



# 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  
November 18, 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 November 18, 2021. Meeting will be in person at Arizona Language Preparatory, located at 4645 E Marilyn Rd, Phoenix, AZ, 85032. 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: 4:36 pm
3. Roll Call
  - a. Board Members Present: Kellie Rosinski (KR), Michael Gerity (MG), Andrea Erion (AE), Dan Melton (DM, over phone), Elvira Valenzuela (EV)
  - b. Board Members Absent: n/a
  - c. Non-Voting Officers Present: Renita Miller (RM)
  - 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.* No public in attendance.
5. PTO Report
  - a. Board report – none provided at this meeting
6. Principal's Report
  - a. Enrollment Report - reviewed
  - b. SY23 New & Potential Enrollment - reviewed
  - c. Personnel Updates (with option to vote to go into executive session for personnel matters)
    - i. Introduction of MH
      1. RM introduced MH, new employee in front office position
  - d. Galileo Benchmark 1 - reviewed
7. Business Manager Report
  - a. Finance Report - reviewed
  - b. Financial Action Plan and Q1 Report to Charter Board – reviewed; submitted on time
8. Old Business
  - a. Discussion and Possible Approval of last board minutes (from 10/14/21) - deferred
  - b. Review and Discussion of Arizona Department of Health Service Benchmark Updates, specifically K12 School Guidance for COVID-19 – no new updates discussed
  - c. Discussion and Status Update of New Building Acquisition for SY23; identification of next steps – close of sale 11/18/21; meeting with SCA scheduled next week to review remainder of lease and start discussing possibility of lease extension
  - d. Updates regarding the addition of multilingual text to school website - deferred
9. New Business
  - a. Approval of Classified Office Admin Assistant Contract for MH
    - i. KR motioned to approve the new hire of MH, MG seconded, all in favor
  - b. Discussion and Possible Approval of LOA request from LH
    - i. KR motioned to approve the LOA request from LH, DM seconded, all in favor
  - c. Discussion and Possible Approval of Michele Hill as an authorized check signer for ALP
    - i. MG motioned to approve MH as an authorized check signer for ALP, AE seconded, all in favor
  - d. Discussion and Possible Approval of contract addendum for TR, using ESSER II Funds
    - i. AE motioned to approve the contract addendum as presented, KR seconded, all in favor
  - e. Discussion and Approval of SY22 Teacher Pay for Performance Plan
    - i. KR motioned to approve the SY22 Teacher Pay for Performance Plan as presented, MG seconded, all in favor
  - f. Review and Acceptance of FY21 Audit
    - i. (Based on A.R.S. §15-914, as amended by Laws 2021, Ch. 7, §3, charter school governing bodies must publicly accept all audits and compliance questionnaires by roll call vote. The charter school's management should provide members of the governing body access to audit reports and the compliance questionnaire as part of submitting the charter's audit for governing body acceptance.)



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- ii. MG motioned to approve the FY21 audit, AE seconded, all in favor
  - g. Discussion and Possible Approval of Student Attendance Policy Addressing Family Vacations
    - i. (Pursuant to A.R.S. §15-901(A)(2), "...excused absences shall be identified by the Department of Education...". The Department of Education defines an excused absence as being an absence due to illness, doctor appointment, bereavement, family emergencies and out-of-school suspensions not to exceed 10% of the instructional days scheduled for the school year. The Department of Education delegates the decision of family vacations as an excused absence to individual school districts and charter holders.)
    - ii. MG motioned to make vacations unexcused, but students may still turn in missed work late; KR seconded, all in favor
  - h. Discussion and Possible Approval of Principal/Superintendent Bonus I eligibility and payout using \$3000 of RBF funds
    - i. KR motioned to approve the bonus given that eligibility has been met; EV seconded, all in favor
  - i. Discussion of Janitorial contract/service issues and Possible Approval of Action Plan
    - i. DM motioned to open bids to new providers and then cancel current provider once finding a replacement; AE seconded, all in favor
  - j. Discussion and Possible Approval of Addendum to Visitor Mask Policy specifically for outdoor events
    - i. KR motioned to approve a revision to the current mask policy for visitors, which is to allow mask wearing to be optional for outdoor events; EV seconded, all in favor
  - k. Discussion and Possible Approval of SMORE Newsletter renewal (Quote 19198) for \$1199.00 with PTO 50/50 split
    - i. DM motioned to approve the renewal as presented, AE seconded, all in favor
  - l. Discussion and Possible Approval of ALP Board Policy regarding student group travel with outside agency
    - i. RM and MG will begin to put together a draft for school policy that will be presented at a future meeting
  - m. Discussion and Possible Approval of Open House for SY23 families
    - i. KR motioned to approve an open house to be on Jan 20<sup>th</sup> at 6:00 pm, EV seconded, all in favor
- 10. 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. KR motioned to move into executive session to discuss personnel matters; DM seconded, all in favor
- 11. Announcement of future meeting: January 20, 2022 at 4:30 pm
- 12. Meeting adjourned: 6:39 pm