



Arizona Language Preparatory

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

**Open Meeting
December 3, 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 December 3, 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: 4:40 pm
3. Roll Call
 - a. Board Members Present: Kellie Rosinski (KR), Michael Gerity (MG), 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: one member of public present over call-in number
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. No members of public were present in person.

5. Principal's Report
 - a. Enrollment Report - reviewed
 - b. Personnel Report – reviewed; RM is proposing to hire an instructional assistant (see 8b) for Mandarin; plan to start 1/4/2021, total 24 hours per week; goal is to bridge the gap for students returning from online learning, and to provide additional support for all students in Mandarin as needed; reviewed proposed hourly rate
 - c. ESG Award of \$14,839.75 – need to spend by 12/30/2020; discussed planned use for covid-19 related expenses
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, signed by MG
7. Old Business
 - a. Review and discussion of Arizona Department of Health Services Benchmark Updates
 - i. Reviewed; will continue to monitor
 - b. Review and possible approval of amendments to ALP Bylaws
 - i. RM provided examples of bylaws; plan to review and discuss at a future meeting
 - c. 301 Pay for Performance update
 - i. RM discussed the current 301 Pay for Performance contract with the teachers, and discussed possible amendments; she also sent out a survey to assess their opinions; in summary, current 301 Pay for Performance plan will remain the same
 - d. Review and possible approval of the Financial Action Plan that was discussed at the board meeting on 11/5/20
 - i. MG motioned to approve the Financial Action Plan as discussed at the board meeting on 11/5/20; KR seconded, all were in favor
8. New Business
 - a. Review and Possible of Approval of last meeting minutes
 - i. AP motioned to approve the minutes as presented, MG seconded, all were in favor
 - b. Approval of new hire Tong Rose, instructional assistant, to begin 1/4/2021
 - i. KR motioned to approve the hire of Tong Rose as proposed by RM; DM seconded, all were in favor
 - c. Review of preliminary FY20 Financial and Compliance Audit results
 - i. Reviewed preliminary audit results; zero compliance issues identified
 - d. Review of FY20 Site Based Budget AFR Submission
 - i. AFR submitted successfully
 - e. Discussion and Possible Approval of FY21 Budget revision #1
 - i. MG motioned to approve the FY21 Budget revision #1 as presented by RM; KR seconded, all were in favor
 - f. Discussion and Possible Approval of stipend for all online teachers, payable on 12/15
 - i. KR motioned to approve the stipend for all online teachers as presented by RM; AP seconded, all were in favor
 - g. Discussion and Possible Approval of Personnel bonus for RM



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- i. Reviewed successful completion of bonus requirements; KR motioned to approve the bonus as described in contract, AP seconded, all were in favor
 - h. Further Discussion of In-Person learning beginning January 4, 2021; Possible Approval of ALP Addendums to opening/closure
 - i. Discussed benchmark updates; reviewed plans of other school districts; discussed the opinions of families that have been brought to the attention of school leadership; at this time, board will continue to review the data, CDC and local health agency recommendations, school cases (currently at zero); will meet again in 2 weeks to rediscuss
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)
 - b. No executive session entered
10. Announcement of future meeting: December 16, 2020 at 5: 30 pm (call-in only)
11. Meeting adjourned: 5:44 pm