



# 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

July 18, 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 July 18, 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: 4:05 pm
3. Roll Call
  - a. Board Members Present: Kellie Rosinski (KR), Michael Gerity (MG), Blake Mayes (BM), Lindsay Chapman (LC 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: n/a
  - e. Members of the Public Present: none
4. Approval of agenda – BM motioned to approve the agenda as written, MG seconded; BM, MG, and KR all in favor (LC not yet present)
5. Consent Agenda (Items for Consideration, Authorization, Discussion, Direction, and Possible Approval)
  - a. Approval of board minutes from 4 pm and 4:30 pm meetings July 15, 2024
    - i. BM motioned to approve both sets of minutes as written, MG seconded; BM, MG, and KR all in favor (LC not yet present)
  - b. Lease negotiation updates for potential new property for SY 2024-25 located at 6140 E Thunderbird Rd. Scottsdale, AZ 85254



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- i. Discussed ongoing negotiations without any substantive changes; BM discussed the leasing arrangement with an educational attorney colleague to confirm no further modifications are recommended; landlord is requesting a signed lease by 7/19/24; KR motioned to approve signing the lease on 7/19/24 with details as discussed, with both KR and MG signing on behalf of ALP, BM seconded; KR, BM, and LC all in favor (MG abstained)
- c. Property transition plan updates
  - i. Maricopa County Operational Permit
    1. LH went to the county office and prepared a draft of the permit application for an ownership change request; draft reviewed; KR motioned to approve submission of the application as presented, BM seconded; KR, BM, LC, and MG all in favor
  - ii. Fire Inspection
    1. LH is confirming the current fire inspection process with the landlord will include coverage for educational use
  - iii. Certificate of Occupancy
    1. LH will request a copy from the City of Phoenix
  - iv. Other updates
    1. Bids for signage underway and so far we have three bids
      - a. Signarama quoted \$2,245.67 for the requested project, which includes the cost of installation
      - b. Fast Signs quoted \$2,115.78 for the two main panels, including installation, but the additional four strip signs would increase the cost and were not included on this bid
      - c. Vistaprint provided preliminary information
      - d. BM motioned to provisionally approve the bid from Signarama (plan to cancel if a better quote is received in the interim), KR seconded; BM, KR, LC, and MG all in favor
- d. Afterschool Program Packet Updates and Approval
  - i. Reviewed updates including the 3 day homework club option previously board-approved; BM motioned to approve the packet as presented, MG seconded; BM, MG, KR all in favor (LC not present for this vote)
- e. Staff updates
  - i. Teacher Assistant
    1. Discussed that the TA position will be financially feasible to continue this year, and LH has extended an offer to the prior staff member
  - ii. Mandarin Position
    1. LH and MH have been interviewing new candidates because the planned mandarin teacher is still pending an active visa work permit
  - iii. Resignation of MH
    1. Discussed MH's concerns; main concern pertains to an unanticipated change in workload and responsibility since signing her new contract, leading to many more hours worked outside of regular business hours, including many evenings and weekends
    2. Discussed a solution to reinstate her prior stipend (for SY 2023-24) to compensate the much heavier than expected workload associated with the pending school move; also discussed instituting boundaries, in which only emergencies are to be directly communicated outside of regular business



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- hours, and all other communication will be conducted during business hours; after discussing these solutions, MH withdrew her resignation
3. LC motioned to reinstate the stipend for MH to match last year's compensation due to the higher workload with a plan to reevaluate the workload and stipend in October of 2024, and to develop boundaries to improve the work/life balance as discussed above; BM seconded; KR, BM, LC, and MG all in favor
  - f. Student and Staff Handbooks (updated to 2024-2025)
    - i. LC motioned to approve the updated handbooks, KR seconded; BM seconded; KR, BM, LC, and MG all in favor
  - g. Staff request from JB
    - i. Discussed request, with no vote at today's meeting; LH will discuss alternative solutions with JB for consideration; if not resolved, will revisit at a future meeting
6. Announcement of future meeting: Thursday August 1, 2024 at 4 pm (virtual only)
  7. Meeting adjourned: 5:12 pm