

Tempe Preparatory Academy
Board of Directors
APPROVED MINUTES

Date: Thursday September 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 6:15p.m.) S Begley, PTO ex-officio member. E Denny, Faculty ex-officio member.

Board Members Absent: None.

Others Present: J Boles, Head of School.

REGULAR SESSION

1. **Call to Order.** (J. Hughes)
2. **Call to the Public.** (J. Hughes)
3. **Consent Agenda: Discussion/Action Items:**
 - a. **Approval of July expenditures and budget.**
 - b. **Reading/Approval of the minutes of the previous meetings:**
 - i. August 14: Regular Meeting
 - ii. August 26: Regular Meeting.
 - c. **Approval of Personnel Items**
 - i. Resignation, Julie Boles—Discussed in Executive Session
 - ii. Administrative Proposal, Julie Boles—Discussed in Executive Session
 - iii. Administrative Assistant, Anna Gregg—Discussed under item 11c.

E Ortiz moved to approve the consent agenda items a and b. K Brockelman seconded. Motion passed.

Item 11h was discussed out of order: Discussion and possible motion on Air Conditioning situation. E Ortiz thanked TPA parent, Dan Harden, for his expertise and time spent on this problem. Mr. Harden updated the Board on the status of the air conditioners in the 200 building. Complete replacement is needed. Discussion was had. The Board gave E Ortiz direction that a permit from the city of Tempe should be obtained for any work done, and that she should seek bids for the necessary work. Goal would be to have any needed construction done during Christmas break. Estimated cost is \$75,000. J Boles reported that parents donated \$7200 on Curriculum Night.

4. **Discussion/Action Item on a proposed a Summer 09 Italy student trip** (L. Hickernell) Mrs. Hickernell noted that she was working with "Passports", a student travel company on setting up a summer trip in early June of 8-13 days to Greece or Italy. Adult:Student ratio would be at least 1:6. Cost would be about \$3000 per student and be nearly all-inclusive except for some meals.

S Hallman moved to approve the concept of a trip to Italy or Greece led by Lori Hickernell, with further information to be given to the Board as arrangements are made. E Ortiz seconded. Motion passed.

5. **Discussion/Action Item on modified parent volunteer policy.** (J. Boles) This was first discussed in August.

S Hallman moved to approve the revised parent volunteer policy. E Ortiz seconded. Motion passed.

6. **Discussion/Action Item on Headmaster selection process** (E.Ortiz) E Ortiz discussed the Headmaster selection process outlined in the Board packet. Discussion was had. E Ortiz asked for direction from the Board on a few points. The Board reached a consensus that:

2. A Masters degree in any discipline of the liberal arts is *preferred*, and it is *preferred* that the candidate have *five* or more years teaching experience and at least three years administration experience.

The Board directed E Ortiz to go forward and post the position.

7. **Discussion/Action Item on fundraising proposal** (S. Hallman) S Hallman reported that approximately 30 walkers/runners had expressed intent to participate. We still could use more.

8. **Discussion/Action Item on faculty/staff holiday party** (E. Ortiz) E Ortiz noted that she and T Kilby would plan this year's party and asked for help from the Board. She asked that each Board member donate \$300 or what they could afford for this event. School monies do not pay for this event. After input from faculty and staff present, the Board agreed on the date of Friday December 19, 2008.

9. **Discussion/Action Item on strategic goals for 08-09** (J. Hughes) J Hughes reminded the Board of the 5 Strategic Goals decided on at the August 26, 2008 meeting. They are:

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.**

10. **Discussion/Action Item on administrative handling of BOD mail** (J. Hughes)

S Hallman moved to approve that the front office would open all mail addressed to the Board unless marked "confidential", for which the relevant Board member would be notified. K Brockelman seconded. Motion passed.

11. **Headmaster's Report** (J. Boles)

Discussion/Action Items:

a. **Special education 08-09 contract** Discussion was held. J Boles assured the Board that this would be more than adequate for the number of children needing special education services at TPA.

S Hallman moved to approve the Special education 08-09 contract. G Golka seconded. Motion passed.

b. **Director of Administration Services Proposal**—discussion in Executive Session.

c. **Administrative Assistant/Development Proposal**—J Boles explained that this part time position to be filled by Anna Gregg would be as an administrative assistant to help with fundraising, using the \$25,000 budgeted for a development director.

E Ortiz moved to approve. K Brockelman seconded. Motion passed.

d. **08-09 Faculty Evaluation Document and Proposal**—J Boles reviewed the policy listed under "10 d" in the packet. She noted that the Headmaster and the Department Chairs would now do evaluations in a team approach. New faculty will be evaluated twice yearly and established faculty at least once yearly. J Boles reported that the faculty committee is still working on a performance pay proposal to present to the Board. There was discussion about approving this policy in absence of it being linked to a performance policy. However, whether or not there even is any performance money, the evaluation policy needs to be in place. The Board gave J Boles direction that the two policies should ultimately be linked.

S Hallman moved to approve the 08-09 Faculty Evaluation Document and Proposal. E Ortiz seconded. Motion passed. G Golka voted No.

e. **Professional Development Days**—J Boles asked to postpone this item.

- f. **Follow up TPA Liberal Arts Communication Plan**—J Boles reviewed item "10 f" in the Board packet.
- g. **Discussion of Faculty Handbook**—K Brockelman requested that discussion and action on this be postponed pending fuller review of the document by himself and the Policy committee.
- h. **Discussion and possible motion on Air Conditioning situation**—See above—item discussed out of order, after item 3.
- i. **August 2008 ADM/ADA Report**—Not available.

12. **Report from Faculty Representative to Board.** (E Denny) E Denny congratulated the faculty on all getting their progress reports turned in on time. He noted that the Humanities department is taking on the following issues: 1) a program for teaching grammar mainly in the early grades, but through the curriculum. 2) For consistency, a TPA writing guide to include expectations for writing at each grade level. 3) Polishing student writing.

13. **Report from Parent Organization to Board.** (S. Begley) S Begley noted that the ice-skating social was a success, that the hot lunch program was being changed to allow parents/students to order/pay in advance. She also encouraged submissions to the PO newsletter.

14. **Board Advisory Sub-Committee Reports / Announcements**

- a. **Finance Committee Report.** (J. Hughes)—No report.
- b. **Extracurricular Sub Committee Report.** (C. LeBeau)—C LeBeau gave a timeline for his committee's goals and announced the members of his committee—see handout.
- c. **Policy and Governance Committee Report.** (K Brockelman)—Work is ongoing with gathering and sorting all TPA Board policies. Faculty Handbook will be the next project.
- d. **Facilities Committee Report** (E. Ortiz)—See 11 h above.
- e. **Appointments Committee Report** (E. Ortiz)—See item 6 above.

S Hallman moved to enter Executive Session at 7:50p.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 8:25p.m. K Brockelman seconded. Motion passed.

REGULAR SESSION (Continued)

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

- i. Discussion
- ii. Call to the Public.
- iii. Possible Vote on items presented—No motions or vote was held.

15. **Announcements** (J. Hughes)

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

17. **Adjournment.** (J. Hughes)

S Hallman moved adjourn at 8:26p.m. K Brockelman seconded. Motion passed.

Submitted by

Susan M. Hallman, M.D.
Secretary.

Board Approved 9/11/08

