



Arizona Language Preparatory

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

Open Meeting March 16, 2018 Corporate Board Agenda - 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 **8:00 a. m. on Friday, March 16, 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 Matt Toomey at (602) 996-1595.

2. Call to Order - calling to order at 8:12 am.

3. Roll Call - Matt Toomey, Michael Gerity, Kellie Rosinski present; Dan Melton and Allison Perrin phoned in. Allison was on the call until 8:55 am.

4. Approval of Previous Minutes - defer to next meeting

5. 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.

-No public present at this meeting

6. Discussion Items

a. Planning of classroom and school structure 2018-19

-Single K class, single 1st grade class, single 2nd grade class, single 3rd class; 8 students in 4th grade; 2-4 5th graders, 1 6th grader

-considering combining 3rd-4th in a class, 5th-6th class

-any scenario would produce the need for 6 different classrooms

-Teachers anticipated to be needed will be a K/1 Spanish teacher, K/1 Mandarin teacher, a 2nd/3rd Spanish teacher, a 2nd/3rd Mandarin teacher, a 4th-6th Part-time Spanish (or full time with hw club, aftercare), a 4th-6th Part-time Mandarin teacher (or full time with hw club, aftercare), K+1+2 English + math + science, 3rd and 4-6th English + math + science (or consider finding someone just for math + science)

-schedule for next year is in the making; will be similar to PV district, taking into account the Jewish high holidays.

b. Planning for remainder of 2018 school year

-Matt Toomey was voted in over email on 3/8/18 by the board as Interim Principal following Tawnie Weaver's resignation as Principal on the morning of 3/7/18.



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- Matt will be interviewing applicants for part-time math and science for rest of Year. Teaching time needed will be 11:20-1:50 (2.5 hours) - compensation TBD.
- Elba's hours will now be 9:30-6 to help with office and after hours, attendance
- New K/1 rotation schedule for lunch and recess duty - Elba's presence for each of these will help distribute the time commitments more equally for the teachers
- AZ Merit testing: Matt is arranging to be the assessment coordinator for the testing, and Renee Gallegos is helping with the process
- Galileo testing almost complete (K math still needs to be completed - will be done in Spanish 1:1 next week)
- AIMS science test for 4th graders is coming up in April
- Matt is planning to send an email asking for volunteers for the remainder of the K and 1st grade PE classes, since Coach Andrew is moving to Texas in 2 weeks
- Matt is catching up on invoices and bookkeeping
- Matt will meet with Linda about additional assistance with bookkeeping
- Parent Academy planned at 5pm on Tuesday 3/20 to help answer parent questions and provide updates
- c. Planning of new job postings
 - Will give Intent to Return form to all teachers on Monday 3/19, due 3/26; will discuss at next board meeting on 3/26 and determine new postings needed for next year.
 - Likely plan is for a full time principal, and a full time office assistant (7:30-3:30 daily)
 - Will need at minimum a part time bookkeeper
- d. Smart board issues
 - Both K room smartboards don't function correctly; interactive projectors are another option; the interactive projectors are already in the upper grades; Matt will price the interactive projectors and we will vote on purchasing 2 for the K rooms so we have the more up to date technology, consistent across classrooms; teachers will also need additional training at some point to optimize their use.
- e. Targeted marketing updates
 - Michael will write the letter we need and already has the list of schools; we need to figure out what address is for sending the letter requesting family addresses
 - Matt will send emails to the families for follow-up, get updated numbers for incoming K
- 7. Action items
 - a. Vote on increased paid hours for office assistants - deferred
 - b. Vote on purchase of new smart boards - deferred
- 8. Announcement of future meeting: March 26, 2018 at 5:00 pm
- 9. Executive Session
 - Meeting ended at 9:45 am