

Tempe Preparatory Academy
Board of Directors
APPROVED MINUTES

Date: January 13, 2010

Time: 6:00p.m.

Location: Student Union

A regular meeting of the Tempe Preparatory 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: J Hughes, President. C LeBeau, Vice President. E Ortiz, Treasurer. T Kilby, Secretary. K Brockelman. J Evans. Lori Hickernell, Faculty ex-officio member. Sara Begley, PTO ex-officio member.

Board Members Absent: J Evans.

Others Present: Hugh Hallman, TPA counsel and Headmaster. Barbara White, Business Manager. H. Topper, Accountant.

1. **Call to Order.** J. Hughes called the meeting to order at 6:04p.m.

2. **Call to the Public.** No one answered the call to the public

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. December 3, 2009: Special Meeting
- ii. December 3, 2009: Special Executive Session
- iii. December 15, 2009: Regular Meeting
- iv. December 15, 2009: Executive Session
- v. December 18, 2009: Regular Event)

E Ortiz moved to approve item 3a on the Consent Agenda. T Kilby seconded. Motion passed.

b. Review and approval of monthly financial statements

H Topper reviewed the financials and answered questions from the Board.

E Ortiz moved to approve item 3 b on the consent agenda. T Kilby seconded. Motion passed

4. **Regular Agenda:**

a. **Headmaster's Report.**

i. **Enrollment & Discipline**—H Hallman noted that there may be some more loss of students in 10th and 11th grade, mainly because of transfer students who did not understand the rigor of TPA. He discussed this with the Board. Saturday detention program is still ongoing.

ii. **Fundraising**—H Hallman noted that Tax Credits were budgeted at ~\$123,000. To date we have \$120,000 in undesignated funds. It looks like we have far fewer fee-designated tax credits. Also there has been additional fundraising—we are ahead of what was projected for this year. To date fundraising is ~\$215,000 total, which is close to our annual goal. He also discussed anticipated State aid changes and how they may affect our budget.

Mr. Hallman also reviewed a proposal for summer travel from Dr Cardoso Planning is ongoing. They would like to go to Spain, but may go to Mexico. Goal is an intense language experience for students entering 11th and 12th grade. The Board expressed support for this proposal.

b. Applications & process for selecting additional board member--tabled

c. Accreditation Process-North Central—Mr. Hallman noted that the Accreditation review/visit will occur on 1/26/2010.

d. **College Counseling Process and Improvements**—H Hallman introduced Nate Calahan who has taken over as our college counselor. Mr. Calahan reported that he had met with a college counselor consultant. Goals are to make the college application process and financial aid process transparent and interactive to the students. Mr. Calahan wants to be accessible to students. He also wants to work on relationship building with the colleges that our students most apply to. As a TPA graduate, Mr. Calahan will also be able to better elucidate what a TPA education entails to the colleges our students are applying to. Mr. Calahan also noted that rank removal was offered to all Senior students and 13 have done so. All deadlines have been met during the transition. Several students have already been admitted. Mr. Calahan answered questions from the Board.

e. **Faculty Report.** L. Hickernell reported the Accreditation Process seems to be going very well, and she appreciates the inclusiveness of the project. She reported that one faculty member wondered about the Board selection process, and there was a specific question about terms.

f. **Parent Organization Report.** S. Begley reported that the next big activity is the Ren Fair. Winter Sports Dessert is upcoming and will be held at Ed Options.

T Kilby moved to enter Executive Session. E Ortiz seconded.
The Board went into Executive Session at 6:53p.m.

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.

- a. Discussion regarding employment matters—Business Manager, Assistant Headmaster, Facilities Maintenance Assistant Manager, Academic Supplies Manager, Registrar & Technology Manager, Receptionist and Secretary, College Counselor and part time teaching position, ¾-time music instructor, Finance Analyst, Finance & Reception Assistant, Athletic Trainer positions, actions, discipline and staff contract forms, terms and revisions and related issues (A.R.S. Section 38-431.03(A)(1)). (A) (H. Hallman, General Counsel)
- b. Discussion/Consultation with Attorney for legal advice regarding amended bylaws of TPA Foundation (A.R.S. Section 38-431.03(A)(3)). (H. Hallman, General Counsel)
- c. Discussion regarding appointment of member to Board (A.R.S. Section 38-431.03(A)(1)). (J. Hughes)

T Kilby moved to re-enter Regular Session. E Ortiz seconded.
The Board resumed Regular Session at 7:55p.m.

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

- a. Possible motions from the Executive Session. E Ortiz moved to approve a contract for a ¾ position for Lenore Wilkison T Kilby seconded. Motion passed. K Brockelman moved that the TPA Board waive its right to appoint members to the TPA Foundation, effective 7/1/2009, and to have the TPA Foundation remove from its Bylaws article 3, section 5. E Ortiz seconded. Motion passed.
- b. Discussion—none
- c. Call to the Public—none.
- d. Possible Vote on items presented Motion passed

7. **Announcements:** None.

8. **Next Board Meeting:** Wednesday, February 10, 2010 at 6:00 p.m. in the Student Union.

9. **Adjournment:** E Ortiz moved to adjourn the meeting at 8:00p.m. T Kilby seconded. Motion passed

Respectfully Submitted,

Tara Kilby
Susan Hallman, Scribe

