



# 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 25, 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 25, 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: 4:02 pm
3. Roll Call
  - a. Board Members Present: Kellie Rosinski (KR), Blake Mays (BM), Lindsay Chapman (LC), Michael Gerity (MG), 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, Natalie Gerity, Michael Achtman
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 – BM motioned to approve the agenda with the ability to move into executive session to discuss personnel issues, LC seconded; BM, LC, EV, KR, and MG all in favor
6. Business Manager Report - none
7. PTO report – discussed by LH: Auction is scheduled 4/6/24, and class items are being worked on
8. Principal / Administrator Report
  - a. Enrollment Report – reviewed
  - b. Staffing updates – reviewed
  - c. Upcoming Events and Important Dates
    - i. Reviewed state testing planned for April 2024
    - ii. 4/25/24 mandarin spelling bee
  - d. Quarterly assessment update - reviewed
9. Reports on standing items
  - a. 2023 - 2024 Building Acquisition Updates & Discussion
    - i. Building Acquisition Subcommittee updates
      1. Discussed updates with subcommittee members, as well as school realtor Michael Achtman, who requested additional information to guide the search
    - ii. Updates regarding one year lease extension with Scottsdale Christian Academy; review, discussion, and possible approval
      1. BM sent an email to SCA to request reconsideration of part of the proposed amendment
    - iii. Evergreen Investment Company (guest speaker)
      1. Guest speaker not present, so EV summarized information related to the Evergreen investment company– a parent was working with Evergreen and is looking into the possibility of Evergreen purchasing a building with the option of ALP leasing from them
  - b. Strategic Planning - tabled
  - c. FY 2024 Tenth Year Interval Review - reviewed
  - d. Updating ALP school board bylaws - tabled
  - e. Updates on working with Educational Consultant RM - reviewed
  - f. ESS updates - reviewed
10. Consent Agenda (Items for Consideration, Authorization, Discussion, Direction, and Possible Approval)
  - a. Finalize teacher/staff contracts 2024-2025 school year
    - i. Reviewed summary of last meeting's approved changes
    - ii. Discussed increasing the pay out to teachers at the end of the year for unused PTO days, from \$75/day to \$125/day, which approximates the amount paid for in house coverage when a teacher is out.
      1. LC motioned to approve the increased rate of \$125 per unused PTO day, BM seconded; BM, LC, EV, KR, and MG all in favor
    - iii. Plan to keep the K-2 ELA position as the Azella testing administrator, but with reduced responsibilities (to be managed by LH), with \$1,500 stipend (from \$3,000)
      1. KR motioned to approve, EV seconded; BM, LC, EV, KR, and MG all in favor
  - b. Approval of board minutes from meeting March 4, 2024



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- i. EV motioned to approve the minutes as presented, BM seconded; BM, LC, EV, KR, and MG all in favor
    - c. Personnel Items (board may motion to discuss in executive session)
      - i. Discussed in executive session
      - ii. One item voted on during open meeting: Board discussed MH's contract, in that she will lose the stipend for administrative responsibilities that is effect during the current school year (since LH will be taking over majority of administrative responsibilities); since her salary will revert to the prior contract, and ALP is not in a financial position to increase her salary at this time, the following modifications were discussed to improve work/life balance and make the position for attractive for retention: revert her schedule back to 7:15-3:15, with an option to work from home on half day Fridays (once per month, business permitting), and an additional 5 days of PTO (without additional pay if the days go unused)
        1. KR motioned to approve the modifications as discussed, EV seconded; BM, LC, EV, KR, and MG all in favor
    - d. 301 Pay for performance
      - i. Discussed a plan to see if the 301 pay for performance amount can be increased, based on final budget numbers
    - e. Review of healthcare bids
      - i. Reviewed three healthcare bids (United, BCBS, and Roundstone/Bywater (current)); KR motioned to approve the most cost effective option which was BCBS, which will also decrease the monthly amount needed to be paid by the staff; EV seconded; BM, LC, EV, KR, and MG all in favor
    - f. Janitorial contract bids
      - i. MH has started to collect bids; plan to review all of them and vote at the next meeting
    - g. Discussion about opening additional board seats
      - i. LC discussed knowing a potential interested candidate for the board
        1. KR motioned to approve consideration of 1-2 board seats, LC seconded; BM, LC, EV, KR, and MG 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)
    - i. Executive session entered; summary documented in separate minutes
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. MH and LH contracts
13. Announcement of future meeting: April 8, 2024 at 4 pm (virtual, only to review/approve forms that need to be submitted by 8/12/24) and April 29, 2024 at 4 pm (virtual)
14. Meeting adjourned: 5:50 pm