

Tempe Preparatory Academy
Board of Directors
APPROVED MINUTES

Date: Thursday January 15, 2009

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 (arrived at 7:00p.m.). E Ortiz, Treasurer. K Brockelman. T Kilby. J Evans. C LeBeau. S Begley, PTO ex-officio member. E Denny, Faculty ex-officio member.

Board Members Absent: None.

Others Present: J Boles, Assistant Head of School. C Dye, Business Manager

REGULAR SESSION

- 1) **Call to Order.** (J. Hughes) J Hughes called the meeting to order at 6:08 p.m.
- 2) **Call to the Public.** (J. Hughes) No one answered the call to the public.
- 3) **Consent Agenda:** all matters on the consent agenda will be approved by a single board vote without discussion. Any matter on the consent agenda will 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 the previous meetings:
 - i) December 11: Regular Meeting
 - ii) December 19: Regular Meeting
 - b) Approval of December expenditures and budget
 - c) Approval of new hires, Jana Minov and John Buzzard
 - d) Approval of resignation, Carol Dye (effective date contingent upon hiring of replacement)

J Evans moved to approve items 3a, 3b and 3d. T Kilby seconded. Motion passed unanimously. After discussion G Golka moved to approve item 3c. J Evans seconded. Motion passed unanimously.

- 4) **Discussion and possible motion on Germany student trip** (J. Gray)

G Golka moved to approve the proposed trip to Germany. J Evans seconded. Motion passed unanimously.

- 5) **Discussion and possible motion on school grants** (E. Ortiz) (originally item 7 on the agenda). Mrs. Dana Desonie discussed a grant newsletter and her intention to discuss grant opportunities with faculty and staff.
- 6) **Discussion and possible motion on facilities issues** (E. Ortiz) E Ortiz noted that David Shumate is pursuing getting a fire marshal permit. Per Dave Maza, the 200 building is almost finished. A screen still needs to be on the roof. Bill Tonneson is designing the screen. Thank you to these three TPA parents.
- 7) **Discussion and possible motion on headmaster selection** (E. Ortiz) (originally item 5 on the agenda). E Ortiz updated the Board on the status of the Headmaster search. Interviews of finalists will be held on January 28 and 29 with participation by and input from the Board, students, faculty, staff and parents.
- 8) **Discussion on TPA financial audit** (J. Boles) J Boles reviewed the Audit with the Board and assured the Board that issues raised are being addressed. The Board will review it and it will

be re-discussed at next month's meeting. G Golka asked, and J Boles and C Dye will inform the Board when the Audit needs to be signed.

- 9) **Discussion on fundraising activities** (S. Hallman) S Hallman reported to the Board that the MRYES race had 58 participants from TPA, and that TPA racers had raised in excess of \$10,000 with a little more money expected. This is in addition to whatever funds are raised by Mayor Hallman. Our total should be >\$30,000.
- 10) **Discussion and possible motion on tax credit policy** (J. Boles) Item covered last month and in item 13 c. Anna Gregg, TPA Development Director presented totals from the recent Tax Credit drive and her thoughts on strategies to get donations in the future. Total so far with a little more to be counted is \$98,400. This compares to the goal of \$100,000 and last year's total of \$73,000.

G Golka moved to enter Executive Session at 7:30 p.m. (Taken out of order after Item 10). K Brockelman seconded. Motion passed unanimously.

EXECUTIVE SESSION

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

- i. Discussion on Headmaster Transition Proposal (J. Hughes)
- ii. Legal advise regarding TPJA Application for Exemption (H. Hallman)

REGULAR SESSION (Continued)

G Golka moved to resume Regular Session at 8:00 p.m. K Brockelman seconded. Motion passed unanimously.

Possible motions from the Executive Session. (J. Hughes)

- i. Discussion
- ii. Call to the Public.
- iii. Possible Vote on items presented

There were no motions and no call to the public was held.

- 11) **Discussion on potential board members** (E. Ortiz/J. Evans) J Hughes noted that Wayne Rich who has been serving with J Evans on the SAIC and Cindy Carter and David Shumate who have been serving with E Ortiz on the Facilities Committee have been serving for at least 6 months. Per TPA Board policy, a Board member could now nominate any or all of them to join the Board. J Hughes reminded the Board that if this happens, members will want to meet with the prospective members.
- 12) **Discussion on Business manager position** (J. Boles) Current Business Manager Carol Dye wishes to resign effective the end of February, but would stay a bit longer until a replacement is found. The Board discussed hiring a bookkeeper to do the books, and possibly a controller to work ½ day per week or a CPA to review monthly statements. G Golka and J Hughes were directed to meet with C Dye and J Boles to discuss C Dye's current duties and then decide how they should post the job. S Begley suggested and T Kilby agreed to check the AZ Charter Schools Association for leads on a possible replacement as they do have information about job posting/job seekers.
- 13) **Headmaster's Report** (J. Boles)
 - a. ADA Report—see packet.
 - b. 2009-2010 School Calendar—J Boles gave the proposed calendar to the Board and invited feedback. It will be brought back to the Board next month.
 - c. Tax credit report—See 10c above.
- 14) **Discussion and possible motion on Student Attendance policy** (J. Boles)

S Hallman moved to approve the Student Attendance Policy with the changes suggested by the Board. G Golka seconded. Motion passed unanimously.

TPA STUDENT ATTENDANCE POLICY
Approved by TPA Board of Directors January 15, 2009

The parent or guardian is charged with responsibility for a student's consistent school attendance. The school laws regarding attendance must be enforced, but always with due consideration for the variables that affect children and families. The major concern of the Board of Directors is the prevention and correction of the causes of absenteeism. *[ARS 15-802 et. Seq.]*

The right and privilege of attending a charter public school carries with it certain responsibilities on the part of parents and students. Attendance is ultimately the responsibility of the student and their family. It is important that parents recognize the direct relationship that exists between academic success and regular school attendance. Students should remain out of school only when absolutely necessary. Much classroom activity cannot be replicated; class discussion and participation is lost forever to those who are absent.

DEFINITIONS:

- **Tardy:** A student is tardy when he reports to class within 10 minutes of the start time.
- **Absence:** A student who arrives in a class more than ten minutes late is considered absent for that period. Absences may be considered excessive when the number of absent days exceeds the 10th full day of the number of required attendance days prescribed in *[ARS 15-802, subsection B paragraph 1. (See ARS 15-8093)]*
- **Excused Absence:** An absence is excused if a parent or guardian notifies the school. The reason for the absence must be given. Some examples of excused absences are:
 - Personal illness
 - Doctor or dentist appointment that cannot be made before or after school
 - Serious family illness
 - Death in family or of a close friend
 - Important family business
 - Religious holiday
 - Checking out of school through the office

Unexcused Absence: Any absence that is not excused by a parent or guardian within 48 hours of the absence. A child under the age of 16 who is habitually truant (unexcused absence from at least one class period during the day) or who has excessive absences may be adjudicated an incorrigible child. The school attendance officer may issue a citation, to appear in a court of competent jurisdiction, to an adult or child who is alleged to be in violation of these laws *[ARS 15-805]*.

School Related Absence: If a student misses class due to a pre-approved school-related activity, it will not count as an absence.

Suspension: The days of suspension do not count as absences for attendance policy.

TEMPE PREPRATORY ACADEMIES PROCEDURES

Tempe Preparatory Academy and Tempe Preparatory Junior Academy will follow the same Attendance Policy.

Parents will be notified of accumulated absences by the school.

In order for an absence to be excused, the parent/guardian must call the attendance office within 48 hours of the absence.

Unexcused absences will be distinguished from excused absences in the student's attendance record.

Tardies will be considered a discipline problem and handled accordingly.

Unless there are extenuating circumstances, the eleventh (11th) total absence in a semester for a class could result in loss of credit for the class.

MAKE-UP ASSIGNMENTS

Whenever possible, if a student absence is anticipated we recommend that the student notify his or her teachers and request the assignments prior to the absence. It is the responsibility of the student to make up all missed assignments after an absence from school. If a student is unable to attend school and seeks their assignments, they should contact one of their classmates for that information, not the school office. Once again, it is the responsibility of the student to make up missed homework after any absence, planned or due to illness, in a timely manner. Each teacher will have an established make-up policy, including appropriate deadlines, for missed work. At the discretion of the headmaster, students may not be allowed to make up missed work due to an unexcused absence or suspension.

CHRONIC HEALTH CONDITIONS

Students identified by a licensed physician or podiatrist as having a chronic health condition that will affect regular school attendance shall have homework made available in a timely manner to ensure that such students have the opportunity to successfully keep up with assignments and avoid losing credit because of their absence from school. *(Forms that are to be completed by student, the student's physician and the student's parent/guardian follow this section.)* The assigned teacher shall have the responsibility to provide, in a timely manner, homework for students designated as having chronic health conditions. Further, students with chronic health conditions shall be provided flexibility in physical education activity requirements so that they may participate in the regular physical education program to the extent their health permits. Staff members responsible for physical education activities and programs shall develop and implement such guidelines. The School Nurse may contact the student's physician's office to verify the nature of the chronic health condition. **[ARS 15-346.]**

Additional Regulations

When a student is identified as possibly requiring services as a student with a chronic health condition (via registration, screening procedures, attendance data, or parent referral) a **Medical Certification Form** with a letter of explanation shall be sent to the parents, to be returned within thirty (30) days. School staff shall meet with the parent within fifteen (15) days following return of the **Medical Certification Form**.

After the teacher and the parent have discussed the student's needs, an instructional agreement will be recommended by the parent and the teacher specifying the delivery and return of homework assignments and anticipated contact time with the teacher to assist the student in completing required course work during absences. This assignment, together with the teacher's recommendation for appropriate instructional services, will be forwarded to the administration for review and modification, if necessary prior to signature by the parent, teacher and Headmaster or designee.

Upon referral of a student for medical certification, the school nurse, if applicable, shall be consulted to include any medical data in the nurse's records (i.e., the annual report that identifies types of chronic illnesses monitored). The nurse may provide information to assist teachers in dealing with chronic health conditions.

Homework assignments will be provided during absences with chronic health conditions, and credit will be given for course work completed within established time lines. Students with chronic health conditions will be given credit for completed course work if frequent absenteeism is due to chronic health conditions as certified by a licensed physician.

The Registrar or designee who schedule students with chronic health conditions will take into consideration the anticipated days of absence (noted on medical certification form) and the feasibility of completing courses requiring laboratory work or vocational workshops.

On a yearly basis, the school shall review instructional needs of any students with a chronic health condition. An updated medical certification shall be obtained for each school year to verify the need for continuing instructional modifications and ADM adjustments, if applicable. However, the student may be re-certified at any time to reevaluate appropriate services needed.

15) **Discussion and possible motion on lease agreement between TPA and TPAJA** (J. Hughes)

G Golka moved to allow TPA Board of Directors President John Hughes to enter into a space lease agreement with Tempe Preparatory Junior Academy. K Brockelman seconded. Motion passed unanimously.

16) **Discussion on Board Subcommittee membership** (J. Hughes) J Hughes noted that effective immediately, G Golka would head the Extracurricular Committee and C LeBeau would head the Finances Committee. Each would help the other get up to speed.

17) **Report from Faculty Representative to Board.** (E Denny) E Denny noted that the Fine Arts faculty like the schedule change for this school year. The faculty also like the new Student Evaluation system that allows them to input their grades and remarks from anywhere so that they can travel on break if desired.

18) **Report from Parent Organization to Board.** (S. Begley) S Begley noted that the PO'S Mobile Mini is now installed in the locker courtyard. It holds the old school tables and other items used for the annual Renaissance Fair. There has been an anonymous donation of \$200 for a prize for the students for the best mural design to decorate the outside of the Mobile Mini.

19) Board Advisory Sub-Committee Reports / Announcements

- a. Finance Committee Report. (G. Golka) G Golka noted that information he had gotten from contacts predicts a possible 10% CUT in state aid for the next school year. Budgets will soon be presented to the Board showing a 0, 5 and 10% cut from our current State Aid. Tax credits are likely to be reduced, which will cause extracurricular fees to go up.
- b. Extracurricular Sub Committee Report. (C. LeBeau) C LeBeau noted that the committee is working on budgeting—defining language to be used in the budgets so each extracurricular's line items will match. Each extracurricular will be required to stand alone as a business model. Each extracurricular entity has been identified and each has to have an owner: Athletics to Mr. Polley, who may delegate, Fine Arts to Dr. Wolfe, who may delegate, Odyssey of the Mind is Dave Dischinger and Debate is John Wolnisty.
- c. Policy and Governance Committee Report. (K Brockelman) No report.
- d. Facilities Committee Report (E. Ortiz) See item 6 above.
- e. Public Affairs committee Report (T. Kilby) No report.
- f. Appointments Committee Report (E. Ortiz) See item 7 above.
- g. Strategic Academic Improvement Committee Report (J. Evans) No meeting held yet this year. Plans include encouraging use of the new Writing Style guide, and also work on writing techniques/re-writing.

20) **Announcements** (J. Hughes)

21) **Next Board Meeting:** Thursday, January 29th, 2008 at 6:00 p.m. in the Student Union. This will be an Executive Session to interview Headmaster candidates. The next meeting will be Monday February 2, 2009 at 6:00 p.m. in the Student Union to choose the Headmaster. This will be a regular Meeting with a Call to the Public, followed by an Executive Session.

22) **Adjournment.** (J. Hughes)

G Golka moved to adjourn the meeting at 9:20 p.m. K Brockelman seconded. Motion passed.

Respectfully Submitted,

Susan M. Hallman, M.D.
Secretary, TPA Board of Directors