**Open Meeting**

**June 19, 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 June 19, 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
3. Roll Call
   1. Board Members Present: Allison Perrin (AP), Michael Gerity (MG), Kellie Rosinski (KR, called in)
   2. Board Members Absent: Dan Melton, Steven Neeley
   3. Non-Voting Officers Present: Renita Myers, Brittany Miller
   4. Non-Voting Officers Absent: None
   5. Members of the Public Present: Graham Webb called in
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.*

*-*Graham Webb, prospective parent, submitted a list of 30+ questions to the board via email on the same day as the meeting. Requested follow up to his questions.

1. Discussion items
   1. Principal’s Report – Renita Myers
      1. Enrollment
         1. For 2019-2020, current enrollment is at 89 total; Renita and Brittany are still doing tours and registering students
      2. Personnel
         1. Myers addendum to contract
            1. The personnel addendum was previously discussed during executive session at the last meeting (5-8-19) as indicated on agenda; however, it was not listed on agenda as action item thus needing action at this meeting. In brief, the addendum discussed on 5-8-19 included a title change from Principal to Superintendent/Principal given the scope of the position, which requires performing and/or overseeing all administrative responsibilities required by ALP. The title change would not change the job description or pay scale, but would merely reflect the job already being done. The other part of the addendum would include a partial cell-phone and travel stipend to offset the costs involved in carrying out the administrative tasks, minimal compared to comparable positions in other public school districts.
         2. Miller addendum to contract (changing dates)
            1. Current contract for this year has an effective date of 7/1/19. The school requires her services for the full summer to manage the office and other administrative responsibilities, so the contract should reflect this with an effective start date of 6/1/19.
         3. Hiram Diaz (Spanish 3-6) contract approval
            1. Hiram Diaz has interviewed and has been deemed to be an excellent candidate for teaching Spanish and science for grades 3-6 at our school.
         4. Wei Liffick resignation – previously accepted the Mandarin K-2 position, but she has decided to go into a different industry, so she is resigning prior to starting her position.
         5. Renee Gallegos recommendation for termination
            1. The recommendation for termination is based on insubordination, failure to communicate, and going over the allotted days off allowed.
         6. Positions posted on Indeed at this time include Mandarin K-2, ELA for grades 3-4, ELA K-2. Strong candidates for the English positions are currently undergoing reference checks.
   2. Financial updates - Brittany Miller
      1. School financial updates – will be addressed under preliminary budget for 2019-20 below
      2. Review of past due student accounts
         1. Brittany has drafted a letter that states that if payment toward delinquent accounts is not received by 6/25, accounts will be turned over to collections
         2. Two families have contacted our office and have reported sending payments in the mail
   3. ALP Contracts/Agreements:
      1. ESS 2019-2020 Contract
         1. Cost for IES is $21,780 for 2019-2020 for the students who require this service; so far this company has provided good service to our students with positive results.
      2. Ball & McGraw audit engagement letter
         1. Cost quoted by Ball & McGraw for the 2019-20 school year doubled from $4,000 to $8,000 for managing this next audit; we can apply for reimbursement from the state for expenses toward audits. We are not clear on how the cost doubled, and whether additional services are provided in this additional cost. The board would like additional information regarding the reason for the quote doubling, and would like to discuss negotiations before a decision is made.
      3. Kelly Substitute Services Contract: we average $7,000 annually for hiring subs, and the prices for Kelly Substitute Services are competitive.
      4. Blue Cross/Blue Shield Insurance Premiums: BCBS premium for the 2019-20 school year are increasing by 2.5%; for the employer contribution, we currently pay $400 for BCBS and dental, per employee/month. Additional quotes for other plans would be helpful to determine if this is a plan our school should continue.
      5. Janitorial Comps – our school needs to approve a new vendor. Our current provider has been coming in only twice per week which has been inadequate, especially since the kids often eat inside the classroom. The lowest bid received was from Open Work, which is listed on the Charter Board Association website and are careful in the selection and vetting of their employees. The company provided a bid in which they would provide 5 full cleans after 6 pm for a total of $753/mo. Three cleanings per week would cost $562/mo. The next closest bid was $892 and $654, respectively. The third bid was for $1045 and $865, respectively. Currently we pay $490/wk for 2 cleanings. For Open Works, the total for the year would be $8,283 (5 cleanings per week), or $6,182 (3 cleanings/week) for 11 months.
   4. 2019-2020 Budget
      1. The state has a due date of 7/5 for uploading of the proposed/preliminary budget
      2. Need to meet week of 7/8 to look at the next draft of the budget, with final budget uploaded 7/15
      3. Total budget last year was $704,091. The proposed budget for 2019-20 is $737,089. The increase is based on enrollment, for an estimate of 90 students compared to last year. The increase is also based on additional support services for special education.
      4. Average teacher salary $39,500, representing a 1.8% increase from the prior year.
      5. No major adjustments were recommended in the preliminary budget draft as presented by RM.
   5. Request for summer teacher stipend of $20/hour to help set up mirror classrooms
      1. Plan to restructure- make mirror classrooms- have teachers move, but students stay in the same place; this will increase instructional time because time is being lost when the students are moving to different classrooms. Renita is recommending $20/hr stipend for teachers to come in and set up the classrooms including reading areas. She anticipates 2 teachers for 2 days will likely be sufficient, but the work will certainly be completed within a week.
   6. AzMerit and Galileo testing data updates
      1. Data has been provided by the state and can now be reviewed
      2. Data presentation tabled until next meeting
   7. Important school start up dates
      1. Renita was able to secure social hall Mon 7/29 for a parent night prior to the start of school; plan is to include a state of the school including data presentation. Would include going over uniforms, school rules, policies, homework club, test scores, etc.
      2. Tues 8/4 Meet the Teachers night
   8. 2019-2020 HC, AC, and KG Fee Schedules
      1. No changes proposed at this time; Renita’s question is whether we think there needs to be a change compared to the rates from 2018-19. The consensus is that the current rates are reasonable and do not require change at this time.
   9. Brittany Miller QB Training in July
      1. Quickbooks two-day training for Brittany in July at approximately $550 – previously did training at the auditor’s office; unfortunately, it was not sufficient for the kind of work she is doing~~.~~
   10. Facility update and plan for future school location
       1. We are working with a dedicated real estate agent to assist in finding a location
       2. We will meet with Temple regarding possibility of expanding at our current location
   11. Openings for new board members 2019
       1. No responses yet from education departments that have been notified regarding our interest in finding new candidates with school leadership experience
   12. Next Board Meeting – need week of July 8th for budget adoption
       1. Scheduled for July 11th at 5 pm as below
2. Action Items
   1. Approval of prior meeting minutes
      1. MG motioned to approve, AP seconded, all in favor
   2. Student Accounts Decisions
      1. Deferred, will await responses from letters sent out
   3. Myers contract addendum including position title change from Principal to Superintendant/Principal, travel/commuting stipend, phone stipend
      1. KR motioned to approve, MG seconded, all in favor
   4. Miller addendum to contract (date modification)
      1. KR motioned to approve changing contract start date to 6/1/19 from 7/1/19, AP seconded, all in favor
   5. Hiram Diaz (Spanish 3-6) contract approval
      1. MG motioned to approve, KR seconded, all in favor
   6. Wei Liffick acceptance of resignation
      1. MG motioned to approve, AP seconded, all in favor
   7. Renee Gallegos recommendation for termination
      1. KR motioned to approve Renita’s recommendation for termination based on the information provided, MG seconded, all in favor
   8. ESS 2019-2020 Contract
      1. MG motioned to approve, AP seconded, all in favor
   9. Ball & McGraw audit engagement letter
      1. Deferring until next meeting – will request additional information regarding reason for rate change, will work on negotiations
   10. Kelly Substitute Services Contract
       1. KR motioned to approve the contract as presented, AP seconded, all in favor
   11. Blue Cross/Blue Shield Insurance Premiums
       1. Pending – will gather additional quotes and readdress at next meeting
   12. Janitorial Comps - need to approve new vendor
       1. KR motioned to approve bid provided by Open Work for 5 cleanings per week, for a total of $753/mo, MG seconded, all in favor
   13. Approve 2019-2020 Preliminary Budget
       1. MG motioned to approve the preliminary budget without changes as presented by RM, AP seconded, all in favor
   14. Summer teacher stipend of $20/hour to help set up mirror classrooms
       1. KR motioned to approve the stipend, MG seconded, all in favor
   15. 2019-2020 HC, AC, and KG Fee Schedule approval
       1. KR motioned to approve the HC/AC/KG fee schedule without changes from the 2018-19 school year, AP seconded, all in favor
   16. Brittany Miller QB Training in July
       1. MG motioned to approve the QB training for BM, KR 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. No executive session entered.
   1. Confidentiality reminder pursuant to A.R.S. § 38-431.03(C)
4. Announcement of future meeting: 7/11/19 at 5pm.
5. Meeting adjourned: 7:09 pm