



Arizona Language Preparatory

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

Open Meeting December 12, 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 December 12, 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: 5:16 pm
3. Roll Call
 - a. Board Members Present: Allison Perrin (AP), Dan Melton (DM), Kellie Rosinski (KR), Michael Gerity (MG)
 - b. Board Members Absent: n/a
 - c. Non-Voting Officers Present: Renita Myers (RM, over phone), Anne Cotty (AC)
 - d. Non-Voting Officers Absent: n/a
 - e. Members of the Public Present: none
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.

5. Discussion and possible action items
 - a. Principal's Report – Renita Myers
 - i. Enrollment report – updates reviewed
 - ii. Personnel updates – no changes
 - b. Budget and Finance Report
 - i. Update on QB, billing, A/R
 1. Reviewed reports
 - ii. Balance Sheet YTD
 1. Reviewed report
 - iii. Profit & Loss Statement YTD
 1. Reviewed report
 - iv. Profit & Loss Statement Last 30 Days
 1. Reviewed report
 - c. Old Business
 - i. Discussion and possible approval of prior board meeting minutes (11/21/2019)
 1. AP motioned to approve the minutes as presented, DM seconded, all in favor
 - ii. New board member position update
 1. 1-2 positions remain open
 - iii. IT file sharing update
 1. File sharing solution reviewed
 - d. New Business:
 - i. Discussion of ALP Strategic Plan and possible approval
 1. We are continuing to predict accurate numbers to help with future planning
 - ii. Discussion of Advertising strategies and fundraising, and possible approval
 1. We will reach out to PTO regarding funding for fundraising – related to internet fundraising; putting up a poster at Bei Bei and other language preschools; plan an information night
 2. We will reach out to Beibei regarding speaking at their holiday performance
 3. Need handouts for advertisements
 - iii. Discussion of terms of proposal to Temple for extending lease and possible approval
 1. The Temple is very open to extending our lease and allowing for use of additional space
 2. We would request use of additional space; need to find out price per square foot that we are currently paying, find out new total square footage and determine proposal. Need to add request about proper yard maintenance. Need to develop a plan for proposing to extend the lease for 3 years, with 2nd and 3rd year being contingent upon being able to install a portable classroom.
 - iv. Discussion of amended AFR and possible approval
 1. KR motioned to approve the amended AFR as proposed, DM seconded, all in favor



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- v. Review of Tax Form 8879-EO, signature from Mr. Gerity and possible approval of \$800 tax preparation
 1. AP motioned to approve the \$800 fee for tax preparation for Ball & McGraw, which is the same cost as the prior year, MG seconded, all in favor
- vi. Discussion and possible approval of rate changes for full day kinder, homework club, and after care for the 2020-2021 school year
 1. Reviewed comparison of prices for our school versus other schools in the area and discussed whether price adjustments are indicated/necessary;
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 Jan 23rd, 2020 at 5pm
8. Meeting adjourned: 7:11 pm