



# Arizona Language Preparatory

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

## Open Meeting August 15, 2019

### 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 5:00 pm on August 15, 2019.** Online/telephonic attendance will be available for some of the meetings at the discretion of the board.
  - 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: 5:04 pm
3. Roll Call
  - a. Board Members Present: Kellie Rosinski (KR), Allison Perrin (AP), Dan Melton (DM), Michael Gerity (MG)
  - b. Board Members Absent: Steven Neeley (SN)
  - c. Non-Voting Officers Present: Renita Myers (RM), Brittany Miller (BM)
  - d. Non-Voting Officers Absent: n/a
  - e. Members of the Public Present: a parent and a preschool teacher
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 as a result of public comment will be limited to directing staff to study the matter,*



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*responding to any criticism, or scheduling the matter for further consideration and decision at a later date.*

Fancy is a Mandarin teacher and would like to share that she has found an investor in China who is interesting in helping her to start an immersion preschool for 1-5 year olds, including a summer camp for K-8<sup>th</sup> graders. She is offering to rent space from our future location.

## 5. Discussion items

### a. Principal's Report – Renita Myers

#### i. Enrollment updates

1. On paper the school has 102 students enrolled, but the number showing up is in the high 80's. Final estimate at this time is around 90-91 students.

#### ii. Personnel

1. Hire of Donghe Yang (Mandarin K-2) – started 7/31
2. Hire of Wen-Shing Liang (Mandarin 3-6) – started 8/1
3. Discussion to terminate contract with Andi Liu due to incapacity to fulfill contract due to visa status (not selected in DHS lottery)
4. Acknowledgment of resignation of Abby Mays (English 3-6) who is unable to fulfill contract
  - a. She was the original English teacher for grades 3-6, but is unable to fulfill her contract, so she has submitted her resignation.
5. Recommendation of the hire of Ekaterina Lopatko (English K-3)

### b. Financial updates - Brittany Miller & Renita Myers

#### i. School financial updates

1. Brittany reviewed a printed report of current bank balances and expense breakdowns.

#### ii. Student accounts updates

1. Final letters were previously sent out regarding the debt
2. There are 9 families with overdue accounts, total debt owed \$16,374.06

#### iii. Discussion of request by families for waived K tuition or payment plans

1. One family has requested to apply referral credit toward K tuition, letter reviewed by board
2. A second family wrote a letter writing for K tuition to be waived, letter reviewed by board

#### iv. Discussion on policy for credit for referring a student to ALP

1. Through discussion, we have previously considered offering student account credits for referrals. No policy has been officially voted on in the past. However, a previous administrator did post on the school website that a referral credit of \$500 could be obtained for referring a student. Two families have requested this credit. We discussed that it would be reasonable to extend this credit to the two families requesting it. Moving forward, we discussed that it would be reasonable to offer a \$300 account credit per student x 2 students total per school year.

### c. 2019-2020 AzMerit Data Presentation

- i. Grades 3-6 – all students tested proficient, at least 17% higher than state in both ELA and math



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- d. Development of Teacher and Principal Evaluations (SB1071, ARS 15-189.06), requirement for 2019-2020 school year
  - i. Will place on a future agenda the development of a principal evaluation tool, which will need to allow for public input
  - ii. The teacher evaluation already covers all required elements
- e. Development of Suicide Prevention Training Programs for 6th Graders (SB1468, ARS 15-119)
  - i. Need to have a plan in place for 2020-21, so need to research this issue starting this year
  - ii. Starting year of 2020-21, all 6<sup>th</sup> grade teachers will need to undergo an approved training program; employees should verify that they have completed the required training; AP will look at the list of approved training programs and present at next meeting
- f. Discussion of Emergency Medication Administration (SB1026, ARS 15-344), possible amendment to current policy
  - i. According to new policy, parental consent will no longer be required for the emergency administration of epinephrine auto-injectors, inhalers, and naloxone. Employees will need to know who on staff is trained to administer the treatments. Renita presented the proposed amendment to cover these required changes, which states that “in accordance with A.R.S. 15-344, Arizona Language Preparatory will administer Epinephrine auto injectors, inhalers, or naloxone hydrochloride (or any other opioid antagonist drug approved by the FDA) without parental authorization in the case of medical emergency.”
- g. SchoolMate Agenda order for \$607.50 (from 2019 surplus of enrichment)
  - i. School agendas are provided to each student in the school for homework and behavior charting.
- h. New fridge for office: PO#072006 (\$503.52) for new fridge and delivery for office from Home Depot – this item no longer required.
- i. Discussion and Assignment of the AU316 - Consideration of Fraud in a Financial Statement Audit form
  - i. The AU316 form needs to be completed by a member of the board and each administrator; KR will complete for the board and bring to the next meeting for approval
- j. Discussion of changing board approval for school expenses to \$750 or higher
  - i. Multiple expenses are in the \$500-750 range because the school has grown in size; the discussion is whether the threshold for board approval can be changed to \$750 from \$500.
- k. Discussion of ADE Grants Management General Statement of Assurances policies to be put in place
  - i. Renita will put together a list of new policies that will need to be put into place and present at the next meeting.
- l. Discussion of finding a new Webmaster for Website
  - i. We have received a preliminary bid from a company called Fivespot, who would work on redesigning the website to make it more user friendly. Fivespot would also be able to offer ongoing Webmaster services for website maintenance.
- m. Facility update and plan for future school location



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- i. Discussion of possibly renting a portion of our next school location to a trilingual immersion preschool
          - 1. Our real estate agent identified the center of our student body to be near the Moon Valley neighborhood
          - 2. A building we are interested in is ~35,000 square feet with ample classroom space. We are planning to tour the space later this week.
      - n. Openings for new board members 2019
        - i. Openings for new board members is ongoing. A parent at the meeting tonight did express interest in applying to be on the board.
- 6. Action Items
  - a. Approval of prior meeting minutes
    - i. AP motions to approve, MG seconds, all in favor
  - b. Student accounts decisions including reduced/waived Kindergarten tuition requests discussed above
    - i. Line 1- DM motions to resend request for payment, KR seconds, all in favor
    - ii. Line 2-AP motions to write off this debt, DM seconds, all in favor
    - iii. Line 3-AP motions to send to collection, MG seconds, all in favor
    - iv. Line 4-DM motions to send to collections, AP seconds, all in favor
    - v. Line 5-tabled, family reports they are sending payment
    - vi. Line 6-DM motions to send to collections, MG seconds, all in favor
    - vii. Line 7- tabled, family reports they are sending payment
    - viii. Line 8- tabled, family reports they are sending payment
    - ix. Line 9-MG motions to approve writing off debt contingent upon completion of free and reduced lunch paperwork showing qualification, AP seconds, all in favor
  - c. Approval of ADE Grants Management General Statement of Assurances policies to be put in place – tabled until next meeting
  - d. Approval of webmaster for Website
    - i. KR motions to approve up to \$500 for initial website redesign, and up to \$200 per month for webmaster services, MG seconds, all in favor
  - e. Action plan development of Teacher and Principal Evaluations (SB1071, ARS 15-189.06) requirement for 2019-2020 school year
    - i. No vote required tonight – we need to follow up example principal evaluation forms and develop an evaluation that can be approved at the next meeting after public input is invited during “call to public”
  - f. Action plan for development for Suicide Prevention Training Programs for 6th Graders (SB1468, ARS 15-119)
    - i. AP is going to research the plans for discussion and present for approval at next meeting
  - g. Amendment to Emergency Medication Administration (SB1026, ARS 15-344) current policy
    - i. KR motions to approve the proposed amendment by Renita, as outlined above, allowing for provision of epinephrine, inhalers, or Narcan, AP seconds, all in favor
  - h. Approval of SchoolMate Agenda order for \$607.50 (from 2019 surplus of enrichment)
    - i. AP motions to approve the order, KR seconds, all in favor
  - i. Approval of PO#072006 (\$503.52) for new fridge and delivery for office from Home Depot
    - i. This agenda item removed, no longer needed



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- j. Approval of personnel hire of Donghe Yang (Mandarin K-2)
  - i. KR motions to approve the hire of Ms. Yang, DM seconds, all in favor
- k. Approval of personnel hire of Wen-Shing Liang (Mandarin 3-6)
  - i. KR motions to approve the hire of Mr. Liang, MG seconds, all in favor
- l. Approval of personnel hire of Ekaterina Lopatko (English K-3)
  - i. AP motions to approve the hire of Ms. Lopatko, MG seconds, all in favor
- m. Acknowledgment and Acceptance of resignation of Abby Mays (English 3-6) who is unable to fulfill contract
  - i. MG motions to accept resignation of Ms. Mays, AP seconds, all in favor
- n. Approval of termination of contract with Andi Liu due to incapacity to fulfill contract due to visa status
  - i. MG motions to terminate contract of Ms. Liu, DM seconds, all in favor
- o. Approval of offering rental space at next location to trilingual immersion preschool
  - i. Not enough information to approve but we are interested in exploring the option of renting space to an immersion preschool in the future
- p. Approval of the AU316 - Consideration of Fraud in a Financial Statement Audit form
  - i. Assigning KR to complete on behalf of the board, to be up for approval at the next meeting<sup>19</sup>
- q. Approval of policy for credit for referring a student to ALP
  - i. Current requests by 2 families to receive \$500 referral credit toward their student's account for referring a new verified enrolled student to the school (as listed on website by former administrator) – KR motions to approve the 1-time \$500 school account credit for the two families who have requested this credit. AP and DM seconded the motion. MG recused himself from the vote.
  - ii. Effective moving forward from now, KR motions to approve \$300 per student credit up to 2 students per school year per family (to be applied to school account, no cash value) – AP and DM seconded the motion. MG recused himself from the vote.
  - iii. KR motions to approve that the credit will apply toward paid services but will not include paid extracurricular activities including but not limited to field trips – AP and DM seconded the motion. MG recused himself from the vote.
- r. Approval of changing requirement for board approval for school expenses to \$750 or higher
  - i. KR motions to approve increasing the board approval amount to \$750 up from \$500 for general school expenses. MG seconds, all in favor.
7. 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)
8. Announcement of future meeting: Sept 19<sup>th</sup> at 5pm
9. Meeting adjourned: 7:40 pm