



# Arizona Language Preparatory

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

## Open Meeting November 21, 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 November 21, 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: 5:12 pm
3. Roll Call
  - a. Board Members Present: Dan Melton (DM), Michael Gerity (MG), Allison Perrin (AP), Kellie Rosinski (KR)
  - b. Board Members Absent: none
  - c. Non-Voting Officers Present: Renita Myers (RM), Anne Cotty (AC)
  - d. Non-Voting Officers Absent: none
  - 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 and possible action items
  - a. Principal's Report – Renita Myers
    - i. Enrollment report – 81 students currently enrolled
    - ii. Tax Filing – filing extension
    - iii. ALP parent request/concern
      1. A parent wanted the board to consider removing specials from English and only have them during the other classes.
  - b. Personnel
    - i. Discussion and possible approval of hiring of candidate AC as Office Manager
      1. DM motioned to approve hiring of AC, AP seconded, all in favor
    - ii. Discussion and possible approval of hiring candidate MK as substitute K-2 teacher and substitute front office
      1. DM motioned to approve hiring MK, AP seconded, all in favor
  - c. Budget and Finance Report
    - i. Update on QB, billing, A/R
      1. Reviewed status of QB, billing, and A/R
    - ii. Balance Sheet YTD - deferred
    - iii. Profit & Loss Statement YTD - deferred
    - iv. Profit & Loss Statement Last 30 Days - deferred
    - v. Student Account Write Offs presentation, discussion, and possible approval
      1. Discussed writing student accounts off for fiscal year 2019
  - d. Old Business
    - i. Discussion and possible approval of prior board meeting minutes (October 3, 2019)
      1. AP motioned to approve the prior board minutes, MG seconded, all in favor
    - ii. Discussion and possible approval of Principal Evaluation Tool (per SB1071, ARS15-189.06) finalized document
      1. Reviewed the Principal Evaluation Tool as presented
      2. AP motioned to approve, DM seconded, all in favor
    - iii. Follow-up dialogue regarding new building locations for SY21
      1. Discussed potential site options
  - e. New Business:
    - i. Discussion and acceptance of board member AC resignation
      1. AC submitted resignation letter effective 10/8/19
      2. KR motioned to approve the resignation, MG seconded, all in favor
    - ii. Discussion and approval of opening up board member position immediately
      1. 1-2 positions are open on the board
    - iii. Discussion and possible approval of removing BM from Corporate Board and add AC as Treasurer
      1. DM motioned to approve, AP seconded, all in favor
    - iv. AC as approved check writer retroactive to 10/25/19
      1. KR motioned to approve AC as check writer retroactive to 10/25/19, DM seconded, all in favor
    - v. Discussion and possible approval of Early Kindergarten Enrollment Policy



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1. Dates, before/after school at 5th bday, 30 day classroom observation period, entry test fee
  - a. AP motioned to approve the Early Kindergarten Enrollment Policy as presented, KR seconded, all in favor
- vi. Discussion and possible approval of student records and FERPA policy for ALP, including policy specific to email
  1. AP motioned to approve the student records and FERPA policy as presented, DM seconded, all in favor
- vii. Discussion, updates, and possible approval of such Internal Controls Policies (Accounts Receivable; Write Offs of Past Due Accounts; Backup, Data, and Disaster Recovery Plan; Deposits and Payments; Fixed Assets; Fundraising; General Controls; Payroll; Tax Filing; and Writing Checks and Making Payments)
  1. AP motioned to approve the Internal Controls Policies as presented, DM seconded, all in favor
- viii. Discussion and possible approval of Smore license (newsletter) quote for \$999
  1. KR motioned to approve the Smore quote as presented, AP seconded, all in favor
- ix. Discussion and possible approval of 365 ManagedIT quote for file sharing appliance (\$964.23) and monthly service fee
  1. Reviewed quote; plan is to review other options as well and readdress in the near future
- x. Discussion and possible approval of Paychex 401k Proposal
  1. Reviewed the proposal and are interested in implementing a retirement plan for the next fiscal year
- xi. Discussion and review of Temple Chai lease extension option; possible approval
  1. Next step is going to be continuing the discussion with the temple
- xii. Discussion and review of FY2019 Ball and McGraw Audit reports
  1. Audit report reviewed
- xiii. Discussion of ALP's 3-5 year Strategic Plan
  1. Discussed the 3-5 year strategic plan; plan to set aside time at the December meeting to discuss marketing
6. 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. Confidentiality reminder pursuant to A.R.S. § 38-431.03(C)
7. Announcement of future meeting: Dec 12<sup>th</sup> at 5 pm
8. Meeting adjourned: 6:51 pm