



Arizona Language Preparatory

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

Open Meeting June 18, 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, June 18, 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: 5:37 pm

3. Roll Call: Michael Gerity, Dan Melton, Kristen Humble, Karen Meng, Kellie Rosinski, Renita Myers (principal) and Renee Gallegos (admin) also in attendance.

4. Approval of Previous Minutes - defer, will send out meeting minutes from 4-23-18 later in the week for email approval.

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. Staffing Update

i. Part-time Mandarin teacher - 5th/6th grade

1. Two strong candidates at this time including a former teacher at Bei Bei Amigos, who has taught at the 5th/6th grade level as well as preschool age and has developed some curriculum. The other candidate has been a tutor before and has spent a long time teaching as well. Curriculum development experience is important since we do not currently have Better Immersion curriculum for 5th and 6th grades

ii. Full-time Mandarin teachers (2): most strong applicants thus far have needed Visa sponsorship which would cost ~\$5000 per visa, and would need an immigration lawyer

1. Still screening through Indeed applications
2. Can reach out to ASU to see if there other recent graduates who might qualify and be available

iii. Admin assistant: one applicant has been found that has a bookkeeping background as well; has experience in a larger charter school; also has experience with state reporting including Synergy



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- iv. Math and science - position has been recently reposted to find optimal candidates; we will consider also posting on ASU and Dept of Ed websites
- v. Aftercare: will need part-time positions filled; admin assistant should be present until end of school day, so that position will not help with aftercare; will also plan on asking Elba to see if she would like to continue her position from last year
- vi. Additional considerations:
 - 1. Renita Myers and Renee Gallegos are strongly considering splitting K into two smaller classrooms, which will have implications for staffing needs
- b. Financial Update
 - i. Stolen money - there have been at least two instances of money being stolen out of the office; we will currently hold off on cameras and will put policy and procedure in place to further decrease the chance for these episodes. We plan to have a full-time person downstairs, which will help.
 - 1. We will plan on investing in a small safe that can be placed in the supply closet
 - ii. Financial Report - Matt Toomey
 - 1. Treat of the Week account money was previously held by prior principal - account - now closed
 - 2. Profit and Loss - for the month, closed out at \$7400 in the black
 - 3. In June 2018, will still have invoices for the assessments to close out
 - 4. Accounts Receivable - Still have ~\$16,000 outstanding, which includes accounts that have been sent to collections; all families have received statements; several have responded who will be coming in the next 1-2 weeks to make payments
 - a. Details:
 - i. Matt recommends writing off accounts not paid toward initial supply fee at the beginning of the 2017-18 school year
 - ii. Regarding line 3 of the AR report, they have made a lot of progress; plan for contingent offer to write off \$400 of the debt if they pay \$161.60
 - iii. Regarding line 22, currently in collections
 - iv. Regarding line 7, family is making progress
 - b. Anticipated write offs: \$4000 based on auditor's recommendation from the fall - rough estimate based on actual numbers
 - c. At the start of the 2018-19 school year, we will plan to make a more clear contract for families based on expectations regarding payment for after school activities, and consequences for non-payment
 - 5. Balance as of 5-31: \$221,912.34
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- c. 2018-19 Budget - Matt has presented a preliminary budget that currently has the school in the range of being net -\$94,000. However, this same calculation method used last year had the school estimated to be in the -\$60,000 range and the school ended slightly in the black. There will be many considerations including estimated vs actual student number, successful grants, and additional state funding that we will be pursuing that will alter this number. As the next few months progress, a more reliable budget will be possible to develop.
- d. Meeting with Temple Chai
 - i. ALP has a meeting set up with Joe at the Temple Thursday at 1pm
 - 1. Part of the meeting will be an introduction between our new principal and Joe at the Temple; will also plan on going over a list of items that will require assistance



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in the school building with repairs, etc

2. Will plan another follow-up meeting next week to address additional concerns

e. 2018-19 Homework Club structure - deferred to next meeting

f. Marketing

i. Renita Myers and Renee Gallegos have revamped the enrollment packet - which will be placed on website, including compliance. Once on website, can recruit and redirect families to the website for consistent information; will have copies in the front office as well.

ii. Renita Myers has designed 2 trifold to bring to preschools and is presenting them today

iii. Website is being revamped, including a welcome letter from Renita

iv. We have a list of 11 schools we will obtain a list of contact information for families we can send out information to for increasing awareness about ALP

v. We would like to visit Bei Bei Amigos again to help build connection between our schools

vi. Dan has asked about using Next Door - a cost effective way to advertise - since one of us lives near Whispering Wind and will have families interested in Mandarin education

vii. We have scheduled a Harkin's advertisement run in Oct-Nov; Dan will ask about Studio Movie Grill advertising

viii. PTO will help with marketing, and has money in their budget to do so

ix. We need to identify someone to help build effective ads

g. Board roles and responsibilities overview

i. Matt will look for a hard copy or electronic copy of current board roles and responsibilities and we will edit/revise at the next meeting - defer more complete discussion until then

ii. Regarding agenda and meetings -

1. Overview of principal report content going forward - will include enrollment, curriculum development, what is being working on, what's been done, and how we as the board can provide assistance; report also to include problems identified in the school

2. Renita is currently working on the student handbook - she will revamp disciplinary protocol and request us to approve; progressive disciplinary action with due process is the expectation going forward; handbook also will address non-payment consequences for student accounts

iii. Board will distance themselves from student-specific concerns and focus more on policy and procedure that will be followed by the administration, with plan to assist when specifically requested to do so

h. Curriculum mapping

i. This is a curriculum building year

1. Scope and sequence - alignment - goal is to build this into a calendar this year - with plan to teach the teachers how to more effectively build a lesson and unit plan

a. For Better Immersion, we will plan to open a dialogue with their company to see how they can assist us in the utilization of their program

2. Will discuss curriculum more at the next meeting

i. Communication plan development

i. Website - uploading plan, include running calendar plan including PTO events from the beginning

ii. Plan for Cohesive Communication Plan - Communication that goes out from the school -



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Renita will plan on reaching out to all stakeholders to request add-ons (board, PTO, teachers) - administrative assistant can help gather and collect this. Information will then be sent out at regular intervals.

- j. Additional funding: grant writing & eligibility for additional government funding
 - i. Will apply for 21st century learning grant - enrichment, after-school programs
 - ii. Will look into Title 1 funding - need to put together a title I survey - need to identify what our title population is; can fund an aid in the classroom, academic coach, etc
 - iii. Title 4 - need to look into this to see if we can get funding for PD for teachers
 - iv. Other grants - will build a subcommittee; will go to ADE for free webinars for grant writing; plan is to broadly apply
7. Action items
 - a. Admin assistant position
 - i. Michael motioned to approve the administrative assistant position description provided for review by Principal Myers; Dan seconded; all in favor; Michael also motioned to approve offering a position to Brittany Miller for \$40K per year; Dan seconded; all in favor
 - b. Painting classrooms
 - i. At our upcoming meeting with Temple Chai, we will ask for this to be covered under their role as the landlord
 - c. Rates for extracurricular staff
 - i. Roles that need to be filled include PE for younger kids (was previously volunteer), music, and art - all 3 can be largely covered by tax credit money; previously, we paid art teacher \$25 per class, \$30 per class for PE
 1. Principal Myers recommended a range of \$25-30/hr - Kellie motioned to approve this rate range for the job posting, Michael seconded, all in favor; Kristen has a potential lead for the PE position she will look into
 - d. Mission and Vision Statement Approval
 - i. Kellie motioned to approve the proposed mission and vision presented by Principal Myers; Kristen seconded; all in favor
 - e. 2018-19 spending - no vote today
 - f. Lifting spending freeze: Kellie motioned to approve lifting the freeze to return to prior arrangement (administration will go back to not being required to seek approval for purchase of items less than \$500), Michael seconded, all in favor
 - g. Student account actions
 - i. Matt proposed to settle the following accounts as below: Kellie motioned to approve, Dan seconded, all in favor
 1. Line 3 - will ask the family to pay \$161.60 after which time we will write off \$400
 2. Line 10 - write off supply fee
 3. Line 14 - write off supply fee
 4. Line 23 - write off
 5. Line 16 - plan to re-discuss the debt with the family
 6. Lines 20 and 21 (related accounts) - send to collections due to multiple reminders and lack of response
 7. Line 22 - transfer into bad debt
 - h. FY 2018 Audit Letter
 - i. Kellie motioned to approve re-hiring Ball & McGraw to perform FY 2018 audit in the fall at the same rate (\$4500 total as before); Michael seconded, all in favor



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- i. 2018-19 Insurance Plan
 - i. Liability insurance is with Philadelphia, set to renew in mid-July, just under \$4200 for the year (same rate as before) on the same payment schedule; 25% upfront
 1. Kellie motioned to approve, Dan seconded, all in favor
 - j. Removal of Matt Toomey as ALP treasurer and from bank accounts.
 - i. Matt will need to be removed, and new admin assistant Miller to be added along with new principal Renita Myers. Michael motioned to approve the changes, Dan seconded, all in favor
 - k. 2018-19 calendar review and updates
 - i. Principal Myers requested to move the end of quarter 2 from January to the half day prior to winter break 12/21/18
 - ii. Principal Myers requested to move the end of quarter 3 to 3/15/19
 - iii. Will plan to add the list of PTO events in a separate meeting with principal
-Michael motioned to approve the changes for end dates for quarters 2 and 3, Dan seconded, all in favor
8. Announcement of future meeting: July 17th at 5:30 pm
 9. Executive Session - none

Meeting adjourned 8:15 pm