



# 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 August 18, 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 5:00 pm on August 18, 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: 5:06 pm
3. Roll Call
  - a. Board Members Present: Kellie Rosinski (KR), Michael Gerity (MG), Andrea Erion (AE), Elvira Valenzuela (EV)
  - b. Board Members Absent: Dan Melton (DM)
  - c. Non-Voting Officers Present: Renita Miller (RM)
  - d. Non-Voting Officers Absent: n/a
  - e. Members of the Public Present: Michelle Hill, Angie Hernandez, Craig Hollinger



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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. Approval of agenda
  - a. KR motioned to approve the agenda as written with the exception to move the business manager report to the beginning , AE seconded, all in favor
6. PTO report - presented by Angie Hernandez
  - a. New PTO board was voted in as of July 2022
  - b. Room parents are being set up for the classrooms
  - c. Mexican Independence Day celebration is being planned
  - d. Apex Fun Run is the first fundraiser of the year, scheduled 11/28/22-12/9/22
7. Business Manager Report
  - a. Craig Hollinger presented the FY2022 Board Financials
8. Principal's Report
  - a. Enrollment Reports - current enrollment is at 88
  - b. Staffing Update - reviewed; all positions are filled
  - c. School Update
    - i. First fire drill completed and successful
    - ii. Lockdown drill is planned later in the month and information will be sent out to families
    - iii. Galileo testing is in progress
    - iv. Mandarin and Spanish Pre-testing is scheduled late August 2022
9. Reports on standing items
  - a. 2023 - 2024 Building Acquisition Updates & Discussion
    - i. ALP has submitted a proposal to lease the building at Tatum & Marilyn
    - ii. Real estate agent is also inquiring about additional properties
  - b. Strategic Planning
    - i. Goal is to put the first implementation teams together after parent-teacher conferences are finished
10. Consent Agenda (Items for Consideration, Authorization, Discussion, Direction, and Possible Approval)
  - a. Discussion and Possible Approval of prior Board Minutes from July 14, 2022
    - i. MG motioned to approve the minutes as presented, EV seconded, all in favor
  - b. Personnel
    - i. Hiring of Lamei Hu - K-2 Mandarin
      1. KR motioned to approve the hire, AE seconded, all in favor
    - ii. Hiring of Johnni Burkette - Instructional Assistant and After Care Supervisor
      1. MG motioned to approve the position at \$18/hr, and motioned to offer an addended contract at full time, with inclusion of taking over the position of



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ALP's Social Media and Marketing Specialist, and this position would be at \$20/hr with benefits; KR seconded, all in favor

- c. School Year 2022-23 Compliance Statement of Assurance for ASBCS
  - i. Board read aloud the complete Compliance Statement of Assurance, and MG initialed next to each item after confirming each statement to be true; AE motioned to accept the statement, KR seconded, all in favor
- d. Arizona Language Preparatory Governing Board and Charter Administration Communication Protocols
  - i. KR motioned to approve the protocols as presented, MG seconded, all in favor
- e. Board Bylaws (board term and election protocol); Creation of Action Plan
  - i. Deferred; plan to discuss at next meeting with charter document in hand for review
- f. Parental Classroom Visitation, Tours, and Observations Policy (in accordance with HB2025)
  - i. KR motioned to approve the policy as presented; EV seconded, all in favor
- g. 9/11 Education Day Policy (in accordance with HB 2325)
  - i. EV motioned to approve the policy as presented, AE seconded, all in favor
- h. Sandra Day O'Conner Civic Celebration Day Policy (in accordance with ARS15-710-01)
  - i. AE motioned to approve the policy as presented, MG seconded, all in favor
- i. School Ceremonies and Observances Policy (in accordance with HB 2707)
  - i. KR motioned to approve the policy as presented, AE seconded, all in favor
- j. 2022-2023 301 Pay for Performance Plan
  - i. Discussed that the prior rubric is no longer required; discussed that we would like to simplify the Pay for Performance Plan criteria; goal is to have a proposal to review at the next meeting
- k. Discussion about sending out a beginning of the year teacher survey
  - i. KR suggested to work with RM on putting out a survey to elicit feedback from teachers on any beginning of the year questions, concerns, or other feedback that they would like the board and principal to consider at this time; MG motioned to approve drafting and sending out a teacher survey; KR seconded, all in favor
- l. Authorizations of Expenditures - MG motioned to approve the below invoices, AE seconded, all in favor
  - i. Better Chinese Estimates EST6651 (\$1530.00) & EST6652 (\$600.00) to be reimbursed by PTO
  - ii. GoGuardian 5-Year Quote Q-194600 for \$4639.00 to be paid in 4 annual installments
  - iii. Western Exterminator Company Service Agreement for \$1200.00 for 2022-2023 School Year
  - iv. Pacific Office Automation Copier Renewal Contract (\$357.39/month)
  - v. Second Amendment to SCA Lease Monthly Amount of \$9826.95 Effective August, 2022-June, 2023



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- vi. Prestige Janitorial Services Monthly Service Amount of \$1194.00/month August, 2022 - May 31, 2023
- vii. Prestige Carpet Cleaning (Invoice 55754) for \$992.64 for summer carpet cleaning
- viii. Request to Write off ALP invoices 4587 (25.00) and 4588 (45.00) from May, 2022
- m. Request for Future Agenda Items
  - i. This Agenda Item is for the Governing Board to have a running record for potential items to be placed on a future agenda. There will be no discussion on the substance, merits, or issues relating to the proposed agenda item.
  - ii. Agenda items requested: Review and possible approval of policy for PTO Guidelines for Facility Usage
- 11. 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. EV motioned to move into executive session to discuss fundraising options for new building acquisition, KR seconded, all in favor. Minutes recorded separately.
- 12. Announcement of future meeting: September 15, 2022 at 5 pm
- 13. Meeting adjourned: 7:08 pm