**Open Meeting**

**October 16, 2018**

**Joint Corporate and Governing Board of Directors Meeting**

**MINUTES**

1. Notice of Meeting

a. Pursuant to Arizona Revised Statutes (A.R.S.) § 38-431.02, notice is hereby given to the members of the Arizona Language Preparatory Board of Directors and to the general public that the Board will hold a public meeting, open to the public as specified below. The Board reserves the right to change the order of the items on the agenda, with the exception of public hearings set for a specific time. One or more members of the Board may participate in the meeting by telephonic communications.

b. Location and time of meeting: **Arizona Language Preparatory, 4645 E Marilyn Rd, Phoenix AZ 85032 at 5:00 pm on October 16, 2018.**

c. 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).

d. Pursuant to Arizona Revised Statutes (A.R.S.) § 38-431.02, the Arizona Language Preparatory Board of Directors hereby states that all notices and agendas of the meetings of the Arizona Language Preparatory Board of Directors and any of its committees and subcommittees will be posted at least 24 hours in advance on the school website https://azlanguageprep.org/ (on the Board of Director’s page), as well as on the bulletin board located outside of Arizona Language Preparatory, 4645 E Marilyn Rd, Phoenix AZ 85032.The bulletin board is available for public viewing at all times.

e. Additional documentation relating to public meeting agenda items may be obtained at least 72 hours in advance of the meeting by contacting Renita Myers at (602) 996-1595.

f. Ratification: there will be a ratification issue up for discussion. The ratification will address the former approval of the 2017-18 Proposition 301 Pay for Performance plan. Last year’s 301 plan was forwarded to the board via email on 12/6/17 by former principal Tawnie Weaver, which was reviewed and generally approved by the board without changes. Tawnie presented the 301 plan to the teachers the following Friday 12/8 during their professional development session. Given that the vote did not occur during a public meeting, the vote and therefore approval of the 2017-18 301 plan is considered null and void. Discussion regarding ratification will be addressed during the board meeting 10-16-18. Pursuant to A.R.S. § 38-431.05, the meeting notice will be posted 72 hours in advance of any meeting that will address ratification. Additionally, the need for ratification came to our attention on 10-10-18 while analyzing our current Prop 301 plan, and the ratification was promptly scheduled to occur well within the 30 days from time of discovery. The public may obtain a detailed written description of the action to be ratified by referring to the meeting minutes that will be posted on the website. If additional questions remain, contact the school office at (602) 996-1595.

2. Call to Order - at 5:07 pm

3. Roll Call: Dan Melton (DM), Steven Neeley (SN), Kellie Rosinski (KR), Michael Gerity (MG); principal Renita Myers also present; Allison Perrin not present

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.*

-No public present

5. Discussion items

a. Principal’s Report

i. Audit update

-Scheduled for 10/24-10/26. As of the 11th, everything we have was

submitted online to our auditor folder

ii. Enrollment update

-Currently at 80 students; we have a 95.8% attendance rate.

-A new K student will start at the end of the month

-The school is currently giving 1-2 tours per week to prospective families

iii. Curriculum update

-Renita talked to Ms. Triny today, who is requesting additional

curriculum for K-2 spanish language; she went to the AZ language

teaching conference last month; they met with teachers from other immersion programs and are exploring additional ideas from the connections they made

-Eureka math is working well for students in 3-6.

-Mandarin: the teachers are working with the curriculum and learning

how best to apply it in the classroom; they submit weekly lesson plans; Renita meets with them once per week to discuss standards; they are building them into a curriculum map which will be finished at the end of the year; they also reflect on the learning points for each month

iv. Hearing and Vision Testing

-All of our K-2 students have been tested; there are a few needing to be

re-screened in 30 days; the re-screening letters will be sent out to the corresponding families in the next few days

v. Personnel Matters (including proposed contracts and negotiations)

-Renita has identified the need for a more specific salary range rubric

-Renita has also identified the need for a more clear rule regarding

teacher attendance, need for doctor’s note, etc

-Renita has generated a proposal and distributed it to the board for

paying Ms. Colaianni to increase her time to now teach art, PE, and 1st grade interventions; she is also a certified teacher

b. School and Teacher surveys

-Renita is requesting a sub-committee to develop appropriate survey questions for

school community - parent and staff surveys - combination of board and PTO members;

we also have a list of questions from last year we can adapt

c. Homework club

-Current issues with hw club: coordinating hw club to be highly effective has issues due

to high number of students and only one spanish and mandarin instructor - individually addressing each student’s needs doesn’t always logistically work; some PTO members will be meeting with Renita to try and come up with ways to improve hw club

d. Discuss potential legal action against former principal Tawnie Weaver

-Former principal Tawnie Weaver has filed two complaints against our school to the

attorney general’s office, each containing false accusations. In the first complaint, she specifically stated that our school had neither a physical or online posting of a meeting notice for the 3-16-18 board meeting, which was untrue. The physical posting was in place greater than 24 hours before the meeting; however, the online posting was delayed several hours, which did constitute a compliance issue, rendering any legal action from that meeting null and void unless later ratified. However, no actions were taken at that meeting, and therefore no ratifications were required. Her second complaint with the attorney general’s office contained no validity. She reported that there were no postings between April 23rd and June 1st. There were no meetings in May due to inability to form a meeting quorum and therefore no need to post for a meeting. She also stated that meeting minutes are required to be posted on the website, which is also untrue. We do however post our minutes to provide transparency, but are not legally required to do so.

We have reason to believe she intentionally lied in order to cause harm to the school. We also have a claim against her for “trespass to chattle”, placing the school in harm’s way because of additional actions she took after her abrupt resignation. The two separate complaints to the attorney’s general office, both containing false accusations, demonstrates a serial effort to harm the school. We are considering appropriate legal action to end the series false accusations.

e. Annual Financial Report

-Renita uploaded the AFR to the state earlier this week; needs signatures by board

f. Discussion regarding whether to pursue obtaining a school line of credit

-We are considering obtaining a line of credit to build credit in anticipation of purchasing

a property in the next few years

-We will ask Brittany to talk to the bank - ask about how best to build credit so we can

work toward our future goals - line of credit versus credit card

g. Classified Evaluation Tool

-Renita circulated the proposed form, which was reviewed by all board members

h. Discussion regarding former approval of 2017-18 Prop 301 Pay for Performance plan

-The former 301 plan was never officially approved outside of a board e-mail approval

-There were a subset of teachers that were not given Prop 301 money because they

were not returning, which had been a requirement in the information that was provided

to the teachers, but never officially voted on in a public meeting

-The non-returning teachers are requesting reevaluation of the 301 distribution of funds

i. Donating time

-Renita’s question is regarding Ms. Triny and Ms. Rosario, who will intermittently work

for hw club, but want it to count towards volunteer time, rather than being paid for it;

we discussed that it is reasonable they can do this, but need to log it as part of their time toward 301 pay

j. Avent Services agreement (for language testing)

-Renee sent the contract to Renita; the writing assessments are still listed on the

contract, which we may not need to utilize; the contract was distributed for review

k. Possibility of hosting a Chinese “spelling bee”

-Natalie Gerity is working toward potentially hosting a dual school “spelling bee” with

Whispering Winds; her idea is that the winner will win a trip to China this summer with

the planned Chinese immersion trip

l. Discuss possibility of opening board to election of additional members

-We would like to place a request for new board member applications, with plan to vote

in the beginning of 2019

m. Hearing and Vision Testing - discussed above

6. Action Items

a. Approval of prior meeting minutes from 9-18-18 and 10-3-18

-KR motions to approve the minutes, DM seconds, SN and MG also in favor

b. 301 pay for performance pay plan

-MG motions to accept the plan to provide former teachers an average of the teacher’s

Payouts that occurred at the end of the prior school year, DM seconds, SN and KR also in

favor

c. Classified Evaluation Tool

-KR motions to accept the distributed classroom evaluation tool, DM seconds, SN and

MG also in favor

d. FY19 Title IV-A allocation

-defer action

e. Immersion school conference

-defer action

-there are a couple conferences coming up in the next few months; Renita is suggesting

that she and a board member attend for edification

f. Avant Services agreement

-KR motions to approve up to $1867.50 for the Avant testing package, MG seconds, SN

and DM also in favor

g. Hearing and Vision Testing

-MG motions to approve the $512 for the testing, KR seconds, SN and DM also in favor

h. Donating time - no action required at this time

i. Accept resignation of teacher Rosario Vargas

-SN motions to approve the resignation, MG seconds, DM and KR also in favor

j. Contract for Elynn Colaianni

-KR motion to approve the proposed salary for the remainder of the 2018-19 school

year, SN seconds, MG and DM also in favor

k. Teacher salary negotiation

-Discussion in executive session (separate minutes)

-MG motions to accept the request to adjust the discussed teacher’s salary based on her

updated certification level, KR seconds, SN and DM also in favor

l. Vote to enter executive session

-KR motions to approve movement into executive session, MG seconds, DM and SN also

in favor

7. Executive Session: Pursuant to A.R.S. § 38-431.03(A), Section 7.9.5.1, the board may vote to enter executive session to discuss personnel matters (voted in section 6l above).

a. Confidentiality reminder pursuant to A.R.S. § 38-431.03(C)

b. Discussion of teacher salary negotiation

-Discussion took place regarding a teacher who requested an adjustment in their salary

based on an updated teacher certification level

c. Discussion of teacher contract for Elynn Colaianni - no executive session discussion needed

8. Announcement of future meeting: Nov 13th at 5pm

9. Meeting adjourned: 7:36 pm