



Arizona Language Preparatory

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

Open Meeting

July 13, 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 July 13, 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: 4:32 pm
3. Roll Call
 - a. Board Members Present: Kellie Rosinski (KR), Michael Gerity (MG), Jason Keith (JK), Lindsay Chapman (LC)
 - b. Board Members Absent: Elvira Valenzuela (EV)
 - c. Non-Voting Officers Present: Pedro Eribes (PE)
 - d. Non-Voting Officers Absent: n/a
 - e. Members of the Public Present: two staff members, one parent (Angie Hernandez), business manager Craig Hollinger
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,*



Arizona Language Preparatory

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

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

- a. *Ms. Vargas wants to know the status of the 3-6 ELA position*
 - b. *Angie Hernandez-requests transparency and collective decision making, involving teachers in decision making, connectivity*
5. Approval of agenda – MG motioned to approve the agenda as written, LC seconded; MG, LC, KR, JK all in favor
6. PTO report – tabled (no PTO members present at this meeting)
7. Business Manager Report
 - a. Proposed Budget FY24 – updated budget reviewed and presented by Craig Hollinger
8. Principal’s Report
 - a. SY24 Enrollment Report - reviewed by PE
 - b. Staffing update - reviewed by PE
 - i. ELA 3-6 position is still open; plan to find other websites for job posting, reach out to university programs
 - ii. Sherry would like to be considered for a raise before determining if she will return as a staff member
 - c. School year preparation update
 - i. PE discussed current preparations underway including website updates, account transitions, resolving state reporting issues; also in the process of getting state testing dates scheduled; school calendar has been updated in synergy
9. Reports on standing items
 - a. 2023 - 2024 Building Acquisition Updates & Discussion
 - i. Building Acquisition Subcommittee updates
 1. Plan to email families regarding invitation to join subcommittee
 - a. Invitation will be included in a smore newsletter
 2. Plan to post on website that two board members (JK, EV) will be part of the subcommittee and will not be making any decisions without board approval
 - a. KR will post this message on the website
 3. Updates on available properties
 - a. JK discussed options currently being evaluated with the realtor
 4. Discussion and possible approval of expanding search boundaries, budget, and alternative investor opportunities
 - a. Due to limited availability of commercial properties that would fit ALP’s needs within the current search, discussed increasing the search radius, increasing monthly lease range to 15-20K per month, at least 10,000 square foot properties; a couple of investors have come forward to potentially purchase the property and lease back to ALP to further increase location opportunities; PE would also like to be involved in the search committee



Arizona Language Preparatory

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

- i. KR motioned to approve the above changes to the search criteria and opportunities, MG seconded; MG, LC, KR, JK all in favor
 - b. Strategic Planning (Table until August)
- 10. Consent Agenda (Items for Consideration, Authorization, Discussion, Direction, and Possible Approval)
 - a. Adoption of FY24 Budget
 - i. KR motioned to approve to adopt the budget as presented by Craig Hollinger, JK seconded; MG, LC, KR, JK all in favor
 - 1. PE and Craig Hollinger can work together to upload the signed adopted budget
 - b. Approval of Prior Board Minutes from June 15, 2023
 - i. LC motioned to approve the minutes as presented, MG seconded; MG, LC, KR, JK all in favor
 - c. Personnel Items
 - i. Discussion of rate increase and updating job description for Johnni Burkette
 - 1. Reviewed increase in job requirements and duties, including substitute teaching as needed and coverage of office duties; due to the increase in responsibility, MG motioned to approve a \$2/hr raise, corresponding to \$22/hour, effective for the current pay period, with the plan to further discuss if able to transition to salaried position at next meeting; JK seconded; MG, LC, KR, JK all in favor
 - d. Add Pedro Eribes as Bank of America check signer
 - i. This was completed 7/13/23 in person at Bank of America
 - e. Approval of Technology Administrator
 - i. Bidding Options from Jason Keith
 - 1. Jason Keith provided the name of a contractor who came to the school but has not yet submitted a formal bid
 - ii. 365 Technology (891.75/month 10,701.00/Year) - reviewed
 - iii. Bid proposal from Angie Hernandez (\$500/month, plus request for employee discount for student services)
 - 1. Contract reviewed; benefits would be familiarity with the current IT needs and systems, and ability to start immediately, as well as favorable recommendations by staff; JK motioned to approve the contract as written with a 50% vendor discount for kindergarten services (and waived after care fees on days Angie is here after school working on IT service issues), with the plan to evaluate a work log and performance in 90 days to determine if contract is successful to all parties at that time ; KR seconded; MG, LC, KR, JK all in favor
 - f. Renew charter association account in Pedro Eribes' name



Arizona Language Preparatory

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

- i. PE will be in contact with RM for assistance on how to renew this account
- g. Plan email introduction of new principal Pedro Eribes
 - i. Plan for a letter to be prepared and sent out to stakeholders through a smore newsletter
- h. Better Chinese curriculum payment plan, possible contribution from PTO
 - i. PTO agreed to pay at least half of the invoice; KR motioned to approve the PTO contribution, MG seconded; MG, LC, KR, JK all in favor
- i. Plan to request ALP be listed on the website for the AZ Charter Schools Association
 - i. PE will work on this when he works on renewing the membership
- j. Action plan to improve 3-6 literacy
 - i. Tabled to next meeting
- k. Janitorial contract
 - i. Finalized at last meeting; no issues to discuss at this time
- l. New costco citibank card
 - i. RM closed her citibank costco credit card that was tied to the ALP costco account; Michele Hills will confirm costco account is still open
- m. SAM.gov registrant name change
 - i. PE will work on transitioning the SAM.gov registrant account to be in his name
- n. Possible increase of ALP contribution amount to employee health insurance premiums
 - i. Reviewed the increase in premiums of close to ~\$180 per month per staff member; JK motioned to approve an ALP contribution increase in the amount of \$60/month, which would total \$410/month (\$350+\$60), MG seconded; MG, LC, KR, JK all in favor
- o. Consideration of adding an additional school board seat
 - i. Plan to request applications to fill the open board position through an upcoming smore newsletter
- p. Discussion of updating school board bylaws
 - i. MG emailed board members the current bylaws; goal is to draft an updated set of bylaws for review at one of the next board meetings
- q. Parent hardship request for free KG tuition
 - i. JK motioned to deny the request, MG seconded; MG, LC, KR, JK all in favor
 - ii. MG will research the ESA scholarship program as a possible resource for families looking for financial assistance to cover the half day kindergarten tuition that is not covered by the state
- r. Truancy protocol
 - i. Plan for LC and EV to draft a protocol for review at the next meeting
- s. School start time
 - i. A family requested consideration of making the school start time later (like 8:45 or 9 am) and provided educational material on the topic that was reviewed during the



Arizona Language Preparatory

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

meeting; pros and cons were discussed; KR motioned to keep the start time the same without changes, LC seconded; MG, LC, KR, JK all in favor

- t. Prop 301 pay for performance
 - i. Plan for teacher survey to request feedback on Prop 301 payment structure
 1. Ms. Vargas has requested consideration to return to an incentive based pay structure for the Prop 301 funds
 2. Since current contracts are already signed, any potential changes would be for the school year starting in 2024
 3. Plan for a teacher survey soliciting feedback on Prop 301 payment structure to guide next year's planning
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. No executive session entered
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.
 - i. Consideration of additional program offerings (consider parent survey)
 - ii. ESA scholarship program
 - iii. Truancy
 - iv. Bylaws
13. Announcement of future meeting: August 17th 4:30 pm
14. Meeting adjourned: 7:28 pm