Open Meeting April 29, 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 April 29, 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
 - a. Board Members Present: Kellie Rosinski (KR), Blake Mays (BM), Lindsay Chapman (LC), Michael Gerity (MG, starting at section 10e), and Elvira Valenzuela (EV, starting at section 10f)
 - b. Board Members Absent: none
 - c. Non-Voting Officers Present: Michele Hill (MH), Luyao Huang (LH)
 - d. Non-Voting Officers Absent: n/a
 - e. Members of the Public Present: none
- 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.

- 5. Approval of agenda BM motioned to approve the agenda as presented, with the ability to move into executive session to discuss personnel items, LC seconded; BM, LC, and KR all in favor
- 6. Business Manager Report revised budget deadline is May 15, 2024
- 7. PTO report
 - a. Raised \$5,882 at the school auction
 - b. End of school year party is being planned
- 8. Principal / Administrator Report
 - a. Enrollment Report reviewed
 - b. Staffing updates
 - i. Contract discussion as below in section 10
 - c. Upcoming Events and Important Dates
 - i. Kindergarten promotion 5/22/24
 - ii. 6th grade promotion date TBD
 - d. Quarterly assessment update
 - i. End of year testing scheduled 5/13-5/17/24
- 9. Reports on standing items
 - a. 2023 2024 Building Acquisition Updates & Discussion
 - i. Building Acquisition Subcommittee updates
 - 1. One year lease extension signed with SCA
 - 2. No other building updates
 - b. Strategic Planning tabled
 - c. FY 2024 Tenth Year Interval Review completed
 - d. Updating ALP school board bylaws tabled
 - e. Updates on working with Educational Consultant RM reviewed
 - f. ESS updates monitoring completed, with 100% compliance
- 10. Consent Agenda (Items for Consideration, Authorization, Discussion, Direction, and Possible Approval)
 - a. Staff contracts 2024-2025 school year (LH, MH)
 - Finalized staff contracts reviewed for LH and MH; contract details were previously approved; KR motioned to approve the contracts as presented, LC seconded; BM, LC, and KR all in favor
 - b. Approval of board minutes from meeting April 8, 2024
 - LC motioned to approve the minutes as presented, BM seconded; BM, LC, and KR all in favor
 - c. Mandarin K-2 contract for candidate HHF
 - i. KR motioned to approve the contract as presented in the amount of \$43,000 per year; BM seconded; BM, LC, and KR all in favor
 - d. Mandarin 3-6 contract for candidate HX
 - i. KR motioned to approve the contract as presented in the amount of \$43,860 per year; BM seconded; BM, LC, and KR all in favor
 - e. Audit planning

- i. Audit proposal reviewed by Mara Mann, who has been ALP's auditor for the past several years; rate increased by \$250 and there have not been rate increases in 3 years; BM motioned to approve the proposal in the amount of \$7,750 for the financial statement audit and \$1,750 for the Legal Compliance Questionnaire, with additional expenses not anticipated to exceed \$100; MG seconded; BM, LC, MG, and KR all in favor
- f. Personnel Items (board may motion to discuss in executive session)
 - i. Personnel items discussed during executive session, and recorded in separate minutes
 - ii. YG contract revision to comply with visa requirements
 - i. LC motioned to approve termination of YG's contract without cause per EAD card restrictions, effective date 5/14/24; KR seconded; LC, MG, EV, and KR all in favor (BM not present for vote)
- g. H1B visa application process (LH to present)
 - i. LH reviewed the H1B application process since most candidates for the mandarin teaching positions will require H1B visa sponsorship; sponsorship requires the employer to pay for the application filing fee and anti-fraud fees, which currently total \$970; board discussed being open to sponsorship for the right candidate(s)
- 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, and recorded 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. Review and approval of revised budget, with deadline May 15, 2024
- 13. Announcement of future meeting: May 13, 2024 at 4 pm (virtual; with focus on approval of revised budget and building acquisition updates)
- 14. Meeting adjourned: 5:29 pm