

3) Call to the public

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.

-Issues brought forward:

- A parent of a 1st grader: has concerns about her daughter being absent for about 4 days due to sickness, and the grades were filled in as zeros. She was told they would be fixed by today, which didn't happen. She is wondering about the remake policy.
 - Per Principal Weaver, the zeros are currently in place so that teachers more easily identify which assignments need to be completed. The grades are able to be retroactively fixed. The teachers just need to go in and correct the grades. Tawnie will follow up with the individual teachers about this to help see that this gets done soon.
- Question about homework club - a parent has noticed that lately, more assignments are not being completed during the actual homework club hour.. There was no hw last week either, and this was not communicated to the families. She feels frustrated about paying for something that is not being carried out effectively. She also wants to know what is going to be done to improve this.



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-See discussion about HW club improvement under section 6i (in principle's report).

- Last week, PTCs got in the way of hw club, and this message was not conveyed
- Bianka, a parent who also works at Bei Bei Amigos - commented that ALP coming to BeiBei night was very successful. More parents are now asking about our school for the future.
- Survey not received by all families, and it went to spam folder for many.
-Tawnie will include the survey link in her upcoming Smore to help address this
- Bianka is requesting more reminder emails a few days in advance, rather than last minute

4) Discussion items

a) Principal Report

- i) HW club-Principal Weaver has been observing it and has also noticed that it is not always effective. Principal Weaver types out the cover pages to summarize and get an idea of quantity of hw to limit overall amount per grade. She will be sending home a summary page to explain hw club, help define it. To help with staffing issues, they are moving into 2x30 min sessions for each of Spanish and Mandarin, with plan to pair English with the other languages as they finish their foreign language hw. There will also be 4 teachers split between the 2 rooms, instead of the teachers split between 3 rooms. The other change will be a daily student checklist to confirm hw is being completed by individual students. Students having extra difficulty will be identified this way, with the goal of communicating this to the parents. Some older students are also now being paired with younger students to help keep them on task (the older students volunteered). Once the older students finish their hw, they have the option to assist the younger students.
-Bianka (parent) is saying she would consider volunteering to help in math 1-2 times per week during hw club if there was more structure.
- ii) Spanish and math - there are some challenges with combining the two subjects. She has noted there are long word problems in Spanish that may be getting in the way of understanding basic math and number sense. There is also a question regarding which language to test math in - English versus Spanish. The plan is to keep math in Spanish in 1st and 2nd grade, and transitioning to English in 3rd year with some bridging to this in the 2nd grade. The immersion model is to start teaching math in the non-native language.
-the plan is to decrease the length and amount of word problems in Spanish for 1st grade to help with the length of time that hw is taking, with another goal to improve the general understanding of number sense
- iii) Enrollment: 16 currently enrolled in Kinder. Most enrolled in November
-Currently at 78, will be ~91 students next year if retention is high
- iv) Principal Weaver is still having weekly meetings with teachers
- v) The Desert Willow tour with Spanish teachers went well
- vi) Danielson tool being taught for learning environment and classroom safety. Teachers are moving around the room more. Majority of teachers are now staying in the target language. Teachers' attendance at the staff meetings is better; they are arriving regularly and on time. Spanish curriculum is being implemented well. They are looking into other curricula. Ms. German is doing a great job as the new Spanish teacher for grades 3-6. The hallways are now spruced up showcasing student's work. The English teachers have been helpful with



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- non-teaching duties as well. Chinese teachers are trying to find the best ways to divide the K/1 curriculum. All staff are working on follow-through. Two Friday meetings focused on positivity and growing together as a school community.
- vii) PIBS - clip up/down tool not ideal for grades 3-6, they're looking into other groups
 - viii) Elba has been a great addition for hw club and aftercare
 - ix) HW club-pay discrepancy noted, see below
 - x) Achieve3000 is being piloted for grades 3-6 for intervention and enrichment. Has AZMerit challenges as well, with Q banks similar to AZ merit. It is being used by a majority of immersion schools. A strength of the program is that it shows which students need intervention.
 - xi) End of year assessments are in the planning stages
 - xii) Synergy-has been recently updated in the gradebook and parentvue to help with ease of use. StudentVue may be a good tool next year for grades 3-6. Attendance needs to be updated and verified. We are currently underreporting absences, and need to correct this. Matt has taken over this task and is planning to have things up to date by the end of the week.
 - xiii) Science-did an inventor's unit to help with reading graphs, etc. No formal science currently being taught.
- b) Operations Manager Report – Matt
- i) Financial Update
 - (1) Profit & Loss - in summary, just over \$9500 in the black for Jan 2018.
 - (2) At end of Jan - both bank accounts at \$247,386.50
 - (3) Overdue accounts - only 2 families overdue by 2 months.
 - (4) Withdrawn accounts: we need to decide if we have to write them off as bad debt or pursue - Matt will send Matt the name of someone in collections who may be able to help collect the debt
 - (5) Tax credit report to be sent out to the state this week
 - (6) Total cost of the new play structure was \$3,536.39
 - (7) Joe with the Temple had concerns about our garbage ending up in paper or recycling incorrectly. Matt talked with the garbage crew to help correct this.
 - (8) Tax credit-we will work on recommunicating with families to submit prior to April 15th
 - (9) GSA for the IDEA for grants - we can get \$6000
 - (a) Already been submitted, needs to be followed up
 - (10) Title III opens up again in March, which we should consider applying for
 - ii) Budget Update
- c) Audit fiscal year 2017 update (including Charter Board response submitted Feb 2018)
- (1) There is a new charter holder training available - they outline the specifics on how to run a charter school
 - (2) We proposed starting a compliance committee to confirm all compliance issues are being addressed
 - (3) Regarding cap, we are currently capped at 81 students. The plan is to apply for a cap increase after our next audit review in the fall, with the goal of getting our cap raised in the first 100 days.
- d) Enrollment cap



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- Discussion: we plan to apply for the cap increase around the time the audit is done, so we can be considered in January within the first 100 days, at which time the audit results are anticipated to be completed and reviewed by the state charter board.
- e) Review of marketing and recruiting efforts, plan for targeted marketing, website improvements, summer camp partners
 - i) Discussion: preschools up in Cave Creek area could be interested since many families get wait-listed for Spanish Immersion up there; targeted marketing to public school families - we are able to get the lists. Michael will try to formulate a public records request form, and Dan and Steve will help in this effort. We will consider hiring a professional photographer to get good photos for the website, keep it current.
 - ii) Most touring parents have found us through Google searches
 - iii) Discussion regarding scheduling flexing - this would allow for students to come in at older grades and start learning a single language, not necessarily in an immersion setting; this would also allow for some older students to choose a language pathway if desired
 - f) Teacher/Parent surveys
 - i) Surveys were sent out last week, most results are in. 7 out of 8 teachers filled out the surveys. For parent surveys, 12-K parents, 8-1st grade parents, 2-3 2nd grade parents, and 4 parents in the 3-6th grades have turned in surveys.
 - ii) Discussion of initial survey results to be discussed in executive session
 - g) Performance reviews - the surveys are now completed, which will be a part of the performance reviews, which can now be completed. The plan is to complete these in the next month.
 - h) ESS Policy and Procedure
 - i) We don't have policy and procedure in place for Child Find or the whole process for Special Education; we are planning to work with Monica and/or Erik to get this up to date - we're currently on an action plan to improve on this.
 - ii) We need to get policy and procedure in place for Title I and Title III - need to have these on file - for ADE and federal compliance. Monica has policy and procedure we can review and adapt.
 - i) Student retention
 - i) As of right now, we have only been notified of one student not returning next year.
 - j) Discussion of school hours for 2018-2019 school year
 - i) Parents have asked to consider a later start time
 - (1) We will keep the 8am start time due to hw club extending the day an extra hour for most students
 - ii) We need to develop a schedule for the next school year
 - iii) We will keep with the 7am to 6pm before and after care hours
 - iv) Will keep playground opening time at 7:30am
 - k) Homework club compensation
 - i) There was a discrepancy between \$30 versus \$22 per hour: the reason for the discrepancy is that we went from a 4 day to a 5 day HW club schedule, with subsequent decrease in the daily pay rate. There was miscommunication on this issue because the teachers were initially told about the \$30 rate from last year, and were surprised about the lower amount of \$22 showing up on their paychecks without the pay difference and reason being communicated.
 - 1. The goal of hw club was to help students with hw, and pay teachers more



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2. We all agree to increase the pay back to \$30 per hour, including retroactive pay, and will keep track with time sheets going forward. Matt will communicate this to the teachers and take care of the reimbursements

7) Action Items

- a. Vote on Corporate and Governing Board consolidation
 - i. Kellie motioned to consolidate the boards, Michael seconded, and all board members were in favor.
 - ii. Amendment of number of board members
 1. Kristen Humble will likely be resigning - will submit via email
 2. Eight members remaining: Kellie Rosinski, Steven Neeley, Dan Melton, Michael Gerity, Allison Perrin, Monica Milinovich, Erik Francish, Karen Meng
 - iii. We need to be in compliance on paperwork required of all newer members (Michael will send an email requesting transcripts, etc)
 - iv. Proposed 2018-2019 Plans (can be deferred if insufficient data for decisions)
 1. We are considering the option of allowing older students ease of transfer to begin learning either Spanish OR Mandarin - which could be included on the flyers (along with before and aftercare) - this would also allow for students currently enrolled in immersion who would prefer to opt for language learning through non-immersion
 - Monica and Tawnie will put together a potential plan for what this would look like - would require heavy older student recruiting, and we would need 2 more teachers
 - There are 6 children at Miro finishing kindergarten- we will market to those families because they would be excellent candidates for entering our 1st grade
 - We would like to market to families on wait-lists for Whispering Winds and Cave Creek schools
 - Classrooms for older grades: ideally 3rd and 4th combined, and 5th and 6th combined (rather than 3-6 combined in one room) - may be able to accomplish this with staffing if we move to a single K class, and a single 1st grade class

8) Announcement of future meeting: March 26th at 5pm

9) Executive Session. meeting end time 8:22 pm.