

Tempe Preparatory Academy
Board of Directors
APPROVED MINUTES

Date: Thursday December 11, 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 6:10p.m.) 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 6p.m.
- 2) **Call to the Public.** (J. Hughes) Mr. Brett Wingate handed a letter to the Board that he said his son was considering sending to the AIA.
- 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) Approval of August expenditures and budget.
 - b) Approval of September expenditures and budget.
 - c) Approval of October expenditures and budget.
 - d) Approval of November expenditures and budget. The Board agreed to return to this item after the Finance Committee discussion in (14a.).
 - e) Reading/Approval of the minutes of the previous meetings:
 - i) November 13: Regular Meeting
 - ii) November 13: Executive Session **G Golka moved to approve item 3e. S Hallman seconded. Motion passed.**
- 4) **Discussion and possible motion on Student Travel:** The Board discussed the "TPA Student Trip/ Travel Proposal Form." Several amendments were suggested and agreed upon by the Board. **Golka moved to approve the amended "TPA Student Trip/ Travel Proposal Form. E Ortiz seconded. Motion passed.** The Board also directed J Boles to prepare a similar Form for trips of one night that are in State or non-overnighters out of state. These could be approved directly by the Headmaster, without Board approval.

Student Travel Approval Process

Approved by the Board of Directors December 11, 2008

1. The Headmaster, upon approval will submit it for a Board agenda.
2. All TPA sponsored student travel must be first submitted to the headmaster well in advance to confirming the details for student travel. Board packets are compiled one week prior to the board meeting dates and any distributed materials must be submitted to the headmaster's office.
3. The Board of Directors will take action on the student travel proposal.
4. Fundraising, deposits, or financial obligations should not be incurred without the Board of Director's prior approval.
5. Additionally, other than an interest survey, advertising/marketing of the student proposal travel should not occur until the Board of Director's approval is granted.
6. Upon the Board of Director's approval, travel deposits may be made.
7. A TPA Student travel itinerary, roster, and contact information should be made available to the TPA front office prior to departure.
8. The Headmaster has final approval for number of chaperones needed based on trip details. Chaperones must be appropriate for the gender of the students making the trip.
9. Participating students and their parents must read and sign a statement of student responsibilities and behavior expectations.
10. Participating students must have proof of health insurance.
11. Parents of participating students must sign an emergency medical care release.
12. A student must be in good academic standing in each class in order to participate and must have arrangements made in advance to make up schoolwork.

Name of Organization:

Name of Sponsor/Advisor:

Proposed Trip Location and Dates:

Are any school dates impacted?

Proposed Cost per student:

Fundraising opportunities (please list):

Educational Value of Travel:

- a) Fine Arts - Disneyland trip (C. Ewer) Parent Karin Mofitt explained the details of the trip. This weekend trip would not affect school attendance. **J Evans moved to approve this trip. G Golka seconded. Motion passed.**
 - b) Odyssey of the Mind Eurofest trip (F. Huppenthal) F Huppenthal explained the details of the trip. Seven students (Juniors and Seniors) would make the trip. F Huppenthal agreed to work with E Denny to meet with faculty as this trip would require at least three missed school days. **J Evans moved to approve this trip. G Golka seconded. Motion passed.**
 - c) Germany trip (J. Gray) Item not discussed as J Gray was not in attendance.
- 5) **Discussion and possible motion on facilities issues** (E. Ortiz) E Ortiz distributed a handout, "Facilities Committee Report December 11, 2008." The 200 Building AC project should be completed by mid-January. E Ortiz noted that although the Board approved \$45,000 for the project, costs could be much lower. The garage cleanup is also going well.
- 6) **Discussion on faculty/staff holiday party** (E. Ortiz) This will be held December 19, 2008.
- 7) **Discussion on fundraising activities** (S. Hallman) S Hallman reported that we have reached our goal of 50 participants and the planning continues. Mr. Denny was congratulated on being number 50.
- 8) **Discussion and possible motion on tax credit policy** (C. LeBeau) J Boles discussed the distributed "Tempe Preparatory Academy Tax Credit Proposal". Although TPA has not done so recently, it appears lawful (opinion provided by TPA's attorney Jill Osborne) that tax credits can be used for designated individual students for activity fees. Tax credits can also be used for designated individual students for travel that is educational or competitive *and* approved by the Board of Directors. Discussion was held and input from the public was received. It was thought that parents would be more likely to give to activities used by their children. Concern was raised that some activity fees would actually go up without generalized tax-credit support. The Board felt that it was more important than ever that each extracurricular activity submit a budget, and that this was the proposal was the best vehicle for the current tax credit season. It also appears to be what is being done in the community. **J Evans moved to approve the "Tempe Preparatory Academy Tax Credit Proposal" as discussed. K Brockelman seconded. Motion passed.**

Tempe Preparatory Academy

Tax Credit Policy

Approved by Board of Directors December 11, 2008

Objective: To promote the donation of tax credits in order to increase the revenue to support the TPA extra-curricular programs in a way that serves the best interest of all students involved.

Rationale: Tax credits will be promoted in a way that benefits all extra-curricular programs of our school. No individual program or individual will be placed as more important than others in the endeavor to support our extra-curricular offerings.

Types of Tax Credits and information:

- Tax Credits (general) will be used to defray the overall cost of all extra curricular programs at TPA. These are preferred. Given that the largest expense is within our athletic program, the greater amount will likely be channeled this direction. However all extracurriculars will be supported from this fund.
- Tax Credits (designated) will be used to defray the costs of the specific program for which it has been designated. By March of each year, the various school extra-curricular organizations will be notified of their tax credit revenue. Clubs and organizations will be encouraged to spend the funds within that calendar year.
- Tax Credits (designated for specific students/programs) These are designated to cover extracurricular activity fees for a specific student, or for travel. In the case of travel, TPA student specific tax credits may only be used on travel that has been approved by the TPA Board of Directors. Travel must include a competitive and/or educational experience that is consistent with the TPA curriculum.

The use of tax credits at TPA:

- Parents, Faculty, Board members and the community are encouraged to dedicate their tax credits to the General Fund at TPA. TPA reserves the right not to accept tax credits if givers are not agreeable to the conditions below that have been approved by our Board of Directors.
- TPA reserves the right within this policy approved by the Board of Directors to allocate tax credits in a way to support the entire programming needs of this school. Given the model of the school of providing an environment that supports a community of learners, it is critical that as funds are received they continue to support the overall extra-curricular programs of TPA.

The TPA approved process of general and designated tax credits:

- General tax credits will be used to defray the overall costs of our extra-curricular programs.
- Tax credits must have their use designated at the time the tax credit is given to the school. The giver may not change his designation after TPA has accepted the tax credit.
- Designated tax credits for specific programs will be used for that organization.
- Tax credits designated for specific students/programs will be used to pay or defray the cost of extracurricular activity fees. They may also be used to pay or defray the cost of travel when the Board of Directors has approved the travel. Student travel must be educational or incorporate a competitive event in order to qualify for the use of tax credit funds. Recreational travel may not be supported by tax credit funds.

If an organization ceases to exist or no longer needs the funds, the donor will be contacted for permission to designate the funds to other clubs/athletics in need. No change in designation will occur without the donor's permission. If the donor cannot be located, the funds will be designated to a like club or athletic organization.

- 9) **Discussion and possible motion on Enrollment/Registration guidelines for TPA** (J. Boles) S Hallman moved to approve the "Tempe Preparatory Academy 2009-2010 Proposed Registration Guidelines". G Golka seconded. Motion passed.
- 10) **Discussion and possible motion on finance committee proposals** (J Boles). See 14a).
- 11) **Headmaster's Report** (J. Boles) J Boles reported that with respect to the fingerprint violation discussed in November, we were not fined, but it was listed as a "first occurrence". She noted the office is being even more diligent about the records and in the future; having an up-to-date card will be linked to payroll. Our Audit has been filed and the deadline was met. The calendar for 2009-2010 will be presented at the January meeting. Parent-Teacher conferences at the end of October will be an ongoing feature. The Blue Ribbon Ceremony was great. The TPA rummage sale is December 13, and has a lot of items. A car theft occurred during a recent evening drama performance. J Boles did ask the Tempe police to increase patrols as much as possible. J Boles asked and provided lists to Board Members to call families for Tax Credits.
- 12) **Report from Faculty Representative to Board.** (E Denny) TPA Style Guide with writing expectations by grade is being finalized and will soon be available on line. Also his department is reviewing the Humanities manual with the intent of distilling it from its current thickness of 6 inches to a more manageable size.
- 13) **Report from Parent Organization to Board.** (S. Begley) Holding evening meetings has drawn new support. Snowstorm contributions have been good.
- 14) **Board Advisory Sub-Committee Reports / Announcements**
 - a) Finance Committee Report. (G. Golka) G Golka reviewed the budget to date in detail. Unless Community Investment increases, it is likely we will need to dip into cash reserves this year. J Boles reported that all nonessential spending is being frozen. TPA parent Jim Wang gave a presentation to the Board about the bleak economic picture for 2009-2010 based on the fact that the State of Arizona is facing a large budget deficit. Exact impact will not be known until after the new Governor is sworn in and starts working with the Legislature. **After this report, S Hallman moved to approve items 3a, 3b, 3c and 3d above. J Evans seconded. Motion passed.**
 - b) Extracurricular Sub Committee Report. (C. LeBeau) See Item 8 above.
 - c) Policy and Governance Committee Report. (K Brockelman) Work on the Faculty and Family Handbooks continue.
 - d) Facilities Committee Report (E. Ortiz) See Item 5 above.
 - e) Public Affairs committee Report (T. Kilby) T Kilby distributed and briefly discussed, "Public Affairs Committee Update: Nov/Dec 2008."
 - f) Appointments Committee Report (E. Ortiz) E Ortiz handed out "Headmaster Selection Committee Report December 11, 2008." 5 of 14 applicants have been selected as semi-finalists, and will be interviewed on December 12 and 13. Since 3 of 5 are out of state and at least 2 will appear telephonically, the proposed January 15 finalist interviews may not work. Logistics will be considered by the Committee.

- g) Strategic Academic Improvement Committee Report (J. Evans) The committee continues to meet.

Executive Session was not held.

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)

REGULAR SESSION (Continued)

Possible motions from the Executive Session. (J. Hughes) None.

- 15) **Announcements** (J. Hughes) J Hughes noted that the next scheduled meeting which will be agendized is the Faculty Holiday Party on Friday December 19 at 6p.m. at the home of Susan Hallman. The proposed meeting for January 8 seems too close to the resumption of classes on January 5 to get information together. Discussion was held and the consensus of the Board was that it would meet on Thursday January 15 for either a business meeting or Headmaster candidate interviews, with a second meeting likely to be scheduled in January.
- 16) **Next Board Meeting:** the Faculty & Staff Holiday Party on Friday December 19 at 6p.m. at the home of Susan Hallman.
- 17) **Adjournment.** (J. Hughes) **K Brockelman moved to adjourn at 10:04p.m. G Golka seconded. Motion passed.**

Submitted by

Susan M. Hallman, M.D.
Secretary.