



Arizona Language Preparatory

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

Open Meeting September 19, 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 September 19, 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 – 5:11 pm

3. Roll Call

- a. Board Members Present: Kellie Rosinski (KR), Allison Perrin (AP), Michael Gerity (MG), Anne Cotty (AC)
- b. Board Members Absent: Dan Melton (DM), Steven Neeley (SN)
- c. Non-Voting Officers Present: Renita Myers (RM, over phone)
- d. Non-Voting Officers Absent: Brittany Miller (BM)
- e. Members of the Public Present: 3 parents, including Anne Cotty who previously submitted an application to join the board

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



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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. No public comment made.

5. Discussion items

KR motioned to move item f (iii) to the top of the agenda for discussion and approval, which was application review, discussion, and vote regarding Anne Cotty's application for ALP school board membership. Although a quorum was already reached, her input could be helpful for the remainder of the meeting if voted in. The letter she submitted to the board was reviewed. KR motioned to vote for Anne to become a board member, AP seconded, and all were in favor. Anne Cotty was invited to participate in the remainder of the board meeting.

a. Principal's Report – Renita Myers

i. Enrollment Update

1. Current enrollment at 89

ii. Staffing Update

1. Remain fully staffed
2. Personnel request will be addressed by principal below
3. We need to start looking for a new substitute contractor given frequent last-minute cancellations with our current substitute company

iii. ALP PRIDE student program

1. We are 2 months into the program, and it is going well so far
2. We have also instituted golden tickets to reward exceptional behavior and deeds

iv. Important dates

1. Parent-teacher conferences are next week, 9/25-9/27; they will now be structured to be with the home room teachers who will present their information as well as pre-completed forms by the other teachers
2. 9/27 audit materials are due to Ball McGraw
3. 10/2-10/4 spirit week, information to be distributed in next news letter
4. 10/7-10/11 office closed for fall break
5. 10/14 audit starts

v. Presentation of sample principal evaluation tools used in AZ

1. Renita has provided information on various principal evaluation tools; tools generally should be based on ISLLC standards; tools available for comparison are generally only available for public schools, since most charters have not posted their evaluation tools
 - a. Tools should include student data (eg from Galileo, AIMS), teacher input, and stakeholder input
 - b. Consider including SMART goal
 - c. Will plan for a separate board meeting to analyze the principal evaluation tools to draft a plan

b. Personnel

i. Discussion of Angie Hernandez as part time After School Coordinator



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1. Angie started at the beginning of the school year and she is a state certified teacher (certified in Social Studies)
2. Renita is recommending Angie to become a full time employee; she has improved the effectiveness and organization for the afterschool program; she is also able to help with the Move on with Reading program; we will be receiving money from the Move on with Reading program, which can be used for K-3 small group pull-outs and targeted instruction for reading; Renita's proposal is to transition Angie to a ½ time instructional specialist/reading specialist and ½ after school program manager; Renita has submitted both job descriptions for board review; 50% of her money would come from student accounts, 25% from Move on when reading, 15% classroom site funds, 10% from M&O; position would be full-time; eligible for 301. Angie has also instituted 2 days per week art and 2 days per week STEM during aftercare, in the time after homework club. Job title would be a TOSA (teacher on special assignment).
- ii. Discussion of Instructional Specialist Job Description
 1. Board reviewed complete job description of Instructional Specialist provided by Renita;
- iii. Discussion of After School Program Manager Job
 1. Board reviewed complete job description for After School Program Manager Job provided by Renita
- iv. Discussion of Principal's request for full time position (.5 Instructional Specialist funded by MOWR and CSF and .5 After School Program Manager funded by Student Accounts)
 1. Renita is requesting the development of a full-time position that would be 0.5 Instructional Specialist and 0.5 After School Program Manager, as above. Hours would be 10-6.
- v. Discussion of Angie Hernandez as full time TOSA (teacher on special assignment) as Instructional Specialist/After School Program Manager position
 1. Renita is recommending Angie Hernandez for this position
- c. Budget and Finance Report
 - i. Discussion of KG tuition waiver
 1. The family requesting the waiver has completed all the requested documentation
 - ii. Presentation of Profit and Loss
 1. Reviewed profits and loss report for August 2019
 - iii. Status of bank reconciliation and QB since July train
 1. Profits and loss report reviewed, as well as bank account balances
 2. Bank reconciliation actively being worked on by Brittany who will provide additional updates at next meeting
 - iv. Status of audit documents for audit
 1. Deferred due to Brittany's absence, will discuss at next meeting
 - v. Discussion of status of August student account decisions
 1. Deferred due to Brittany's absence, will discuss at next meeting
- d. Old Business



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- i. Review of board completed AU316 board form
 - 1. Reviewed answers to the questions on the AU316 to elicit board input
 - 2. Reviewed current financial management protocol, board members were in agreement with the current procedure; the plan is to add the current procedure to the next agenda for official voting and to readdress the specific details of the monthly financial reports presented by the office assistant to ensure comprehensive and accurate assessments.
- ii. Review and discussion of Fivespot website proposal of \$800 start up
 - 1. Proposal reviewed for reorganization and improvement of current website
 - 2. We would also like to request a quote for monthly management
- iii. Suicide prevention training program presentation from board member Allison Perrin, with discussion
 - 1. Senate Bill 1468 states that beginning 2020-21, schools must provide a suicide preventing training program for personnel who teach 6th grade and up. AHCCCS has reported that they will make available training on their website that will be available on or before July 1, 2020. Our plan is to use the training provided by AHCCCS when it comes available.
- iv. Follow-up dialogue regarding new building locations for SY21
 - 1. We have reached out to the administration of Scottsdale Arts Academy, which recently closed down; there is a single bond holder who has total control over the property; we have requested financials and the opportunity to speak with the bond holder regarding options to use this space
 - 2. We are still in communication with the Hearn location
 - 3. We are still considering staying on site with addition of a portable
- v. Facility update
 - 1. Plumbing issue has now been resolved
- e. New 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. See above
 - ii. Resignation of Steven Neeley as Governing Board Member
 - iii. New board member (Anne Cotty) - application review
 - 1. See above
 - iv. Discussion of 2019-2020 Prop 301 plan for teachers
 - 1. Every year, the board has to approve a new 301 plan; Renita presented a revised 301 plan to the board
 - v. Discussion of Late Fee rate for past due student accounts
 - 1. There was a question raised regarding whether there should be a late fee imposed for accounts more than 60 days delinquent. Discussed that \$20 would be a reasonable fee to impose to encourage timely payment.
 - vi. Discussion of accepting PTO donation to cover 365 Management quote for Chromebooks for 3rd grade classroom (\$6800)
 - 1. Renita went to the PTO meeting last week to request some assistance in paying for the 365 Management cost for the chromebooks. The PTO offered



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to cover the full cost of the 365 Management system in the amount of \$6800.

- vii. Discussion of ALP Move on When Reading Literacy Plan (due to state 10/1)
 - 1. There is a requirement for submission of a revised Move on When Reading Literacy Plan every other year; Renita is in the process of submitting the planned Tier 1-3 interventions, all which have been approved and vetted by ADE
- viii. Discussion of Udall Shumway Engagement Letter for educational law matters related to ESS
 - 1. We are retaining a lawyer for advice to use as needed for our general representation for ESS matters; the firm has provided an engagement letter that was reviewed by the board
- ix. Discussion of electronic payment options and associated fees for student invoices
 - 1. Many families have indicated an interest in paying their fees electronically; Brittany looked into options through quickbooks, paypal, and venmo, all with a transaction fee in the 2-3% range.
 - 2. MG will further research the different options to maximize efficiency and ease of use with our online quickbooks account, while keeping transaction fees minimal
- x. Discussion of revising SY20 budget for consideration of ELA curriculum purchase for 2019-2020 year
 - 1. We will need to purchase the Journeys textbooks for grades 3-6 for next year
 - 2. PTO will be giving us another donation for enrichment that could potentially be used for textbook purchase

6. Action Items

- a. Vote to approve prior meeting minutes
 - i. MG motioned to approve, AP seconded, KR also in favor (AC abstained since she had not been sent the prior minutes for review, having just joined the board)
- b. Student accounts decisions including reduced/waived Kindergarten tuition requests discussed above
 - i. KR motioned to approve a reduced rate of \$50/month for the KG family discussed above, AP seconded, all in favor
- c. Vote to approve Angie Hernandez as part time After School Coordinator
 - i. AC motioned to approve, KR seconded, all in favor
- d. Vote to approve Instructional Specialist Job Description
 - i. AP motioned to approve job description presented, AC seconded, all in favor
- e. Vote to approve After School Program Manager Job
 - i. MG motioned to approve job description presented, KR seconded, all in favor
- f. Vote to approve Principal's request for full time position (.5 Instructional Specialist funded by MOWR and CSF and .5 After School Program Manager funded by Student Accounts)
 - i. AC motioned to approve, AP seconded, all in favor
- g. Vote to approve Angie Hernandez as full time TOSA (teacher on special assignment) as Instructional Specialist/After School Program Manager position



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- i. KR motioned to approve, AC seconded, all in favor
 - h. Vote to approve board completed AU316 board form
 - i. AP motioned to approve, MG seconded, all in favor
 - i. Vote to approve Fivespot website proposal of \$800 start up
 - i. AC motioned to approve the proposal by Fivespot, KR seconded, all in favor
 - j. Vote to approve Suicide prevention training program as presented above
 - i. Tabled, will follow-up AHCCCS program at future board meetings
 - k. Vote to approve Principal Evaluation Tool (per SB1071, ARS15-189.06)
 - i. Tabled, plan for separate board meeting to review the tools
 - l. Vote to approve resignation of Steven Neeley as Governing Board Member
 - i. AP motioned to approve, KR seconded, all in favor
 - m. Vote to approve new board member (Anne Cotty)
 - i. See above.
 - n. Vote to approve 2019-2020 Prop 301 plan for teachers
 - i. KR motioned to approve the Prop 301 plan as presented, AC seconded, all in favor
 - o. Vote to approve Late Fee rate for past due student accounts
 - i. MG motioned to approve a \$20 late fee for student accounts over 60 days delinquent, AP seconded, all in favor
 - p. Vote to approve accepting PTO donation to cover 365 Management quote for Chromebooks for 3rd grade classroom (\$6800)
 - i. KR motioned to approve, AC seconded, all in favor
 - q. Vote to approve ALP Move on When Reading Literacy Plan (due to state 10/1)
 - i. Tabled, does not need board approval
 - r. Vote to approve Udall Shumway Engagement Letter for educational law matters related to ESS
 - i. KR motioned to approve proceeding with Udall Shumway, AC seconded, all in favor
 - s. Vote to approve electronic payment options and associated fees for student invoices
 - i. Tabled, MG will further investigate the options
 - t. Vote to approve revising SY20 budget for consideration of ELA curriculum purchase for 2019-2020 year
 - i. Tabled
- 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. No executive session was entered tonight.
 - a. Confidentiality reminder pursuant to A.R.S. § 38-431.03(C)
 - 8. Announcement of future meeting: October 3, 2019 at 5pm
 - 9. Meeting adjourned: 7:40 pm