



# Arizona Language Preparatory

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

## Open Meeting

March 19, 2020

## Joint Corporate and Governing Board of Directors Meeting

### AGENDA

#### 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 4:30 pm on March 19, 2020.** Telephonic attendance will be available for this meeting. Members of the board and public are able to join the meeting remotely.  
\*Call in instructions: Dial-in-Number: 605-475-4881 (Access Code: 483954#)
- 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 Directors 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

#### 3. Roll Call

- a. Board Members Present:
- b. Board Members Absent:
- c. Non-Voting Officers Present:
- d. Non-Voting Officers Absent:
- e. Members of the Public Present:

#### 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*

*Posted 3/18/20  
11:45 am  
RM*



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*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.*

5. Discussion and possible action items
  - a. Principal's Report – Renita Myers
    - i. Enrollment report
    - ii. 2020-2021 Registration Update
    - iii. Presentation of School & Teacher Survey Data
    - iv. Administrative Updates
  - b. Personnel
    - i. 2021-2020 Personnel Updates
    - ii. Resignation of Katya Lopatko at end of 2019-2020 contract, acceptance of her resignation by the board, and posting of position for next year
  - c. Budget and Finance Report
    - i. Internal Controls Issue
    - ii. Aflac Billing Report
    - iii. Blue Cross/Blue Shield Billing Report
    - iv. Balance Sheet YTD
    - v. Profit & Loss Statement YTD
    - vi. Profit & Loss Statement Last 30 Days
    - vii. July 2019 - February 2020 Bank Reconciliations
  - d. Old Business
    - i. Status of lease extension proposal with Temple Chai
    - ii. Strategic Planning Committee Update
    - iii. Moving forward with directory request information
  - e. New Business:
    - i. Discussion and Possible Approval of D&O Non-Profit Insurance Quote from Great American Insurance Company
    - ii. Discussion and Approval of Ball & McGraw Invoice #19262 in the amount of \$1,837.50 for ASBC Financial Document Preparation
    - iii. Discussion and Possible Approval of Aflac billing and payroll addendums for staff who carry the supplemental insurance
    - iv. Discussion and Possible Approval of board meeting minutes from December 2019, January 2020, and February 2020
    - v. Discussion and Possible Approval of .25 cent/page charge for public records requests
    - vi. CNA (Comprehensive Needs Assessment) **Principles I & III** discussion and completion for SPC data session.
    - vii. Discussion of Paid Summer Enrichment Program possibilities and sending out possible parent surveys, including Possible Approvals.
    - viii. Discussion of modifying electives and increased time in Mandarin language
    - ix. Discussion and Possible Approval of COVID-19 Emergency Plan
    - x. Discussion and Possible Approval of 2020-2021 Teaching Contracts for:
      1. Maria Triny Clark - Spanish Language
      2. Elynn Colaianni - Specials
      3. Hiram Diaz - Spanish, Social Studies, Science
      4. Angie Hernandez - Teacher on Special Assignment

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RLR



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5. Luyao Huang - Math
  6. Wen-Shing Liang - Mandarin
  7. Mary Lauren Parnes - English
  8. Rosario Vargas - Math, Spanish
  9. Donghe Yang - Mandarin
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:
  8. Meeting adjourned:

posted 3/18/20  
11:45 am  
RM