



Arizona Language Preparatory

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

Open Meeting

August 15, 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 5:15 pm on August 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: 5:15 pm
3. Roll Call
 - a. Board Members Present: Kellie Rosinski (KR), Lindsay Chapman (LC), Blake Mayes (BM), Michael Gerity (MG)
 - b. Board Members Absent: Elvira Valenzuela (EV)
 - c. Non-Voting Officers Present: Luyao Huang (LH)
 - d. Non-Voting Officers Absent: Michele Hill
 - e. Members of the Public Present: Crystal (parent)
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 – LC motioned to approve the agenda as written, BM seconded; LC, BM, KR, and MG all in favor
6. PTO Report – presented by Crystal; Crystal reviewed financials for prior year and anticipated budget and plans for this next year; she also discussed the possibility for PTO to start a Gofundme



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fundraiser to help raise money for the upcoming ALP school move; the board was in favor of the PTO moving forward with this plan

7. Principal / Administrator Report - Presented by LH
 - a. Enrollment Report - reviewed
 - b. Staffing updates - reviewed
 - c. Upcoming Events and Important Dates - reviewed
 - d. Quarterly assessment update - reviewed
8. Consent Agenda (Items for Consideration, Authorization, Discussion, Direction, and Possible Approval)
 - a. Approval of board minutes from July 18, 2024
 - i. BM motioned to approve the minutes as written, LC seconded; LC, BM, KR, and MG all in favor
 - b. City of Phoenix Water Service – reimbursement to Temple Chai in amount of \$3,535.73
 - i. It came to the attention of Temple Chai that the water bill had not been allocated to ALP as outlined in the lease; the main concern is that there was a sizeable water leak that went undiscovered for several months and we did not have access to the bill, and therefore did not have the ability to catch it early and thus limit the amount accrued; plan is for BM to write a letter to the Temple Chai to help reach a favorable compromise / resolution
 - c. Commission request for 6140 Thunderbird property
 - i. The leasing agency made an agreement with the landlord to cut the commission in half; they are now requesting our school to cover the cost of the other half of the commission; although ALP appreciates the work of the leasing agent, the amount of for commission was not built into the budget, and there are still unknown costs that will accrue for the school’s upcoming move; the board is not able to allocate any money for this purpose
 - d. ALP Business Manager position updates
 - i. Job posting in progress, with plan to transition from Craig Hollinger’s services over the course of the next year
 - e. Approval of resignation of board member EV
 - i. KR motioned to approve the resignation, BM seconded, LC, BM, KR, and MG all in favor
 - f. Property transition plan updates
 - i. Temporary Certificate of Occupancy received for the modules from the landlord
 - ii. Fire inspection: walk through with fire department was on 8/13/24; they requested an evacuation plan and a full map, which have been submitted, and they will review it tomorrow; they have also requested the landlord to install another fire hydrant and to fix two of the gates
 - iii. County operational permit for school ground: application submitted 7/19/24, currently under review, passed on 8/6/24; invoice paid; awaiting the county inspector to contact us to schedule an on-site inspection
 - iv. New ALP signs will be installed early next week
9. Announcement of future meeting: Wednesday September 4th at 4:30 pm (in person and virtual)
10. Meeting adjourned: 6:10 pm