

Tempe Preparatory Academy
Board of Directors
APPROVED MINUTES

Date: Tuesday August 26, 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. C LeBeau. (arrived at 6:40p.m.) S Begley, PTO ex-officio member. E Denny, Faculty ex-officio member.

Board Members Absent: J Evans.

Others Present: J Boles, Head of School.

REGULAR SESSION

1. **Call to Order.** (J. Hughes) J Hughes called the meeting to order at 6:02p.m.
2. **Call to the Public.** (J. Hughes)
 - a. At this time, any member of the public is allowed to address the Board of Directors on any issue not already on tonight's agenda. Pursuant to Arizona Open Meeting Law, at the conclusion of the Call to the Public, individual members of the Board may respond to criticism made by those who have addressed the Board; may ask staff to review the matter; or may ask that the matter be placed on a future agenda. However, members of the Board shall not discuss or take legal action on matters raised during an open call to the public unless the matters are properly noticed for discussion and legal action. On agenda items specified for a vote, members of the public may comment after the Board Discussion, prior to any vote on the matter. No members of the public were present.
3. **Discussion and possible motion to appoint new Charter Representative replacing Maureen Zimmerman** (J. Hughes) M Zimmerman described the duties. Discussion was held. **M Zimmerman moved that J Hughes would be the new Charter Representative. E Ortiz seconded. Motion passed.**
4. **Discussion and possible motion updating the Parent Commitment Policy** (include a hardship clause that is consistent with state statutes regarding enrollment) (M. Zimmerman) J Boles reviewed the history of this policy. Discussion was held. Due to a complaint, the policy is being challenged by the AZ Charter Schools Board. **E Ortiz moved to change the parent volunteer policy to "strongly encouraged" rather than "mandatory", remove penalties or fees for not volunteering and remove the hardship clause. K Brockelman seconded. Motion passed. ACTION ITEM: J Boles will rewrite and submit this policy for approval at the next Board meeting. She will communicate the intention and the ultimate approval to the AZ State Charter Board.**

Strategic Planning Session

5. **Review of the mission and vision of Tempe Prep** (J. Evans) Tabled as J Evans was not in attendance.

6. Discussion and possible motions regarding the mission and goals of board Sub-Committees:

a. **Finance Committee Report.** (G. Golka) This committee works closely with the Business Manager to oversee the budget. Due to other commitments, G Golka is going to be unable to continue chairing this committee. The Board discussed possibly finding a parent to head this committee. G Golka noted that we might finish the year with a deficit. There is \$30,000 in this year's budget as projected income from the Great Hearts capital campaign, which likely will not be received. J Boles informed the Board that an immediate need is to replace the air conditioners in the 200 building; one has just been deemed "unsafe" and that room is now out of use. G Golka noted that it would cost 4-6 thousand dollars for the immediate problem, but up to \$75,000 to do all that is needed to replace units in the 200 building (including repair of the roof). Goal number one is to contract and find funds for (with additional Board meeting if needed) the air conditioning units. Goal number two would be to acquire space/facility for more sections of 6th grade for 2009-10. We must also work on being self-sustaining. **ACTION ITEM: E Ortiz will solicit bids for the needed new air handler.**

b. **Extracurricular Sub Committee Report.** (C. Le Beau) C Le Beau distributed a handout and discussion ensued. He felt the priority is more coaches so that all who want to participate in an activity can, as opposed to better facilities. E Denny noted that classroom time must not be sacrificed. J Boles noted that if we offer a program, we need to support it. She also noted that the Athletic Director is working on a season long plan from each sport so that early releases are known to all, well in advance. E Denny noted that we should not accept every organization that wants to establish itself. Goal number one is to get the committee up and running within 30 days.

b. **Policy and Governance Committee Report.** (S. Hallman) K Brockelman noted the following goals: 1) Collect all school policies including employee, faculty, family, athletic, Board and "miscellaneous". 2) Finish revision of Faculty Handbook and include Board-adopted policies, and review the faculty contract. 3) Get a handbook for non-faculty employees. 4) Review Family Handbook. 5) Review Athletic Handbook.

c. **Facilities Committee Report.** (E Ortiz) This was discussed as part of the Finance Committee report.

d. **Public Affairs Committee Report** (T. Kilby) T Kilby noted that goals include: 1) attendance at meetings/membership in the AZ Charter Schools Association. 2) Tracking and reacting to proposed charter school legislation. 3) Communication and Public Affairs.

e. **Appointments Committee Report** (J. Evans) E Ortiz reported the following goals: 1) Establish and implement a process to hire our next Head of School. 2) Formalize a faculty selection process. J Hughes noted our goal is to have the new Head of School in place by the next school year, in order for this person to work with current Head of School, J Boles. J Boles expressed "wholehearted" agreement with this plan.

7. Discussion and possible motions regarding the major school initiatives for the 08-09 year (J. Hughes)

M Zimmerman led a discussion on issues identified by the survey data collected over the last several months. Going around the table, the Board identified the following themes:

1. Lack of communication. (Some concerns have already been resolved, but people don't know that.)
2. Concerns about faculty consistency. (Addressed at least in part at this year's extensive faculty orientation).
3. Long-term plan—Facilities
4. Long-term plan—Financial
5. Teacher turnover
6. Teacher accountability
7. The issue of aligning with Great Hearts versus continued local governance.
8. Importance of extracurriculars.
9. Polarization—Some issues, for example Great Hearts versus local governance, or full support of extracurriculars versus not wanting any, are quite divisive.
10. There is a need to re-educate parents about TPA's mission. (Which may not be wholly consistent with why they enrolled their children at TPA).
11. Religion
12. View of the Board—Us versus them.
13. People are not understanding the original vision/mission
14. People are concerned the original mission is being lost
15. What is a liberal arts education and how do we continue to communicate this?
16. Leadership is important—As a Board our job is to focus on our liberal arts mission, and use it as a guide to make a decision on polarizing issues and then communicate it.

M Zimmerman noted the following emergent themes that she had drawn from the data and led a discussion:

1. Commitment to Liberal Arts Mission, Leadership, and Community: Stay true to the mission--the faculty, students and parents want this type of education for their children. Make sure all teachers have appropriate skill set to teach and are conversant with the Socratic approach. Hire a strong, experienced liberally educated head of school. Leadership needs to be visible, take a strong role in the charter movement, and be a role model for faculty, staff, students and parents. The leaders of Tempe Prep should embody liberal arts/great books ideology. Model community.
2. Communication: Get back on mission and communicate this regularly to the entire community with liberal arts language that is consistently used in all communiqués. There is a clear need to communicate incessantly and in varied ways (website, email, placards, through faculty, at school events, and through Humanitas. There is a need to communicate clearly the decision to be a locally governed community school and the benefits of local governance (self governance). Be proactive communicating with the media and legislature; be represented at the Charter School Association and be known to the State Charter Board. Communicate a unified message.
3. Facilities: improve modest facilities focusing on health, safety, and modernity. Needs: lab facilities, athletic facilities, and sufficient bathrooms.
4. Co-curricular alignment and coherence: align co-curriculars with mission; get faculty talking and working together; listen to students; iron out tax credit issues, based on co-curricular philosophy.

J Hughes led a discussion our top priorities about what he sees as our top priorities:

1. Communicate our plans, mission and vision—Owner: [J Boles](#).
2. Develop a process for finding and new Head of School—Owner: [Appointments Committee](#).
3. Revitalize our fundraising plan and emphasize existing facilities improvement—Owner: [TPA Foundation/K Brockelman/T Kilby](#).
4. Co-curricular alignment and adherence—Owner: [C LeBeau](#).
5. Define the role of the Board—Owner: [S Hallman](#).

8. Discussion and possible motions regarding the model, structure and operations of the board (T. Kilby) T Kilby led a discussion. Items of consensus included:

1. The Board should increase in size.
2. The Board should publish parent leadership opportunities—for example in the PO newsletter—to engage parents and look for possible recruits to the Board.
3. The TPA Foundation Board should be used for fundraising with some members currently on this Board crossing over.
4. The TPA Foundation Board needs to be resurrected and revitalized. K Brockelman and T Kilby will work on this.
5. Board policies/documents should be grouped together for all new Board members—S Hallman will initiate this.
6. For Board meetings:
 - Aim to get agenda and packet info to the office 9 days before the meeting (Wednesday before) so it can be sent out to the Board the Friday before.
 - Especially for items to be voted on, reports should be included so they can be reviewed ahead of time, such that only questions need be entertained.
 - Goal for meeting should be 6 to 9p.m. with a set time for each topic. If the Board wishes to extend the time for a particular topic, a motion to do so can be entertained.

9. Resignation of Board Member Maureen Zimmerman M Zimmerman resigned from the Board and the Board thanked her for her many years of service.

10. Announcements (J. Hughes) None

11. Next Board Meeting: Thursday, September 11, 2008 at 6:00 p.m. in the Student Union.

12. Adjournment. (J. Hughes) [G Golka moved to adjourn at 9:35p.m.](#) [T Kilby seconded.](#) [Motion passed.](#)

Submitted by

S Hallman, Secretary

Approved 9-11-08 Board Meeting