

Tempe Preparatory Academy
Board of Directors
APPROVED MINUTES

Date: Thursday October 16, 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. J Evans. C LeBeau (arrived at 6:15p.m.) S Begley, PTO ex-officio member. E Denny, Faculty ex-officio member.

Board Members Absent: None.

Others Present: R Veenstra, Assistant Head of School.

REGULAR SESSION

1. **Call to Order.** (J. Hughes)

2. **Call to the Public.** (J. Hughes)

- TPA parent Mr. Raphael Tan presented Mrs. Veenstra with a check for \$3660, which is a donation from Intel. Intel has a program where they will donate dollars for volunteer hours. Several TPA parents who work at Intel volunteered and led to this donation. The Board thanks the parents and Intel.
- Athletic Director Mr. Polley and football coach Mr. Brittain informed the Board that it is likely that TPA will be moved from 1A to 2A at the AIA meeting on Monday, October 20. They asked for help from the Board to appeal this, but also noted that it is nearly inevitable. This is most concerning for boy's football which may now have to compete against bigger, stronger teams.

3. **Consent Agenda: Discussion/Action Items:**

a. **Approval of August expenditures and budget.**

b. **Approval of September expenditures and budget.** G Golka asked that 3a. and 3b. be removed.

c. **Reading/Approval of the minutes of the previous meetings:**

i. September 11: Regular Meeting

ii. September 11: Executive Session **S Hallman moved to approve item 3c. C LeBeau seconded. Motion passed.**

4. **Update on Senior Privileges Proposal** (S. Huppenthal) Susan Huppenthal handed out a document "Refinement of Senior Privileges Proposal". The Board directed R Veenstra to set up a calendar for each sport or other extracurricular to wear their jerseys or shirt on Fridays for up to 3 events per season or per year, and during playoffs.

5. **Update on Agenda for Summer Travel** (L. Hickernell) L Hickernell presented the proposed itinerary from "Passports" and gave details for summer trip to Greece to be offered to TPA students. The Board directed Mrs. Hickernell to proceed.

6. **Discussion on Headmaster Search** (E. Ortiz) E Ortiz handed out a document "Headmaster Selection Committee Report". The job has been posted with minimal

response so far, but the deadline for resume submission is December 1, 2008. The committee will narrow down candidates to be interviewed by January 1, 2009.

7. **Discussion and Possible Motion on Headmaster Transition Proposal** (J. Hughes) tabled pending Executive Session discussion.

8. **Discussion and possible motion on TPA representative for the Arizona Charter School Association** (T. Kilby) After discussion, **S Hallman moved to appoint Jeanne Dischinger to represent TPA at the Arizona Charter School Association and Tara Kilby to be alternate. J Evans seconded. Motion passed.**

9. **Discussion and possible motion on facilities issues** (E. Ortiz) E Ortiz handed out a document "Facilities Committee Report". She thanked TPA parents Dave Maza and Dan Harden for their help. Support beams have been installed in the 200 building. Looking at high end of bids, up to \$45,000 may be needed to repair and replace air-conditioning units in the 200 building. Funding sources include the Intel funds received tonight, \$7000 in donations already received from parents, the MRYES fundraiser, and a progressive dinner fundraiser to be scheduled in the next few months. **G Golka moved to approve the expenditure of up to \$45,000 for repair of the 200 Building and replacement of air conditioning units. Kent Brockelman seconded. Motion passed.**

10. **Discussion on faculty/staff holiday party** (E. Ortiz) E Ortiz handed out a document "Holiday Party Update". A brief discussion was held.

11. **Review of Board Members Selection Process** (J. Hughes) J Hughes reminded the Board of the Board member selection process adopted in 2007...*"Prospective Directors should first serve on a Board subcommittee or in some substantial role in the school for a period of 6 months before being nominated. After serving in this capacity, potential new Directors would be asked to submit a curriculum vitae and a letter stating why they want to be on the Board, including the extent and impact of previous volunteer work. Their statement should also include their willingness and ability to chair one Board subcommittee. The Board Executive Committee (consisting of President, Vice President, Treasurer and Secretary) and perhaps one or two Ex-Officio members will meet as needed and then bring names to the full Board for vote. Voting on new directors will occur up to four times per year at a Regular Board Meeting."* Three members of the TPA community have expressed interest in serving on the Board. Mr. Wayne Rich will work with the SAIC. Mrs. Cindy Carter (who was at the meeting and submitted a letter of interest) will work on the Facilities Committee. Mrs. Shelley Newman is well known to the Board as the PTO ex-officio member from the last two years, and has already served TPA in numerous capacities.

12.

13. **Fundraising Update** (S. Hallman) S Hallman informed the Board that the MRYES fundraiser has 31 participants who have turned in paperwork and their initial \$75. There are approximately 15 others with various levels of interest. We still need to recruit a few more to have 50 definite participants who will finish the race and thus maximize TPA's fundraising potential. There had been a request from R Polley, basketball coach, as to whether this could raise some funds for the basketball team. The direction from the Board is that these funds should go to the general fund at TPA.

14. **Headmaster's Report** (J. Boles) Given by R Veenstra.

a. ADA Report—G Golka noted our budgeted enrollment of 348 is exactly where we are.

b. Draft of Performance Pay proposal. E Denny reviewed the proposal included in the Board packet. 80% of available funds would be distributed equally among all teachers who are "proficient" or "distinguished". Teachers who are "unsatisfactory" or "basic" would not receive a bonus. The remaining 20% of available funds would be divided equally among teachers who are ranked "distinguished". Note that no amount is promised, and the faculty understand that numbers are based on whatever 301 funds are made available by the State.

12. Report from Faculty Representative to Board. (E Denny) E Denny reported that the Fine Arts teachers are happy with the semester long courses initiated this year. All 11 new teachers are doing well. The Humanities Department continues work on the TPA Style Guide, which should be complete by the end of next semester. This will clarify writing expectations through the grade levels. The next step is to bring in additional materials for the faculty to effectively teach writing. At the Department Chair meeting it was decided that a budget should be made for supplies. Working with Mrs. Boles, a budget process will be put in place for each department.

13. Report from Parent Organization to Board. (S. Begley) S Begley handed out a document, "Parent Organization Report" describing current PTO activities.

14. Board Advisory Sub-Committee Reports / Announcements

a. **Finance Committee Report.** (J. Hughes) J Hughes noted that he and G Golka had met with Mrs. Boles and Mrs. Dye and asked them to provide details for the budget numbers. Also looking for ownership of items, i.e.: Department Chairs for department expenditures. In the currently provided budget, the "year to date" column is just ¼ of the total year's funds, which may not accurately reflect actual timing of when money is available or when it is needed for payments. For example, budget items 25 and 30, Medical/dental/life for teachers and administration look good now, but will be a large expenditure in January. Also, we are being paid by the state for 350 students, when right now we have 348. Subsequent payments, after the hundredth day tally may be reduced.

b. **Extracurricular Sub Committee Report.** (C. LeBeau) C LeBeau noted that this committee is defining the mission/vision and "extracurricular", itself. They have looked at positives and negatives of past extracurricular activities. They are looking at requirements to be a recognized extracurricular including having a leader and being sponsored by a TPA department.

c. **Policy and Governance Committee Report.** (K Brockelman) J Boles had asked for input on revising the grievance policy to be user-friendlier. More should be available by the next meeting. The Faculty Handbook is still being reviewed. All Board policies over the years are being gathered and will be assigned a "home".

d. **Facilities Committee Report** (E. Ortiz) Covered in item 9 above.

e. **Public Affairs committee Report** (T. Kilby) See item 8 above. Also, S Begley is writing about TPA for the Tempe Town News. A policy is being worked out re: who should disseminate information about the school.

f. **Appointments Committee Report** (E. Ortiz) see item 6 above.

g. **Strategic Academic Improvement Committee Report** (J. Evans) No meeting was held in October. Upcoming topics for discussion include: Would letter/number grades be useful in addition to comments on student work? Class participation as it effects semester grade.

C LeBeau moved to enter Executive Session at 8:45p.m. K Brockelman seconded. Motion passed.

EXECUTIVE SESSION

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

a. **Discussion on Head of School and transition plan/ contract terms arrangement**

S Hallman moved to reenter Regular Session at 9:15p.m. K Brockelman seconded. Motion passed.

REGULAR SESSION (Continued)

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

i. Discussion—None.

ii. Call to the Public. No public present.

iii. Possible Vote on items presented—None.

15. **Announcements** (J. Hughes)—None.

16. **Next Board Meeting: Thursday, November 13th, 2008 at 6:00 p.m. in the Student Union**

17. **Adjournment.** (J. Hughes) C LeBeau moved to adjourn at 9:17p.m. G Golka seconded. Motion passed.

Submitted by

Susan M. Hallman, M.D.
Secretary.