**Open Meeting**

**April 11, 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 April 11, 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: 5:08
3. Roll Call
   1. Board Members Present: Allison Perrin (AP), Kellie Rosinski (KR), Michael Gerity (MG); Dan Melton (DM) by teleconference
   2. Non-Voting Principals Present: Renita Myers (RM) by teleconference, Brittany Miller
   3. Members and Principals Not Present: Steven Neeley (SN), 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. Nothing.*

1. Discussion items
   1. Principal’s Report – Renita Myers
      1. Staffing update: we do not have any Mandarin candidates that are willing or able to start at this time; she have interviewed 2 strong candidates for next year; reference checks are underway currently;
      2. Ms. Andi Liu will continue to teach K/1 Mandarin through the end of the year and has been doing well with the schedule change
      3. Our new ESS contract has started; today the SLP and the SLPA came in for assessment; they will be here for 2 hours per week through the end of the year to make sure everything is completed by the end of the year
      4. The new technology contract with 365 IT has started; they were here for the first 2 days of AZ Merit testing to ensure smooth test administration; they have been working on getting color printing to work and the fax system, among other needs
      5. Prospective incoming kindergarten student count: 20 confirmed for K thus far
   2. Financial updates - Brittany Miller
      1. Summary of updates
         1. Budget expenses have remained in range of what has been budgeted
      2. All past due student accounts
         1. There are 9 families that remain overdue with their student accounts
         2. We may be able to add credit card services to facilitate payments for some families. An option is making mandatory credit or debit monthly charges to ensure payment from families
   3. Facility update
      1. DM has reached out to a contractor to get a bid for the cost of putting the wall back up in the upstairs classrooms; the width of the room is 23.5 feet
      2. An alternative is to purchase an adjustable sound-proof room divider
   4. Contracts for 2019-2020 school year (may vote to discuss in executive session)
      1. Teacher contracts will all be increased by a minimum of 2.5%
      2. Contracts have all been updated with an update in the verbiage and policies including unused sick days policy (see below)
      3. Remainder of contract details to be discussed in executive session given sensitive nature of personnel matters
   5. Staff unused sick days policy discussion
      1. Discussed potential to “pay back” days not used by teachers to incentivize good attendance at a daily rate of $150; teachers would need to complete their contract term in order to qualify for the payment
   6. Form 990
      1. Discussed form 990 and completed it together
   7. 5/9/19 Field trip to the Arizona Science Center
      1. Buses will cost $300 per bus and will be paid for by the PTO
      2. Cost per student for families will be $10 per student, PTO will cover the additional $2 per student
      3. Board needs to approve travel for the students
      4. Need a total of 23 chaperones if all students go
      5. Students of families with delinquent accounts who are not making good faith efforts at payment will not be qualified to attend
   8. Openings for new board members 2019
      1. Allison is reaching out to one of her contacts that works at ASU
      2. A parent knows a prospective board member we will reach out to them as well
2. Action Items
   1. Vote regarding approval of prior meeting minutes
      1. MG motioned to approve the prior minutes, AP seconded, all in favor
   2. Contracts for 2019-2020 school year
      1. KR motioned to approve the staff contracts as discussed during executive session, as well as proposed starting salaries for new incoming teachers with and without state certification; MG seconded, all in favor
   3. Form 990
      1. Completed during meeting. MG motioned to approve the 990 form as discussed, AP seconded, all in favor
   4. 5/9/19 Field trip to the Arizona Science Center
      1. KR motions to approve the field trip including transportation of the students via bus, DM seconded, all in favor
   5. Staff unused sick days policy
      1. KR motions to approve sick policy discussed under 5e above, AP seconded, all in favor
   6. Past due student accounts
      1. Line 1 – deferred vote
      2. Line 2 – MG motions to not approve IT support in exchange for tuition, DM seconded, all in favor
      3. Line 3 and 5 – no communication from the families; MG motions to vote to withhold services and not write off bad debt at this time, AP seconds, all in favor
      4. Line 4 – deferred vote
      5. Lines 6-9: AP motioned to approve writing off the bad debt for line items 6-9, MG seconded, 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.
   1. Voted to enter Executive session at 6:25 pm to discuss staff contracts. Minutes recorded separately for Executive Session. Reentered board meeting for action items at 8:10 pm.
   2. Confidentiality reminder pursuant to A.R.S. § 38-431.03(C)
4. Announcement of future meeting: May 8th at 5pm
5. Meeting adjourned: 8:20 pm