



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 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 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 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: 4:51 pm
3. Roll Call
 - a. Board Members Present: Dan Melton (DM; over phone), Allison Perrin (AP; over phone), Michael Gerity (MG; in person), Kellie Rosinski (KR; in person)
 - b. Board Members Absent: n/a
 - c. Non-Voting Officers Present: Renita Myers (RM; over phone), Anne Cotty (AC; over phone)
 - d. Non-Voting Officers Absent: n/a
 - e. Members of the Public Present: n/a
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 present.

5. Discussion and possible action items
 - a. Principal's Report – Renita Myers
 - i. Enrollment report
 1. Reviewed updated enrollment report
 - ii. 2020-2021 Registration Update
 1. Reviewed updated registration numbers
 - iii. Presentation of School & Teacher Survey Data
 1. Reviewed the survey data that was presented
 - iv. Administrative Updates (FY18 Budget resubmission, PVUSD PR request, Title I funding application)
 1. Discussed resubmission of FY18 budget for reimbursement
 2. PVUSD PR request: received
 3. Title I: will not qualify this year based on inadequate number of families agreeing to complete the necessary paperwork
 - b. Personnel
 - i. 2021-2020 Personnel Updates
 1. Reviewed 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
 1. KR motioned to approve the resignation, MG seconded, all were in favor
 - c. Budget and Finance Report
 - i. Internal Controls Issue (\$252.50 missing)
 1. \$252.50 of a cash payment is missing from a payment made for a student account during parent teacher conferences when many people were on campus; discussion was to prohibit cash payment drop-offs outside of the office/administrative personnel; teachers are aware that they are not to accept cash payments under any circumstances; general agreement made to list this loss as a write off, rather than re-charge the family
 - ii. Aflac Billing Report (for board discussion under new business)
 1. We have not been withholding Aflac payments from teacher paychecks, but will start with the next scheduled pay period, with appropriate adjustments so that the total due will be collected by the end of the contract period
 - iii. Blue Cross/Blue Shield Billing Report
 1. Reviewed
 - iv. Balance Sheet YTD
 1. Reviewed
 - v. Profit & Loss Statement YTD
 1. Reviewed
 - vi. Profit & Loss Statement Last 30 Days
 1. Reviewed
 - vii. July 2019 - February 2020 Bank Reconciliations (MG sign off)
 1. Reviewed, signed by MG



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- d. Old Business
 - i. Status of lease extension proposal with Temple Chai
 - 1. Reviewed the Temple's response letter
 - ii. Strategic Planning Committee Update (RM)
 - 1. Reviewed summary of the committee meeting
 - iii. Moving forward with directory request information (budget information, PTO denial of funds)
 - 1. Reviewed directory information received, with plan to start process of producing advertising postcards to mail
- e. New Business:
 - i. Discussion and Possible Approval of D&O Non-Profit Insurance Quote from Great American Insurance Company
 - 1. Discussed quote, plan to call company for additional clarification
 - ii. Discussion and Approval of Ball & McGraw Invoice #19262 in the amount of \$1,837.50 for ASBC Financial Document Preparation
 - 1. MG motioned to approve the invoice, KR seconded, all in favor
 - iii. Discussion and Possible Approval of Aflac billing and payroll addendums for staff who carry the supplemental insurance
 - 1. KR motioned to approve the billing as presented, AP seconded, all in favor
 - iv. Discussion and Possible Approval of board meeting minutes from December 2019, January 2020, and February 2020
 - 1. MG motioned to approve the minutes, DM seconded, all in favor
 - v. Discussion and Possible Approval of .25 cent/page charge for public records requests
 - 1. AP motioned to approve the charge, DM seconded, all in favor
 - vi. CNA (Comprehensive Needs Assessment) **Principles I & III** discussion and completion for SPC data session.
 - 1. Plan for RM to send out the CNA for each board member to complete prior to the next board meeting
 - vii. Discussion of Paid Summer Enrichment Program possibilities and sending out possible parent surveys, including Possible Approvals
 - 1. Discussed possible language enrichment programs for the summer between Monday-Thursday; RM plans to send out surveys in April to assess interest, but this will also depend on updated AZ school closure recommendations
 - viii. Discussion of modifying electives and increased time in Mandarin language
 - 1. This is a topic that has been brought up in surveys and in the strategic planning committee; some feedback has suggested offering more electives in Mandarin to increase overall time in the language
 - ix. Discussion and Possible Approval of COVID-19 Emergency Plan (to include distance learning & equity in education, calendar, staff pay)
 - 1. During these initial 2 weeks of closure mandated by the state of AZ, formalized instruction is not required by the state; the school is required to find a way to provide a plan for instruction that is equitable to all students if the closure extends beyond these 2 weeks.



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2. RM will be sending out an email with enrichment activities for all grade levels.
 3. Teachers are currently working on a distance learning plan if the school closure is extended.
 4. Some students do not have access to laptops at home; discussed that if we offer the ability to borrow chromebooks, families would need to sign a waiver of approved use, as well as an understanding of the responsibility for replacement charge in case of unit being broken.
 5. Cox is offering temporary internet connection for families in need during this time.
 6. Distance learning will need to be pre-recorded due to different availabilities.
 7. School closure is currently through March 27, 2020
 8. MG approved to allow superintendent make the appropriate distance learning decisions if required, KR seconded, all in favor
 9. KR motioned to approve the superintendent to execute any further documentation to effectuate this resolution, including but not limited to any requisite notices required by the AZ DOE or local/state health authorities; also authorize the superintendent to execute all requisite documents to apply to the AZ DOE for excuse of students from school attendance because of school closure pursuant to A.R.S. 15-806(B); authorize the superintendent to execute any further documentation to effectuate this resolution, including but not limited to any requisite notices required by the AZ DOE or local/state health authorities; MG seconded, all in favor
 10. Discussed options on how best to provide services for IEP and 504 students
 11. Plan to provide update to families: enrichment activities by grade level; update from the state
 12. The teachers have set up google classrooms, and are working with zoom embedded into the google classroom in preparation for long distance learning options; plan for Math, English, Mandarin, and Spanish; goal is for 4 hours per day; we will have to document to the state how we are meeting the 4 hour time requirement (requirements are still being developed by the state)
- 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
 5. Luyao Huang - Math
 6. Wen-Shing Liang - Mandarin
 7. Mary Lauren Parnes - English
 8. Rosario Vargas - Math, Spanish
 9. Donghe Yang – Mandarin



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Discussed an initial 2% increase for each contract (at least 2% is required by the state of AZ), with possibility for addendums to increase salary further if budget allows. Also discussed eliminating flex time in the contracts.

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)
7. Announcement of future meeting: April 9th 4:30 pm videoconference call (public can call in)
8. Meeting adjourned: 7:32 pm