



# 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  
September 14, 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 September 14, 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: 4:31 pm
3. Roll Call
  - a. Board Members Present: Kellie Rosinski (KR), Michael Gerity (MG), Lindsay Chapman (LC), Elvira Valenzuela (EV), Jason Keith (JK), Blake Mays (BM; board member elect; awaiting final paperwork processing before being a full voting member)
  - b. Board Members Absent: none
  - c. Non-Voting Officers Present: none
  - d. Non-Voting Officers Absent: Pedro Eribes (PE)
  - e. Members of the Public Present: Several teachers; Michele Hill (MH)
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. There were no participants for call to public at this meeting
5. Approval of agenda
  - a. KR motioned to approve the agenda as written, with 10b (personnel items) to be discussed in executive session, LC seconded; KR, LC, MG, LC, and JK all in favor
6. Business Manager Report
  - a. Budget updates
    - i. Craig Hollinger reported that the original budget projections were higher than actual enrollment achieved. Without making changes to the current budget, the school is anticipated to run at a deficit, which would put school back into fiscal monitoring.
    - ii. Discussed ideas on how to amend the budget. Craig did find that the Worker's Compensation Policy was significantly overbudgeted (below). Budget is being reviewed for other potential cost saving modifications.
  - b. Worker's Compensation Policy review
    - i. Craig found that the Worker's Compensation Policy was significantly overbudgeted based on use of an incorrect code that was assigned through the Paychex system. Craig is helping to rectify this which will save a minimum of \$13,000 for the current fiscal year. Craig is going to see if we can recoup any overpayment of funds for FY23.
7. PTO report - deferred
8. Principal / Administrator Report – MH provided the report
  - a. Enrollment Report – reviewed
  - b. Attendance Report - deferred
  - c. Staffing update
    - i. ELA 3-6 position updates
      1. Candidate KA has applied for the open position. She is a returning teacher.
        - a. KR motioned to approve a contract for KA in the amount of \$43,000, with start date 9/18/23; EV seconded; KR, LC, MG, LC, and JK all in favor
  - d. Upcoming Events and Important Dates – reviewed
  - e. Quarterly assessment update – reviewed
9. Reports on standing items
  - a. 2023 - 2024 Building Acquisition Updates & Discussion
    - i. Building Acquisition Subcommittee updates
      1. No new buildings of interest
      2. A parent has expressed interest in joining the committee
      3. Plan to meet with SCA leadership to inquire about extension of current lease
  - b. Strategic Planning - tabled
10. Consent Agenda (Items for Consideration, Authorization, Discussion, Direction, and Possible Approval)
  - a. Approval of board minutes from meetings July 13, 2023 and August 17, 2023



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- i. EV motioned to approve the minutes as presented, MG seconded; KR, LC, MG, LC, and JK all in favor
- b. Personnel Items (discussed in executive session)
  - i. PE 90 day principal/superintendent performance review
  - ii. Administrative assignment – KR motioned to approve the interim administrative changes listed below, MG seconded; KR, LC, MG, LC, and JK all in favor
    1. Termination of PE’s contract as principal/superintendent, effective next business day 9/15/23
    2. Nomination of Luyao Huang (LH) as Teacher on Special Assignment (TOSA); as a certified teacher, LH will supervise teachers and work with direct oversight from the governing board
    3. Michele Hill (MH) will be assigned additional office responsibilities
    4. LH and MH will share leadership roles and office responsibilities to continue the smooth operations of the school
    5. Both LH and MH will work closely with our school's educational consultant RM
    6. A job posting will be listed to hire an office assistant who will assist with both MH and LH’s additional duties
    7. A job posting will be listed to hire a new principal/superintendent for the 2024-25 school year
    8. Educational consultant RM and charter representative MG to be given logins to access ADEConnect
    9. Stipends in the amount of \$1200 per month for both MH and LH for the additional time and responsibilities, to be reevaluated after new office assistant is hired; stipend’s effective start date 9/11/23, to correspond with the date the new responsibilities became necessary
- c. ESS updates
  - i. Reviewed updates
  - ii. All in Therapies is now providing ESS services
- d. Updates on working with Educational Consultant RM
  - i. Staff is working with RM to assist in various school administrative activities
- e. FY 2024 Tenth Year Interval Review
  - i. Training was completed 9/12/23
- f. Updating ALP school board bylaws
  - i. Reviewed updates to bylaw amendments; goal is to have a draft that can be reviewed and possibly approved by board at next meeting
- g. Updates to school truancy protocol
  - i. Discussed current efforts to mitigate truancy and tardiness; MH feels that there has been a decrease in tardies since implementing the new protocol
- h. Grants and Fundraising
  - i. Looking into options for grants, corporate donations, and school community fundraisers to help raise additional funds for the school; will need to work with PTO
- i. ELA 3-6 curriculum
  - i. New teacher KA will take over 3-6 ELA curriculum at start of contract date 9/18/23



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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. As above, executive session entered to discuss personnel items in section 10b.
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. IT services review
    - ii. JK to submit board resignation
    - iii. Approval of All in Therapies contract
13. Announcement of future meeting: 10/5/23 at 4:30 pm
14. Meeting adjourned: 7:19 pm