



# Arizona Language Preparatory

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

**Open Meeting  
January 23, 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: **Arizona Language Preparatory, 4645 E Marilyn Rd, Phoenix AZ 85032 at 5:00 pm on January 23, 2020.** 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: 5:07 pm
3. Roll Call
  - a. Board Members Present: Kellie Rosinski (KR), Allison Perrin (AP), Michael Gerity (MG), Dan Melton (DM)
  - 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: 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. None present.*

5. Discussion and possible action items
  - a. Principal's Report – Renita Myers
    - i. Enrollment report
      1. Current enrollment is at 77
    - ii. 2020-2021 Registration
      1. Registration is open
    - iii. ALP Open House for incoming KG families
      1. Scheduled for Feb 11<sup>th</sup> at 6pm; goal is to have flyers ready by next Friday
    - iv. TRE Bootcamp
      1. Teaching Reading Effectively – several teachers are attending this series to be able to be compliant with the state Move on with Reading requirement
  - b. Personnel
    - i. Intent to Return Survey
      1. Surveys have been completed by all teachers
  - c. Budget and Finance Report
    - i. Balance Sheet YTD
      1. Report reviewed
    - ii. Profit & Loss Statement YTD
      1. Report reviewed
    - iii. Profit & Loss Statement Last 30 Days
      1. Report reviewed
  - d. Old Business
    - i. Discussion and possible approval of prior board meeting minutes
      1. Will review and vote on at next meeting
    - ii. Discussion and possible approval of a plan for lease extension with Temple Chai
      1. The board discussed possible negotiation terms to present to Temple Chai; KR motioned to approve MG as the leader of the negotiations including letter writing, communication, and renegotiations with the Temple; AP seconded the motion, all in favor
    - iii. Development and Discussion of ALP Strategic Plan
      1. Discussed bringing the strategic plan development to a committee including representation from multiple ALP stake holders
    - iv. Advertising discussion
      1. Marketing plan will be part of the strategic plan above
  - e. New Business:
    - i. Discussion and possible approval of 365 ManagedIT work agreement
      1. Tabled discussion
    - ii. Discussion and possible approval of 2020-2021 ALP School Calendar
      1. Two calendar options (Option 1 and Option 2) were reviewed
      2. DM motioned to approve Option 1, KR seconded the motion to approve Option 1, and all were in favor
    - iii. Discussion and possible approval of Parent Surveys



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1. AP motioned to approve the use of the same school survey questions for the Parent surveys that were sent out last year; KR seconded the motion, all were in favor
  - iv. Discussion and possible approval of Updates to ALP Attendance Policy
    1. Reviewed proposed updates to the current attendance policy
    2. AP motioned to approve the proposed updates, MG seconded, all were in favor
  - v. Discussion and possible approval of 2020-2021 Homework Club and Kid's Club Policies
    1. Reviewed After School Program Proposal for 2020-2021 school year
    2. DM motioned to approve the proposed after school program as amended in discussion, AP seconded, all were in favor
  - vi. Discussion and possible approval of 2020-2021 Fee Schedule
    1. Discussed and approved above under e (v.)
  - vii. Discussion and possible approval of Principal's bonus
    1. Discussed in executive session, with minutes recorded separately.
    2. AP motioned to approve the bonus as detailed in the contract addendum for year 2 of her contract. DM seconded the motion. All were in favor.
  - viii. Discussion and possible approval of bonus for Office Manager (up to \$1k use of Student Account revenue)
    1. KR motioned to approve a bonus for AC as discussed; AP seconded the motion, all were in favor
  - ix. Discussion of the option of sending a public records request to additional School districts to get potential student names
    1. Discussed school districts that requests will be sent to obtain potential student names
  - x. ALP Logo discussion and possible approval
    1. Discussed trying to obtain a complimentary simplified logo that will be easier to print on school documents including letterhead
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.
    - i. Confidentiality reminder pursuant to A.R.S. § 38-431.03(C)
    - ii. AP motioned to approve moving into executive session to discuss personnel matters, DM seconded, all were in favor
    - iii. Executive session minutes discussing Principal's performance and bonus were recorded separately
  7. Announcement of future meeting: Thursday February 20<sup>th</sup>, 2020
  8. Meeting adjourned: 8:10 pm