



# Arizona Language Preparatory

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

## Open Meeting

April 9, 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 April 9, 2020. Telephonic attendance ONLY will be available for this meeting given the COVID-19 state of emergency and compliance with 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 – 5 pm
3. Roll Call – over telephonic meeting
  - a. Board Members Present: Michael Gerity (MG), Dan Melton (DM), Kellie Rosinski (KR)
  - b. Board Members Absent: Allison Perrin (AP)
  - c. Non-Voting Officers Present: Renita Myers (RM), Anne Cotty (AC)
  - d. Non-Voting Officers Absent: n/a
  - e. Members of the Public Present: n/a
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. Enrollment report
      1. Reviewed updated enrollment report
    - ii. 2020-2021 Registration Update
      1. Reviewed updated registration numbers
    - iii. Administrative updates
      1. Intent to returns have been sent out
  - b. Personnel
    - i. 2020-2021 Personnel Updates
      1. English teacher position has been posted for 2020-2021
      2. Plan to extend teacher contracts by next week
  - c. 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. March 2020 Bank Reconciliations (MG sign off)
      1. Reviewed, reconciliations will be sent to MG for signature since this is a telephonic meeting
  - d. Old Business
    - i. Status of lease extension proposal with Temple Chai
      1. We have accepted the lease extension offer; we are awaiting the final lease for signing
    - ii. Strategic Planning Committee Update
      1. No new information at this time
    - iii. Moving forward with directory request information
      1. List has been compiled of families we are interested in sending out informational postcards for school advertising
    - iv. Discussion and Possible Approval of board meeting minutes from March 2020
      1. DM motioned to approve, MG seconded, all were in favor
    - v. Comprehensive Needs Assessment update
      1. RM will send this out for board members to complete
    - vi. COVID-19 State of Emergency and Distance learning Plan for remainder of 2019-20 school year, updates and discussion
      1. Schools are officially closed through the end of the year
      2. We are required to continue to pay staff but they do need to be available to work; all teachers are currently completing time and effort logs; all teachers



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have office hours; all communication responses should be timely; need to continue to track student involvement and communication to keep students involved

3. Students cannot fail their current grade
4. We are required to show how we are offering distance learning at about 4 hours per day or more
5. State testing has been cancelled for the remainder of this school year
6. Our school is looking into summer school/summer camp immersion options

e. New Business:

- i. Discussion of FY21 Budget
  1. Planning of first draft discussed
- ii. Discussion and Approval of Ball & McGraw Invoice #19168 in amount of \$2,062.50 for additional work to complete the 2019 audit
  1. KR motioned to approve the invoice, MG seconded, all in favor
- iii. Discussion and possible approval of Edupoint Invoice 16184 in amount of \$3,534.92 for Year 3 Synergy Subscription License
  1. Year 3 of 5 of current contract with Synergy; MG motioned to approve the invoice, DM seconded, all in favor
- iv. Discussion and Possible of Approval of Tuition Forgiveness for Students A, B, C, D, E and F.
  1. Student A – KR motioned to approve the request for family A; DM seconded, all in favor
  2. Student B - DM motioned to approve the request for family B, KR seconded, all in favor
  3. Student C – DM motioned to approve the request to offer a discount for August 2020 in the amount of \$150, MG seconded, all in favor
  4. Student D – KR motioned to approve the request by family D, DM seconded, all in favor
  5. Student E – KR motioned to approve the request by family E, MG seconded, all in favor
  6. Student F – KR motioned to approve the request by family F, MG seconded, all in favor
- v. Discussion and Possible approval of 2019-2020 301 Performance Pay addendum
  1. MG motioned to approve eliminating the student performance section, which is based on Galileo and language pre and post testing; there will be no post-testing this year given the COVID-19 pandemic
- vi. Discussion and possible approval of Unused Sick/Personal leave payout for 2019-2020 school year addendum
  1. Discussed that this year's contracts allow for payment of unused sick days; also discussed the unprecedented current state of emergency due to the COVID-19 pandemic that has closed school campuses for the remainder of the school year, and the significant decrease in revenue that has resulted from the closures.
    - a. DM motioned to approve eliminating the payment for unused sick days for the 2019-20 school year, KR seconded, all in favor



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- vii. Discussion and Possible approval of Kindergarten retention policy
  1. Discussed the payment expectations for retained kindergartners, with the plan to develop a policy that will be up for approval at the next meeting
- viii. Discussion and Possible Approval of 2020-2021 Contracts for
  1. Anne Cotty - Office Manager
  2. Renita Myers - Principal/Superintendent  
Discussed a plan to have these contracts ready for approval at the next meeting
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: May 7<sup>th</sup> at 4:30 pm
8. Meeting adjourned: 6:43 pm