**Open Meeting**

**August 16, 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 **August 16, 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.

1. Call to Order - 5:08 pm
2. Roll Call - Allison Perrin, Dan Melton, Steven Neeley, Michael Gerity, Kellie Rosinski; also present were Renee Gallegos, Brittany Miller, and Renita Myers (via phone conferencing)
3. Approval of Previous Minutes - Michael motioned to approve Allison seconded, all were in favor
4. 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.*

-Although no parents were present, a parent did call before the meeting requesting that the school look into allowing microwave use for older students (grades 2 and up) for the purpose of heating up lunches. Renee Gallegos and Renita Myers will look into this.

1. Discussion Items
   1. Principal’s Report
      1. Staffing Update
         1. Art teacher started this week, has K-12 experience teaching art
         2. One position still available at this time for a PE teacher
      2. Student enrollment update
         1. 83 total have reported for school; 94 were enrolled, but 11 did not show up (without official withdrawal forms, cannot drop them until the 10th day). A K student is planned to transfer in October.
      3. Curriculum Update
         1. AZ Merit results are being evaluated and are being used to individualize and guide instruction during class and homework club.
         2. Math program - Renita and Yao are meeting weekly to continue development of the 3-6 math program.
         3. Spanish curriculum - Renita is meeting with the spanish teachers to reevaluate resources and map out their needs.
   2. Budget update
      1. Aug and Sept payments will be received from the state on 9/1/2018
      2. Brittany Miller - reports our income is improving with student accounts back up this month (she has recouped $3,000, which decreases our unrecovered funds from $15,000 to $12,000); all of our bills are successfully automatically scheduled now through our bank account
      3. Weekly meetings planned between Renita and Brittany to review budgets and purchasing reports
      4. During the next board meeting, we will specifically discuss special education program including budget, resources, and contractors
   3. Analysis and discussion of school policies and procedures
      1. Proposition 301 performance-based pay
         1. For 2018-19 school year: Renita will build a proposal based on state guidelines and will email out the proposal for review. The proposal will be voted on as an action item at the next meeting
         2. For 2017-18 school year: Last year’s 301 plan was forwarded to the board via email on 12/6/17 by Tawnie, which was reviewed and generally approved without changes. Tawnie presented the 301 plan to the teachers the following Friday 12/8 during their professional development session. At that time, the teachers were informed that non-returning teachers would not be eligible for the 301 pay. One of the teachers clarified the information by asking if they would be eligible if they left the school on maternity leave. Further discussion about the 301 plan was deferred at the board meeting on 12/12/2017.
            1. Some non-returning teachers from the 2017-18 school year have requested that our 301 policy be reevaluated, and do not agree that non-returning status should affect performance pay.
            2. Renita will discuss our 301 policy for the 2017-18 school year with our auditor to help guide our course regarding payment to non-returning teachers from 2017-18 (see associated Action item below) to determine where the funds should come from. Once the source of funds is identified, the board will cast their vote over email. Renita will also email the teachers involved so they are aware of the steps being taken to address their concerns. Based on the 301 policy for 2017-18, rubrics/evaluations were only filled out for the returning teachers; since non-returning teachers did not “qualify” for the funds based on last year’s policy, rubrics were not completed for the non-returning teachers.
      2. Financial aid
         1. Kindergarten full-day fee waiver policy
            1. Two kinder families have requested waivers for K
         2. Afterschool programs
            1. Two families have requested waivers for after-school care
            2. We currently do not have an official board-approved policy for waiver allowance - prior requests have been determined on a case by case basis. We need to develop criteria, procedure, and process.

Proposed process: Upon specific request, the administration will provide paperwork to determine if the requesting family qualifies for the free and reduced lunch program, Title I, and AZ poverty line. These data will be the main evaluation tools, and each case will be presented to the board for case by case decisions to award K waiver or reduced-fee aftercare.

* + 1. Confidentiality and communication protocols
       1. Need to develop a clear and structured chain of command to guide communication flow within our school; this organization chart will help flow of communication between principal, all administration, board, teachers, and families
          1. Goal is to motivate community to be proactive, and to start at the lowest level possible for expedient problem solving
    2. Teacher certification and pay structure
       1. The board needs to develop specific salary schedule for teachers based on certifications - salaries have generally been determined on a case by case basis - goal is to include a monetary incentive for becoming highly qualified in their subject (bilingual endorsement included)
          1. Pay raises can come out of 301 funding
          2. Resources for developing salary schedule: can use PV district salary schedule as a reference
          3. Pay raises can include time limits to help incentivize teachers
    3. General discussion of policies and procedures that need updates
       1. Special education policies
       2. Communication/confidentiality
       3. Teacher salary schedule
       4. Kindergarten waiver and reduced-fee aftercare
       5. Pickup and dropoff procedures
       6. Proposition 301 policy
       7. Delinquent accounts
  1. Facilities update (including Temple Chai maintenance requests)
     1. Safety concerns:
        1. Alarm system - the fire alarm backup batteries were dead ($69 each) - question is whether the school or temple pays for that. The flashing lights on the alarms also need to be addressed.
        2. Sprinkler system - due for a 5 year check up
     2. Ants -major issue in the main areas including the lunch area, walkway, playground, and front entryway
     3. Water fountain - leaking again, parts are being ordered by temple
     4. Water - no drinking water upstairs -
        1. Can we buy another water dispenser and have families take turns filling waters? Possibilities for assistance from PTO, dad’s book club
        2. Alternatively - price out water supply company
           1. Estimated need would be 5-6 5-gallon containers per floor (=10-12 5-gallon containers per week)

Dan- will send an email to the temple regarding the alarm system, sprinklers, ants, and water fountain

* 1. Marketing and student recruitment - Fall (Oct/Nov) is a good time to start
     1. Harkin’s run - free ad run scheduled for 10/12/18-11/8/18. Artwork deadline 9/14/18.
        1. We will start by emailing our art teacher to see if we can commission her to make the ad
        2. Second option - online marketing companies (one suggestion was 99designs, which is essentially an ad competition)
     2. Preschools
        1. Temple Chai preschool - we will ask if the director would be open to having flyers at her preschool
        2. Bei Bei Amigos - we will reach out to Bianka
        3. Additional language preschools to visit: Global Minds, Little Big Minds
        4. Local mail advertising: Michael will send out his letter to request addresses for families at nearby schools
  2. Website host (currently GoDaddy)
     1. Question is regarding whether to keep active accounts due to expire in preparation for audit (3 accounts in question) - linda.dennis, admin, [office@azlanguage.com](mailto:office@azlanguage.com) - Michael will look into what we have and give a recommendation over email
  3. Rocky Point Scholastic Immersion Trips update
     1. Spring break trip is open to all interested school families
  4. French elective classes update
     1. Application still pending

1. Action items
   1. Proposition 301 plan - deferred
      1. 2018-19 proposition 301 plan will be action item at next meeting
      2. 2017-18 proposition 301 plan revision - pending above, see (c) above; vote will occur over email)
   2. Financial aid policies
      1. Proposed process: Upon specific request, the administration will provide paperwork to determine if the requesting family qualifies for the free and reduced lunch program, Title I, and AZ poverty line. These data will be the main evaluation tools, and each case will be presented to the board for case by case decisions to award K waiver or reduced-fee aftercare.
         1. Michael motioned to approve this process, Allison seconded, all were in favor
   3. Accept Karen Meng’s resignation - Karen is resigning due to scheduling conflicts with her new 2018-19 schedule for the Meng Academy - she would like to remain available to provide assistance when needed
      1. Michael motioned to approve the resignation, Allison seconded, all were in favor
   4. Website host plan - Michael confirmed we are hosting our accounts through GoDaddy
      1. Decision was made to renew the GoDaddy Account- Michael motioned to approve this decision, Steven seconded, all were in favor.
2. Announcement of future meeting: Sept 18th at 5pm
3. Executive Session
   1. During executive session, the board discussed the work performed by former employee Matt Toomey over the summer after his 2017-18 contract was complete. There were no specific written terms of compensation for that work; he did return to help complete tasks including finances and filing to help transition the incoming administration. The board discussed the hours as well as the work that was completed, and voted on a specific compensation amount (4 board members agreed, one dissented). The specific amount that was voted on was sent via email to Brittany Miller so she could complete the payment.

Meeting adjourned at 7:50 pm