



# Arizona Language Preparatory

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

## Open Meeting

July 2, 2020

### 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: Date and time of meeting will be 4:30 pm on July 2, 2020. Telephonic attendance ONLY will be available for this meeting given the ongoing COVID-19 pandemic and efforts to continue social distancing. 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 is only available for in-person attendants, and therefore will not be available during telephonic-only meetings. During in person meetings, 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: 4:34 pm
3. Roll Call
  - a. Board Members Present: Kellie Rosinski (KR), Allison Perrin (AP), Michael Gerity (MG), Dan Melton (DM)
  - b. Board Members Absent: n/a
  - c. Non-Voting Officers Present: Renita Myers (RM), Anne Cotty (AC)
  - d. Non-Voting Officers Absent: n/a
  - e. Members of the Public Present: at least 4-5 members of public present online
4. Call to the public – not available for telephonic-only meetings



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*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.*

5. Discussion and possible action items
  - a. Principal's Report – Renita Myers
    - i. 2020-2021 Registration Update
      1. Reviewed
    - ii. Personnel updates
      1. No updates
  - b. Budget and Finance Report
    - i. Balance Sheet YTD
      1. Reviewed
    - ii. Profit & Loss Statement YTD
      1. Reviewed
    - iii. Profit & Loss Statement Last 30 Days
      1. Reviewed
    - iv. June 2020 Bank Reconciliation
      1. Reviewed
  - c. Old Business
    - i. Discussion and Possible Approval of Summer School Options for ALP
      1. We are unable to provide in-person summer school options due to the governor's Executive Order 2020-44, which prevents in-person school to start until August 17<sup>th</sup>, although distance learning is allowed
    - ii. Strategic Planning Committee Update
      1. Tabled
  - d. New Business:
    - i. Discussion and Possible Approval of June 2020 meeting minutes
      1. Reviewed; AP motioned to approve the minutes, DM seconded, all in favor
    - ii. Discussion and Possible Approval of School Start Options for students and staff
      1. Reviewed funding opportunities
      2. Reviewed Executive Order 2020-44, which prevents in-person school to start until August 17<sup>th</sup>, although distance learning is allowed
      3. School funding for online learning can be at 100% through AOI
      4. Online learning would require budget changes, and attendance would be mandatory and monitored
    - iii. Discussion and Possible Approval of ALP Re-Opening of School – Policies and Procedures
      1. Reviewed proposed policies presented by RM including daily health screenings, enhanced social distancing, hand washing, cloth face coverings, student belongings/materials, trip and activities, and specialized classes
      2. Plan to ask parents to review the procedures, including policy related to Stay Home requirements; parents/guardians will be requested to sign an



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Attestation Form that will require parents to review the list of symptoms daily and keep students home who exhibit symptoms

3. We will provide age-appropriate education on hygiene
4. Staff will be educated on signs and symptoms to help identify students who may be infected with covid-19
5. Plan to provide a Positive Contact Letter to student families that may have been exposed if a positive case is identified
6. Face coverings are currently mandatory per state and local agencies; once mandate is listed, plan to revisit policy for our school; our school is considering making face mask wearing strongly recommended but not mandatory once mandate is lifted
7. Parent/guardian waivers will be required to be signed if a student will not be wearing a mask for religious or health reasons, and the waivers are required to be submitted to the state
8. ALP communication plan includes at least weekly "It Takes Three" newsletters; plan to hold a virtual "Parent University" via zoom to address questions related to the re-opening of the school
9. Plan to extend list of emergency contacts for sick students
10. Plan to provide a FAQ section on ALP website related to the covid-19 back to school policy
11. Calendar considerations:
  - a. If we wait until August 17<sup>th</sup> (anticipated in-person start date), this would impact the work calendar, would lead to a teacher gap in pay (1 month), would require school calendar extension
  - b. If we start on the planned date August 3<sup>rd</sup>, would require online Distance Learning, but benchmark testing to occur 6 weeks after governor stated start date of 8/17/20; teachers would be asked to participate in training 2 days earlier starting July 22<sup>nd</sup>; need to determine how to distribute devices to students without home access to computers
12. Reviewed additional budget considerations and grants for assistance
13. Policy and procedure approvals:
  - a. Daily health screenings for students – KR motioned to approve option 1, AP seconded, all in favor (option 1 includes a staff member visually assessing the students as they arrive and taking a non-contact temperature)
  - b. Daily health screenings for staff – DM motioned to approve option 2 for staff with the signing of an initial attestation that if they come to school, they are affirming they do not have a fever and do not have symptoms (option 2 includes that staff will monitor their own symptoms and temperature before coming to work); KR seconded, all in favor; will plan to address how to handle extended sick time or quarantines at next meeting so staff feel supported if they need to stay home when having symptoms or have been exposed



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- c. KR motioned to approve a start date of July 22<sup>nd</sup> for teachers (2 work days early) to help prepare for the online learning program, and to participate in additional training regarding new safety procedures, DM seconded, all in favor
      - d. AP motioned to start school on 8/3/20 with online learning, DM seconded, all in favor
      - e. MG motioned to start in-person schooling on 8/17/20 per the governor's Executive Order 2020-44, with both in person and online options (online options would be for families who are uncomfortable sending their children physically to school; online attendance would be mandatory by law; absences or non-participation would be classified as truant and reportable to the state by law)
      - f. KR motioned to approve the remainder of the policies and procedures as presented, DM seconded, all in favor
    - iv. Discussion and Possible Approval of Paycheck Protection Program BofA loan, including allocation of funds
      1. Discussed PPP loan, which has been received, with plan to apply to 2.5 months of staff payroll, which is expected to be forgiven per the loan forgiveness criteria
      2. KR motioned to approve acceptance of the PPP loan with allocation to staff paychecks, MG seconded, all in favor
    - v. Discussion of ESSER Grant application (50k) for reopening school funding allocations
      1. RM plan to apply for the grant; if obtained, funding would go toward covid-19 relief included increased janitorial needs and PPE
      2. Our school is eligible for \$50,000
    - vi. Discussion and Approval of Ball & McGraw Audit Engagement Letter
      1. KR motioned to approve the engagement letter as presented, AP seconded, all in favor
    - vii. Discussion, Selection, and Possible Approval of Board Insurance bid(s)
      1. KR motioned to move forward with Joshua Kuhn with Genrose Insurance as the school's agent of records, DM seconded, all in favor
    - viii. Discussion & Comparison of Janitorial Bids and Possible Approval of 2020-2021 Janitorial contract
      1. Three bids reviewed, Prestige Janitorial Service provided the most competitive bid
      2. KR motioned to approve the janitorial bid by Prestige Janitorial Service, DM seconded, all in favor
    - ix. 2020 - 2021 ALP School Budget
      1. Reviewed the proposed budget
      2. DM motioned to adopt the proposed budget as presented, MG seconded, all in favor
  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. *No executive session entered.*
    - a. Confidentiality reminder pursuant to A.R.S. § 38-431.03(C)



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7. Announcement of future meeting: July 23<sup>rd</sup> at 4:30 pm
8. Meeting adjourned: 6:58 pm