**Open Meeting**

**March 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 March 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: 5:10 pm
3. Roll Call
   1. Board Members Present: Allison Perrin (AP), Dan Melton (DM), Michael Gerity (MG), Kellie Rosinski (KR), Steven Neeley (SN)
   2. Non-Voting Principals Present: Renita Myers (RM)
   3. Members and Principals Not Present: Brittany Miller, Renee Gallegos
   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.*

1. Discussion items
   1. Principal’s Report – Renita Myers
      1. Staffing updates
         1. Rachel Nelson not returning next year 2019-20, plan to post position
            1. She is moving back home out of state and will therefore not be returning to her position next year so we will need to post the position.
         2. Summer Liang resignation, plan for Mandarin K-1 instruction. She only sent an e-mail resignation stating she had a “conflict with her morning job”. Renita has since made a change to the master schedule, and Ms. Didi is now teaching K and 1st, in addition to 2nd-4th grade. A total of 30+ applicants have applied, but so far there have not been additional qualified applicants that do not have a visa issue. During this process, Renita has reached out to ASU Confucious, Meng Academy, continued Indeed job posting, and has reached out to a multitude of other contacts.
      2. Staff Contracts
         1. Two teachers are undergoing the VISA sponsorship process with our school
         2. The only teacher who has indicated they will not return next year is Rachel Nelson as above.
         3. Current job postings: Mandarin K-1, English 3-6
         4. Regarding rate increases for teacher salaries, we will start with a certain percentage increase, and then if our cap increase is approved, the goal will be to add an addendum to the contracts for possible additional salary is budget allows.
         5. Need to review paid time off days on teacher’s contracts and admin. Instead of carrying over the sick days, we are considering paying out the days not used to incentivize good attendance.
      3. Upstairs classroom modifications needed for next year
         1. We need to add the wall back to one of the upstairs classrooms
         2. Dan will help get bids along with Renita
      4. PTO presentation 4/4
         1. Renita will present the Leader in Me information at the PTO meeting next week
      5. Upcoming teacher appreciation week
         1. Coming up in May
         2. PTO and Board will participate
   2. Financial updates - Brittany Miller – Brittany home sick today, and Renita reviewed the expenses and overdue accounts; the overdue invoices will each be up for action at the next meeting.
   3. Facility update
      1. No major updates at this time
      2. We can use the social hall last Thursday of April for a Science Fair
   4. ESS Contract for the remainder of the 2018-19 school year
      1. Integrated Education Services contract reviewed which would be effective between 3/25-6/25.
   5. Technology Contract
      1. 365 ManagedIT has provided a service contract, reviewed
   6. Leader in Me
      1. Character education program – has to be bought into by the staff, parents, and the whole school community; based upon the 7 habits of highly effective people
      2. Dysart has a free upcoming seminar in May regarding the Leader in Me – May 1st 8:30-3:30; May 1st and 2nd 5-8; they will provide lunch and child care.
      3. Could be financed either from tax credit dollars, or PTO funds, or a combination of both
      4. Goals from Lead in Me would be to improve leadership and character abilities of students in the school
   7. Policy discussion if time: deferred
      1. Medication distribution
      2. Attendance (students and staff)
      3. Enrollment policies – Renita will work on this by the Charter Association
      4. Procurement
   8. Openings for new board members 2019 – still looking
   9. Quality standard discussion - deferred
2. Action Items
   1. Vote regarding approval of prior meeting minutes
      1. MG motions to approve, SN seconds, all in favor
   2. Integrated Education Services contract
      1. KR motions to approve consulting agreement effective 3/25-6/25 for $4,950.00, MG seconds, all in favor
   3. Technology Contract
      1. AP motions to approve consulting agreement with 365MangedIT for starting amount of $500/mo, DM seconds, all in favor
   4. Accept letter of resignation from Rachel Nelson regarding not being able to return next year 2019-20
      1. AP motions to approve, SN seconds, all in favor
   5. Accept resignation of Summer Liang
      1. SN motions to approve, AP seconds, all in favor
   6. Upstairs classroom modification plan
      1. DM motions to approve moving forward with getting bids to put up a wall in the upstairs classroom, AP seconds, all in favor
   7. Policies up for possible approval: deferred
      1. Medication distribution
      2. Attendance (students and staff)
      3. Enrollment
      4. Procurement
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.
   1. Confidentiality reminder pursuant to A.R.S. § 38-431.03(C)
4. Announcement of future meeting: April 11th 5pm
5. Meeting adjourned: 6:55 pm