**Open Meeting**

**December 11, 2018**

**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 December 11, 2018.**
   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: 5:10 pm
3. Roll Call

* Board Members Present: Michael Gerity (MG), Kellie Rosinski (KR), Steven Neeley (SN), Allison Perrin (AP) by phone
* Non-Voting Principals Present: Renita Myers (RM), Brittany Miller (BM)
* Members and Principals Not Present: Dan Melton (DM)
* Members of the Public Present: none

1. 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. Enrollment: we had one student withdraw yesterday
      2. Winter Program 12/19: Temple confirmed we can have access to the social hall at 5pm, so the PTO pizza dinner will be 5:15 to 5:50, then people will go to the sanctuary. Then there will be performances and presentations. Joe will do a walk through with Renita for the sound system.
      3. Staff: One of the Chinese teachers is interested in visa sponsorship and would be willing to pay part of the sponsorship fee. She is looking into the details on how this would happen.
   2. Financial updates - Brittany Miller
      1. Past due accounts: We have collected a few payments on our past due accounts since our last meeting; all the accounts discussed at the last board meeting have been sent overdue notices. One family is interested in a kind of barter exchange arrangement with the school. The second set of overdue letters will go out tomorrow for families who have not yet responded to the initial letters.
   3. CINTAS 5-year inspection
      1. A meeting with the Temple and Renita took place regarding the details related to who orders and pays for the 5-year inspection. The Temple has never used CINTAS before; the renter before us hired CINTAS and we defaulted to using them. The Temple was unfamiliar with the 5-year inspection; they are contacting CINTAS; they has reached out 3 times to Renita informing us they are still trying to get the necessary information before a decision can be made.
   4. Pretest Data (Presented by Renita)
      1. Renita reviewed a powerpoint presentation with all of the pre-test data for English, Math, Spanish, and Mandarin for all grades K-6. These data are being used to help build lesson plan and instruction. Renita’s presentation to parents on 12/19 will focus on the basic results and how parents can help their children at home including additional reading.
   5. Facility update
      1. Bathroom sinks in girls’ bathroom - Temple has fixed the issue and now this bathroom has fresh water again
      2. Reminder from Temple that we don’t remove sand from the sandbox and put it on the basketball court
      3. Radio use: the Temple had asked us to use radios to contact Jose and Saul, but they weren’t responding consistently. Then we were told to text issues to Jose, but he wasn’t passing it on to Joe and Sheena. What they discovered is that Jose was dropping a lot of issues when Joe needed assistance, and was forgetting to get back to us regarding those same issues. Now, all involved parties are linked on an email thread so that communication is more successful.
      4. We have a concern about new contractors hired by the Temple coming into the school without warning to do work; the Temple has been notified about our policy of notification so we can maintain a safe environment.
   6. Attendance policy/issues
      1. By state statutes, students can’t miss more than 10% of the school year (18 days); after 10 days of unexcused absences, they are considered truant; after 18 days of unexcused absences, they can be held back. We don’t have clear school policies on attendance. The 45th day and 100th day were historically the key snapshot days that the state used to determine funding; now, these days are still looked at in the audit, but the attendance is uploaded to the state every day and funding is based on averages. There is a need to communicate this to families so they understand the importance of attendance.
   7. Quickbooks Engagement (up to 16 hours) up for approval: our auditor Craig with Ball & McGraw engagement recommended additional training for Brittany on Quickbooks to help with how we maintain and report financial reports, which will help with future audits. They are requesting approval of up to 16 hours at $75/hr for the Quickbooks training.
   8. GAPS committee update: committee met today; one of the recommendations is to form a discipline committee to generate a discipline matrix. Currently our matrix is vague. There is a committee consensus to more specifically define the policy regarding disruptive behavior, cheating, swearing, etc. We can adapt a policy from another school to build an appropriate solution for our school. An action plan was generated today that will be given to the Department of Education.
   9. Program for ALP Winter Performance: see above
      1. Additionally, the board may give a brief presentation
   10. Chinese student visit January 2019: Four families from China will come visit our school at the end of January; each of the 4 families will be paired with families from our school. Two of the families who will be hosting the students were reciprocally hosted in China by their paired families. The dates of the students attending our school would be between 1/28-2/1. MG will discuss the logistics regarding liability with the company arranging the exchange program.
   11. Future school site planning (including property search, financing)
       1. Financing: MG signed but has not yet submitted an application for a line of credit. The purpose of the line of credit is to build our credit through use and paying it off. He would have to personally guarantee it.
       2. Building sites: we are actively looking at viable sites in our area. We are starting working with an agent that specializes in education buildings.
   12. Openings for new board members 2019
       1. The board would like to open positions to two additional members with the goal of recruiting additional expertise related to school management and leadership experience.
          1. We can consider reaching out to programs training education leaders, including NAU and ASU – principal or superintendent candidates, with or without language education interest; who would like to have experience sitting on a school board.
2. Action Items
   1. Approval of prior meeting minutes
      1. SN motions to approve, MG seconds, all are in favor
   2. CINTAS 5-year inspection
      1. No vote tonight, pending further information from Temple
   3. Quickbooks Engagement (up to 16 hours) up for approval
      1. Ball McGraw engagement up to 16 hours at $75/hr – will train Brittany on Quickbooks.
         1. SN motions to approve, MG seconded, all are 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.
4. Announcement of future meeting: Tues Jan 22nd at 5pm
5. Meeting adjourned: 6:43 pm