



# 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

March 4, 2024

### 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 4:00 pm on March 4, 2024. Meeting will be held virtually. 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: 4:03 pm
3. Roll Call (virtual only)
  - a. Board Members Present: Lindsay Chapman (LC), Kellie Rosinski (KR), Michael Gerity (MG), Blake Mayes (BM), Elvira Valenzuela (EV)
  - b. Board Members Absent: none
  - c. Non-Voting Officers Present: Michele Hill (MH), Luyao Huang (LH)
  - d. Non-Voting Officers Absent: none
  - e. Members of the Public Present: Tong Rose
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, responding to any criticism, or scheduling the matter for further consideration and decision at a later date.*



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5. Approval of agenda – KR motioned to approve the agenda as written, with the exception to move section 10a to when educational consultant RM can join the meeting; EV seconded; all in favor
6. Business Manager Report – none tonight
7. PTO report – none tonight
8. Principal / Administrator Report – reviewed by LH and MH
  - a. Enrollment Report – reviewed
    - i. Intent to return survey went out and majority of respondents have indicated a plan to return
  - b. Staffing updates – no changes
  - c. Upcoming Events and Important Dates
    - i. Spring break 3/9-3/17/24
    - ii. Auction preparation – an email will soon go about class baskets
  - d. Quarterly assessment update
    - i. Finished Azella testing
9. Reports on standing items
  - a. 2023 - 2024 Building Acquisition Updates & Discussion
    - i. Building Acquisition Subcommittee updates
      1. Discussed updates about potential buildings
        - a. Building toured on Cave Creek road; plan is to find out if all units can be toured; also need to find out cost estimates to install sprinklers and fire alarms; also need to look into permits for zoning and parking
      2. Realtor has sent several other building options, which were discussed; at this time, most are outside of target area and/or exceed budget for a school of our current size
      3. Amy (parent) has offered to talk to an investment company about the option to purchase a building and lease to our school
      4. BM is aware of a potential property and will provide that information
    - ii. Updates regarding one year lease extension with Scottsdale Christian Academy; review, discussion, and possible approval
      1. BM is still working on discussing the legal concerns with SCA's attorney; if unable to reach them, he plans to write a letter to present to the SCA board
  - b. Strategic Planning – no updates
  - c. FY 2024 Tenth Year Interval Review
    - i. Two items need to be updated on website, due end of March; MH will work on this
  - d. Updating ALP school board bylaws – no updates
  - e. Updates on working with Educational Consultant RM – reviewed; meetings are weekly and productive
  - f. ESS updates - reviewed
10. Consent Agenda (Items for Consideration, Authorization, Discussion, Direction, and Possible Approval)
  - a. Discuss creating a teacher salary schedule to be effective 2024-2025 school year, and teacher / staff contracts



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- i. Presentation by educational consultation Renita Miller
  1. RM reviewed the ALP Budget and salary planning from our monthly SY25 report prepared by Craig Hollinger
    - a. Reviewed that the biggest anticipated cost increase for next year will be the monthly rent amount
    - b. Will need to budget for an additional teacher for 3-6 Math because Ms. Luyao will be taking over full time as interim principal (TOSA)
    - c. Current contracts reviewed
    - d. Currently monthly expenses: \$63,468. Next year anticipated New monthly would be 68,801.47 (based on contract details discussed below), with total monthly income anticipated \$72,005.00
    - e. Current monthly salary is \$34,282, with an administrative salary between LH and MH for admin stipends, plus stipends for supplemental duties to teachers; for an additional salary, monthly estimate is \$36,331.50
    - f. Anticipated student count expected to increase due to only 3 students in graduating 6<sup>th</sup> grade class, and a larger incoming K class; however, estimates need to remain conservative based on current student number (77)
  2. Teacher contracts discussed, with plan to provide to teachers by end of March 2024
    - a. Teaching aid position discussed
      - i. MOWR/AIDE 15/hr
        1. Previously approved using ESSR funds; these funds are no longer available (part time grant funded position); right now position is paid through M&O
      - ii. HW/AIDE 22/hr
    - b. Details of contracts discussed and summarized below: EV motioned to approve the below list of items, BM seconded; EV, BM, MG, KR, and LC all in favor.
      - i. 2% salary increases
      - ii. Possible position adjustments, open positions:
        1. Some teachers have expressed an interest in the 3-6 math position; plan to post the job from within the school and hire within if a good fit is found
        2. If a teacher within the school is moved into the 3-6 math position, then we will need to publically post a position for their replacement
      - iii. Supplemental payments for job duties:
        1. Plan to keep without changes: \$2,000 for teacher certification; \$3,000 for team leads (determined by interview)
        2. Supplements to reconsider: Dyslexia, Level learning, Azella (some responsibilities may be taken over by LH as part of her other admin duties)

