B.1 Applicant Organization

History

Arizona Language Preparatory aims to provide the skills, tools, and competencies that our children will need to compete in the 21st century. ALP was formed in 2010 by parents and the founders of Beibei Amigos Language Preschool Emily Sheen and Sean Diana, who are passionate about languages and understand the importance of a multilingual education to succeed in the current and future global market. Sean Diana, Emily Sheen and parents saw the need in our community for a language charter school to meet the demands of the community; they decided to join efforts to open a school to continue the teachings of Mandarin, Spanish and English, the three most spoken languages in the world, in the elementary school years and also provide an education that focuses on math and science giving their children the tools to be successful in global economy. Preparing to offer the extended education that the parents have asked for, the owners of BeiBei Amigos Language Preschool established the non-profit corporation, Arizona Language Preparatory. In order to offer the education for the preschool graduates in 2010, the school decided to begin operation as a private school with kindergarten class in 2010-2011 and started working on charter application. ALP added a first grade in 2011-2012 school year to continue the trilingual education and had submitted the charter application July 2011; however, the charter application was denied due to administrative incomplete. To further understanding the charter application requirements, ALP non-profit board member and authorized representative, Yuntan Emily Sheen, attended seminars put on by the Arizona Charter Schools Association. She began extending her professional network to include experienced experts in the charter school industry. She designed and oversaw the ALP school operations from 2010 until today.

ALP aims to offer the unique education experiences to stimulate and promote the skills and competencies that our children will need in the 21st century. Our operation goal is to become an Arizona charter school and add one grade level per year until sixth grade. ALP was organized and operated since 2010 as a non-profit corporation (IRS granted ALP 501 (c) 3 non-profit status on November 22, 2011).

Organizational Structure

ALP's Corporate and Governing Boards will initially be the same. After charter board approves ALP as a charter school, the Corporate Board will set up a separate school-based Governing Board with primary focus on maintain state and federal requirements for non-profit 501(c) 3 status and tax filings, Arizona Corporate Commission requirements and filing, and uphold the integrity of the charter status granted by the Arizona State Charter Board for Charter Schools. ALP's current Corporate Boards consists of individuals comprised of both community members and school stakeholders. ALP's Corporate Boards aims to search and build a diverse group of individuals and viewpoints in the future school Governing Board. Each member on the school Governing Board will be chosen for skills, beliefs, and experiences to aid in fulfilling ALP's mission and vision.

The Corporate Board of Directors will hire the School Director, who will oversee the educational

program and all operational duties. The School Director will sit on the School Board and work to help set the policies that the school will adhere to. No member of the School Board, including the School Director or the Corporate Board shall discuss or vote on issues that represent a conflict of interest for them.

Responsibilities of the Corporate Board of Directors including but not limited to the following:

- Establish the mission and vision of the school
- Overall governance of the Charter School
- Formulate policies and procedures to accomplish the mission of the school (code of ethics, non-discrimination, compensation, fundraising, etc.)
- Review and approve organizational decisions, commitments, and plans including expenditures, hires, loans, leases, etc.
- Review School Board minutes
- Review and approve annual budgets, review of annual audit and quarterly financial reports.
- Review staff performance
- Review and approve staff salary
- Oversees accounting and legal contracted services
- Appoints School Governing Board president and members
- Recruit fellow Corporate Board directors
- Delegate authority on daily operations to the School Governing Board

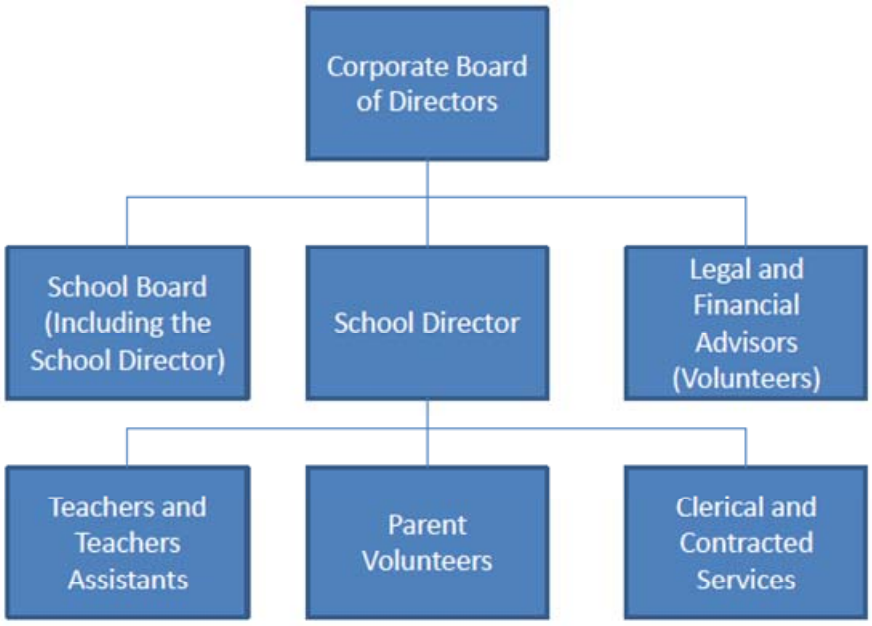
Responsibilities of the School Governing Board including but not limited to the following:

- Uphold Arizona Open Meeting Law
- Uphold state and federal requirements for non-profit 501 (c) 3 status and tax filing
- Uphold Arizona Corporate Commission requirements and filing
- Evaluate School Director, faculty and staff for Corporate Board review
- Review the school budget
- Sets all school policies, including, but not limited to policies related to discipline, dress code, donation, hiring, attendance, parent participation, etc.
- Authors and school family handbook
- Set school calendar
- Establish the core curriculum
- Review and monitor academic achievement
- Form advisory committee
    - Financial Committee – develops sources for school funding (state ADM, federal grants and title programs, private company donation, etc.) and develops school budget
    - Volunteer Committee – manages volunteer activities
    - Fundraising Committee – develops and plans fundraising activities

Responsibilities of the School Director including but not limited to the following:

- Establish school culture
- Oversee curriculum design, development and implementation
- Ensure designed curriculum meets standard
- Monitor academic achievement
- Oversee special education contracted services
- Lead faculty and staff
- Work with faculty and staff to ensure PMP is followed

B.1 Exhibit
Arizona Language Preparatory Charter School Organizational Chart



For a more detail list of responsibilities and conflict of interest policy, please refer to the bylaws and the conflict of interest policy provided in the application packet.

Relationship Between Existing and Proposed School

The existing school, BeiBei Amigos Language Preschool (BBA), is the only preschool in the valley offers immersion Spanish and Mandarin programs for toddlers and preschoolers. The language immersion model used by the preschool will be extended to the elementary level. The classrooms for both ALP and BeiBei Amigos Language Preschool will be located in the same building. Classroom assignments will be determined annually. ALP and BBA will share the same outdoor playground area and the garden area. The charter elementary can be viewed as a natural extension of the existing private preschool.

Principals

The current principals of Arizona Language Preparatory and the governing body consist of president and authorized representative, Yuntan E. Sheen; the vice president of the governing board, Sara Hecht; the secretary of the governing board, Denisse Ramos; a chairperson of the governing board, Cathy Kirk; and a chairperson of the governing board, Teri Lee. Both Cathy Kirk and Teri Lee have resigned from ALP Board membership since beginning of the year 2012 due to personal commitment as the board has documented the resignation from quarterly meeting minutes on March 15, 2012.

Sean Michael Diana, will transition into the role of School Director once charter status is obtained and upon approval by the ALP Corporate Board. He will be in charge of daily operations, teacher coaching and training, monthly ADM reporting, advertising, community relationships, and any other duties that is required by Arizona laws, the Arizona Charter School Board and ADE. He has currently been living outside of the United States and his fingerprint clearance card has expired. He will renew it immediately upon returning and join the team in August 2012.

Roles and Skills

Yuntan Emily Sheen
Emily serves as the President of the ALP Corporate Board during the first three years of operation and as the Authorized Representative. Ms. Sheen, who is co-founder of BeiBei Amigos Language Preschool (a language immersion school serving children 1 year old to 5 years old) and Arizona Language Preparatory, is also a business consultant and a hardware engineer. Ms. Sheen was born and raised in Taipei, Taiwan, and immigrated to the United States, before receiving M.S.E.E. from the Arizona State University and M.B.A. from the University of Texas at Austin. She has worked in the semiconductor field for over 10 years as hardware engineer, design engineer, and program manager. Upon receiving her M.B.A., she joined a business consulting firm and has worked on many international projects span across multiple countries.

Ms. Sheen has launched and managed BeiBei Amigos Language Preschool for the past three years and she has been taken professional training courses and college level classes in Education. She is highly motivated and passionate toward multilingual education. She is a mother of two trilingual children aged 3 and 5 years old. Ms. Sheen's blend of entrepreneurial skills, small business management experience, international consulting work, and technical background will be a valuable resource for the charter school launch.

Ms. Sheen is ALP's Authorized Representative and the Charter Applicant. She has no prior connection to any other charter or school.

Denisse Ramos
Denise Ramos joins to serve as the Secretary of the ALP Corporate Board starting 2011. She is the current Director for BeiBei Amigos Language Preschool since January 2010. She obtained her civil engineering degree in Sonora, Mexico and she was teacher assistant and substitute

teacher for Head Start Deer Valley Unified School District. She has more than 7 years working experiences in education and excellent organizational skills. She is a mother of three bilingual children.

Sara Hecht

Sara Hecht serves as vice president of the ALP Corporate Board during the first two years of operation. She is a current business owner of a Kumon (similar to a tutoring center). She has been running the center for over a year, and was an employee at the center six years prior to buying the center. Since purchasing the business a little over a year ago, Sara has grown the business 32%. Sara also earned a dual Bachelor's Degree in Special and General Education, summa cum laude, from Arizona State University. She has a strong passion for students and student achievement. As an educator and business owner Sara has brings expertise to the organization.

Cathy Kirk

Cathy has resigned from ALP Board of Directors due to personal commitment.

Teri Lee

Teri has resigned from ALP Board of Directors due to personal commitment.

Sean Michael Diana M.Ed. (future School Director upon ALP Corporate Boards approval)

Mr. Diana is completing his Doctorate in Bilingual education specifically in dual immersion education. He has his Masters in Administration and also has his Bachelors in Elementary Education and has taught elementary grades 2-4. He has the knowledge, experience, educational background, and qualifications to effectively run an elementary school.

He has been a teacher, an assistant principal, both in a public and charter school, as an English Language Learner Coach in the Tempe School district, the Head of Faculty, coaching and supervising five teachers at in Elementary school in the United Arab Emirates and was an adjunct professor at Arizona State University teaching Foundations of Structured English Immersion to pre-service teachers. Meanwhile, he has run a successful language immersion preschool and a private kindergarten. His business and financial management experience comes from co-owning BeiBei Amigos Language Preschool.

Mr. Diana's experience in language education and elementary schools has been the driving force behind the development of ALP. His previous experience and certificates have given him the necessary learning experiences to develop and run his own charter school. His most recent position has been the Head of Faculty for The Abu Dhabi Education Council where he supervised, coached and trained five teachers at a rural school in the United Arab Emirates. Before that he was an assistant principal in an Arizona public school and an Arizona public charter school.

His has obtained his Bachelor Degree in Elementary Education, a Master's in Education Administration and is finishing his doctorate in Curriculum and Instruction, specifically Language and Literacy, focusing in Bilingual Education. He holds both an Elementary teaching certificate and a Principal certificate issued by the Arizona Department of Education.