



Arizona Language Preparatory

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

Open Meeting

October 5, 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 October 5, 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 Michele Hill at (602) 996-1595.
2. Call to Order: 4:35 pm
3. Roll Call
 - a. Board Members Present: Kellie Rosinski (KR), Lindsay Chapman (LC, over phone), Elvira Valenzuela (EV), Blake Mayes (BM; board member elect; awaiting final paperwork processing before being a full voting member)
 - b. Board Members Absent: Michael Gerity
 - c. Non-Voting Officers Present: Administrative personnel Michele Hill (MH) and Luyao Huang (YH; TOSA)
 - d. Non-Voting Officers Absent: none
 - e. Members of the Public Present: Robert Cooper
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),*



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action taken as a result of public comment will be limited to directing staff to study the matter, responding to any criticism, or scheduling the matter for further consideration and decision at a later date.

- a. None
5. Approval of agenda
 - a. EV motioned to approve the agenda as written, LC seconded; EV, LC, and KR all in favor
6. Business Manager Report
 - a. Plan to schedule a dedicated meeting next week to review the AFR before it is due to be uploaded by 10/15/23
7. PTO report – report given by Robert Cooper
 - a. Robert Cooper reviewed revenue report, upcoming events and fundraisers
 - i. Apex fun run scheduled 10/6/23
 - ii. Trunk or Treat 10/21/23
 - iii. Dia De Los Muertos celebration planned for Friday 11/3/23; PTO has budgeted \$150 for the classroom decorations
8. Principal / Administrator Report – presented by MH and LH
 - a. Enrollment Report - reviewed
 - b. Attendance Report – reviewed
 - c. Staffing updates – reviewed
 - i. MH reports that a part time office administrative assistant should be sufficient, rather than full time as discussed at the last meeting; plan is to post a part-time position to cover 8-12 am 4-5 days per week at a rate of \$16-18 per hour
 - d. Upcoming Events and Important Dates – reviewed
 - e. Quarterly assessment update – reviewed
 - i. Discussed Dibels testing, MOWR, dyslexia training
9. Reports on standing items
 - a. 2023 - 2024 Building Acquisition Updates & Discussion
 - i. Building Acquisition Subcommittee updates – EV discussed updates
 1. Properties are being evaluation
 2. SCA will provide an update regarding whether further lease extensions will be possible
 3. EV will talk to Michael to also look for empty commercial lots, since portables could be a transition option
 - b. Strategic Planning – tabled; plan for MH and LH to discuss next steps with educational consultant RM
10. Consent Agenda (Items for Consideration, Authorization, Discussion, Direction, and Possible Approval)
 - a. Approval of board minutes from meetings September 14, 2023
 - i. LC motioned to approve the minutes as presented, EV seconded; EV, LC, and KR all in favor
 - b. Personnel Items (board may motion to discuss in executive session) - none
 - c. ESS updates
 - i. Reviewed updates; ESS requirements In compliance
 - d. Updates on working with Educational Consultant RM



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- i. Weekly meetings are in place between RM and MH, LH
 - e. FY 2024 Tenth Year Interval Review
 - i. Updates reviewed by LH
 - f. Updating ALP school board bylaws
 - i. KR provided a draft for review; plan for further review, and possible approval at next meeting
 - g. IT services review, including review of new bids
 - i. Discussed current vendor rate and other bids from RC (hourly rate rather than fixed rate) and 365 Managed IT (fixed rate); the bid from RC was estimated to be the most cost effective based on estimated time needed per month
 1. KR motioned to approve the bid from RC at a rate of \$45/hr, EV seconded; EV, LC, and KR all in favor
 - h. JK board resignation
 - i. KR motioned to approve the resignation, LC seconded; EV, LC, and KR all in favor
 - i. Approval of All in Therapies contract
 - i. KR motioned to approve the bid from All In Therapies dated 8/25/23 for special education services, billed at hourly rates that differ depending on the service being provided; EV seconded; EV, LC, and KR all in favor
 - j. Fireplace (SMORE) renewal - \$1,799.00 (and PTO offering to pay \$600 of the invoice)
 - i. LC motioned to approve the invoice, KR seconded; EV, LC, and KR all in favor
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.
13. Announcement of future meeting:
 - a. Thursday October 12th at 4:30 pm – dedicated meeting for AFR review and approval prior to due date of 10/15/23
 - b. Thursday Nov 2nd at 4:30 pm – regular monthly board meeting
14. Meeting adjourned: 5:42 pm