

Tempe Preparatory Academy
Board of Directors
APPROVED MINUTES

Date: Thursday August 14, 2008

Time: 6:00 p. 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. G Golka, Vice President. S Hallman, Secretary. E Ortiz, Treasurer. K Brockelman. T Kilby. M Zimmerman. J Evans. C LeBeau. S Begley, PTO ex-officio member. E Denny, Faculty ex-officio member.

Board Members Absent: None.

Others Present: J Boles, Head of School.

REGULAR SESSION

1. **Call to Order.** (J. Hughes) J Hughes called the meeting to order at 6:05p.m.
2. **Call to the Public.** (J. Hughes) No member of the public wished to address the Board.
3. **Consent Agenda:**
 - a. **Approval of June expenditures and budget.**
 - b. **Approval of July expenditures and budget.**
 - c. **Approval of final 2007-2008 expenditures and budget**
 - d. **Reading/Approval of the minutes of the previous meetings :**
 - i. June 12: Regular Meeting
 - ii. July 14: Regular meeting
 - iii. August 6: Meeting #1
 - iv. August 6: Meeting #2
 - v. May 27: Executive Session

E Ortiz moved to approve the consent agenda. T Kilby seconded. Motion passed.

4. **Discussion on Fundraising Proposal** (S. Hallman) S Hallman informed the Board that Tempe Mayor Hugh Hallman had invited TPA to participate in a fundraiser associated with the January 18, 2008 Rock and Roll Marathon and ½ Marathon. At least 10 and up to 50 TPA participants would be expected to collect \$150 in sponsorships (or pay themselves) and run the race. TPA would get all of these (tax-deductible) monies. Additionally, corporate sponsorships arranged by Mayor Hallman would be divided up between TPA and other organizations also invited by Mayor Hallman. This could result in a significant amount of funding for TPA—possibly \$20,000 or more. The idea was well received and S Hallman was directed to go forward. She will meet with the faculty and S Begley suggested using the monthly newsletter to publicize this. S Hallman encouraged the Board to participate in this event, and will continue to update the Board on this fundraising opportunity.

5. **Headmaster Selection Committee Progress.** (J. Evans) J Evans noted that the Appointments Committee would assemble within the next 2 to 3 weeks. It would include

J Boles and faculty Department Heads. He proposed that his committee could also be involved in hiring of new faculty. J Hughes encouraged the committee to make the Headmaster search its first priority. He encouraged Board members interested in working with this committee to notify J Evans. T Kilby and E Ortiz volunteered.

6. Discussion on faculty development proposal. (M. Zimmerman) M Zimmerman noted that TPA had had a faculty development committee in the past to approve requests for funding. J Boles reported that all faculty development requests from 2007-08 were able to be funded. She also reported that in the next week five professional teams will be formed. Academic Support will be chaired by Lori Hickernell. This team would be the one to review faculty proposals. M Zimmerman wondered about using faculty development monies to incentivize writing *Humanitas* articles.

7. Discussion on Executive Summary of Comprehensive Evaluation (M. Zimmerman) M Zimmerman summarized the kinds of data available:

- 1) **Parent, faculty, and student evaluation** Evaluator: Dr. Gary Miron, Western Michigan University
- 2) **2007 Perceptions Survey** Evaluator: Dr. Herb Dwyer, Tempe
- 3) **Program Review of Extracurricular Programs** Evaluator: Extracurricular Committee.
- 4) **Board of Directors Self Evaluation** Evaluator: Maureen Zimmerman
- 5) **Head of School 360 summary** Evaluator: Maureen Zimmerman
- 6) **Faculty Performance Review** Evaluator: Julie Boles

M Zimmerman urged the Board to review the available data and see what the overarching themes are. One example, would be need for facilities improvements. Look for 4 to 6 items. These can be translated into our future strategic initiatives.

8. Discussion on Strategic Planning meeting (J. Hughes) As Curriculum Night is now on August 28, the Board agreed to move this meeting to **Tuesday August 26**. J Hughes stated that goals for the meeting would be to come up with school-level strategic initiatives, and committee-level goals. As a Board we need to decide what we are, what our size and make up should be. J Evans added that we need to be sure that we do not drift from the original goals and visions of the school.

9. Headmaster's Report (J. Boles) J Boles thanked G Golka for heading up the facilities improvements. She also thanked Rebecca Veenstra for all the work she did this summer. She described the faculty orientation, and notes that all faculty, especially new faculty were "immersed in the TPA philosophy." Early release dates would be owned by various departments and each would plan a cultural exercise for the faculty. Current attendance for both schools is 382 total. AIMS test results were 100% passing. E Denny noted that TPA's new goal is that everyone passes with "exceeds expectations."

12. Report from Faculty Representative to Board. E Denny will serve this year. He reported that the faculty orientation was well received. This year's plans include a mentor teacher program where new faculty are paired up with veteran faculty. Paul Culp will be the *Humanitas* Editor and the plan is to make this publication more scholarly. The senior thesis will be altered somewhat. This is necessary because of our growing number of seniors as the school matures. It will be folded into the Humane Letters course. This goes with the Board's discussions last spring to make this a "capstone course." It will be the only paper produced in the second semester and will be part of the course grade. Students are being educated in the Honor Code.

13. **Report from Parent Organization to Board.** (S. Begley) S Begley acknowledged Shelley Newman for her commitment to the Board over the last two years. She reported on the PO's many accomplishments so far this year.

14. **Board Advisory Sub-Committee Reports / Announcements**

a. **Finance Committee Report.** (G. Golka) The missed State payment from July was discussed. J Boles reported that it should be in hand on Monday August 18, 2008. C Dye, TPA Business Manager, reported that based on auditor's recommendations, students now had to show proof of insurance for after school sports, or she had arranged a program where they could purchase coverage. C LeBeau wondered if ALL extracurricular participants should have insurance. **ACTION ITEM: Find out from auditors if ALL extracurricular participants should have insurance. If so, put a program in place. (C Dye / J Boles September 2008)** M Zimmerman pointed out that 2 TPA faculty had gone on to Great Hearts schools, while one GH teacher had come to TPA. **ACTION ITEM: Bill Great Hearts \$1500 under our MoU as Tom Lulling and Kirsten Manley went to Great Hearts, while Jeff Veenstra came to TPA. (C Dye / J Boles September 2008).**

b. **Extracurricular Sub Committee Report.** (C. Le Beau) Will report at Strategic Planning Meeting.

b. **Policy and Governance Committee Report.** (S. Hallman) Will report at Strategic Planning Meeting.

c. **Facilities Committee Report.** (E Ortiz) Will report at Strategic Planning Meeting.

d. **Strategic Academic Improvement Committee Report.** (J. Evans) Will report at Strategic Planning Meeting.

G Golka moved to enter Executive Session (after item 14) at 7:18 p.m. C LeBeau seconded. Motion passed.

EXECUTIVE SESSION

All business conducted in Executive Session is confidential pursuant to A.R.S. 38-431.03.

a. **Discussion on Personnel issues**

10. **Announcements** (J. Hughes) There were none.

11. **Next Board Meeting: Tuesday, August 26, 2008 at 6:00 p.m. in the Student Union.**

12. **Adjournment.** (J. Hughes)

G Golka moved to adjourn at 8:02p.m. C LeBeau seconded. Motion passed.

Submitted by

S Hallman, Secretary

Approved 9-11-08 Board Meeting