



Arizona Language Preparatory

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

**Open Meeting
September 18, 2018**

Joint Corporate and Governing Board Meeting MINUTES

1. Notice of Meeting

Pursuant to A.R.S. §38-431.02, notice is hereby given to members of the Corporate Board of Directors of Arizona Language Preparatory and to the general public that the Corporate Board of Directors will hold a meeting open to the public on **September 18, 2018**.

There will be a special training session for Open Meeting Law at 4 pm at the ALP Campus, 4645 E Marilyn Rd, Phoenix, AZ 85032. The training is open to the public and expected to run between 75-90 minutes and will be put on by the Arizona Ombudsman office.

The board meeting will start at 5:30 pm off campus due to a holiday for the Jewish temple that begins at sundown (per contract, we cannot use the campus during Jewish holidays). The board meeting will take place at: 16401 N 40th PI, Phoenix, AZ 85032.

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).

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: 6:05 pm

3. Roll Call: Kellie Rosinski (KR), Steven Neeley (SN), Dan Melton (DM), Michael Gerity (MG, present via Skype), Renita Myers (RM), Renee Gallegos (RG), Brittany Miller (BM). Allison Perrin not in attendance.

4. Discussion of Previous Minutes

- a. Approval of previous meeting minutes from 8-16-18
 - i. Steve motions, Dan seconds, all in favor to approve
- b. Discussion regarding amending minutes from 1-23-17 to include the vote that added Dan Melton and Steven Neeley to the board – deferred (ratifications require 72 hr notice)
- c. Discuss ratification for actions and decisions made during meetings on 3-16-18 and 4-23-18, and email voting Matt Toomey in as interim principal – deferred (ratifications require 72 hr notice)

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

-No public present for comment.



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6. Discussion Items

a. Principal's report

1. Staffing update

- a. Interview with PE candidate, but difficulty obtaining reference checks
- b. Lynn the art teacher is willing to step in and do PE for all grades; she is a good option since she knows all the kids at this point. She would become 5 days per week 10-3. We will need to review how to adjust her contract which will be reviewed at a future meeting. For the interim, she will be offered a position so she can start

2. Student enrollment update

- a. New 2nd grader just withdrew
- b. Current student count: 80 (cap is 83)
- c. Planned new K student to enroll in October, which will bring us to 81 students
- d. Just received a new request for a K and 2nd grader, which would bring us to 83 students

3. Curriculum update

- a. Math is farthest ahead in curriculum mapping, largely due to Eureka
- b. Spanish and English in progress
- c. Mandarin is still early in its mapping; the teachers need a lot of 1:1 support, which has been limited due to preparing for the audit

b. Budget

1. Update

- a. Great progress on budget; we have seen a substantial increase due to student accounts being paid; there are a couple families that have still not paid on past invoices; we are in need of making a specific protocol
- b. \$1600 in tax donations so far this year; submitted under Quikbooks
- c. Working on aligning Quikbooks with audit requirements, along with budget excel sheet that Matt put together and Renita updated; this will be done over the next couple weeks
- d. The auditor has pushed back their visit to 10/24
- e. Renita and Brittany are meeting once weekly to review the budget and funds

2. Protocol for overdue invoices – needs to be established

c. Facilities update (including Temple Chai maintenance requests)

- i. Need fingerprint clearance cards for regular school maintenance crew members, including maintenance crew from temple
- ii. The Temple has not been responsive with a clear plan on how to address the fingerprint clearance card issue
- iii. A safety concern was not viewed favorably by the Temple; at lunchtime, outside the 2nd grade lunch room, there was a man outside the elevator, and he was the



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elevator maintenance man that was let in by employees of the Temple without the school's knowledge - the liability falls on ALP, not the Temple, but the Temple responded by saying they could not "keep up with our red tape". We need to review the terms of the lease to determine how best to respond.

- iv. A parent volunteered to help terminate the ants, since the Temple has refused to provide assistance
- v. A parent will volunteer to help fix the soccer goal
- d. Marketing and student recruitment
 - i. We have an upcoming Harkin's ad scheduled for October 12, 2018 - November 8, 2018 at six nearby theatres
 - ii. Given cap limitations of 83 at this time (cap increase will be determined by the state in Feb 2019), we will limit current advertising to local preschools and preschool partners
- e. 2018-19 Teacher Evaluation Plan
 - i. Renita updated the TEP; it utilizes the Danielson tool
 - ii. See section 7 below for action to approve the TEP developed by Renita.
- f. 2018-2019 301 Pay for Performance Plan
 - i. In the spring, we need to send out surveys to all parents and students regarding the school, classes, as part of the evaluation
 - ii. Student pre/post assessment tools will include Galileo for math and English (AZ merit blueprint), and STAMP for Chinese and Spanish
 - iii. See section 7 below for action to approve the Pay for Performance plan developed by Renita.
- g. ESS Policies and Procedures Handbook (A board member will also need to sign the Approval Form for state)
 - i. We paid last year for a contracted ESS provider to write the ESS policy, which was largely copied from the ADE website
 - ii. Renita took the list of items needing updating in the document and has made the changes
 - iii. See section 7 below for action to approve the Pay for Performance plan developed by Renita.
 - iv. If approved, we need to sign it and submit to ADE for compliance
- h. ATI License renewal
 - i. Aligned with AZ merit and PARCC
 - ii. Cost is \$632 for renewal and will expire soon
 - iii. See section 7 below for action to approve
- i. Edupoint License renewal (synonymous with Synergy)
 - i. Necessary for student data keeping, and is utilized to upload data to the state
 - ii. 5 years for \$18K (need to pay \$3391 at time of renewal)
 - iii. See section 7 below for action to approve
- j. Homework Club and After Care Fee Schedules
 - i. Comparisons with other districts - most offer these afterschool programs
 - ii. Hw club monthly fee is currently \$125/mo, 3x/week is \$90/mo, 2x/wk is \$60/mo; drop in rates are available
 - iii. If proposed fee schedule is approved, it will be sent out with a letter, and will be posted on the website
- k. Free and Reduced Lunch application/hardship requests for (3) students
 - i. Renita complied instructions and the state-approved FRL information



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- ii. Parents needs to fill out yellow form and 2 pay stubs and specify what they are looking for
 - iii. Students A & B: the family has submitted a request for free ½ day K and free hw club for both students; they have submitted pay stubs showing they would qualify for state services.
 - iv. Student C: 5th grader. Family is requesting a waiver for hw club, which was worked into a plan for the student last year as part of an IEP last year. Family has submitted pay stubs.
 - l. Principal Contract (Part 5, Section B) referring to January financial bonus (part i, #2)
 - i. Part of the principal contract referred to the January financial bonus depending on recruitment of 2 full K student classes. The contract was drafted at a time when the school student cap lift decision was anticipated to occur at the end of 2018, but the actual decision will now occur in Feb of 2019, precluding the ability to recruit two full K classes at this time.
 - m. AU316 Audit Form
 - i. As part of the upcoming audit, the AU316 will need to be completed by the board. Renita Myers has provided us with a copy of the form to complete. It will need to be uploaded by 10-10-18.
 - ii. Form also needs to be completed by the principal and Brittany.
 - n. Board Insurance
 - i. Brittany will e-mail Philadelphia insurance to obtain the details of our curent board insurance under the general school policy.
7. Action items
- a. Approve amendment of meeting minutes from 1-23-17 – deferred (ratifications require 72 hr notice)
 - b. Approve protocol for collecting overdue invoices – KR motioned to approve the following general protocol, SG seconded, all in favor
- General protocol – Current students
- Days 1-30: Three contacts from the school to the family via email and/or phone calls.
 - Day 31-60: If no response has been received after the initial three contacts, a letter and email will be sent warning that the student may be dropped from services (eg homework club, aftercare, field trips) if there is no response from the family.
 - Days 61-90: Deadline to establish a payment plan; a warning letter will be sent informing the family that if there continues to be no response within 10 business days from the date of the letter, they may be sent to collections and dropped from services if they have not been dropped already.
- General protocol – Former students
- Days 1-30: Three contacts from the school to the family via email and/or phone calls.
 - Days 31-90: Deadline to establish a payment plan; a warning letter will be sent between days 61-90 informing the family that if there continues to be no response within 10 business days from the date of the letter, they may be sent to collections.
- c. Approve ratifications for actions and decisions made during meetings on 3-16-18 and 4-23-18, and email voting Matt Toomey in as interim principal – deferred (ratifications require 72 hr notice)



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- d. 2018-19 Teacher Evaluation Plan: KR motioned to approve, SN seconded the motion, all were in favor
 - e. 2018-2019 301 Pay for Performance Plan: KR motioned to approve, DM seconded the motion, all were in favor
 - f. ESS Policies and Procedures Handbook: SN motioned to approve, MG seconded the motion, all were in favor
 - g. ATI License renewal: DM motioned to approve, KR seconded the motion, all were in favor
 - h. Edupoint License renewal: KR motioned to approve, MG seconded the motion, all were in favor
 - i. Homework Club and After Care Fee Schedules: KR motioned to approve, SN seconded the motion, all were in favor
 - j. Free and Reduced Lunch application/hardship requests for (3) students
 - i. Students A&B: decision to defer the vote at this time – plan is instead to assist family in applying for state services to see what assistance they qualify for that could cover the costs of the care (1/2 day K, aftercare); after the state’s decision, the board can then vote on any costs that may not be covered.
 - ii. Student C: KR motioned to approve, DM seconded the motion, all were in favor
 - k. Principal Contract (Part 5, Section B) referring to January financial bonus (part i, #2)
8. Announcement of future meeting: 10-16-18 at 5pm
 9. Executive Session - none

Meeting adjourned at 7:45 pm