



Arizona Language Preparatory

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

**Open Meeting
November 2, 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 November 2, 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: 4:32 pm
3. Roll Call
 - a. Board Members Present: Kellie Rosinski (KR), Lindsay Chapman (LC), Elvira Valenzuela (EV), Michael Gerity (MG), Blake Mayes (BM)
 - b. Board Members Absent: none
 - c. Non-Voting Officers Present: Luyao Huang (LH; TOSA)
 - d. Non-Voting Officers Absent: none
 - e. Members of the Public Present: one teacher
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.

5. Approval of agenda – KR motioned to approve the agenda as written, with discussion of section 10b to be in executive session; LC seconded; KR, LC, MG, EV, and BM all in favor
6. Business Manager Report (no report at this meeting)
7. PTO report (no report at this meeting)
8. Principal / Administrator Report – updates presented by LH
 - a. Enrollment Report – reviewed; plan for open house Feb 2024
 - b. Attendance Report - reviewed
 - c. Staffing updates
 - i. Fully staffed
 - 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. Updates
 2. 1 year lease renewal proposal from SCA (see 10d)
 - b. Strategic Planning
 - i. Continued self monitoring plan; plan to set up stakeholder meetings for early 2024
 - c. FY 2024 Tenth Year Interval Review
 - i. Reviewed
 - d. Updating ALP school board bylaws
 - i. No updates
 - e. Updates on working with Educational Consultant RM
 - i. Reviewed
10. Consent Agenda (Items for Consideration, Authorization, Discussion, Direction, and Possible Approval)
 - a. Approval of board minutes from meetings October 5, 2023, October 12, 2023 and October 26, 2023
 - i. BM motioned to approve the minutes as presented, LC seconded; KR, LC, MG, EV, and BM all in favor
 - b. Personnel Items (board may motion to discuss in executive session)
 - i. Discussed in executive session (minutes recorded separately)
 - c. ESS updates
 - i. All in Therapy updates, and invoice review
 1. Reviewed updates to services and recent invoice; contract already approved at a prior board meeting
 2. Plan to request more direct communication with families
 - d. Option for one year lease extension with Scottsdale Christian Academy; review, discussion, and possible approval
 - i. Proposal from SCA reviewed; plan to compare proposed changes to prior lease agreement, with request for clarification as needed, with plan to vote on lease extension at next meeting



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- e. School test coordinator approval
 - i. MG to sign the document assigning LH to be ALP's test coordinator
- f. Philadelphia insurance invoice
 - i. Reviewed school insurance quarterly invoice in the amount of \$1,635.75; BM motioned to approve the invoice, LC seconded; KR, LC, MG, EV, and BM all in favor
- g. American Funds retirement service
 - i. Plan to authorize Craig Hollinger and Michele Hill to work directly with this service
 - 1. KR motioned to approve CH and MH to work directly with American Funds retirement service, BM seconded; KR, LC, MG, EV, and BM 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. Executive session entered; 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.
 - i. Staff and parent handbooks, updates and consistently between physical handbook and website
 - ii. 1 year lease extension with SCA
- 13. Announcement of future meeting: Dec 7th, 4:00 pm
- 14. Meeting adjourned: 5:27 pm