



# 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 August 17, 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 August 17, 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 Pedro Eribes at (602) 996-1595.
2. Call to Order: 4:34 pm
3. Roll Call
  - a. Board Members Present: Kellie Rosinski (KR), Michael Gerity (MG), Lindsay Chapman (LC), Elvira Valenzuela (EV), Jason Keith (JK)
  - b. Board Members Absent: n/a
  - c. Non-Voting Officers Present: Pedro Eribes (PE)
  - d. Non-Voting Officers Absent: n/a
  - e. Members of the Public Present: 4 staff members
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. JB has requested a raise (item 9c(i) below) and wants to add that she also substitute teaches as needed and would like this to be part of the consideration.
5. Approval of agenda
  - a. LC motioned to approve the agenda as written, except to move discussion of item 9c into executive session, EV seconded; LC, EV, JK, MG, and KR all in favor
6. PTO report – tabled to next meeting
7. Principal’s Report
  - a. Enrollment Report – reviewed
  - b. Attendance Report – reviewed attendance and tardies for each grade level; discussed that level of absences and tardies is high
  - c. Staffing update
    - i. ELA 3-6 position updates
      1. AH proposal for ELA position (discussed below in executive session as part of section 9c)
      2. Current advertising summary and plans
        - a. Indeed posting needs to be updated
        - b. Job posting has been sent to potential candidates at SCC and ASU
        - c. Posting is also on ASU board
        - d. Linked In ad to be posted by end of this week
        - e. EV has reached out to her contacts for leads
        - f. JK reached out to Teach for America
        - g. PE will be posting ad on Handshake
        - h. Plan to request bids from temp agencies
    - ii. KC hired as IA (section 9e below)
  - d. Upcoming Events and Important Dates
    - i. Reviewed SY24/FY24 deadlines, which are organized on a master administrative google calendar document (discussed more in section 9k)
  - e. Quarterly assessment update
    - i. Testing updates reviewed; pretesting in progress
  - f. Account transition updates
    - i. Renew charter association account in Pedro Eribes’ name
      1. PE will work with RM on making this transition
    - ii. New costco account
      1. Plan for new account in school name
    - iii. SAM.gov registrant name change
      1. PE will continue to work on getting this account under his name
8. Reports on standing items
  - a. 2023 - 2024 Building Acquisition Updates & Discussion
    - i. Building Acquisition Subcommittee updates
      1. EV and JK have been visiting potential buildings with realtor; there are 1-2 buildings for which they will request specific lease amounts
      2. Current realtor has been responsive and easy to work with



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3. Plan to invite additional members to committee from stakeholders
      4. Plan to look into creative financing options; there is a potential investor who could purchase a building of interest and lease to ALP
    - b. Strategic Planning
      - i. Plan for PE to meet with RM to discuss next steps in strategic planning
      - ii. Shared drive contains all prior documents from RM related to strategic planning
9. Consent Agenda (Items for Consideration, Authorization, Discussion, Direction, and Possible Approval)
  - a. Approval of board minutes from last two meetings July 13, 2023 and August 14, 2023
    - i. MG motioned to approve the minutes from August 14, 2023, EV seconded; LC, EV, JK, MG, and KR all in favor
    - ii. Tabling July 13, 2023 minute approval until next meeting
  - b. ESS updates
    - i. Bilingual Pediatrics has had poor response times; they scheduled staff to come meet with PE on 8/11/23, then no showed with a delay in response and rescheduling
    - ii. PE has reached out to multiple alternative companies that can provide ESS
    - iii. PE plans to obtain two additional bids by end of day 8/18/23, with goal for new company to start next week; he will provide daily email updates while this is pending
  - c. Personnel Items (discussed in executive session)
    - i. JB pay increase request, request for consideration of salary
      1. Item discussed in executive session, with vote in open session; JK motioned to deny request, EV seconded; LC, EV, JK, and MG all in favor; KR recused herself from vote
    - ii. AH proposal for ELA teacher contract
      1. Item discussed in executive session, with vote in open session; LC motioned to deny proposal, JK seconded; LC, EV, JK, MG, and KR all in favor
  - d. Review of applicants for open school board position
    - i. Applicant J. Blake Mayes
      1. JK motioned to approve applicant for the open board position, LC seconded; LC, EV, JK, MG, and KR all in favor
  - e. Hiring of instructional assistant KC at \$15/hr
    - i. KC has been hired and is working 32 hours per week, \$15/hr, supporting primarily the K-2 team
      1. KR motioned to approve the hire, JK seconded, LC, EV, JK, MG, and KR all in favor
  - f. Updating ALP school board bylaws
    - i. KR has reviewed bylaws from other schools and is working on updating ALP's bylaws; goal is to have a draft ready to be reviewed at the next meeting
  - g. School truancy protocol
    - i. LC and EV have worked together to come up with a truancy protocol due to the high rates of absences and tardies, which greatly impacts the funding received by the school, and negatively impacts learning for the students; tardies additionally



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- negatively impact other students due to distractions when students come in late while a class is in progress
- ii. Definition: truancy is defined as missing 10% or more days, which is 19 days, including excused and unexcused absences
  - iii. There is an existing protocol, and the proposal for an updated protocol was discussed as follows:
    1. After 2 unexcused absences, principal will call family
    2. After 5 unexcused absences: letter will be mailed out
    3. After 10 unexcused absences: letter will be mailed out, and additional phone calls will be at discretion of principal
    4. After 19 unexcused absences: school will consider reporting truancy to the state, with decision made on a case by case decision by the school board
    5. Tardy protocol also needs to be put in place; a sign at 8 am will be put out indicating that students are late, and starting with the 5<sup>th</sup> tardy, a red form with the truancy protocol will be given to the parent/guardian at time of each subsequent drop off
      - a. At a future meeting, will look into how to minimize disruption to classrooms due to tardy students
  - iv. How to communicate this information:
    1. Informational form, smore newsletter
    2. Consider holding a physical assembly with families
    3. JK motioned to approve the above protocol, LC seconded; LC, EV, JK, MG, and KR all in favor
  - h. Better Chinese - request for additional printable books by Ms. Rose (total amount \$718.83)
    - i. KR motioned to approve the expense, EV seconded; LC, EV, JK, MG, and KR all in favor
  - i. Approval of LH to be AASA test coordinator, with stipend amount \$1500
    - i. JK motioned to approve the expense, EV seconded; LC, EV, JK, MG, and KR all in favor
  - j. Updates on working with Educational Consultant RM, and discussion of future work plan including possible schedule and items to include in the consulting work
    - i. PE has been meeting with RM at least once per week to address specific questions that arise, which has been helpful
    - ii. KR motioned to approve a minimum twice weekly meeting schedule between PE and RM to go over important issues and deadlines, ESS monitoring, etc; JK seconded; LC, EV, JK, MG, and KR all in favor
  - k. Master calendar for administrative deadlines, key reporting deadlines
    - i. Important dates are on the admin google calendar; MH will confirm the ESS deadlines and reporting deadlines are all included
    - ii. Pedro will confirm that he is set up to receive DOE newsletters to stay up to date with deadlines and important date changes
    - iii. Plan to discuss important dates at each meeting with action plan
    - iv. PE will develop a shared deadline spreadsheet and share with MH, MG, KR
  - l. Consideration of an after school coding program



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- i. PE reached out to Coding with Kids about a potential after school program that would have a separate fee, likely 3:15-4:15; would require a minimum 7 students; cost \$249 for 10 weeks
        - 1. Plan to put out a survey to assess family interest in participating
        - 2. LC will make contact with another company that could potentially provide coding education services as well
    - m. Approval of a kindergarten scholarship received by an ALP family, and protocol for accepting scholarships
      - i. Board is waiting on documentation from the family showing the scholarship information and protocol for how to proceed; at this time, board was unable to vote on this item due to lack of documentation provided by family
    - n. Sidewalk safety plan
      - i. There is an uneven area on the sidewalk, and SCA has been very responsive to address getting this leveled to decrease fall risk
- 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)
  - b. Executive session entered to discuss personnel items (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. Updates on above agenda items that have action items
- 12. Announcement of future meeting: Sept 14<sup>th</sup>, 4:30 pm
- 13. Meeting adjourned: 7:42 pm