



Arizona Language Preparatory

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

Open Meeting

May 19, 2022

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 May 19, 2022. 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 always available for public viewing.
 - 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: 4:33 pm
3. Roll Call
 - a. Board Members Present: Kellie Rosinski (KR), Michael Gerity (MG), Dan Melton (DM, over phone), Andrea Erion (AE, over phone), Elvira Valenzuela (EV, over phone)
 - 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: Cory Buckband, Michele Hill
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),*



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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. PTO Report (4:30) – no member of PTO present
6. Business Manager Report – Craig Hollinger provided updates
7. Principal's Report
 - a. Enrollment Reports – reviewed by RM
 - b. Introduction & Presentation by Cory Buckband – graduate student from ASU Teacher's college; presented his proposed research study as part of his dissertation research; proposes to work with ALP students, teachers, and families as part of his study; plan to discuss and vote on proposal at next meeting
8. Old Business - Discussion Items
 - a. Review and Discussion of Arizona Department of Health Service Benchmark Updates, specifically K12 School Guidance for COVID-19
 - i. No updates
 - b. 2023 - 2024 Building Acquisition Updates & Discussion
 - i. We have a list of available buildings, and RM is starting to schedule tours; SCA has offered to donate 44 desks and chairs to our school
9. New Business - Discussion and Action Items
 - a. Discussion and Possible Approval of prior board minutes from April 28, 2022
 - i. Reviewed, no proposed edits; MG motioned to approve the minutes as presented, EV seconded, all in favor
 - b. Discussion and Possible Approval of rate changes for SY23 Homework Club & After Care
 - i. The following changes were discussed: adding a \$100 deposit requirement upfront to be used toward penalty payments (like NSF); eliminating the pick up "window", and instead enforcing 4:15 pm as the pick up time; enacting a tiered late payment approach in which late pickups are charged \$1/minute, and increasing late pick up fee by \$0.50 per minute for every 5 late pickup times accrued (eg after 5 late pickups, late fee goes to \$1.50/minute, after 10 minutes it goes to \$2/min, etc), and accrual would reset to 0 at the beginning of the next semester; late fees will be charged the following day; increase NSF fee from \$25 to \$30; \$25 after care fee will remain the same; the other program costs will increase by 8%
 - ii. KR motioned to approve the above changes, DM seconded, all in favor
 - c. Discussion and Possible Approval of Edupoint (SIS) Quote INV5775 for \$3712.97
 - i. MG motioned to approve the quote, KR seconded, all in favor
 - d. Discussion and Possible Approval of Dress Code Policy updates
 - i. AE motioned to approve the dress code policy changes as presented, MG seconded, all in favor
 - e. Discussion and Possible Approval of final Principal bonus payout for May 31, 2022
 - i. Reviewed the bonus stipulations; KR motioned to approve the bonus as laid out in RM's contract, MG seconded, all in favor
 - f. Discussion and Possible Modification of current lice notification policy
 - i. Reviewed recent incident and current policy; KR motioned to maintain policy without changes and reevaluate as needed in the future, MG seconded, all in favor



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- g. Discussion and Possible Approval of 403b/401k for Employees FY23 – reviewed options; EV motioned to approve the Raymond James Financial Services option, KR seconded, all in favor
 - i. Signature Wealth Concepts (403b)
 - ii. Paychex (401k)
 - iii. Trilogy Financial Services (401k/403b)
 - iv. Betterment at Work (401k/403b)
 - v. Raymond James Financial Services, Inc.
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. No executive session entered
11. Announcement of future meeting: June 16th 4:30 pm
12. Meeting adjourned: 6:14 pm