



Arizona Language Preparatory

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

Open Meeting July 11, 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 Wednesday, July 11, 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 ext. 102.

2. Call to Order - 5:07 pm

3. Roll Call - Michael Gerity, Allison Perrin, Dan Melton, Steven Neely, Kellie Rosinski, Renita Myers (Principal), Renee Gallegos (Admin); Karen Meng arrived at 5:30.

4. Approval of Previous Minutes - email approval will occur after this meeting for minutes from April, June, and current session, and then posted online.

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.

6. Discussion Items

a. Principal's Report

i. Staffing Update

1. Mandarin positions - more Mandarin teacher interviews tomorrow, goal is to have all teaching staff hired by next week; main hurdle has been VISA sponsorship issues
 - a. The board will look into VISA sponsorship process - Michael will inquire into the process from his contacts through work in case we need to proceed down this path
2. PE - Juan Llaneras from last year is interested in returning; he will meet with Renita in the next week to discuss details; there are additional applicants interested in the position
3. Afterschool programs - Elba has expressed an interest in returning to help with the afterschool program; she will meet with Renita in the next 1-2 weeks to discuss details

ii. Curriculum Update - deferred until next meeting

iii. Discussion on School-Wide Cohesive Communication Plan

1. Met with PTO yesterday



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- a. School and PTO calendars consolidated; will be able to update existing calendar on website with all PTO events
2. Working on first monthly newsletter that will include PTO's information, board, teachers, admin, etc. Current idea is to send out the majority of information electronically and minimize use of paper. Renita also plans to optimize the use of Synergy, which includes communication capabilities. She is considering phone/text alert system.
- iv. Summary of tasks to be completed prior to first day of school
 1. Budget completion and uploading to the state by 7/15
 - a. State will not extend the deadline for budget uploading
 - b. Access to online systems is being transitioned to the new administration (eg Quickbooks)
 - c. No budget draft was submitted
 2. Hire remaining staff as indicated above
 3. Synergy administrative access for admin is underway
 4. Teacher/student handbook updating
 5. Professional Development planning
 6. School/classroom preparation
- v. Combining Back to School Night and Meet the Teacher nights; will include ParentVue signups on chromebooks; will include PTO presentation; Renita has inquired with the Temple regarding utilization of their space that night
- b. Budget Update
 - i. We should consider an addendum to teacher contracts to make 22 equal payments to start 8/1/18 and end 6/30/19 - simplifies fiscal year (total salaries would remain the same).
 - ii. Expectation going forward is to have Renita and Brittany share the responsibility of budget management (payroll, etc)
 - iii. Budget to ADE needs to be submitted by 7/15
 - iv. There is a need to develop improved protocol for all budgetary issues
- c. Meetings with Temple Chai
 - i. They are considering a rent reduction after the meeting 2 weeks ago
 - ii. Joe did a walk through yesterday to evaluate the air conditioning
 - iii. Carpet and wall painting - in negotiation with the temple
 - iv. We have requested covers over outlets for safety
 - v. Renita has a follow-up meeting with Sheena next week to follow-up the above issues (reset alarm passwords, social hall dates being requested, building repairs) - Dan can help with this. Meeting time is 8/17 at 10:30 am mtg.
 - vi. We pay a cleaning company separately - Our building will be deep cleaned the night before Meet the Teacher event - they will come twice weekly (Fri/Tues) starting 7/31
 1. We will ask Alycia to arrange a Love our School day to help with additional clean-up
- d. Marketing and Student Recruitment
 - i. Collaboration with Temple Chai
 1. Reading buddies
 2. Joe offered use of garden, which we would like to work on jointly with Temple Chai preschool students



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- ii. Collaboration with Bei Bei Amigos - mtg set up with Bianka next week
 - 1. Will plan joint events
 - 2. Plan for Open House for Pre-K students in the spring (and consider in the winter and spring) - probably best sometime in January
 - iii. We are looking into marketing and advertising
 - iv. Harkin's ad run planned for fall
 - v. Will plan on inviting other students to the school performances, and to the Open House
 - vi. Optimizing use of social media
 - vii. We need to develop a marketing plan and budget
 - e. PTO updates
 - i. PTO purchased an outdoor enclosed glass encased corkboard today to hang outside school for secure posting of notices
 - ii. The PTO has approved paying high school students in our community \$10/hr up to a total of 40 hours (\$400) to help organize the school's library books
 - f. Rocky Point Scholastic Immersion Trips
 - i. Discussion of making this open to the entire school student population - depends on whether the trips will interfere with instructional time, and whether time in school in Mexico can count toward instructional time through ADE
 - 1. Fall break 10/18/18-10/23/18 - need to consider if this trip can be used as instructional time - as a field trip - since the students will be enrolled in school in Mexico (Renita will inquire to ADE)
 - 2. Spring break trip is scheduled during spring break and will not interfere with instructional days
 - g. After-school genius hour/French classes paid for by the French consulate
 - i. We need to assess the general interest in the school
 - ii. The scheduling would have to be outside homework club time, potentially the next hour after the homework club ends
 - h. Review of School Board Positions and Roles
 - i. Layout: owners of our corporation are our parents (community owned)
 - ii. Board of Directors, Kellie Rosinski is Chairperson
 - iii. Officers:
 - 1. Michael Gerity is currently the president
 - 2. Renita Myers is recommended to become vice president
 - 3. Kellie Rosinski is recommended to become secretary
 - 4. Brittany Miller is recommended to become treasurer
 - iv. Officers direct employees
 - v. Michael Gerity is the Charter Representative
 - i. Charter Internal Review
 - i. Change within the board has occurred, and we will need to change our charter to reflect the position changes (report to the corporation commission, and to charter board). We also need to revisit the instructional plan (charter audit this year in September. We will have to review the required issues for the next meeting
 - j. System for Award Management (SAM) Registration - expires on 8/2/18. Natalie Gerity has volunteered to sign us up again.
7. Action items



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- a. 2018-2019 Spending
 - i. Budget to be completed in next 2 days - will approve over email
 - b. Classroom painting
 - i. Pending Temple Chai negotiation
 - c. Classroom carpeting
 - i. Pending Temple Chai negotiation
 - ii. Obtain quote for replacing carpet downstairs in the worst areas (vs 2x2 commercial carpet tiles)
8. Announcement of future meeting: July 26th at 5 pm