



Arizona Language Preparatory

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

Open Meeting October 20, 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 October 20, 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), Andrea Erion (AE, present over phone), Elvira Valenzuela (EV, present over phone)
 - 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, PTO member Angie Hernandez



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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 - Angie Hernandez
 - a. Reviewed current financials including balance and expenses
 - b. Dia de Los Muertos planning
 - c. Trunk or Treat is October 22, 2022
 - d. Charleston Wrap fundraiser has been extended to October 25, 2022
 - e. Apex fundraiser will be 11/28-12/9/22
7. Business Manager Report - presented by RM
 - a. Annual Financial Report -reviewed
 - b. Classroom Site Fund Report -reviewed
 - c. Site level reporting -reviewed
 - d. Results based funding report -reviewed
8. Principal's Report
 - a. Phoenix Partner with a Principal
 - i. ALP participated in this program last week through the City of Phoenix; we are partnered with the Tempe Public Library; a library representative visiting the school and will be looking for language learning resources that our school can potentially benefit from
 - b. Plan for Mandarin Class
 - i. Currently Ms. Rose and Ms. Yao are both using their planning periods to teach the K-2 mandarin classes; they have agreed to continue teaching the classes until the new full time position is filled; interviews are actively in progress and multiple candidates have been interviewed; two candidates have been invited back to observe the classrooms
9. Reports on standing items
 - a. 2023 - 2024 Building Acquisition Updates & Discussion
 - i. Bank34 Needs for TI Consideration
 1. Reviewed the information that Bank34 needs to consider a TI loan; however, the main obstacle is that they would require collateral to move forward; at this time, no collateral is available, so we will not be able to move forward with them at this time
 - ii. ALP has applied for a TI loan through the Charter Schools Development Corporation and is waiting to hear the amount ALP qualifies for
 - iii. SCA has been sent a request for extension to ALP's current lease and is awaiting a response
 - b. Strategic Planning
 - i. We are currently in Phase I, building acquisition



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10. Consent Agenda (Items for Consideration, Authorization, Discussion, Direction, and Possible Approval)
 - a. Discussion and Possible Approval of prior Board Minutes from September 15, 2022
 - i. MG motioned to approve the minutes as presented, AE seconded, all in favor
 - b. Acceptance of Resignation of LU, effective 10/23/22
 - i. KR motioned to approve the resignation, MG seconded, all in favor
 - c. Discussion and approval of stipends for TR and LH overloads
 - i. MG motioned to approve time and half for the extra time in the classroom for both teachers while providing K-2 mandarin instruction (rounded to \$47/hr) , KR seconded, all in favor
 - d. Discussion and possible approval of bonus eligibility and payout for RM, as of end of September
 - i. Reviewed criteria for bonus eligibility; she is meeting the criteria; KR motioned to approve the bonus as laid out in the contract, pending final submission of the audit, MG seconded, all in favor
 - e. Approval FY22 AFR
 - i. AE motioned to approve the AFR as presented, MG seconded, all in favor
 - f. PERM Information Sheet and Process for Sponsorship of LH
 - i. KR motioned to approve Step 1 of the PERM process; MG seconded; all in favor
 - g. Review of Charter and Bylaws - tabled
 - h. PTO Facility Usage Policy
 - i. KR motioned to approve the policy as presented, EV seconded, all in favor
 - i. Approval for PTO event on 10/22/22
 - i. KR motioned to approve the event as presented; AE seconded, all in favor
 - j. Authorizations of Expenditures
 - i. Written Request from TR in amount of \$1636.25
 1. RM provided materials to review and discuss regarding the incident; KR motioned to approve the reimbursement, EV seconded, all in favor
 - k. Parents requesting to add dress independent days (DID) to the schedule
 - i. Board discussed the pros and cons of additional DID days, as well as the teacher's opinions on the subject that have been shared previously; AE motioned to approve maintaining the status quo, EV seconded, all in favor
 - l. 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 items
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: November 10, 2022 at 5:00
13. Meeting adjourned: 5:34 pm