



Arizona Language Preparatory

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

Open Meeting April 23, 2018 Corporate Board Meeting 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, April 23, 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 Toomie at (602) 996-1595.

2. Call to Order - 5:27 pm

3. Roll Call - Dan Melton, Michael Gerity, Kellie Rosinski, Allison Perrin (over phone), Matt Toomey

4. Approval of Previous Minutes - Dan motions to approve the past 4 meeting minutes, Michael seconded, all in favor.

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 members of the public present.

6. Discussion Items

A. Principal's Report

- a. Teacher contracts: started offering the contracts today; teachers will have until the end of next week to make a decision regarding signing. Sherly German, spanish teacher, is working toward AZ teaching certificate based on prior teaching years in Puerto Rico. Matt spoke with Ms. Triny about potentially qualifying for an AZ teaching certificate.
- b. Spanish curriculum: at this time, 1st grade is the only grade without a specific curriculum; their teacher has been creating their curriculum as the year has been progressing; we will need to identify a specific curriculum for 1st and 2nd grade next year; 3rd grade teacher has presented Matt with a possible 3rd grade curriculum for next year we will need to review.



Arizona Language Preparatory

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

- c. Thursday teacher walk out: 6/8 teachers plan to participate. On campus that day will be Ms. Julia, Mr. Chow, Elba, Matt. We need to decide on a true half day without aftercare (due to staffing and pre-planned zoo field trip), vs. no school that day. Dan will look into a Spanish movie.
 - d. Teacher observations: Matt has completed two of the observations and the third will happen tomorrow. He will then complete the remainder. The fall evaluations were done by the prior principal, but the files are not readily available. The spring evaluations count toward 301 money. Matt has been doing more walk throughs to help with teacher feedback.
 - e. Language assessments: starting Wednesday.
 - i. Mandarin: AAPL test for students who have taken it before, and STAMP starting for the rest of the students. We currently do not have an assessment for K-1 Mandarin.
 - ii. Spanish: IPT for K-2
 - iii. Galileo
 - iv. Spanish math
 - f. Bad debt: 2 accounts have been sent out to collections; there are 2 old student accounts Matt will propose for bad debt write-off (see below in action items)
- B. Financial and Budget Update
- a. We have transitioned to online Quickbooks
 - b. Balance sheet: 197,279.58 total balance; net operating income \$776.54 (as of March 31, 2018; had larger expenses past month due to payroll (backpay for hw club makeup payments)), and report being printed one day prior to state funding payment.
 - c. Supply fee: there are a few families that have still not paid the beginning of the year supply fee; we will consider dropping this fee next year and going back to a supply list.
- C. ESS Policy and Procedure Update
- a. We have the account set up for special ed documentation through IEZP; our contracted special ed coordinator is working to get our student records uploaded into our school account. We still need specific ESS language and policy internal forms. We have our ESS review team from the state coming May 11th.
- D. Update on employee contracts and open positions for upcoming 2018-19 school year
- a. Employee contracts: discussed above in 6A
 - b. Open positions:
 - i. Posted: Principal - interviews underway



Arizona Language Preparatory

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

- ii. To be posted soon: K/1 Mandarin full-time teacher, 5th/6th Mandarin tutor; full time office assistant; part-time bookkeeping/marketing; aftercare assistants
- 7. Action items
 - A. K-2 Mandarin Assessment Tool - defer for now; will request assistance from Karen Meng getting basic assessments for our current K-2 students
 - B. Write-off of Bad Debt
 - a. Supply fee: 2 families owe only the supply fee
 - i. Matt will remind the families for now about the payment
 - b. Former students with low balances: Two families owe \$206.35 and \$102.50, respectively
 - i. Dan Melton motions to forgive these debts and write off as bad debt; Kellie seconded, all in favor.
 - ii. Former students with high debt:
 - 1. \$1,504.00; family unable to pay
 - a. Kellie Rosinski motioned to forgive the debt, Dan seconded, all in favor
 - 2. \$1,368.40; sent to collections for a 30% fee given the family's lack of communication and effort regarding the debt
- 8. Announcement of future meeting: tentatively Wed May 16th at 5:30
- 9. Executive Session - meeting adjourned at 6:45 pm