



Arizona Language Preparatory

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

**Open Meeting
February 20, 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 February 20, 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 – 5:12 pm
3. Roll Call
 - a. Board Members Present: Michael Gerity (MG), Allison Perrin (AP), Dan Melton (DM), Kellie Rosinski (KR)
 - 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. Discussion and possible action items
 - a. Principal's Report – Renita Myers
 - i. Enrollment report – reviewed most recent enrollment numbers
 - ii. 2020-2021 Registration – reviewed most recent registration numbers
 - b. Personnel
 - i. Updates
 1. Plan to draw up contracts at the March meeting
 - c. Budget and Finance Report
 - i. Balance Sheet YTD – reviewed
 - ii. Profit & Loss Statement YTD - reviewed
 - iii. Profit & Loss Statement Last 30 Days - reviewed
 - d. Old Business
 - i. Status of lease extension proposal with Temple Chai
 1. Reviewed updates provided by the Temple
 2. Planning to provide letter of intent to the Temple, to be prepared as discussed by MG
 - ii. Strategic Planning Committee Update
 1. Initial meeting held on 2/19/20; reviewed meeting notes
 - e. New Business:
 - i. Discussion and possible approval of Field trip to MIM on 4/17/20
 1. Field trip will be for all grades K-6
 - a. KR motioned to approve the field trip, AP seconded, all in favor
 - ii. Discussion and possible approval of Response to Charter Board's Intervention Letter
 1. Discussed response to Charter Board Intervention; response will be sent to auditor's office for review prior to submitting to Charter Board; KR motions to approve that MG can submit the response letter on behalf of the board, DM seconded, all in favor
 - iii. Discussion and possible approval of KG student waiver for January 2020 & forward
 1. Reviewed the letter submitted
 2. DM motioned to approve the request, MG motioned to second, all were in favor
 - iv. Discussion of Arizona Republic Records Request
 1. Reviewed the records request, and we will start working on the response
 - v. Discussion and completion of paperwork for directors and officers liability insurance
 1. Paperwork completed
 - vi. Discussion of auditor's recommendation of board president's sign off of bank reconciliation reports. Possible approval of amendment of current financial policy.
 1. Discussed adding the step of having a board member physically review and initial the bank reconciliation report every month; KR motions to approve this amendment to the current financial policy as presented, AP seconded the motion, all in favor
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.



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- a. Confidentiality reminder pursuant to A.R.S. § 38-431.03(C) *There was no executive session at this meeting.*
7. Announcement of future meeting: Thursday March 19, 2020 at 5 pm
8. Meeting adjourned: 7:02 pm