

Tempe Preparatory Academy
Board of Directors
APPROVED MINUTES

Date: November 17, 2009

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, by telephone. C LeBeau, Vice President. E Ortiz, Treasurer. T Kilby, Secretary. K Brockelman. Sara Begley, PTO ex-officio member. **Board Members Absent:** J Evans. Lori Hickernell, Faculty ex-officio member.

Others Present: Hugh Hallman, TPA counsel and Headmaster. Barbara White, Business Manager. Heather Topper, Accountant. Victoria Davies, College Counselor

AGENDA

1. **Call to Order.** J Hughes called the meeting to order at 6:08p.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. October 21, 2009: Regular Meeting
 - ii. October 21, 2009: Executive Session

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

K Brockelman moved to approve item 3 a i) and ii) on the Consent Agenda. E Ortiz seconded. Motion passed.

After discussion, **K Brockelman moved to approve item 3 b). E Ortiz seconded. Motion passed.**

4. **Regular Agenda:**

- a. **Headmaster's Report.**

- i. Enrollment & Discipline—Mr. Hallman discussed his "Headmaster's Report" that was recently sent to all families. Enrollment is stable at 333 students.
 - ii. State & School Budget Challenges—Mr. Hallman reported that there is still no specific information on K-12 funding from the State. Faculty and staff took a voluntary 5% pay cut, and Mr. Hallman took a voluntary 10% pay cut starting November 1, 2009. This money will be held in reserve until the State budget is finalized and if cuts are less than expected, it may be returned in part or in total to the faculty and staff.
 - iii. Fundraising—Mr. Hallman described the tax credit program, including the website, email campaign, student contest and plans for phone banking. He is also still seeking third party tax credit contributors and has two local law firms who have asked their employees who do not have another designee to make a tax credit donation to TPA.

- b. **2010-2011 Calendaring**—Mr. Hallman passed out a list of past calendar considerations to the Board and asked the Board to contact him with any other priorities before the calendar will be discussed at the next meeting.

- c. **Applications and Process for selecting additional board member**—Mr. Hallman passed out letters of interest and resumes of four individuals who

answered the public call for a Board member with financial expertise. After brief discussion, the Board directed Mr. Hallman to set up an Executive Session to review the resumes and establish a short list of candidates. A second meeting will then be set to interview the candidates.

- d. **Accreditation Process-North Central**—Mr. Hallman handed out a draft of the accreditation document prepared by the faculty. He is meeting with a parent group to review it this weekend. He requested that Board members review the document and submit any comments to him by November 30, 2009, as the final submission date is December 14, 2009. He reminded the Board that this is a requirement that comes up every three years for our accreditation—so that students can transfer in and out of the school with credits, and that our diplomas are recognized, etc.
- e. **Speech and debate team travel proposal**—A complete student travel request is in the Board packet. J. Wolnisty briefly presented information about the 2 out of state trips planned for some of the Speech and Debate students. **E Ortiz moved to approve the Speech and Debate Team's trip to Fullerton CA over winter break and the trip to Harvard over the President's Day weekend as presented by Mr. Wolnisty. T Kilby seconded. Motion passed.**
- f. **Rank Reporting to Colleges**—There was significant information distributed to the Board in the Board packet. TPA parent Sabrina Porter discussed why she believed TPA should stop reporting class rank on the official school transcript sent for college admission consideration. TPA College Counselor Victoria Davies discussed why she thought it important to include this information. After a brief discussion the Board decided to take time to consider this, and to re-agendize for the December 2009 meeting.
- g. **TPA/TPJA Holiday Party**--E. Ortiz noted that the plans for the Board-sponsored party are going smoothly.
- h. **Facility Committee Update**--E. Ortiz reported that Dave Maza has gotten a quote for a rework of the venting in rooms 302 and 303 of about \$500. Also given the age of our system, he got a quote of \$1700 for a twice-yearly review and inspection of our heating and cooling system. David Shumate has been working on correcting the list of concerns raised by the fire safety inspection done earlier this year. Mr. Hallman noted that Dale Ashton continues to work away at a list of maintenance needs as well.
- i. **Faculty Report**—Not given, as Mrs. Hickernell was not in attendance.
- j. **Parent Organization Report**--S. Begley reported that last week's sports dessert went well. Because of the large number of student-athletes, the winter program may be split into one for junior high and one for the senior high. The Snowstorm project is underway. The PO is sending out a weekly and monthly email to cut down on all the individual emails that are bombarding our families. Student directories are almost ready to go out.

At 7:42p.m. K Brockelman moved to enter Executive Session. E Ortiz seconded. Motion passed.

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/Consultation with Attorney for legal advice regarding bond pool and 2008-2009 audit findings (A.R.S. Section 38-431.03(A)(3)). (H. Hallman, General Counsel)
- b. Discussion/Consultation with Attorney regarding contracts for solar energy (A.R.S. Section 38-431.03(A)(4)). (H. Hallman, General Counsel)

- c. Discussion/Consultation with Attorney regarding employment matters—fingerprint clearance issues (A.R.S. Section 431.03(A)(1)). (H. Hallman, General Counsel)
- At 8:02p.m. T Kilby moved to re-enter Regular Session. E Ortiz seconded. Motion passed.

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

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

There were no motions from Executive Session.

7. **Announcements:** There were no further announcements.

8. **Next Board Meeting:** Wednesday December 9, 2009 at 6:00 p.m. in the Student Union.

9. **Adjournment:** At 8:03p.m, K Brockelman moved to adjourn. E Ortiz seconded. Motion passed.

Respectfully Submitted,

Tara Kilby, Secretary
Susan Hallman, Scribe