



Arizona Language Preparatory

4645 E Marilyn Rd | Phoenix, AZ 85032 | O: (602)996-1595 | F: (602)344-9560 | www.azlanguageprep.com

Open Meeting

July 11, 2019

Joint Corporate and Governing Board of Directors Meeting

MINUTES

1. Notice of Meeting

- a. 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.
- b. Location and time of meeting: **Arizona Language Preparatory, 4645 E Marilyn Rd, Phoenix AZ 85032 at 5:00 pm on July 11, 2019.** Due to technical issues with the online/telephonic attendance provider, attendance will be in-person only.
- c. 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).
- d. 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.
- e. 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: 5:04 pm

3. Roll Call

- a. Board Members Present: Michael Gerity (MG), Allison Perrin (AP), Dan Melton (DM), Kellie Rosinski (KR), Steven Neeley (SN)
- b. Board Members Absent: None
- c. Non-Voting Officers Present: Renita Myers (RM)
- d. Non-Voting Officers Absent: Brittany Miller (BM)
- e. Members of the Public Present: Two parents from the school

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.

-One parent present wanted to know the updates regarding the Mandarin K-2 position

5. Discussion items

- a. Address questions brought forth by public at last meeting



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- i. We will email the list of answers to Graham Webb, the member of the public who posed the questions on the day of the last board meeting, since he was not present for this meeting.
- b. Principal's Report – Renita Myers
 - i. Enrollment
 1. Brittany has been requested by RM to make calls to families who were still deciding on whether their student would return, to help finalize our numbers;
 2. Current confirmed enrollment is for 18 x Kinders, 14 x 1st graders, 19 x 2nd graders, 20 x 3rd graders, 9 x 4th graders, 6 x 5th graders, 3 x 6th graders (confirmed 88); 5 more tours are scheduled
 - ii. Personnel
 1. K-2 ELA candidate Mary Lauren Parnes
 - a. Has experience with teaching English to K-6, and has taught English in China as well; is also proficient in Chinese; she is also planning to do the Teaching in Residency program through GCU
 2. 3-6 ELA candidate Abby Lee Mays
 - a. Has taught English in Mexico through the Fullbright program; also proficient in Spanish; she is also applying for her AZ teaching certificate
 3. Open positions available: K-2 Mandarin position; 3 interviews on Monday scheduled, all of whom do not require Visa sponsorship.
 4. The Visa has been approved for LuYao. The Department of Homeland Security has not released the final Visa status Ms. Didi
 5. An afterschool coordinator position is available as well
- c. Financial updates - Brittany Miller & Renita Myers
 - i. School financial updates
 1. School transactions for the past statement reviewed
 2. June books are closed out
 3. Reviewed bank balances for the start of this year
 4. No state payments are received in July, next payment is in August
 5. Finished the prior year under budget
 6. Will collect information at the beginning of this next year regarding percent qualification for free and reduced lunch program so we can determine if we can apply for title I finding
 - ii. Review of past due student accounts
 1. 11 families have overdue accounts; last letters went out 6/20
 - iii. Student Account A – Request for payment plan
 1. Payment terms discussed
- d. 2019-2020 AzMerit and Galileo Data Presentation
 - i. Awaiting AZMerit data desegregation
 - ii. Galileo Data: pre/post K-6: data reviewed for ELA and Math growth between pre and post grade level tests; growth in % class mastery grew in the majority of both ELA and math at each grade level.



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- iii. All third graders passed the required reading portion of AZ merit to move on to 4th grade
- e. Discussion of AVANT Stamp testing invoice for 2018-2019 spring testing (\$1552.20)
 - i. Total due is \$1552.20 for May's testing
- f. Discussion of Avant Stamp testing invoice for the 2019-2020 school year (\$3582)
 - i. We will use Stamp testing again this year for reading, listening, and speaking, and will then determine if a different language assessment should be used thereafter, or is Stamp will be the best assessment to continue with.
- g. ATI Galileo testing invoice for the 2019-2020 school year (\$720)
 - i. ELA and math pre and post testing plan will be \$720 for this next year
- h. Presentation and discussion of 2019-2020 medical plan based on new bids, discussion and approval of employer coverage dollar amount.
 - i. Renita met with Shelly; bids have been received for BCBS (currently have), Aetna, Humana, and United, all of which were reviewed; the best value plan regarding monthly cost and deductible was with BCBS. If we increase monthly contribution to \$350/mo/employee, the higher quality plan will be more easily utilized by the teachers.
- i. Discussion of 2019-2020 Budget
 - i. Renita obtained a federal grant for ESS students
 - ii. The budget has been updated and adjusts for K students only accounting for half day payments from the state (initially they were budgeted as full day payments, which is not accurate); adjustment led to budgeting for 85 students
 - iii. Education expenses are increased by 4% from last year, mostly due to an increase in special education budgeting
 - iv. Audit expenses from last year will be refunded to us from the state, and we will look into prior years
 - v. Complete budget reviewed in detail
- j. Presentation and discussion of ALP 2019-2020 Staff Handbook
 - i. RM reviewed the edits made to the ALP 2019-20 staff handbook, compared to the prior year
- k. Presentation and discussion of ALP 2019-2020 Student Handbook
 - i. RM reviewed the edits made to the ALP 2019-20 student handbook, compared to the prior year
- l. Presentation and discussion of Medicine Distribution Policy
 - i. Discussed medicine distribution policy which included which medications will be provided as needed, epi pen, and insulin policies
- m. Presentation and discussion of Illness and Emergency Medical Policy
 - i. Discussed the policy drafted by RM, including when students need to be sent home for illness
- n. Presentation and discussion of ALP Attendance Policy
 - i. Excessive absences will result in the possibility of being held back
 - ii. 5 tardies will equal an absence
 - iii. Students can only miss 10% of school days, which equals 18 days per year, excused and unexcused combined



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- iv. Excused absences beyond 18 days requires confirmation that the absence is either medical, bereavement, legal, or related to a chronic illness (needs to be on file with the school)
- v. Excessive tardies will be followed by the school with letters of warning and explanation regarding legal requirements for school attendance
- o. Presentation and discussion of ALP Custody Policy
 - i. The school will follow the instructions of the most recent court order when applicable
- p. Presentation and discussion of ALP Child Abuse Reporting Policy
 - i. By law, our school employees are mandatory reporters, and we follow the state law regarding their policies
- q. Discussion of ADE Grants Management General Statement of Assurances policies to be put in place
 - i. Deferred.
- r. Discussion of finding a new Webmaster for Website
 - i. We are in need of a new webmaster that can work with us to improve the layout and user-friendly abilities of our website; will work on getting bids
- s. Presentation and discussion of Organizational Chart
 - i. Reviewed the structure of who each staff member reports to, and which expenses need to be approved by the board
- t. Discussion of Ball & McGraw audit increase (\$8000)
 - i. The increase reflects what we should have been charged in the past, but were previously getting at a discounted rate; the amount will be refunded by the state
- u. Discussion on charter mission statement amendment
 - i. The board has elected to review and re-approve the ALP mission statement, as amended last year. The amended mission statement from last year is as follows: "Arizona Language Preparatory will achieve academic excellence and intercultural competence through an authentic, globally relevant curriculum and trilingual immersion in English, Spanish, and Mandarin."
- v. Discussion of 2019-2020 Calendar amendment: The 2018-19 calendar as previously approved ended up being 180 days for K, and 179 for 1-6 graders; we are supposed to be in school for 180 days but we did meet the required number of hours for 1-6 graders. The days reported to the state were not the same as the days on the calendar. The board needs to acknowledge that although the students only attended 179 days, they did in fact attend more than the required number of hours in total. However, the calendar needed to be amended to reflect the total number of days actually attended, which was approved last year. However the board has elected to re-approve that change. We will need to file another amendment for the 2019-20 year as well, going back to 180 days for all students, which is under actions below.
- w. Homework club organization
 - i. Feedback from families has been very mixed; some families want highly structured homework time, while other families want free time for students to do homework on their own; others view it as aftercare time because they need to work until later. Sign up to teach during homework club instruction time is strictly voluntary, and variable week to week, making consistent structure impractical. The school needs to



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discuss the expectations regarding the structure and purpose of homework club at Parent night at the beginning of school.

- x. Presentation and discussion of lice policy
 - i. This topic was discussed at a previous meeting, but was never voted on. The summary of the policy previously discussed and drafted, and reviewed again today, is that live lice will be an indication to go home, but nits will be allowed.
 - y. Discussion of policy regarding public comment during board meetings
 - i. Renita's suggestion is that we only allow call to public for in-person attendants. Call to the public is not legally mandated, but we do want to keep this available. She also suggests that people who want to speak during call to public need to state their full name and physical address to confirm they are members of our public, which will be recorded in the minutes, and that they will be limited to speak for 3 minutes at the maximum. If approved, these requirements will be included on the website and the top of each agenda.
 - z. Facility update and plan for future school location
 - i. We are working with a realtor who is helping us to look at commercial properties for the 2020-21 school year.
 - ii. Renita has reworked the room plans and we no longer need to rebuild the wall in the upstairs classroom.
 - iii. Mirror classrooms will be set up to allow for students to stay in place, but teachers will move between rooms.
 - aa. Openings for new board members 2019
 - i. We are still interested in finding interested candidates with experience and knowledge regarding varying aspects of school management.
6. Action Items
- a. Approval of prior meeting minutes
 - i. AP motioned to approve the prior minutes, MG seconded, all in favor
 - b. Student Account A – payment plan
 - i. MG motioned to approve the payment plan as presented, KR seconded, all in favor
 - c. AVANT Stamp testing invoice for 2018-2019 spring testing (\$1552.20)
 - i. KR motioned to approve the invoice, DM seconded, all in favor
 - d. AVANT Stamp testing invoice for the 2019-2020 school year (\$3582)
 - i. SN motioned to approve the invoice, AP seconded, all in favor
 - e. ATI Galileo testing invoice for the 2019-2020 school year (\$720)
 - i. DM motioned to approve the invoice as presented, SN seconded, all in favor
 - f. Approval of K-2 ELA candidate Mary Lauren Parnes
 - i. MG motioned to approve the hiring of Mary Lauren Parnes, AP seconded, all in favor
 - g. Approval of 3-6 ELA candidate Abby Lee Mays
 - i. KR motioned to approve the hiring of Abby Lee Mays, AP seconded, all in favor
 - h. 2019-2020 medical plan
 - i. KR motioned to approve the BCBS plan with a \$350/mo employer contribution, MG seconded, all in favor
 - i. 2019-2020 Budget
 - i. MG motioned to approve the budget as presented, SN seconded, all in favor
 - j. ALP 2019-2020 Staff Handbook

