**Open Meeting**

**May 8, 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 May 8, 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: 5:11 pm
3. Roll Call
   1. Board Members Present: Michael Gerity (MG), Allison Perrin (AP), Steven Neeley (SN), Kellie Rosinski (KR); Dan Melton (DM) by phone
   2. Board Members Absent: none
   3. Non-Voting Officers Present: Renita Myers (RM), Brittany Miller (BM)
   4. Non-Voting Officers Absent: Renee Gallegos (RG)
   5. 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. Contract updates – see 5a(iii) below
      2. Enrollment – currently at 74; 21 kinders have registered so far for 2019-20 school yr
      3. Staffing – where we stand currently: most contracts for returning teachers have been signed; need to hire English 3-6 teacher, Spanish 3-6 teacher
         1. Front office staff member has provided a letter for contract negotiation to be reviewed in executive session
   2. New Mandarin Position for grades K-2: Wei Liffick – she has signed a contract
   3. Financial updates - Brittany Miller
      1. Summary of updates
         1. Next year’s budget proposal will be on next agenda
      2. All past due student accounts
         1. One former family has paid their debt
         2. All other accounts are unchanged
         3. In the future we need to include specific verbiage in the handbook and letters to families that more specifically indicate which services will not be available when accounts are overdue, including field trips, etc.
   4. Facility update
      1. We are setting up a meeting with the new facilities director at the Temple
      2. We had an issue with the children’s restrooms after a student flushed some paper towels; this is being addressed
      3. We still have a plan to put the wall back up in the upstairs large classroom to allow for extra space next year
   5. Plan for future school location
      1. Need to establish with a real estate agent; we currently receive new listings but are ready to work with an agent more directly
      2. Plan to discuss possibility of space sharing with Bei Bei at a larger location
   6. Openings for new board members 2019
      1. Looking for interested and qualified board members through several education contacts
   7. 8879-EO form and Payment approval ($800) – Tax preparation fee by Ball McGraw PC, balance due is $800.00. Invoice provided for review by RM.
   8. Workman’s Compensation
      1. Our Workman’s compensation insurance is through Hartford
      2. We have filed a claim on behalf of one of our staff members for a minor injury that occurred on campus during work hours this past week
      3. We would like to include the workman’s compensation process in the staff handbook for the future for clear step-by-step instructions
   9. PTO request for free Homework Club on days PTO meetings are at school next year
      1. The PTO has asked whether the HW club and aftercare can be provided for free every other month next year for PTO meetings held on campus. A benefit discussed included easier ability for some parents to attend. Potential drawbacks were whether younger siblings might also attend, which could potentially make it harder for the teacher/staff member watching the students. Also, the staff member only watches students until 6pm, so unclear what would happen after 6pm if the meeting was still in process. Also, if the precedent is set to provide free care for certain PTO events, the same expectation could be applied to any after school event. A solution discussed could be to have another parent or dad’s club, etc or paid sitter on site to watch the children of parents at the meeting.
   10. Principal Contract Bonus review – plan to discuss in executive session
   11. Review of letter from Sherly German regarding resignation: Sherly has submitted a letter thanking the board for the opportunity to teach at our school, but that she will not be returning next year.
2. Action Items
   1. Vote regarding approval of prior meeting minutes
      1. AP motions to approve the minutes from 4-11-19, MG seconds, all in favor
   2. New Mandarin Position for grades K-2: Wei Liffick
      1. AP motions to approve Wei Liffick for the new Mandarin position, SN seconds, all in favor
   3. Past due student accounts
      1. Deferring
   4. Principal Contract Bonus
      1. KR motions to approve the bonus as set forth in the principal’s contract based on meeting all requirements for the bonus, as discussed in executive session and recorded in separate minutes, SN seconds, all in favor
   5. Workman’s compensation
      1. Deferred
   6. Accept resignation of Sherly German
      1. KR motions to approve the resignation, SN seconds, all in favor
   7. 8879-EO form and Payment approval ($800)
      1. AP motions to approve paying the $800 tax preparation fee, 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.
   1. Confidentiality reminder pursuant to A.R.S. § 38-431.03(C)
   2. KR motions to move into executive session at 6:17 pm, SN seconds, all in favor. Finished executive session at 6:38 pm and re-entered regular meeting to cover action items as above. Executive session minutes recorded separately.
4. Announcement of future meeting: June 19th 5 pm
5. Meeting adjourned: 6:43 pm