



# Arizona Language Preparatory

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

**Open Meeting  
November 5, 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: Date and time of meeting will be 4:30 pm on November 5, 2020. Meeting will be in person on campus at 4645 E Marilyn Road, Phoenix, AZ 85032 in the upstairs office room.** Board members unable to attend in person can call in.
  - c. Call to public is only available for in-person attendants, and therefore will not be available during telephonic-only meetings. During in person meetings, 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: 4:38 pm
3. Roll Call
  - a. Board Members Present: Michael Gerity (MG), Kellie Rosinski (KR), Allison Perrin (AP, over phone), Dan Melton (DM, over phone)
  - 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.*

5. Principal's Report
  - a. Enrollment Report - reviewed
  - b. Personnel Report - no updates
  - c. Updates to 2020-2021 Calendar
    - i. Discussed that for the remainder of the school year, there will be no school-wide in-person effects due to the ongoing covid-19 pandemic
6. Budget and Finance Report
  - a. Balance Sheet YTD - reviewed
  - b. Profit & Loss Statement YTD - reviewed
  - c. Profit & Loss Statement Last 30 Days - reviewed
  - d. Bank Reconciliation – reviewed, and signed by MG
7. Old Business
  - a. Review and discussion of Arizona Department of Health Services Benchmark Updates - reviewed
  - b. Review and possible approval of amendments to ALP Bylaws - tabled
  - c. Review and possible approval of amendments of ALP's current covid-19 protocols – reviewed, no changes proposed at this time
8. New Business
  - a. Review and Possible of approval of last meeting minutes (10/1/2020)
    - i. MG motioned to approve the minutes without changes, DM seconded, all were in favor
  - b. Review and Possible approval of Smore Newsletter Quote #14246 for \$999.99 to be split 50/50 with PTO
    - i. KR motioned to approve Quote #14246, MG seconded, all were in favor
  - c. Review and Possible approval of 2020-2021 301 Pay for Performance Plan
    - i. DM motioned to approve the Pay for Performance Plan as presented, MG seconded, all were in favor
  - d. Review and Possible approval of Personnel Request of accommodation of work schedule
    - i. No longer needed
  - e. Discussion and Possible approval of amendments to current school vaccine compliance protocol
    - i. Discussed current state requirements, upcoming audit
  - f. Discussion and Possible Approval of Financial Action Plan to be submitted to Charter Board by 11/16/20
    - i. Reviewed
  - g. Discussion and Possible Approval of Personnel bonus eligibility for AC for October 2020; possible Addendum with updated dates due to delayed audit
    - i. KR motioned to approve a change in the bonus eligibility requirements for AC based on the state's delay in audit due date, and also motioned to approve the initial bonus as set forth in AC's contract; dates to determine bonus eligibility remain the same; first bonus is based on completion of FY20 Q4 and FY21 Q1; second bonus is based on successful completion of audit; third bonus is based on completion of



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FY21 Q2, and fourth bonus is based on completion of FY21 Q3; AP seconded the motion, all were in favor

- h. Discussion and Possible Approval of Personnel bonus eligibility for RM; possible addendum with updated dates due to delayed audit
  - i. KR motioned to change RM's initial bonus eligibility date to December 2020 given the delay in audit due date; MG seconded; all were in favor
9. 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.
  - a. Confidentiality reminder pursuant to A.R.S. § 38-431.03(C)
10. Announcement of future meeting: Thursday December 3, 2020 at 4:30 pm
11. Meeting adjourned: 5:35 pm