



Arizona Language Preparatory

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

**Open Meeting
February 11, 2021
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 February 11, 2021. Meeting will be in person on campus at 4645 E Marilyn Road, Phoenix, AZ 85032 in the upstairs office room. Members of the public and board are also able to join via telephone or online (instructions can be found on the website at <http://azlanguageprep.org/>)**
 - 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: 4:39 pm
3. Roll Call
 - a. Board Members Present: Michael Gerity (MG; in person), Kellie Rosinski (KR; in person), Dan Melton (DM; over phone)
 - b. Board Members Absent: Allison Perrin (AP)
 - c. Non-Voting Officers Present: Renita Myers (RM; in person), Anne Cotty (AC; in person)
 - d. Non-Voting Officers Absent: n/a
 - e. Members of the Public Present: none



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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, 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. Incoming kindergarten class– reviewed
 - c. Personnel report– reviewed
 - d. Galileo mid-year benchmarks in math and ELA– reviewed
6. Budget and Finance Report
 - a. Status report of PPP loans– reviewed
 - b. Balance Sheet YTD– reviewed
 - c. Profit & Loss Statement YTD– reviewed
 - d. Profit & Loss Statement Last 30 Days– reviewed
 - e. Bank Reconciliation– reviewed, MG signed
7. Old Business
 - a. Review and Discussion of Arizona Department of Health Services Benchmark Updates
 - i. Reviewed
8. New Business
 - a. Review and possible approval of board meeting minutes from 1/21/2021
 - i. Reviewed, no edits requested; MG motioned to approve the minutes without edits, DM seconded, all in favor
 - b. Discussion and Possible Approval of 2021-2022 Teacher Contracts to be issued
 - i. Reviewed planned contracts; plan to review teacher contracts in detail at next board meeting including salary determination; no vote needed at this time
 - c. Discussion of Office/Business Manager position moving forward into the 2021-2022 school year
 - i. Discussed options on how to organize the position for 2021-2022
 - d. Review and Possible Approval of 2020-2021 Stakeholder Survey
 - i. Reviewed; KR motioned to approve the stakeholder survey as discussed, MG seconded, all in favor
 - e. Review, Completion and Possible Approval of Tax Form 990
 - i. Form 990 discussed and completed as a group; KR motioned to approve the form as completed, MG seconded, all in favor
 - f. Review and Possible Approval of Cintas Fire Invoice #0D53620553 for Fire Extinguisher maintenance
 - i. Reviewed indication for maintenance; DM motioned to approve the invoice in the amount of \$793.20 as presented, KR seconded, all in favor; additionally discussed plan to review with the Temple since the lease indicates this may be a covered expense
 - g. Discussion and Possible Approval of one of two quotes for Emergency Light Repair
 - i. Reviewed the quotes; KR motioned to approve the quote for \$743 before tax, contingent upon the Temple not providing another alternative solution; MG seconded, all in favor

