



Arizona Language Preparatory

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

Open Meeting July 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 Thursday, July 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 Renita Myers at (602) 996-1595 ext. 102.

2. Call to Order - at 5:07 pm

3. Roll Call - Michael Gerity, Allison Perrin, Steven Neely, Kellie Rosinski, Renita Myers (Principal), Renee Gallegos (Admin)

4. Approval of Previous Minutes - already approved over email

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. There was a question by a speech pathologist who has worked at the school in the past about work in the coming year and they were put in contact with the principal to address their questions.

6. Discussion Items

a. Principal's Report

i. Staffing Update

-Regarding payment schedule of teacher contracts: current contracts are currently scheduled to be paid through 24 equal payments between 8/1/18-7/31/19 - Renita and Renee are proposing a payment schedule wherein there are 22 equal payments between 8/1/18-6/30/19 in order to stay within the fiscal year and avoid confusion.

-They are working on getting all employee files finalized in preparation for upcoming audit this year

-Special classes for students (eg art, PE) will be given on a consistent basis; during that time the language teachers will be set aside for professional development



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-We are currently \$27,000 less in actual salary expenditure for the year based on what we budgeted, which can be used toward other salaries for the positions that have not yet been filled

-There was a PE teacher interviewed today they are proposing should be offered a position for \$25/hr

-Still need art teacher

-Mandarin teachers:

- a. K-1 position still needs to be filled - promising interview tomorrow - prior promising applicant had to be VISA sponsored in February 2019 and we are unable to complete that process by then
 - b. 2nd-4th Mandarin position filled (good for 1 year without sponsorship)
 - c. 5th-6th position filled, and this teacher can teach math and science as well
- ii. Student enrollment update - 18 confirmed K students as of this morning (6 are still pending confirmation, which would bring total up to 24)
 1. K through 6th numbers as of now: 18,24,24,12,8,4,2 (=92 students)
 - iii. Curriculum Update
 1. K-6 state standards will be coupled with the language classes starting next week with the incoming teachers - Renee will be teaching them how to prepare curriculum
 - iv. Review of tasks to be completed prior to first day of school
 1. Order student folders and inserts (including calendar)
 2. Update afterschool and hw club information sheets
 3. Synergy master schedule needs to be updated (calendar already uploaded)
 - a. Synergy system is rolled over
 4. Joe is willing to have the carpets cleaned after the bulk pickup is completed

Task delegation

- a. Helping teachers set up their classrooms next week
 - b. Folder preparation
- v. Student handbook update - edits made and updated by Renita; ready for approval
- b. Budget update (including new rent payment)
 - i. Brittany now has the access and tools to run the budget
 - ii. The new rent payment has to be scheduled tomorrow on bank website to be on time for 8/1/18 due date
 - iii. Current bank account balance is \$205,828.74
 - c. Temple Chai meetings update - most recent meeting yesterday
 - i. They are willing to clean the carpet, but not replace at this time
 - ii. They are not planning on repainting the classrooms at this time
 - d. Facilities update



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- i. Carpet and painting - carpets will be cleaned next week by temple
- ii. Electric floor covers - will be covered before 8/7
- iii. Outdoor bulletin board hanging - they do not want it to face the street; we will propose hanging it on the fence so that it faces the temple and not the street; they will need to be involved in the mounting process
- e. Website and school data management
 - i. Monica with MK Marketing Services is currently our webmaster
 - ii. School data management - Local server not an option. Main choices include placing all the files on a cloud or to get a server and run programs. It is cheaper and easier to get document storage online - but the question is whether we can facilitate it so that we don't lose anything. We currently run things off of a G-suite - prior principal had the superadmin password and she was able to delete everything - the plan is to give everyone admin capabilities, but no one in the school should have the superadmin password - which isn't needed frequently. Another layer of protection is to have a local hard drive for back up. These measures should prevent the scenario wherein a single person at the school can delete shared files.

Matt is going to work on the 2 Dell laptops previously used by admin to retrieve all files that were lost with the hard drive. Plan will be to place all these files on all admin computers, so they can be sorted through and available to all admin.

- f. Rocky Point Scholastic Immersion Trips update
 - i. Still need to determine through ADE if the trip will count toward educational credit (they will be in school in Mexico, so hopefully the time can count)
 - g. French elective classes update
 - i. Natalie Gerity is still working through the application process to try and get French consulate to provide funding and teachers for French language elective that would be offered after hw club
 - h. Returning teacher contract addendums
 - i. Need an addendum template for each contract stating the agreement will commence 8/1-5/31 - and that payments will be made in 22 equal payments instead of 24 between 8/1-6/30 (Michael Gerity will do this)
 - i. Per diem/contract salary for Matt Toomey
 - i. Plan will be to have Matt submit the list of items that need to be done and time estimates for each so that board can determine appropriate compensation
7. Action items
- a. Board officer changes:
 - i. Accept resignation of board member Kristen Humble
 - 1. Michael Gerity motioned to approve, Allison seconded, all were in favor
 - ii. Approve Renita Myers as Vice President



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1. Michael Gerity motioned to approve, Steven seconded, all were in favor
- iii. Approve Kellie Rosinski as Secretary
 1. Michael Gerity motioned to approve, Allison seconded, all were in favor
- iv. Approve Brittany Miller as Treasurer
 1. Michael Gerity motioned to approve, Allison seconded, all were in favor
- b. Approve teacher contract addendum to make 22 equal salary payments (from 24), starting 8/1-18 and ending 6/30/19 to stay within fiscal year (salary amounts remain same)
 - i. Michael Gerity motioned to approve, Kellie seconded, all were in favor
- c. Student handbook approval
 - i. Michael Gerity motioned to approve, Allison seconded, all were in favor
- d. Approval of amendments to meeting minutes from 12-12-17 and 1-15-18
 - i. Michael Gerity motioned to approve, Steven seconded, all were in favor
8. Announcement of future meeting: August 16, 2018 at 5pm
9. Executive Session
 - Michael Gerity recused himself during this session. Remaining board members confirmed Michael Gerity as president of the board for ALP.

End of meeting 7:07 pm