



# 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 March 30, 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 March 30, 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: 4:38 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.*
5. Approval of agenda - JK motioned to approve the agenda as presented with the ability to move into executive session for personnel matters, LC seconded, all in favor
6. PTO report
  - a. Minutes from last PTO meeting
    - i. Angie is present to go over the report. Reviewed current budget. Main project right now is preparing for the auction.
7. Principal's Report
  - a. Enrollment Report - reviewed
  - b. Tax Credit Update - reviewed
  - c. Charters at the Capitol - RM and several teachers visited the capital and shared information about our school; made connections for future events and opportunities for the students
  - d. Staffing Updates
    - i. Five strong candidates are scheduled to interview for the Mandarin position for next year
  - e. Testing Updates
    - i. Galileo Benchmark testing completed; next set of Galileo testing is in May
    - ii. Mandarin and Spanish testing is planned for the last week of May
    - iii. State writing assessment moved to 4/4/23, and math testing 4/12-4/13/23
8. Reports on standing items
  - a. 2023 - 2024 Building Acquisition Updates & Discussion
    - i. Lease Extension with SCA
      1. SCA school board has approved our request to extend our lease through the end of the 2023-24 school year; they are working on finalizing the lease addendum, and the plan is to stay at the same rate; they will include a change in parking instructions
    - ii. Additional Building Options
      1. No updates
  - b. Strategic Planning (Tabled for 3/23/23 meeting)
9. Consent Agenda (Items for Consideration, Authorization, Discussion, Direction, and Possible Approval)
  - a. Approval of Prior Board Minutes from March 2, 2023
    - i. MG motioned to approve the minutes as written, EV seconded, all in favor
  - b. Personnel
    - i. LOA request from SM
      1. Reviewed request; KR motioned to approve the request, MG seconded, all in favor
    - ii. Temporary/Part-time Kathy Arnold for front desk and reading intervention
      1. Discussed hiring Kathy Arnold for M and F front desk 8-3, T-Th 10-12 reading intervention; discussed a rate of \$20/hr; KR motioned to approve the hiring with these conditions, EV seconded, all in favor



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- iii. Temporary/Part-time Miriam Campa for front desk
  - 1. Discussed in executive session
  - 2. In open session, JK motioned to not hire MC for the remainder of the 2023 school year, LC seconded, all in favor
- c. 2023-2024 School Calendar Options
  - i. Reviewed two school calendar drafts; EV motioned to approve draft 2, with the following changes: change 8/4/23 to a full day, and have half days during conferences the week of 8/29-8/31/23, and half days during conferences the week of 2/27-2/29/24; JK seconded, all in favor
- d. Review of Teacher & Professional Staff Contracts for the 2023-2024 school year
  - i. Reviewed changes to teacher contracts that were incorporated based on the items discussed at the prior meeting
  - ii. Supplemental role stipends were also discussed and agreed upon
  - iii. LC motioned to approve the contracts as presented, with 2% base salary increase to start, including the stipends for supplemental roles (eg team leads, testing site coordinators, designated dyslexia specialist), including matching up to 3% total salary toward IRA; plan to increase base salary if budget allows after budget for the year is finalized; EV seconded, all in favor
- e. Waitlist Policy for the 2023-2024 School Year
  - i. Reviewed samples of wait list policies, with plan to put one in place for the 2024-2025 school year, plan to post policy on website by summer of 2023
- f. Extension of lease with SCA
  - i. As above, waiting on addendum to extend the SCA lease through the 2023-2024 school year; JK motioned to approve signing the addendum once received, LC seconded, all in favor
- g. Upcoming Carnival/Auction
  - i. Further details about the event are pending the next PTO meeting
- h. Truancy Protocol
  - i. Discussed the need to institute a truancy protocol, given the high rate of chronic absenteeism / truancy
  - ii. LC discussed AZ state laws regarding truancy; she indicated that studies show that once truancy protocols are put into place, attendance improves significantly, usually by one week or more; exceptions to truancy are illness, religious holidays, bereavement, court, etc
  - iii. RM will put together a draft truancy protocol for review at the next meeting
- i. New Realtor Discussion
  - i. RM met with a new realtor to assist in looking for buildings for the 2024-2025 school year
- j. Konekti Communication Tools
  - i. EV discussed this app, which is used by Roosevelt school district; benefits of the app include improving and facilitating communication between teachers and families; company is offering a free trial up until the start of the 2023-2024 school year (just need to pay server charge); discussed getting more information with a plan to move forward with free trial.



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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)
    - i. KR motioned to enter executive session to discuss personnel matters; LC seconded, all in favor; minutes recorded separately.
11. 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 item.
    - i. Cory (grad student) to provide an update on his project at next meeting
    - ii. Waitlist policy
    - iii. Truancy policy review
    - iv. Benefit renewal
    - v. Preliminary budget review
12. Announcement of future meeting: May 4, 4:30 pm
13. Meeting adjourned: 7:33 pm