



Arizona Language Preparatory

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

**Open Meeting
February 2, 2023
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 February 2, 2023. 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), Jason Keith (JK), Lindsay Chapman (LC), 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



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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.*
 - a. No public commented
5. Approval of agenda
 - a. JK motioned to approve the agenda, EV seconded, all in favor (with the following changes: removing PTO report; also with the plan to enter executive session to discuss building options that are under a NDA and personnel matters)
6. Business Manager Report - current financials presented by Craig Hollinger including Statement of Financial Position as of 12/31/22
7. PTO report - deferred
8. Principal's Report
 - a. Status of Mandarin Position
 - i. We are changing the posting for the Mandarin teaching position to be for the 2023-2024 school year; the current teacher coverage arrangement will remain in place through the end of the 2022-2023 school year
 - b. Student Led Parent/Teacher Conferences
 - i. Meetings are in progress and so far there has been positive feedback from the families; plan for a family and teacher survey for additional feedback on the newly implemented student led conference format
 - c. Upcoming Open House
 - i. Scheduled 2/16/23 from 5-7 pm
 - d. Upcoming Enrollment Numbers
 - i. Reviewed
 - e. Intent to Return (Staff & Students)
 - i. Reviewed results of the survey regarding intent to return based on location of next school building
9. Reports on standing items
 - a. 2023 - 2024 Building Acquisition Updates & Discussion - discussed in executive session
 - i. Lease extension with SCA
 - ii. Additional building options
 - b. Marketing updates and planning
 - i. PTO will add \$150 per month in their budget to support marketing
 - ii. Plan for boosting certain facebook ads
 - iii. RM and a representative from PTO will meet this week to discuss adding the Tax Credit donation information on the website (so submissions can be done electronically)
 - iv. RM is having weekly meetings with staff that assists with social media postings
 - v. PTO is considering adding a plan to motivate families to subscribe to facebook and to contribute to google reviews



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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 January 5, 2023 and January 26, 2023
 - i. JK motioned to approve the minutes as presented, LC seconded, all in favor
 - b. Acceptance of Resignation of MH - last day 2/13/23
 - i. KR motioned to approve the resignation, JK seconded, all in favor
 - c. Update Office Manager job posting/description for Indeed
 - i. Discussed that title will be Office Manager, to include bookkeeping responsibilities; Michele will help edit the description to include the financial part of the job
 - d. Discussion & Authorization MG to sign tax form 940 for 2022
 - i. KR motioned to authorize MG to sign tax form 940; JK seconded, all in favor
 - e. 301 letter of consideration form
 - i. Letter from staff member reviewed and discussed; plan to consider the request, which will include reconsideration of the 301 policy at the next meeting, with the goal of maintaining equitability for all staff in 301 considerations
 - f. Discussion of 2023-2024 Employment Contracts
 - i. Discussed that contracts are now in the process of being drafted
 - ii. Discussed adding a fine for breaking the contract early (similar to other districts)
 - iii. Discussed removing the requirement for 10 outside hours of professional development (PD) time, and instead apply additional PD time toward 301 pay determination
 - g. RM mid-year contract bonus eligibility
 - i. Reviewed the bonus eligibility and deemed RM to have met the criteria; KR motioned to approve the bonus, MG seconded, all in favor
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. Executive session entered. Minutes reported separately.
12. Request for Future Agenda Items
 - a. 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
 - i. Attendance policy
 - ii. 301 policy
13. Announcement of future meeting: Feb 23rd at 4:30 pm
14. Meeting adjourned: 6:59 pm