**Open Meeting**

**February 28, 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 February 28, 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 – at 5:10 pm
3. Roll Call
   1. Board Members Present: Michael Gerity (MG), Kellie Rosinski (KR), Steven Neeley (SN), Dan Melton (DM)
   2. Non-Voting Principals Present: Renita Myers (RM), Brittany Miller (BM)
   3. Members and Principals Not Present: Allison Perrin, Renee Gallegos
   4. Members of the Public Present: one parent
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.*

*-*A parent is here and wants to know about the calendar, update on the Chinese teacher, and what the possible plan is for a possible school location move in the future.

1. Discussion items
   1. Principal’s Report – Renita Myers
      1. We are officially in compliance with the state for ESS
      2. We continue to be up to date with the 45-day screeners and child find
      3. Renita has an upcoming meeting with the Charter Board Association
      4. Charter audit letter: the things we needed to update included the fire marshal report and the occupancy certificate, which have now been taken care of; the only thing pending is the City of Phoenix fire alarm notifiers in the downstairs office.
      5. K/1 Mandarin position: has been posted on Indeed. 25 applications have been received; 22 applicants required immediate sponsorship; of the 3 who did not, none of them possess a current teaching certificate; 2 have experience, 1 does not; 1 has been selected as the top candidate, has worked at Basis, teaches at Hearn Academy; she can come in and do 2 hours in the afternoon and potentially full time next year. She is a U.S. citizen and would not require sponsorship.
      6. Progress on curriculum maps: continue being developed during half day professional development days; K/1 English and K/1 Chinese continue to need work but all other grades and subjects are solid. This year we have new science, social studies, and math standards. The maps are broken down by grade level and subject, and include pacing. For K/1, Renee and Ms. Triny are actively working on science and social studies standards for those grade levels.
      7. Renita met with an IT service this week to discuss preparations for AZ Merit. They also discussed a server versus a cloud-based storage service. He will present options for discussion.
   2. Financial updates - Brittany Miller
      1. There continue to be a number of families that are not paying their invoices or are not responding. Brittany is continuing to work through the process that addresses delinquent accounts.
      2. Brittany spent a day with the accountant at Ball & McGraw to update how we record payroll in QuickBooks.
   3. Facility update
      1. Renita is trying to get the Temple onto a consistent lawn maintenance plan. She has asked them to come and blow the sand off the stairs and cement.
      2. We have looked into portable placement versus using space within the temple. Right now, the best plan will be to utilize space inside the temple for the older students for next year, rather than add a portable.
      3. We will need to put the wall back up in the upstairs classroom as well for an additional classroom space.
   4. Audit review
      1. Tabled for now; still awaiting final letter.
   5. Policy discussion
      1. Medication distribution
         1. Renita would like us to develop a medication distribution policy; currently, we do not have specific medications being sent with students for distribution at school, but we do need to develop policy. We either need to decide we will help administer, or we will not. Right now, symptomatic meds are given that parents have signed off on, which we document, and the parents are called before any of these medications are given.
      2. Attendance (students and staff)
         1. We need to add more specific verbiage regarding attendance policy for students – we will plan to add this to the student handbook which gets signed in the beginning of the year. We can put the specific laws related to attendance in the handbook, in addition to the exact ways that the school is affected financially when a student is late. We can also include policies that equate a specific number of tardies to one absence. After 18 absences, legally the school can call law enforcement.
      3. Sick time (staff)
         1. For staff, there is policy in their contracts stating they each have 5 personal days and 5 sick days. There is one staff member that is absent more often. Last year, 6 days total were given. We have the need to specifically lay out the exact expectations and policy related to what will happen after the 10 days, including pay being docked.
      4. Enrollment
         1. Enrollment packet verbiage needs to change so that a birth certificate is not required; need to change the verbiage to either birth certificate or another acceptable form of identity and age
         2. There will be an addition of a statement asking families to identify students who have required special education needs in the past of any kind to help us to continue to provide services when appropriate
         3. Regarding early enrollment of kindergarteners – we need to improve and clarify our assessment to determine if students born between 9/4 and 12/31 are in fact K ready. This is because if the student does not pass K, the school will not be paid for the subsequent hold back year in K and 1st grade (2 years total). Other schools use Dibbles, but we are not in a position to pay for this yet. Renita is now in a Charters schools cohort where she can obtain more information.
      5. Procurement
         1. Deferred
   6. School calendar 2019-20
      1. It is not advisable to have K students start a day before the other students because of the way the days get counted, and complications with reporting to the state
      2. Discussed professional development – ½ days versus full days off at the end of each quarter – determined that ½ days are better since aftercare is provided, whereas no care is available on full days off.
      3. Fall break 10/7-10/11
      4. First parent conferences will be 9/25-9/27; will look into PTO sponsorship of aftercare activities during the conferences
      5. First Friday of the month will be a full day in August, and this half day will now be used on the last day of school on 5/22
   7. Avent/Stamp Invoice
      1. Invoice due for $3,486.00
   8. Aidant Fire Invoice
      1. We need another fire pull notification system - $900.00 invoice
   9. Kindergarten early enrollment policy -deferred
   10. ALP 2019-2020 enrollment packet – discussed above in e(iv.)
   11. Teacher contracts
       1. The entire teacher contract verbiage was reviewed and recommendations from Renita were discussed for appropriate updates.
   12. Immigration Attorney information and costs
       1. Only !$1000 of the $3000-4000 would be non-refundable if the teacher were not to get approved
       2. If the Chinese teachers we do the application for our chosen, their working VISA would be extended and we would not need to wait until October for the renewal to be in effect. Renita feels very strongly about the teachers in question in assisting them to stay on our staff.
   13. Modular units quotes review – deferred, likely will not pursue at this time
   14. School cap increase process
       1. First step is getting a commitment from the temple that we can use some of their space for our upper level students next year
       2. We would also need a certificate of occupancy for the space in question
       3. Application is due around March 15th
   15. Future school site planning
       1. No new sites of interest at this time in our size and price range
   16. Openings for new board members 2019
       1. Continue networking with the Arizona Charter association
   17. Quality standard discussion - deferred
2. Action Items
   1. Approval of prior meeting minutes
      1. MG motions to approve the prior minutes, DM seconds, all are in favor
   2. School calendar 2019-20
      1. KR motions to approve calendar #2 as presented with the discussed changes, MG seconds, all are in favor
   3. School cap increase
      1. MG motions to vote to apply to the charter board to amend the charter to expand the enrollment cap; the number will be determined by the available building capacity, between the main building and any potential expansion space; KR seconds, all are in favor
   4. Policies
      1. Medication distribution – vote deferred; Renita will develop a plan and bring to next meeting
      2. Attendance (students and staff)
         1. Defer final policy votes to next meeting
      3. Sick time (staff)
         1. Staff attendance policy update that will be communicated to teachers and staff:

This letter is to clarify the teacher attendance policy, which currently allows for 5 personal days and 5 sick days per each academic school year. After those 10 days, additional absences will result in pay being withheld in the amount of the teacher’s daily rate.

--SN motions to approve the above details of the policy update, DM seconds, all are in favor

* + 1. Enrollment policy update - deferred
    2. Procurement - deferred
  1. Avent/Stamp Invoice
     1. KR motions to approve to pay the invoice, SN seconds, all are in favor
  2. Aidant Fire Invoice - notification alarm in main office
     1. SN motions to approve to pay the invoice, MG seconds, all are in favor
  3. ALP 2019-2020 enrollment packet
     1. MG motions to approve the packet as presented, SN seconds, all are in favor
  4. Kindergarten early enrollment policy - deferred; needs development
  5. Teacher contracts
     1. KR voted to approve Renita’s suggested and discussed verbiage for teacher contract changes, SN seconds, all are in favor
  6. Immigration Attorney information and costs
     1. Mg motions to approve to make a policy to only pay for the mandatory employer-required fees associated with the VISA application process, while the additional fees get covered by the applicant or employee. SN seconds, all are in favor.

1. 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 today.
   1. Confidentiality reminder pursuant to A.R.S. § 38-431.03(C)
2. Announcement of future meeting: Thursday, March 28, 5pm
3. Meeting adjourned: 8:00 p.m.