



Arizona Language Preparatory

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

Open Meeting October 3, 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 October 3, 2019.** Online/telephonic attendance will be available for some of the meetings at the discretion of the board.
 - c. Call to public will only be available for in-person attendants. Persons who want to speak will be required to state their full name and physical address to confirm they are members of the school's public, and this information will be recorded in the minutes. Each person will be limited to speak for 3 minutes at the maximum, and comments will be recorded in the minutes. The board cannot directly address the comments but will place them under consideration for possible discussion at a future meeting.
 - d. 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).
 - e. 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.
 - f. 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: 5:14 pm
3. Roll Call
 - a. Board Members Present: Michael Gerity (MG), Anne Cotty (AC), Dan Melton (DM), Allison Perrin (AP), Kellie Rosinski (KR)
 - b. Board Members Absent: n/a
 - c. Non-Voting Officers Present: Renita Myers (RM, over phone)
 - d. Non-Voting Officers Absent: Brittany Miller (BM)
 - e. 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,



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responding to any criticism, or scheduling the matter for further consideration and decision at a later date. No public present.

5. Discussion items
 - a. Principal's Report – Renita Myers
 - i. Enrollment Update
 1. 87 currently enrolled
 - ii. Staffing Update
 1. See below b(i)
 2. No other updates
 - iii. Annual Financial Report (AFR)
 1. Renita presented the AFR and presented each of the sections for review and questions
 - b. Personnel
 - i. Resignation of BM effective 10/15/19
 - c. Budget and Finance Report
 - i. Discussion of previously approved waiver for Student 1 retroactive to September
 1. Approval for kindergarten student waiver at last meeting is being requested to be retroactive to September
 - ii. Presentation of Profit and Loss – tabled (BM absent)
 - d. Old Business
 - i. Discussion of Principal Evaluation Tool (per SB1071, ARS15-189.06); ALP Governing Board invites all stakeholders to attend public meetings and comment during call to the public regarding input on evaluation tool.
 1. The board recognizes the need and importance of developing a principal evaluation tool
 2. Multiple evaluation systems were discussed, but the one that stands out is the Prescott principal evaluation system.
 - a. Two main areas in the evaluation
 - i. Evidence for the six ISLLC standards
 - ii. School level data for student academic progress
 - b. The evaluation system also includes a self evaluation and section for developing SMART goals
 - c. We would like to perform the evaluation twice yearly, at the end of each semester, and school level data for academic progress
 - i. Plan to request the principal complete the SMART goals at the beginning of the year
 - ii. Evaluation at end of Semester 1: should include the evidence for the six ISLLC standards; this would be a good time for the principal to complete the self evaluation as well
 - iii. Evaluation at end of Semester 2: should include the evidence for the six ISLLC standards, school level data, and information from end of year surveys that go out to families to assess the school and principal
 - ii. Follow-up dialogue regarding new building locations for SY21New Business
 1. There are two spaces of interest at this time



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2. We are also going to schedule a meeting with the temple to discuss future possibilities of staying in current location
- e. New Business:
 - i. Discussion and possible approval of Principal's Q1 bonus (board may vote to enter executive session) – discussed in executive session, see below
 - ii. Discussion of requested financial information for future board reports: the main financial data that should be reviewed at each meeting:
 1. Balance sheet, preferably year to date
 2. Profit and loss statement, both year to date and last 30 days
 - iii. Discussion and possible approval of school financial management protocol
 1. Current protocol provided for review
 - iv. Discussion of contract verbiage for Administrative Assistant/Office Manager position
 1. Renita recommends including a clause into the job description and contract that requires the administrative assistant remain in the position during the audit, or face a penalty
6. Action Items
 - a. Vote for possible approval of prior meeting minutes
 - i. AP votes to approve the minutes, DM seconds, all in favor
 - b. Vote for approval of resignation of BM
 - i. AP motioned to approve the resignation, but effective 10/4/19, unless she agrees to stay through 10/17. MG seconded, all in favor.
 - c. Vote for possible approval of kindergarten waiver discussed above, retroactive to September
 - i. KR motions to approve the K waiver retroactive to September, AC seconds, all in favor
 - d. Vote for possible approval of Principal Evaluation Tool
 - i. KR motion to approve adaptation of the Prescott principal evaluation tool, AC seconds, all in favor; adaptation to be reviewed at next board meeting
 - e. Vote for possible approval of Principal Q1 bonus
 - i. KR motions to approve the first part of the bonus (part 1 of 3) as laid out in the contract and as discussed during executive session, MG seconds, all in favor
 - f. Vote for possible approval of school financial management protocol
 - i. AC motions to approve the protocol as discussed, AP seconds, all in favor
7. 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.
 - a. KR motions to enter executive session to discuss personnel matters, DM seconds, all in favor
 - b. Confidentiality reminder pursuant to A.R.S. § 38-431.03(C)
 - c. Discussion of principal bonus was discussed during executive session; minutes recorded separately
8. Announcement of future meeting: Nov 21st at 5pm
9. Meeting adjourned: 7:13 pm