



Arizona Language Preparatory

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

Open Meeting

June 11, 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 June 11th, 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: Dan Melton (DM), Michael Gerity (MG), Allison Perrin (AP), Kellie Rosinski (KR)
 - 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:
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 updates
 - ii. Personnel updates
 1. Reviewed updates
 - b. Personnel
 - i. Approval of K-2 Mandarin contract for candidate Heather Wheatley
 1. Reviewed candidate
 2. KR motioned to approve Heather Wheatley for the K-2 Mandarin position, DM seconded, all were in favor
 - ii. Approval of 3-6 ELA contract for candidate Kathryn Arnold
 1. Reviewed candidate
 2. DM motioned to approve Kathryn Arnold for the 3-6 ELA position, MG seconded, all were in favor
 - c. Budget and Finance Report
 - i. Balance Sheet YTD
 1. Reviewed updates
 - ii. Profit & Loss Statement YTD
 1. Reviewed updates
 - iii. Profit & Loss Statement Last 30 Days
 1. Reviewed updates
 - iv. May 2020 Bank Reconciliation
 1. Reviewed updates
 - v. Update on Feedback from Charter Boards Q3 Financial Review
 1. Reviewed updates
 - d. Old Business
 - i. Discussion and Possible Approval of Summer School Options for ALP
 1. Survey was sent out to parents; many parents expressed interest in June and July summer school options; some were interested in online options; delays have been due to recent ADE updated guidelines regarding policies required to be in place prior to opening the school.
 - ii. Strategic Planning Committee Update
 1. No updates
 - e. New Business:
 - i. Discussion and Possible Approval of Temple Chai/ALP Lease agreement
 1. KR motions to approve the lease as presented, AP seconded, all were in favor
 - ii. Discussion and Possible Approval of April and May 2020 meeting minutes
 1. DM motioned to approve both minutes, AP seconded, all were in favor



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- iii. Discussion and Possible Approval of Updated ALP Late Payment Policy
 1. AP motioned to approve the policy as presented, DM seconded, all were in favor
- iv. Discussion and Approval of ACH and Credit Card Authorization Policy and associated forms
 1. KR motioned to approve the policy and forms as presented, MG seconded, all were in favor
- v. Discussion of ALP Reopening survey results
 1. The questions in the survey were required by ADE and will be reported to the state
 2. Reviewed survey data and comments by families
- vi. Discussion of ADE's Re-opening Guidelines
 1. Review Criteria for school closure
 - a. Discussed options for developing a policy regarding how future determinations will be made regarding school closures; plan to review and possibly approve policy at next meeting
 2. Create Delegations of Authority
 - a. Discussed options for how and when to delegate authority; plan to review and possibly approve policy at next meeting
 3. Evaluate 2019-2020 School Closure
 - a. Need to review our emergency plan that was utilized for the 2019-2020 school closure to determine if there are ways that can be improved for the future; Renita will write out the process we followed which we can review at the next meeting
 4. Review Health Protocols (School Decision Tree - CDC)
 - a. ADE is utilizing a decision tree developed by the CDC, which the board reviewed
 - b. Board members were able to answer "yes" to all questions in the decision tree; discussed possible policy and procedure that will be reviewed and possibly approved at the next meeting
 5. Physical Distancing and CDC Considerations for Schools
 - a. Recommendation by CDC and ADE is to space students as much as possible when feasible; desks should ideally face the same direction; our school is already working on classroom solutions to optimally follow these guidelines when the school reopens
 6. Communal Spaces
 - a. We will be getting quotes on frequent sanitation procedures of the school's communal spaces
 7. Food Service
 - a. Our school does not provide food service
 - b. Students will continue to bring their own food
 - c. Plan to add a policy that students cannot share food or drinks
 - d. Plan to add policy that food offered at school-sponsored events will need to be pre-packaged
 8. Staying Home when Appropriate



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- a. Board plans to review current policy for staying home and update/edit as appropriate at the next meeting
9. Cloth Face Coverings
 - a. The ADE expressed that schools are encouraged to promote mask wearing, but are not required to mandate it; students with health conditions will not be required to wear masks
 - b. Discussion to develop a policy specific to our school community to review and possibly approve at the next meeting
10. Shared Items
 - a. Current plan is to encourage separate student supply lists with plan to avoid sharing items; will review possible policy at next meeting
11. Visitors
 - a. Recommendation is to require masks for visitors, will review possible policy at next meeting
12. Communication Systems
 - a. A weekly Smore newsletter is currently sent out to families; plan to also work to get all families signed up on Remind for additional communication method
13. Leave (Time Off) Policies and Excused Absence Policies
 - a. ADE is working on legislature regarding excused absence policy, which we plan to follow
- vii. Possible Approval of ALP Re-Opening of School - Policies and Procedures - DRAFT 1
 1. Draft 1 still under development, will be reviewed and possibly approved at next meeting
- viii. Discussion and Possible Approval of IES ESS contract approval for the 2020-2021 school year
 1. KR motioned to approve the IES ESS contract for the 2020-2021 as presented, DM seconded, all were in favor
- ix. Discussion of phone service bids and approval of contract
 1. Reviewed bids by three companies; KR motioned to approve the Cox bid which had the most competitive rate, DM seconded, all were in favor
- x. ESSER Grant application (50k) for reopening school
 1. RM is working on the application; if granted the funds, the money would be used to replace funds lost due to covid-19, and could cover new costs including increased sanitation costs, etc
- xi. Discussion and Possible Approval of Employee Insurance Bids
 1. Reviewed the bids by three companies; BCBS most competitive, and is current plan for teachers
 2. KR motioned to approve the employee insurance bid from BCBS as presented, with the rate increase to be covered by employee; however, with plan to reevaluate whether school can cover the cost in the fall when more updated financial reports are available; DM seconded, all were in favor
- xii. Discussion and Possible Approval of Board Insurance bid



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1. Reviewed quote from current carrier; no vote made at this meeting
2. Plan to obtain additional quotes for comparison for review at 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. *No executive session entered.*
 - a. Confidentiality reminder pursuant to A.R.S. § 38-431.03(C)
7. Announcement of future meeting: Thursday July 2nd at 4:30 pm (telephonic only)
8. Meeting adjourned: 6:35 pm