



# 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

June 15, 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 June 15, 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: 4:37 pm
3. Roll Call
  - a. Board Members Present: Lindsay Chapman (LC), Jason Keith (JK), Kellie Rosinski (KR), Elvira Valenzuela (EV), Michael Gerity (MG, present until 5:45 pm; not present for consent agenda)
  - 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: Rosario Vargas, Jonathen Lameda, Lluvia Capanea, Tong Rose, Cory Buckband, Pedro Eribes, Craig Hollinger (over video)
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. Ms. Rosario asked about considering a change in the 301 pay plan; currently the payment is rolled into salary but she is asking about making it go back to incentive based
  - b. Mr. Jonathan shared that the teachers without teaching certificates are working on teaching certificates, and for consideration of higher pay
  - c. Ms. Rose would like the school to continue to work on building consistency across the K-6 trilingual curriculum
  - d. Ms. Lluvia also wanted consideration for higher pay for the teachers
5. Approval of agenda
- a. KR motioned to approve the agenda as is with the exception of moving executive session to the beginning to discuss the principal candidate Pedro Eribes, and to move Discussion and Approval of Proposed Budget to the beginning of the consent agenda; JK seconded; LC, EV, KR, JK, and MG all voted in favor.
6. PTO report – tabling (no new information received from PTO)
- a. Minutes from last PTO meeting
7. Business Manager Report
- a. Proposed Budget FY24 Overview
    - i. Craig Hollinger reviewed each line of the proposed budget, and answered board member questions
8. Principal's Report
- a. SY24 Enrollment Report
    - i. Current enrollment for SY24 is at 90
  - b. Transition Plan Status
    - i. RM is creating a google doc that summarizes pertinent information for the incoming principal; the google doc is also shared with the governing board and Michele Hill; RM will be meeting with the incoming principal next week to review transition information and to answer questions
  - c. Testing Results
    - i. RM reviewed Galileo pre and post testing results
    - ii. RM reviewed AASA test results
9. Reports on standing items
- a. 2023 - 2024 Building Acquisition Updates & Discussion
    - i. Realtor continues to look for new buildings for SY25
    - ii. JK and EV will lead a Building Acquisition Committee that will include stakeholders interested in assisting with the search
  - b. Strategic Planning (Table until August)
10. Consent Agenda (Items for Consideration, Authorization, Discussion, Direction, and Possible Approval)
- a. Approval of Prior Board Minutes from May 4, 2023
    - i. JK motioned to approve the minutes as written, EV seconded; LC, EV, KR, and JK all voted in favor.
  - b. Acceptance of Resignation of Board Member Dan Melton



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- i. KR motioned to approve the resignation of DM, LC seconded; LC, EV, KR, and JK all voted in favor.
- c. Discussion of Possible open Board seat
  - i. Discussed that there are 5 board seats currently filled, after the resignation of DM; will plan to open a new seat when one of the 5 seats opens
- d. Personnel Items
  - i. 2023-2024 Office Manager Contract Renewal (MH) at \$48,000/year
    1. Current contract is at \$45,000; discussed that MH will be taking on new roles with the transition to new school leadership; new rolls will include payroll, bill paying, assisting with compliance audit, and helping new principal with the transition
    2. EV motioned to approve the increase to \$48,000, LC seconded; LC, EV, KR, and JK all voted in favor.
  - ii. Approval of Contract for Pedro A. Eribes as new ALP Principal/Administrator (\$88,000)
    1. Board members had the opportunity to review the resume of Pedro A. Eribes, and to meet him during executive session and ask questions. Pedro was selected by a panel of stakeholders that included teachers, parents, and a board member (KR)
    2. Contract negotiated for candidate was \$88,000, with inclusion of 5% retirement matching; 3% matching is automatically included for all employees, and the additional 2% is \$1,760, which will be rolled into his salary (since different matching rates cannot be set); this results in a total salary of \$89,760
    3. EV motioned to approve Pedro Eribes as the new ALP Principal/Administrator at a salary of \$89,760; JK seconded; LC, EV, and JK all voted in favor; KR abstained (since part of the interview committee)
  - iii. K-3 Classroom Aide position
    1. Discussed days and hours needed for the position, to include assistance with homework club
  - iv. \$2000 increase for Rosario Vargas for confirmed Teaching Certificate (\$45,000 to \$47,000)
    1. KR motioned to approve the increase, EV seconded; LC, EV, KR, and JK all voted in favor
  - v. Hiring RM as Educational Consultant for ALP for SY24 from Results Based Funding Bucket
    1. Reviewed proposed contract from RM for growth compliance consulting; JK motioned to approve the contract as written, LC seconded; LC, EV, KR, and JK all voted in favor



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- e. Bonus Allocation 3 in the amount of \$3000 for Principal (RM) as per contract (Item 6c) to be evaluated by the end of May: Reviewed successful completion of both criteria; JK motioned to approve the full bonus as outlined in the contract, EV seconded; LC, EV, KR, and JK all voted in favor
  - i. Successful completion of end of year testing
  - ii. Successful and continued efforts to increase enrollment at ALP
- f. Discussion and Approval of Proposed Budget
  - i. Possible salary increases
    - 1. Proposed budget reviewed in detail with Craig Hollinger
    - 2. KR motioned to approve an additional \$24,000 to go toward paying teachers as a Longevity and Retention Bonus, to be paid out in two separate payments, one at winter break, and the other half at the end of the school year (with the below breakdown in distribution), and motioned to approve the proposed budget with this change; JK seconded; LC, EV, KR, and JK all voted in favor
      - a. 10 year teacher will get an additional \$5,000; 6 year teachers will get an additional \$4,000; 2-3 year teachers will get an additional \$3,000; first year teachers will get an additional \$1,000
- g. Parent Hardship Request for Free KG tuition
  - i. Reviewed hardship request; discussed unable to approve at this time; JK motioned to deny the request, LC seconded; LC, EV, KR, and JK all voted in favor
- h. Discussion of Storage Unit placement
  - i. New storage unit was placed near a neighboring property and the homeowner is requesting it be moved to a different location on the property; MH will work with SCA and PTO to relocate the storage container
- i. Remove Renita Miller from Bank of America as a check signer
  - i. KR motioned to remove RM as a bank signed, EV seconded; LC, EV, KR, and JK all voted in favor
- j. Roundstone/Bywater Health Insurance Renewal
  - i. Bidding with BLX/BLS and TriNet
  - ii. 32% premium increase/Level Funding Plan Premium Reimbursement
    - 1. Cost of healthcare premiums has greatly increased, and renewing current plan is the most cost effective option; KR motioned to approve the renewal of the current plan with the required 32% increase, JK seconded; LC, EV, KR, and JK all voted in favor
- k. Legal Compliance Audit Questionnaire (need MG signature), Invoice 101, and PO in the amount of \$1750.00 from Mara G Mann, CPA
  - i. EV motioned to approve the invoice, LC seconded; LC, EV, KR, and JK all voted in favor



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- I. Approval of Invoice #1921(PO XXXXXX) for Bilingual Pediatric Therapies in amount of \$2588.25 for March - May services
    - i. JK motioned to approve the invoice, LC seconded; LC, EV, KR, and JK all voted in favor
  - m. Approval of Better Chinese Quote EST6861 in amount of \$1752.28 for Volume 1-3 Readers
    - i. PTO has paid this fee in some of the past year; plan to request PTO to pay this (consumable) fee or split the fee
  - n. Approval of Janitorial Services – reviewed the below bids
    - i. Environment Control (\$1468.00/Month \$17616.00/Year)
      1. LC motioned to approve Environment Control as the janitorial contractor, JK seconded; LC, EV, KR, and JK all voted in favor
    - ii. Stratus(\$1885.00/Month \$22620.00/Year)
    - iii. Health Point(\$2296.67/Month \$27560.04/Year)
    - iv. Prestige(\$1340.00/ Month \$16080.00/Year)-Current company
  - o. Approval of Technology Administrator
    - i. Bidding Status
      1. Bids from three companies were requested, but only one company (365 Technology) responded with a bid; plan to table until next meeting with the goal to have at least a second bid to review
    - ii. 365 Technology (891.75/month 10,701.00/Year)
  - p. Discussion and Plan for Account Transfers due to Principal Change – KR motioned to approve the transfer of facebook, instagram, SAM.gov, and ADE ConnectLogon to Pedro Eribes, and the Ring Account to Michele Hill; EV seconded; LC, EV, KR, and JK all voted in favor
    - i. Costco Citibank Account & Membership to Costco for ALP
      1. RM closed her account, which had her name cosigned with ALP
    - ii. Transfer of Facebook and Instagram for ALP (to Pedro)
    - iii. SAM.gov Entity Registration for ALP
      1. RM will transfer to Pedro as the entity administrator, but should make this be under charter representative
    - iv. Ring Account for Doorbell to MH
    - v. ADE ConnectLogOn (to Pedro)
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 minutes recorded 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 item.



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- i. Opening a new costco account
  - ii. Renewing charter association membership in Pedro Eribes' name
  - iii. Updating board by laws
  - iv. Status of PTO paying for Better Chinese
  - v. Building subcommittee
  - vi. Teacher salary schedule
  - vii. Technology service plan
  - viii. School start times
  - ix. Truancy protocol
  - x. 301 plan
  - xi. Website updates (posting re: board members on subcommittee; translating into all three languages)
  - xii. Adopted budget approval
13. Announcement of future meeting: July 13, 2023 at 4:30 pm
14. Meeting adjourned: 7:51 pm