



Arizona Language Preparatory

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

**Open Meeting
September 15, 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 September 15, 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: 5:10 pm
3. Roll Call
 - a. Board Members Present: Kellie Rosinski (KR), Michael Gerity (MG), Andrea Erion (over phone)
 - b. Board Members Absent: Dan Melton (DM), Elvira Valenzuela (EV)
 - c. Non-Voting Officers Present: Renita Miller (RM)
 - d. Non-Voting Officers Absent: n/a
 - e. Members of the Public Present: Michelle Hill, Christina Beutin



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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. MG motioned to approve the agenda as written, AE seconded, all in favor
6. PTO report – by PTO president Christina Beutin
 - a. Reviewed current financials and budgets
 - b. Each teacher was given a check for \$250 to apply towards classroom supplies
 - c. Day of the Dead shirt presale is in progress through 9/23/22
 - d. Charleston Wrap Fundraiser will run between 9/19-10/7/22 (online) and information will be sent out next week
7. Business Manager Report - deferred
8. Principal's Report
 - a. Review of AzSci Spring 2022 Results
 - i. Reviewed results; RM has used the results to develop a focus on how to improve teaching of the science standards by the 3-6 team
 - b. Phoenix Partner with a Principal
 - i. The City of Phoenix has a business partnership with a principal program; RM applied for it and our application was accepted; we have been partnered with the Tempe Public Library; they will be coming for a 4 hour visit to assess how they can support our school
9. Reports on standing items
 - a. 2023 - 2024 Building Acquisition Updates & Discussion
 - i. ALP's realtor has been counter proposing a potential lease option with the property owners for the building next store at Marilyn and Tatum
 - ii. ALP will be working with the Charter Schools Development Corporation on potential options for a tenant improvement loan; additionally, we have reached out to multiple banks inquiring about a TI loan
 - iii. Goal is to make a decision on the lease proposal at or by the next board meeting
 - b. Strategic Planning
 - i. No updates
10. Consent Agenda (Items for Consideration, Authorization, Discussion, Direction, and Possible Approval)
 - a. Discussion and Possible Approval of prior Board Minutes from August 18, 2022
 - i. AE motioned to approve the minutes as presented, MG seconded, all in favor
 - b. Acceptance of Employment Changes
 - i. Beverley Zhang - K-2 ELA - Resignation
 1. KR motioned to approve the resignation, MG seconded, all in favor
 - ii. Lluvia Capanear - K-2 ELA
 1. MG motioned to approve the new hire, AE seconded, all in favor
 - c. 2022-2023 301 Pay for Performance Criteria and Rubric
 - i. Reviewed the rubric developed by RM



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1. Discussed that there have been some concerns by teachers at how complicated the rubric has been in the past; this updated rubric has simplified some of the process and evaluation
 2. The full amount of the pay is based on ADM
 3. After discussing multiple options, KR motioned to approve the rubric as presented, with the change that payments will be paid out 50/50 at two separate times – half to be distributed at the time of the December paycheck (which will exclude student performance metric because this won't be available) and the other half to be distributed at the end of the school year (will be based on the complete rubric), at an amount up to \$600 for each payment (amount based on the current 301 estimate that will be received from the state); MG seconded, all in favor
- d. Review of Charter and Bylaws - tabled
- e. Parent Directory
- i. AE wanted to discuss creating a parent directory
 - ii. The PTO is currently working with the room parents to obtain contact information and set up a directory
 - iii. It is important for families to respond to the PTO by sending them an email, pto@azlanguageprep.org – with their student's name and grade, and the parent's contact information. This will allow the room parents to directly communicate with the families.
- f. Review of Teacher Survey; Create Plan of Action
- i. Board reserves right to enter executive session to discuss sensitive personnel information if needed
 1. Teacher surveys reviewed in detail
 2. Discussed each question or concern brought up in the surveys, and how each issue has been, or will be addressed by the administration
 3. KR motioned to plan on sending out a secondary survey in January 2023, to include a summary of how each item has been or is being addressed, and to request feedback on those changes; MG seconded, all in favor
- g. PTO Facility Usage Policy
- i. A Policy has been drafted by RM; she will be sending the policy to the PTO for review. This can be approved at a future board meeting pending their feedback.
- h. Authorizations of Expenditures
- i. SMORE Quote 25257 in amount of \$1199.00 to be split 50/50 with PTO
 1. Discussed increased rate of the SMORE program; discussed alternatives, many of which are more expensive at this time
 2. KR motioned to approve the quote as presented, MG seconded, all in favor
- i. 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.
 1. There have been parents requesting to add dress independent days (DID) days to the schedule



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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)
12. Announcement of future meeting: October 20th, 4:30 pm
13. Meeting adjourned: 7:22 pm