



# Arizona Language Preparatory

6140 E Thunderbird Rd | Phoenix, AZ 85254 | O: (602)996-1595 | F: (602)344-9560 | www.azlanguageprep.com

## Open Meeting

October 14, 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 4:30 pm on October 14, 2024. Meeting will be held virtually. Members of the public and board are 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, 6140 E Thunderbird Rd, Phoenix AZ 85254. 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: 4:33 pm
3. Roll Call
  - a. Board Members Present: Kellie Rosinski (KR), Michael Gerity (MG), Blake Mayes (BM)
  - b. Board Members Absent: Lindsay Chapman (LC)
  - c. Non-Voting Officers Present: Michele Hill (MH), Luyao Huang (LH)
  - d. Non-Voting Officers Absent: n/a
  - e. Members of the Public Present: Craig Hollinger (business manager)
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 with a request to start with 8b (AFR); MG seconded; MG, BM, and KR all in favor
6. PTO Report - deferred
7. Principal / Administrator Report – reviewed by MH and LH
  - a. Enrollment Report – reviewed



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- b. Staffing updates - reviewed
- c. Upcoming Events and Important Dates – reviewed
  - i. Apex Fun Run next Friday 10/18/24
  - ii. Trunk or Treat 10/25/24
  - iii. Dia de los Muertos 11/1/24
- 8. Consent Agenda (Items for Consideration, Authorization, Discussion, Direction, and Possible Approval)
  - a. Approval of board minutes from September 4, 2024 - deferred
  - b. Annual Financial Report (due 10/15/24) – presented by Craig Hollinger
    - i. Annual Financial Report AFR FY24 report for ADE – KR motioned to approve the AFR as presented with the edits discussed, and approved submission by Craig; MG seconded; MG, BM, and KR all in favor
  - c. Request for commercial brokerage services donated for commission for 6140 E Thunderbird property
    - i. In lieu of payment, the brokers are requesting a tax-deductible donation for their services
      - 1. BM motioned to approve the request, MG seconded; MG, BM, and KR all in favor
  - d. New Campus Safety
    - i. Security cameras
      - 1. Discussed how to manage the security cameras on campus; in the short term, plan is to request landlord to turn off the cameras in the rooms during the school day, but OK to keep them on at night, since the camera footage can be accessed by non-ALP people (right now, the cameras are physically covered)
    - ii. Fencing
      - 1. Plan to request from landlord the ability to place a gate between the front and back of the property
    - iii. Classroom locks
      - 1. Discussed the digital lock modes and the benefits and drawbacks of each mode; discussed that it would be easier and preferable to go back to the manual original locks for each door; plan to ask landlord if she still has the original locks; otherwise, we will get a bid for reinstalling manual locks
    - iv. Campus events
      - 1. Plan to request landlord to host non-school related campus events to be after 6 pm
- 9. Announcement of future meeting: 11/18/24 at 4:30 pm
- 10. Meeting adjourned: 5:43 pm