



Arizona Language Preparatory

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

Open Meeting

July 15, 2024

Joint Corporate and Governing Board of Directors Meeting

MINUTES – 4 PM MEETING

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 July 15, 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: Lindsay Chapman (LC), Blake Mayes (BM), Kellie Rosinski (KR), Michael Gerity (MG joined at 4:10 pm)
 - b. Board Members Absent: Elvira Valenzuela (EV)
 - c. Non-Voting Officers Present: Michele Hill (MH), Luyao Huang (LH)
 - d. Non-Voting Officers Absent: none
 - e. Members of the Public Present: none
4. Approval of agenda – KR motioned to approve the agenda as written, LC seconded; KR, LC, and BM all in favor (MG not present for vote)
5. Consent Agenda (Items for Consideration, Authorization, Discussion, Direction, and Possible Approval)
 - a. Approval of board minutes from meetings June 3, 2026, June 26, 2024, and July 9, 2024
 - i. BM motioned to approve the minutes as written, LC seconded; KR, LC, and BM all in favor (MG not present for vote)
 - b. Review of FY2025 Proposed Budget
 - i. Reviewed by business manager Craig Hollinger



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- ii. KR motioned to approve the amendments to the proposed budget as discussed; LC seconded; KR, LC, BM, and MG all in favor
- iii. Plan for adoption of budget in a subsequent meeting
- c. Property of interest for SY 2024-25 - 6140 E Thunderbird Rd. Scottsdale, AZ 85254
 - i. Discussion and possible approval of moving into the new property with Hola Hello Nihao preschool (HHNH would occupy a separate space, sign a separate lease, and be completely financially separate from ALP): discussed that ALP does not need the full space at the new location; the landlord is willing to rent the preschool section of the property to a private preschool at a cost of \$5,000 per month to offset the monthly lease for ALP; the preschool interested in the location is Hola Hello Nihao preschool; KR motioned to approve moving into the property with HHNH with maintenance of complete financial separation between the two entities, BM seconded; KR, BM, and LC all in favor (MG abstained due to 5.c.2 below)
 1. Conflict of interest disclosure
 - a. HHNH, the private preschool that is planning to lease the separate preschool area of the campus is owned in part by Natalie Gerity, wife of board member Michael Gerity; the entity is completely separate and will have no financial association with ALP; due to the conflict of interest, Michael Gerity will abstain from any vote pertaining to the lease or HHNH
 2. Plan for maintaining financial separation
 - a. HHNH will enter into a separate lease with the landlord and will pay their own deposit (proportionate to the monthly lease amount); they will also pay for their own electricity use proportionate to the square footage occupied, will be responsible for their own maintenance/repairs, and will be responsible for any other incidental costs; there will be no financial relationship between the two entities
 - i. KR motioned to approve the financial separation plan discussed, BM seconded; KR, BM, and LC all in favor (MG abstained)
 3. Lease contingency requirement by new landlord
 - a. The new landlord is requiring ALP to sign a lease contingency that it will take over the full property if the preschool (HHNH) vacates or breaks their lease; the board wants to make a distinction with the landlord that it will not personally be guaranteeing the preschool's lease; rather, ALP will assume the full property as a protection for the landlord if necessary
 - i. LC motioned to approve the lease contingency as discussed, BM seconded; KR, BM, and LC all in favor (MG abstained)
 - ii. Review and possible approval of final lease details for new property located at 6140 E Thunderbird Rd. Scottsdale, AZ 85254
 1. Reviewed recommended lease revisions prepared by BM, primarily related to use of leased premises, capping of lease increase after the initial 2 year term, leasehold improvements, lessor obligations for major repairs, right of first refusal of sale and leasing; discussed adding the approval of the lease contingency approved above in section 5.c. and the plan for complete financial separation between ALP and cotenant HHNH



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2. Due upon lease signing: certificate of insurance, initial month of rent, and the initial installment of the deposit per lease agreement
 3. BM will consult with an educational attorney
 4. KR motioned to approve requesting the lease amendments as discussed, with authorization of BM to continue negotiations without substantial financial changes, LC seconded; KR, BM, and LC all in favor (MG abstained)
- d. Property transition plan
- i. Moving Company Quotes – LC motioned to approve the quote by LifetimeMoving company, with 50% paid by the PTO, BM seconded; KR, BM, LC, and MG all in favor
 1. LifetimeMoving-\$4,000K
 2. Dose Moving and Storage- \$6400-\$7500K
 3. Kings Moving-\$10K
 - ii. Handyman services
 1. Plan to request at least 3 bids, in preparation for being responsible for minor repairs and maintenance at the new building
 - iii. Other needs
 1. Fire Marshal's inspection report
 - a. Fire marshal came out to the property on 7/12/24; portables need sprinklers installed, which is being addressed by the landlord; we will contact the office of the fire marshal to start working on obtaining a report in our school's name
 2. Certificate of occupancy, approved for educational use (elementary school)
 - a. Plan to apply for a certificate from the city of Scottsdale; we may be able to request a temporary certificate; LH will ask the city if we can be added on the current certificate, or if we need apply for a new one; cost estimate at this time is \$185
 3. Permit to Operate
 - a. Online there is a school grounds permit listed from 2019, and an active food service permit for the prior preschool
 - b. Per LH's discussion with Maricopa county, a new permit to operate must be requested and is estimated to take a month to obtain; it is non-transferrable; LH will start the process of getting the permit
 4. Maricopa County Environmental Services Department/ School Grounds Inspection
 - a. Maricopa County Environmental Services Department/ School Grounds Inspection Report – the on-site inspection can be scheduled after we obtain the permit to operate, and the inspections will continue annually
 5. Certificate of Insurance
 - a. MH has been working with our insurance carrier; there will need to be some overlap in coverage of both locations until the move is completed
 6. Amendments to submit before moving
 - a. School location change amendment and change of charter holder address will need to be submitted
 - b. List of items needed to submit the school location change amendment:
 - i. Certificate of occupancy



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- ii. Fire Marshal's inspection report
 - iii. Lease agreement
 - iv. Current Liability Insurance Coverage
 - v. A written narrative covering the topics set forth under Narrative description
 - vi. Completed Enrollment Matrix
 - vii. Completed Staffing Chart
 - viii. Agricultural Land Regulation Assurance
 - ix. Board minutes approving the change
 7. Communication plan: plan to communicate with stakeholders this week with an update regarding the transition plan
 8. Furnishings – MH and LH walked the property with the landlord on 7/15/24 to determine what furnishings will likely remain at the property
 9. IT walk through has been completed, and an email has been sent requesting more information
6. Announcement of future meeting: Thursday July 18th at 4 pm (virtual)
 7. Meeting adjourned: 6:06 pm