**Open Meeting**

**January 22, 2019**

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

**MINUTES**

1. Notice of Meeting
   1. 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.
   2. Location and time of meeting: **Arizona Language Preparatory, 4645 E Marilyn Rd, Phoenix AZ 85032 at 5:00 pm on January 22, 2019.**
   3. 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).
   4. 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.
   5. 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.
2. Call to Order
3. Roll Call
   1. Board Members Present: Michael Gerity (MG), Kellie Rosinski (KR), Steven Neeley (SN), Dan Melton (DM), Allison Perrin (AP) by phone
   2. Non-Voting Principals Present: Renita Myers (RM), Brittany Miller (BM), Renee Gallegos (RG)
   3. Members and Principals Not Present: none
   4. Members of the Public Present: none
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.

1. Discussion items
   1. Principal’s Report – Renita Myers
      1. Principal's report on the AZ Charter Board Training and upcoming trainings for board members
         1. Continuous Improvement Seminar for Renita and 1 Board member 2/19-2/20 <https://www.eventbrite.com/e/continuous-improvement-in-k-12-organizations-a-value-stream-for-efficiency-process-improvement-registration-50575562870?aff=erelexpmlt>
            1. She is recommending to the board to attend a continuous improvement workshop, maybe in the next year for the purpose of goal setting and prioritization as a school.
      2. Principal's report on enrollment, incoming kinder, and Intent to Return survey
         1. Intent to Return surveys – very favorable with 90% definitely returning; 9% uncertain; and 1% not returning due to logistics with where the siblings already go
         2. K – 14 confirmed, 1st – 1 additional student confirmed
            1. Giving tours on an almost daily basis
      3. Staffing update
         1. VISA process updates
            1. Steven Neeley will look into the timeline of the process for H1B application in the next week
            2. Mandarin teacher hires for next year – most of our Mandarin teachers will have student VISAs that expire, so we need to restart the job search process. Renee will update the job posting on Indeed.
   2. Financial updates - Brittany Miller
      1. Update on student accounts: There are 10 families with overdue invoices.
   3. Facility update
      1. The temple continues to be difficult to work with. They continue to let contractors without fingerprint clearance cards into the school without supervision. We have had this conversation multiple times.
      2. Renita asked again about the schedule for outdoor and lawn maintenance, and she has still not heard back.
      3. We need to plan on putting a wall back up in the upstairs classroom for additional learning areas for next year.
      4. We could consider a portable if necessary (we can discuss with the temple), versus use of space in the library in the temple as additional space alternatives.
   4. CINTAS 5-year inspection
      1. Scheduled for 1/23/19
   5. Chinese student visit
      1. Students will be here next week; they will attend English, PE, and art classes
      2. Welcome ceremony Monday morning in the Temple
   6. AzCSA invoice for amount of $750.00
      1. Pays for a 6-part series providing information including financial, procurement, etc, and breaks down the who/where/what necessary for optimal running of a charter school and how to remain in compliance.
   7. School surveys
      1. They have been distributed for review for admin, teachers, and students. She has a list of fairly objective questions for teachers and admin. She recommends using Praxis for the student questions, which is used in multiple schools.
   8. Planning of Open House
      1. Officially now changed to 2/7 at 5:30
         1. Goals are for families to meet staff and families
         2. Allow incoming/interested parents to speak with other families
         3. Kids can play on the playground
         4. The parents signing up are mostly Little Big Minds and google searches
         5. Renita will stop by Bei Bei Friday with flyers and to meet families
         6. We are reaching out to another language preschool – Casa del Sol
         7. Miro is another preschool we will look into reaching out
      2. Will be attended by board and PTO members
   9. Plan for an administration and board update session for the school community
      1. Will tentatively plan March 28th during Spring conferences or will write a newsletter as a Board update – right now favoring a newsletter update to be sent out by end of March.
   10. Benchmark Testing update (Renee and Renita)
       1. Most students have been tested
       2. Math results from Fall – general increase in % across the majority of grades
       3. Variable math results; the teachers will direct their instruction to areas of weakness
       4. AZ merit will take place in April
   11. Special Education provider contract
       1. There have been some difficulties working with our current contractor in the areas of timely communication and smooth processes. In her contract, she is supposed to manage our 45 day screenings, and our Azella testing. She is also supposed to work with teachers to help develop lesson plans. She is also supposed to discuss progress with teachers, admin, etc. She also has not provided timely progress reports. She has also come in and tested a student without prior notice. RM is recommending that we get out of the contract. Renita has already spoken with a woman from the AZBoard and there is a list of contractors they recommend.
          1. MG will write up termination letter
          2. We will hire a new vendor soon
   12. Future school site planning
       1. We are still in the process of obtaining a school line of credit, probably in the next 2 weeks
       2. MG and Renita are on email lists to view available school properties
       3. We are looking in the 10-15K square feet range
   13. Openings for new board members 2019
       1. There is one potential interested applicant at this time; we are still searching
   14. ESS compliance visit update
       1. Our compliance piece with the 45-day screenings has been lifted; the SPED issue with the child find compliance has been lifted; the AZ charter schools association will help us with the cap lift process.
   15. Discipline Committee update
       1. The committee comes off of our success gaps rubric, which identified that we do not have a comprehensive discipline plan that is in the interest of all students; Renita has been looking for character education scope and sequence that can be incorporated into the school; she is looking into the Leader and Me. In order to move forward, we have a disciplinary goal of making sure students learn the difference between right and wrong; right now, we do not do a scope and sequence character education; the goal is that the discipline matrix is tied to our character education plan. We have been supplied books for the teachers and board to learn about the Leader and Me, which is centered around the 7 habits of successful people. Each person at the meeting will bring back their favorite discipline matrix from a search of schools in their neighborhoods.
   16. Lice policy and procedure
       1. Discussed that the CDC and AAP advocate eliminating “no nit” policies since the nits do not spread the live lice.
       2. We are discussing asking kids to be home with “live lice”, but allowing nits. Students should have to show evidence of treatment before returning.
   17. School safety update, including possibility of installing cameras
       1. Renita has asked for a quote for a 3-4 camera Ring system for camera visualization for increased security
       2. Need Pick plates on our 2 main gates – Brittany will identify the company who installed the gates to find out options for adding pick plates
   18. Charter Board audit update
       1. They are scheduled to do at least one drop-in visit between 1/28-2/8
   19. Quality Standards and Indicators <https://centerforstudentachievement.org/quality-standards/>
       1. Renita is suggesting taking one standard every month and discuss the standard, collect information, and generate goals
   20. Principal's 1st Semester bonus evaluation
2. Action Items
   1. Approval of prior meeting minutes
      1. SN approves, MG seconds, all in favor
   2. CINTAS 5-year inspection
      1. Vote unnecessary, likely to be covered by Temple
   3. Continuous improvement seminar 2/19-2/20
      1. Deferred until next year
   4. AzCSA invoice for amount of $750.00
      1. KR motions to approve, DM seconds, all in favor
   5. Special Education provider contract
      1. MG motions to discontinue the contract, SN seconds, all in favor
   6. School surveys
      1. KR motions to approve the surveys distributed, MG seconds, all in favor
   7. School security cameras
      1. Defer vote, obtaining quotes from RING
   8. Principal first semester bonus evaluation
      1. KR motion to approve Renita’s bonus in her contract, SN seconds, all in favor
3. 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. *No executive session necessary today.*
   1. Confidentiality reminder pursuant to A.R.S. § 38-431.03(C)
4. Announcement of future meeting: Feb 28th at 5pm
5. Meeting adjourned: 7:46 pm