

REVISED AGENDA

NOTICE OF MEETING DATE AND POSSIBLE EXECUTIVE SESSION OF TEMPE PREPARATORY JUNIOR ACADEMY

Pursuant to Arizona Revised Statutes (A.R.S.) 38-431.02, notice is hereby given to the members of the Board of Directors (the Board) of Tempe Preparatory Junior Academy and to the general public that the Board will hold a meeting open to the public on **Wednesday, September 8, 2010, immediately following the meeting of the Board of Tempe Preparatory Academy, and tentatively scheduled for 7:00 p.m.** in the Student Union at Tempe Preparatory Academies, 1251 East Southern Avenue, Tempe, AZ. The Board reserves the right to change the order of items on the agenda. Some members of the Board may participate by conference telephone. Pursuant to A.R.S. 38-431.03 (A)(3), the Board may vote to go into Executive Session, which will not be open to the public. Copies of the agenda and supporting materials will be available 24 hours prior to the meeting at the Tempe Preparatory Junior Academy office and the agenda is available on line at www.tempeprep.org/pages/downloads/TPAboard_agendas.html.

1. **Call to Order.** (E. Ortiz)

2. **Call to the Public.** (E. Ortiz) At this time, any member of the public is allowed to address the Board of Directors on any issue, whether or not on the Agenda. Pursuant to Arizona Open Meeting Law, at the conclusion of the Call to the Public, individual members of the Board may respond to criticism made by those who have addressed the Board; may ask staff to review the matter; or may ask that the matter be placed on a future agenda. However, members of the Board shall not discuss or take legal action on matters raised during an open call to the public unless the matters appear on this Agenda and are otherwise properly noticed for discussion and legal action. On items specified for a vote on this Agenda, members of the public may comment after the Board discussion and prior to any vote on the matter.

3. **Consent Agenda:** All matters on the Consent Agenda may be approved by a single Board vote without discussion. Any matter on the Consent Agenda may be removed from the Consent Agenda and discussed as a Regular Agenda item upon the request of any Board Member.

a. Reading/Approval of the minutes of previous meetings:

i. August 4, 2010: Regular Meeting (A)

ii. August 4, 2010: Summit (A)

b. Review and approval of monthly financial statements (A) (H. Topper/B. White)

4. **Regular Agenda:**

a. Headmaster's Report. (H. Hallman)

i. Discipline & Enrollment (A)

ii. Teacher Improvement Programs (H)

iii. Tutoring Program (A)

b. Revisions to Budget for 2010-2011 (H) (H. Hallman/H. Topper/B. White)

c. Curriculum Mapping, Tutoring and Coaches Stipends (H) (Hallman)

d. Confirmation of Section 301 Funds Distribution Policy (A) (Hallman)

e. Student Representative

f. Holiday Party Update

g. Faculty Report. (**J. Veenstra**)

h. Parent Organization Report. (S. Begley)

5. **Executive Session:** All business conducted in Executive Session is confidential pursuant to A.R.S. 38-431.03. At this time, the public is to leave the room and take all materials such as backpacks, purses, and briefcases.

6. **Regular Agenda (Continued):**

- a. Possible motions from the Executive Session. (E. Ortiz)
- b. Discussion
- c. Call to the Public.
- d. Possible Vote on items presented

7. **Announcements:** (E. Ortiz)

8. **Next Board Meeting:** Wednesday, October 6, 2010 at 6:00 p.m. in the Student Union.

9. **Adjournment:** (E. Ortiz)

Dated and posted this 7th day of September, 2010
Tempe Preparatory Junior Academy



By Lisa Hicks, Clerk to the Board
10:30 AM

TPJA
Agenda Item
3ai

Tempe Preparatory Junior Academy
Board of Directors
MINUTES

Date: August 4, 2010

Time: 4:00p.m.

Location: Zelman Center

A meeting of the Tempe Preparatory Junior Academy Board of Directors was held in the Zelman Center of Tempe Preparatory Academy, 1251 East Southern Avenue, Tempe, Arizona, pursuant to A.R.S. 38-431.02, notice having been duly given.

Board Members Present: K Brockelman, Vice President presided; J Hughes, T Kilby, Secretary, T Bush, J Evans, C LeBeau, M Rhoades, PTO ex-officio member. J Veenstra, Faculty ex-officio member.

Board Members Absent: E. Ortiz, President.

Others Present: Hugh Hallman, TPA counsel and TPA Headmaster, B White, Business Manager.

1. **Call to Order.** K. Brockelman called the meeting to order at 5:05 P.M.
2. **Call to the Public.** No public present
3. **Consent Agenda:**
 - a. **Reading/Approval of the minutes of previous meetings:**
 - i. June 28, 2010: Regular Meeting (A)

T. Kilby moved to approve the consent agenda. J. Hughes seconded. Motion passed.
4. **Regular Agenda:**
 - a. No Items
5. **Executive Session:** No Executive Session was held.
6. **Announcements:** none.
7. **Next Regular Board Meeting:** Wednesday, September 8, 2010 at 7:00 p.m. in the Student Union.
8. **Adjournment:** T Bush moved to adjourn at 5:05 p.m. T Kilby seconded. Motion passed.

Respectfully Submitted,

Tara Kilby, Secretary
Susan Hallman, Scribe

TPJA
Agenda Item
3aii

Tempe Preparatory Academy
Tempe Preparatory Junior Academy
Joint Summit Meeting of the Boards of Directors
MINUTES

Date: Wednesday, August 4, 2010

Time: 6:00 p.m.

Location: Zelman Center

A special joint meeting of the Tempe Preparatory Academy Board of Directors and the Tempe Preparatory Junior Academy Board of Directors was held in the Student Union of Tempe Preparatory Academy, 1251 East Southern Avenue, Tempe, Arizona, pursuant to A.R.S. 38-431.02, notice having been duly given.

Board Members Present: K Brockelman, Vice President, presided; J Hughes, T Kilby, J Evans, C LeBeau, T Bush. M Rhoades, PTO ex-officio member, J Veenstra, Faculty ex-officio member.
Others Present: Hugh Hallman, Headmaster. TPA faculty/staff/contracted staff.

REGULAR SESSION

1. **Call to Order.** K. Brockelman called the meeting to order at 6:08p.m.
2. **Welcome & Dinner.** K. Brockelman and H. Hallman welcomed all the participants to the Summit.
3. **Vision & Mission of TPA & TPJA.** Mr. Hallman described the discussions among the Faculty at the Faculty's Summit, which had taken place over the preceding two days and would continue for a third day on August 5th. Faculty members expressed their support for the consensus reached regarding dress code, the limitations of the use of "pop" culture in the classrooms, among other issues.
4. **Character, Size, Facilities & Expectations for TPA & TPJA.** Mr. LeBeau raised the issue of the size of TPA and TPJA and inquired whether faculty members had yet considered potentially increasing the number of sections in each grade to four and adding a fifth grade. Mr. Hallman expressed the sentiment of the Faculty that such issues are important to the Faculty but had not yet been fully vetted; this year will bring further opportunities to discuss these issues and that available space is a precedent condition to making any further assessment of the opportunities. Fortunately, EdOptions may have space available at a price that might provide an opportunity to engage in fruitful investigation of options.
5. **Roles of Faculty, Staff, Parents, Family & Greater Community.** Mr. Hallman indicated that concepts involving these community members have been the subject of the Faculty discussions and more are to come. The Board members each thanked the Faculty and staff for their dedication to the schools.
6. **Governing Structure.** Board members expressed gratitude for the new TPAPA organization and leadership.
7. **Adjournment.** Mr. Brockelman sought a motion to adjourn, which was made by Mr. Bush and seconded by Mrs. Kilby, and passed unanimously at 7:35.

Respectfully Submitted

Tara Kilby, Secretary
Susan Hallman, Scribe

TPJA

Agenda Item

3b

Preliminary
Tempe Preparator Junior Academy
For the year ended Aug 31, 2010

Total Revenues from Local Sources (P1)

Local Revenues are \$6,945

Total Revenues State and Federal Sources (P1)

The total State Equalization, which includes the Federal supplement is \$46,839 of which \$4,000 came from the state

CSF & Instructional aid are currently \$2,992. The state is using an estimated count of 91, while we predict 88 students

Total Revenues are on target as the increase in local revenues offsets the reduction in state funding.

Expenses (P.1-3)

The majority of non payroll expenses are either a direct allocation from TPA. The instructor payroll is being billed separately by HR PRO.

Total expenses are \$67,677 for the two months ending August 31.

Overall Net Income (P3)

TPJA has a loss of 10,512.12 as expected for the two months. Ending Cash is \$52,224.90

3:36 PM
09/03/10
Accrual Basis

Tempe Preparatory Junior Academy
Balance Sheet
As of August 31, 2010

	<u>Aug 31, 10</u>
ASSETS	
Current Assets	
Checking/Savings	
0100 · Cash in bank - operating	
0101 Petty cash	100.00
0110 National Bank of Arizona	52,224.90
Total 0100 · Cash in bank - operating	<u>52,324.90</u>
Total Checking/Savings	52,324.90
Accounts Receivable	
130 Receivables	12,865.12
Total Accounts Receivable	<u>12,865.12</u>
Other Current Assets	
151 Due To/From TPA	504.47
Total Other Current Assets	<u>504.47</u>
Total Current Assets	65,694.49
Fixed Assets	
1640 · Furniture, fixtures, & equip	18,226.80
1745 · Accum deprec- furn,fix,equip	-7,898.28
Total Fixed Assets	<u>10,328.52</u>
TOTAL ASSETS	<u><u>76,023.01</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
2310 · Temp Restrict Rev-Book Deposit	14,940.00
Total Other Current Liabilities	<u>14,940.00</u>
Total Current Liabilities	<u>14,940.00</u>
Total Liabilities	14,940.00
Equity	
3010 · Unrestrict (retained earnings)	71,595.13
Net Income	-10,512.12
Total Equity	<u>61,083.01</u>
TOTAL LIABILITIES & EQUITY	<u><u>76,023.01</u></u>

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Total Equity	<u>61,083.01</u>
TOTAL LIABILITIES & EQUITY	<u><u>76,023.01</u></u>

3:25 PM
 09/03/10
 Accrual Basis

Tempe Preparatory Junior Academy
Profit & Loss
 July through August 2010

	Jul - Aug 10
6400.1.26 Purch Property Svcs	
6411.1.26 Water/Sewage	152.86
6422.1.26 Pest Control	10.92
6424.1.26 Custodial Services	2,576.84
6425.1.26 Lawn Care	200.52
6426.1.26 Security Services	87.34
6435.1.26 Repair & Maint Bldg	527.70
6436.1.26 Repair & Maint. Equip	454.92
6441.1.26 Renting Land & Bldgs	8,690.70
Total 6400.1.26 Purch Property Svcs	12,701.80
6500.1.26 Other Purchases Serv	
6570.1.26 Insur Plant/Liability	676.98
Total 6500.1.26 Other Purchases Serv	676.98
6600.1.26 Supply Oper/Maint	
6610.1.25 Supplies Cleaning	152.86
6611.1.26 Supplies	19.66
6683.1.26 Furn & Equip < \$1,000	109.18
Total 6600.1.26 Supply Oper/Maint	281.70
6620 Energy	
6621.1.26 Gas	37.12
6622.1.26 Electricity	924.40
Total 6620 Energy	961.52
Total 2600 · Operation/Maint of Plant	14,954.72
Total 100 · Regular Education	67,677.87
400 · Pupil Transportation	
2700.4 Student Transportation	
6300.4.27 Misc Purch Services	187.80
Total 2700.4 Student Transportation	187.80
Total 400 · Pupil Transportation	187.80
6740 · Depreciation & amortization exp	
Deprec & amort - allowable	607.56
Total 6740 · Depreciation & amortization exp	607.56
Total Expense	68,473.23
Net Ordinary Income	-10,512.12
Net Income	-10,512.12

TPJA

Agenda Item

4i

Tempe Preparatory Junior Academy
ADM / ADA Report
August 2010

At the end of **August 2010**, the Average Daily Membership (ADM) and the Average Daily Attendance (ADA) for each grade were as follows:

6th Grade

Number of students enrolled at the end of the month: 44 Wait List Count: 69
ADM: 43.71
ADA: 42.93

7th Grade

Number of students enrolled at the end of the month: 22 Wait List Count: 86
ADM: 22.00
ADA: 21.57

8th Grade

Number of students enrolled at the end of the month: 21 Wait List Count: 25
ADM: 20.47
ADA: 20.29

Total **August 2010** Enrollment: 87
Budgeted Enrollment: 88

Discipline Report

Number of attendance days this month: 17

Number of detentions assigned: 1
Number of Out-of-School Suspensions (OSS): 0
Total Number of days for Out-of-School Suspensions: 0

Number of In-School Suspensions (ISS): 0
Total Number of days for In-School Suspensions: 0

TPJA
Agenda Item
4iii

Facilitated Tutoring Program

Tempe Preparatory Academies long have encouraged students who are struggling academically to seek tutoring from teachers. As part of the tutoring program and consistent with our philosophy as a community of learners, the Academies have also asked older students who are proficient in a subject assist struggling students in that subject. The Family Handbook long has summarized this two-prong tutoring effort:

Teachers will inform students and parents at the start of the school year of their office hours and tutoring hours.... Students should avail themselves of tutoring if they have trouble in a class or with certain assignments. It is up to the student to let the teacher know that he or she desires further help. Parents can also contact the teacher to arrange for tutoring.

The department chair can also put students needing extra help in touch with older students who are especially proficient in each subject area. This peer tutoring is another important asset for students seeking to improve academically.

From recent experience, it appears that many of the students who face academic challenges do not seek tutoring assistance and, in many cases, approach a level of academic failure that requires the student be retained. In a few instances, students and their families elect to leave Tempe Prep rather than face retention.

Rather than wait for students and their families to react to failing quarter or semester grades, or hope that struggling students will both arrange for tutoring and attend sessions regularly, a proactive approach may provide the opportunity to improve the academic outcome for struggling students. In the past, Tempe Prep offered a tutoring program involving the entire math faculty for students struggling in math. Math faculty members would provide set coverage in the “Math Lab” to assist any student challenged by any math course. As the current Family Handbook still describes:

[T]he math department sponsors a “Math Lab” before school on most days, and students can come to the Lab to meet with teachers (whether or not they are in those teachers’ classes) to receive additional help.

Such a proactive approach seems more likely to succeed if we “assign” struggling students to tutoring and provide additional structure to the program. As discussed in the Faculty Summit, Faculty members will provide coverage for scheduled times, Monday through Friday, for an hour after school is completed for the day. For regular school days, the “mandatory” tutoring will be available from 3:00 to 4:00; for half days, tutoring will be available from 12:30 to 1:30. In the early stages of this effort, we all will need to be a bit flexible because it is likely that the need for coverage will be slight in the early weeks and increase during the semester. We likely should be prepared to have at least one Faculty member per subject area designated as responsible for each day; Faculty members then can refer their own students to seek them out for voluntary tutoring during the assigned times.

Students who are identified by faculty members as “struggling,” may be referred to the Facilitated Tutoring Program, which will be coordinated by Gwyn Melton. Mrs. Melton will be

assisted by Anthony Figueroa. Faculty members who would like to refer a student for assigned tutoring should email Mrs. Melton. Mrs. Melton and the Headmaster then will coordinate contacting the student's parents to arrange schedules and discuss the terms of the tutoring required of the student.

In some instances, students likely will be struggling in a number of courses. In those instances, we also should call on Nate Calahan's experience in teaching the study skills program this summer. We have developed a number of techniques to apply in instances when a student's primary hurdle is with homework and studying generally.

Please keep in mind that an "assigned" tutoring rotation for a Faculty member should not be viewed as relieving one of the general obligation to tutor students. However, by providing assigned tutoring and appropriate space for the program, we may find that the general tutoring program will go more smoothly and teachers will have a more structured (and weather-controlled) environment in which to conduct tutoring with students.

TPJA

Agenda Item

4d

Performance Pay Distribution Guidelines

Objective: Distribute the performance pay compensation to faculty who has demonstrated consistent and strong teaching and collegiality at Tempe Preparatory.

The Plan:

- Results of all formal evaluations will be reviewed by the TPA and TPJA Headmaster.
- For faculty who were evaluated by their department chair or the assistant Headmaster, a discussion between the Headmaster and the evaluator will be conducted as it relates to the performance of that teacher.
- The Headmaster will consider the results of the formal evaluation process, the required faculty reflection, the walk through observations of the Headmaster, assistant Headmaster (if any) and department chair to determine an overall assessment of that faculty member.
- The Headmaster will make the final determination of whether a faculty member is performing at an adequate standard to receive performance pay compensation.
- In the spirit of promoting an environment of a community of learners and the evaluation process as it relates to performance pay, this process will emphasize that continuing professional growth are key qualities to maintaining a positive working climate. The desire is that faculty will support one another toward becoming better teachers. There is no desire of this committee to create any type of system that is construed as competitive, however is one that financially rewards performance.

Given the community of learners statement above, the performance pay will be distributed as follows:

1. Faculty who are assessed by the Headmaster as proficient or above, will share an equal distribution of 80% of the state funds we receive for this purpose.
2. Faculty, who are assessed by the Headmaster as basic or unsatisfactory, will receive no distribution of performance pay monies for that semester and/or year. It is likely that faculty who fall in this category will be subject to an improvement plan, non-renewal of contract or possible termination.
3. At the close of the school year, the Headmaster will determine if any faculty should be identified as distinguished. Distinguished faculty would be those who have consistent, exemplary performance, active leadership roles in the school and/or other contributions so great that the Headmaster deems it appropriate to receive additional compensation. The additional performance pay compensation would be distributed at the discretion of the Headmaster and would be funded by the remaining 20% designated for this purpose. The notification would be conducted through a letter from the Headmaster to the individual. The compensation would serve as a private acknowledgement of the extraordinary talents of that individual.
4. First year teachers would be eligible for one distribution (May/June) of performance pay monies (beginning 09-10), subject to waiver of this limitation by the Headmaster. The first semester distribution would be rolled over and be distributed the following December (year two at TPA). For those first year teachers who return to TPA, the compensation would become available to them. For first year TPA teachers who elect to not return or whose contracts are not renewed, they would lose their eligibility to gain these funds. Note: Current first year teachers were assured that if performance warranted, a performance pay distribution would be made. Thus, #4 would not be implemented until the 2009-2010 school year, if at all.