



Arizona Language Preparatory

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

Open Meeting March 26, 2018 ALP 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 **Monday, March 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 Matt Toomey at (602) 996-1595.

2. Call to Order - 5:08 pm

3. Roll Call: Karen Meng, Michael Gerity, Kristen Humble, Steven Neeley, Allison Perrin, Kellie Rosinski, Dan Melton

4. Approval of Previous Minutes - deferred

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.

-Present: Renee Gallegos (teacher), Stephanie Marcon (parent)

-Stephanie has connections with an assistant superintendant in Encinitas bilingual school district in CA who had a lot of recommendations she would like to share with us.

-Grand Canyon, NAU, etc may be good resources

-Renee: is suggesting an overnight K/1st grade field trip at the zoo. Trip would include a flashlight hike, BBQ, smores, nocturnal animal experience, etc. In the morning, they get a sunrise hike and admission to the zoo for the day. There is a lot of student/family and teacher interest. Is from 5:30 pm until 9 am the next morning. Would occur April 26th, the day before the Friday off on the 27th. Includes science lesson education. PTO is willing to contribute \$1000, which would make the cost per student \$35. Minimum number of students is 25. There are 38 students between the 1st and 2nd grades. Every 10 students includes a free chaperone. Parents would need to pay for themselves. Renee is willing to provide a family night to provide information the week before. She will look into the option of inviting the older kids. Would be parent drop off and pick up. We can potentially look into the use of tax credit money to help supplement.

-Renee: regarding breakdown of classes for next year: Current best case scenario:

-Kindergarten: 15-17 students); 1st grade: 21-23 students; 2nd grade: 20-24 students;



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3rd grade: 10-13 students; 4th grade: 4-7 students; 5th grade: 2-3 students; 6th grade: 1-2 students

- English: Renee could do K-2 (~56 students); Rachel could do grades 3-6
- Alternative: K-2 teacher, 3-4 teacher, 5-6 part-time tutor
- 40/40/20 for K/1 has worked very well so far for Spanish/Mandarin/English split time
- Ideally, science will start in 3rd grade starting next year.

6. Discussion Items

a. Principal's Report

- New math and science teacher started today (Emily Black) - she is planning the next 3 weeks to cover the most common 6 standards on upcoming AZ merit test. M-Th will include direct instruction, while Fridays will have a lesson that is experiment based. During the final month of classes, Emily Black will plan out the end of the year unit based on science kits we already have. Experiment days will include 3-6 grades
- Enrollment
 - K: 17 students enrolled thus far
 - Matt will provide phone numbers to a PTO parent to do a welcome phone call for incoming families
 - Consider making a facebook page for incoming families (for carpooling purposes, etc) - Elba has offered to help, may be able to form the subgroup
- AZ merit testing coming up - state changed the testing window to open earlier. AIMS science test is on April 18-19. Renee has volunteered to be the district coordinator for the AZ merit test.
- Galileo testing finished last week. K math is now completed.
- Matt emailed out the approval for contract with IEZP for special education documentation. The owner works with our special education contractor who made the referral. Lisa will also continue to stay on as our special education coordinator. We will vote over email to approve the IEZP contract.

b. Financial and Budget Update

- Balance sheet: will deduct \$46.55 from Tawnie Weaver's reimbursement to account for the Treat of the Week Cash Account
- For February 2018, our school is \$5,991.58 in the black
- Linda Dennis has agreed to come in once weekly to assist with bookkeeping; this week she will help with changing Quickbooks to the online program; will also help with student accounts and invoicing; she is available through June to continue helping, including closing out the current fiscal year.
- Regarding replacement projectors for K, Matt sent an email regarding the options; we would prefer to continue using the same projectors we have; there is a new contact we can hire to help with IT setup of the new technology (and we will see if they can help with training the teachers);



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we will set up training for using the interactive portion of the equipment.
We will vote on the projector purchase over email.

- We have state funds for AIMS intervention that can be used to pay a tutor to help with reading interventions; Matt will reach out to obtain her rate.
- c. ESS Policy and Procedure
 - We will vote over email for the IEZP special education plan - they will provide documentation as we go forward; Matt will find out about specifics on developing policy and procedure
- d. Review and revise draft of 2018-2019 school year calendar
 - Matt has a draft of a school year calendar; similar to PV district
 - Made changes back to quarters from trimesters, which was done previously
 - Start day would be August 9th (8th for K)
 - First quarter would end Oct 16th, with conferences right after that, and earlier than last year (which allows for earlier interventions)
 - Veteran's Day added back
 - Early release days on the 1st of every month for teacher development, and on the days prior to extended holidays
 - Will add on PTO events in the future
 - Will likely change monthly Parent Academy nights to once quarterly open-house style evenings
 - The dates for the 2 major Jewish holidays need to be off per Temple policy
 - Will send out the calendar draft as part of the weekly email update to be sent by Matt
 - Spring conferences will likely be used preferentially for students at risk for retention - will also move the conferences to February instead of March, to allow for more time - will move to Feb 21st and 22nd; those days will become half days for all students
 - Spring break coincides with PV district's schedule
 - For this next year, and even for the rest of the next year, we would like to incorporate daily morning exercises, mid-morning exercises; also, formal morning exchanges between the students and the teachers after the teacher enters the room.
- e. Review intent to return teacher forms
 - 6 teachers do intend to return, 2 do not intend to return if offered a Contract
- f. Administrative task planning for remainder of 2017-18 school year
 - Matt is taking over the majority of administrative tasks; we are enlisting the assistance of Renee Gallegos with tasks like AZ merit testing; she is also helping with setting up lesson plans for the new science and math teacher. We will plan on providing a bonus.
- g. 2018-2019 school structure planning
 - See above, will continue planning over the next week



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7. Action Items

- a. 2018-2019 school year calendar
 - i. Michael motioned to approve, Allison seconded; all in favor; pending Temple approval of Jewish high holiday dates
- b. Resignation of Tawnie Weaver
 - i. Michael motioned to approve her resignation, Allison seconded; unanimously approved
- c. 2018-2019 school structure planning - in process as above
- d. Approval of overnight field trip
- e. Michael motioned to approve, Allison seconded, unanimously approved
- f. Approval of reading intervention proposal - pending
- g. Addition of board member as signature to ALP bank account
 - i. Kellie motioned to approve Michael Gerity on the bank account, Allison seconded, unanimously approved

8. Announcement of future meeting: April 23rd at 5pm

9. Executive Session

- a. Discussion took place regarding additional compensation for teacher Renee Gallegos, who has taken on administrative duties (in addition to her teaching responsibilities) since the former principal stepped down earlier this month. The board unanimously voted to provide additional compensation to her base pay to account for the administrative responsibilities, to be distributed in 8 equal payments between April-July.

10. End of meeting at 8:28 pm