



# 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

May 4, 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 May 4, 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. 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: 4:35 pm
3. Roll Call
  - a. Board Members Present: Kellie Rosinski (KR), Jason Keith (JK), Lindsay Chapman (LC), Elvira Valenzuela (EV)
  - b. Board Members Absent: Michael Gerity (MG), Dan Melton (DM)
  - c. Non-Voting Officers Present: Renita Miller (RM)
  - d. Non-Voting Officers Absent: n/a
  - e. Members of the Public Present: Lindsey Cooper (parent), Michelle Hill, several teachers (TC, RV, JL, TR)
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,*



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*responding to any criticism, or scheduling the matter for further consideration and decision at a later date.*

- a. Lindsey Cooper wants the board to consider changing the start time of school to be later like 8:15 or 8:30 am; she brought studies for board review that suggested students don't learn as well before 9 am, and later start times have been shown to be associated with improved attendance
5. Approval of agenda
  - a. LC motioned to approve the agenda with the ability to move into executive session to discuss the Site Administrator Contract; JK seconded motion; KR, JK, LC, and EV all voted in favor
6. Principal's Report
  - a. Enrollment Report - reviewed
  - b. Staffing Updates- reviewed
  - c. 2023-2024 Parent Teacher Night (8/1/23 5:00-6:30) – discussed date of planned event
  - d. ESS Monitoring and 2023-2024 Self-Monitoring Requirements
    - i. Next year is ALP's final stage of ESS monitoring (which is the self monitoring cycle); outcome focus area will be reading proficiency; it is a year long cycle with benchmark check ins throughout the year
    - ii. Important dates will be placed on the master calendar
  - e. Charter Compliance Summit Update
    - i. Plan to send at least one board member with the principal / site admin to the summit next year
    - ii. Charter board will be sending out new enrollment documents that will need to be instituted as part of the enrollment packet
    - iii. Pest control and landscapers are not required to have IVP as long as Charter has a policy on it
    - iv. Office manager / principal need to subscribe to the McKinney Vento newsletter; mandatory monitoring begins next year
    - v. School safety recommendations discussed; plan to apply for grant to apply the new school safety recommendations
  - f. 10 Year Charter Check In
    - i. 10 year charter review for ALP is next year
    - ii. Need to create a binder with check list and important dates
    - iii. Plan to add quarterly review to list of admin duties, and plan to add as a standing item on board agendas
    - iv. Part of the review will include review of all meeting minutes from years 9-10
    - v. There will be quarterly compliance trainings to help review requirements
  - g. Teacher Appreciation Week - PTO is providing daily treats for teacher appreciation
7. Reports on standing items
  - a. 2023 - 2024 Building Acquisition Updates & Discussion
    - i. MG signed the addendum with SCA to extend current lease through the 2023-2024



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- school year; we are waiting on receipt of the fully executed lease
- ii. RM is working with the new realtor to find a new site for the 2024-2025 school year
- iii. Plan to look into financing options with the school's updated budget numbers
- b. Strategic Planning - tabled
- 8. Consent Agenda (Items for Consideration, Authorization, Discussion, Direction, and Possible Approval)
  - a. Approval of Prior Board Minutes from March 30, 2023 and April 27, 2023
    - i. EV motioned to approve the minutes as presented, JK seconded; KR, JK, LC, and EV all voted in favor
  - b. Personnel Items
    - i. Renewal of 2022-2023 Contract Reinstatement Addendum - MH (need signature)
      - 1. KR motioned to approve the reinstatement, EV seconded; KR, JK, LC, and EV all voted in favor
    - ii. Approval of Hiring of Yu Gong; K-2 Mandarin Teacher 2023-2024
      - 1. Discussed candidate Yu Gong who is currently a student intern with great recommendations; she has accepted the contract as offered; LC motioned to approve the hire, JK seconded; KR, JK, LC, and EV all voted in favor
    - iii. Approval of Hiring KA as Temporary/Sub Employee for remainder of 2022-2023 school year
      - 1. JK motioned to approve the hire, LC seconded; KR, JK, LC, and EV all voted in favor
    - iv. Request for Salary Increase TC
      - 1. Reviewed written request; reviewed budget numbers as they currently stand; JK motioned to deny specific request at this time, but with the plan to counter after the finalized budget numbers are available in June; LC seconded; KR, JK, LC, and EV all voted in favor
    - v. Request for Salary Increase RV
      - 1. Reviewed written request; reviewed budget numbers as they currently stand; KR motioned to deny specific request at this time, but with the plan to counter after the finalized budget numbers are available in June; EV seconded; KR, JK, LC, and EV all voted in favor
    - vi. Request for Salary Increase JL
      - 1. Reviewed written request; reviewed budget numbers as they currently stand; EV motioned to deny specific request at this time, but with the plan to counter after the finalized budget numbers are available in June; KR seconded; KR, JK, LC, and EV all voted in favor
    - vii. Request for Salary Increase TR
      - 1. Reviewed written request; reviewed budget numbers as they currently stand; LC motioned to deny specific request at this time, but with the plan



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to counter after the finalized budget numbers are available in June; JK seconded; KR, JK, LC, and EV all voted in favor

viii. Discussion of 2023-2024 non-instructional personnel needs

1. Discussed need for additional assistance in managing after care program; KR motioned to approve offering the right of first refusal to Sherry, and if she declines then posting a part time position; JK seconded; KR, JK, LC, and EV all voted in favor

ix. Superintendent/Principal Contract for the 2023-2024 School Year

1. Details were discussed in executive session and minutes were recorded separately. School Superintendent and Vice President Renita Miller (whose maiden name is Renita Myers) submitted a letter of intent to not return after completion of current contract due to long commute. Acceptance of her notice will result in the termination of her position with the school at the completion of her current contract on 06/30/2023. Ms. Miller is considered a charter principal for the school as listed with the Arizona State Board for Charter Schools, so acceptance of her notice will result in her termination and removal as a charter principal effective 06/30/2023. KR moved to accept the notice and resulting termination and removal. LC seconded. KR, MG, DM, and EV all voted in favor.
2. Due to position being open, discussed plan to prepare an updated job description for posting, initial transition plan, and planned starting salary

c. Medical/Vision/Dental Benefits for the 2023-2024 School Year – vote is pending receipt of final bids

- i. TriNet - awaiting quote
- ii. Holmes Murphy/Bywater Renewal

d. Acceptance of Termination of Contract with Barreda IT as of June 2, 2023.

- i. KR motioned to approve the contract termination, LC seconded; KR, JK, LC, and EV all voted in favor

e. Renewal Agreement with Lakeview Advisory, LLC for Accounting & Compliance Services

- i. KR motioned to approve renewal of the agreement as presented, LC seconded; KR, JK, LC, and EV all voted in favor

f. Imagine Learning Galileo Quote# 267289 for \$1650.00

- i. JK motioned to approve the quote, EV seconded; KR, JK, LC, and EV all voted in favor

g. Edupoint (SIS System) Invoice #INV7705 for #3805.79

- i. KR motioned to approve the quote, JK seconded; KR, JK, LC, and EV all voted in favor

h. Review of Tax Forms & Signature from MG

- i. KR motioned to approve the forms, EV seconded; KR, JK, LC, and EV all voted in favor

i. Review of Tax Credit budget and School Needs; possible approval of purchases: Discussed



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potentially spending tax credit money on the following items; RM will apply for a grant to cover the cost of an AED; no vote at this time

- i. AED
  - ii. First Aid & CPR Training for Staff
  - iii. Outside Picnic Tables
  - iv. Outdoor playground equipment
9. 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. LC motioned to move into executive session to discuss the Site Administrator Contract; JK seconded motion; KR, JK, LC, and EV all voted in favor
    - i. Minutes recorded separately
10. Request for Future Agenda Items
- a. Open Meeting Law & Robert's Rules of Order refresher
  - b. 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. Plan to review master school calendar regularly at future board meetings
    - ii. IT contract
    - iii. Policy regarding Pest control and landscaper IVP
    - iv. Add as a standing item to future agendas: Updates on 10 Year Charter Review and ESS monitoring
11. Announcement of future meeting: TBD
12. Meeting adjourned: 7:35 pm