

REVISED AGENDA

NOTICE OF MEETING DATE AND POSSIBLE EXECUTIVE SESSION OF TEMPE PREPARATORY ACADEMY

Pursuant to Arizona Revised Statutes (A.R.S.) 38-431.02, notice is hereby given to the members of the Board of Directors (the Board) of Tempe Preparatory Academy and to the general public that the Board will hold a meeting open to the public on **Wednesday, September 8, 2010 at 6:00 p.m.** in the Student Union at Tempe Preparatory Academies, 1251 East Southern Avenue, Tempe, AZ. The Board reserves the right to change the order of items on the agenda. Some members of the Board may participate by conference telephone. Pursuant to A.R.S. 38-431.03 (A)(3), the Board may vote to go into Executive Session, which will not be open to the public. Copies of the agenda and supporting materials will be available 24 hours prior to the meeting at the Tempe Preparatory Academy office and the agenda is available on line at www.tempeprep.org/pages/downloads/TPAboard_agendas.html.

1. **Call to Order.** (E. Ortiz)

2. **Call to the Public.** (E. Ortiz) At this time, any member of the public is allowed to address the Board of Directors on any issue, whether or not on the 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 appear on this Agenda and are otherwise properly noticed for discussion and legal action. On items specified for a vote on this Agenda, members of the public may comment after the Board discussion and prior to any vote on the matter.

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. August 4, 2010: Regular Meeting (A)
 - ii. August 4, 2010: Summit (A)
- b. Review and approval of monthly financial statements (A) (H. Topper/B. White)

4. **Regular Agenda:**

- a. Headmaster's Report. (H. Hallman)
 - i. Discipline & Enrollment (A)
 - ii. Charter Renewal & Highly Qualified Teachers (H)
 - iii. Teacher Improvement Programs (H)
 - iv. Tutoring Program (A)
 - v. Capital Improvement Projects Close-Out
- b. Revisions to Budget for 2010-2011 (H) (H. Hallman/H. Topper/B. White)
- c. Valedictorian & Rank in Class Policies (A) (Hallman/J. Veenstra)
- d. Curriculum Mapping, Tutoring and Coaches Stipends (H) (Hallman)
- e. Confirmation of Section 301 Funds Distribution Policy (A) (Hallman)
- f. Student Representative
- g. Holiday Party Update
- h. Faculty Report. (J. Veenstra)
- i. Parent Organization Report. (S. Begley)

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 and Indemnity Agreement (H) (A.R.S. Section 38-431.03(A)(3)). (H. Hallman, General Counsel)

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

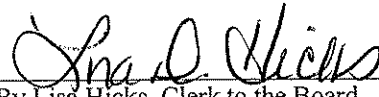
- a. Possible motions from the Executive Session. (E. Ortiz)
- b. Discussion
- c. Call to the Public.
- d. Possible Vote on items presented

7. **Announcements:** (E. Ortiz)

8. **Next Board Meeting:** Wednesday, October 6, 2010 at 7:00 p.m. in the Student Union.

9. **Adjournment:** (E. Ortiz)

Dated and posted this 7th day of September, 2010
Tempe Preparatory Academy

A handwritten signature in cursive script, appearing to read "Lisa D. Hicks", written over a horizontal line.

By Lisa Hicks, Clerk to the Board
10:30 AM

TPA

Agenda Item

3ai

Tempe Preparatory Academy
Board of Directors
MINUTES

Date: August 4, 2010

Time: 5:05p.m.

A meeting of the Tempe Preparatory Academy Board of Directors was held in the Zelman Center 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: K Brockelman, Vice President presided; J Hughes, T Kilby, Secretary, T Bush, J Evans, C LeBeau, M Rhoades, PTO ex-officio member. J Veenstra, Faculty ex-officio member.

Board Members Absent: E. Ortiz, President.

Others Present: Hugh Hallman, TPA counsel and TPA Headmaster, B White, Business Manager.

1. **Call to Order.** K. Brockelman called the meeting to order at 5:05 P.M.
2. **Call to the Public.** No public present
3. **Consent Agenda:**

a. Reading/Approval of the minutes of previous meetings:

- i. June 28, 2010: Regular Meeting (A)
- ii. June 28, 2010: Executive Session (A)

T. Kilby moved to approve the consent agenda. J. Hughes seconded. Motion passed.

4. **Regular Agenda:**

a. **Staffing & Contracts Consideration and Approval.** J Hughes moved to approve the 2010-11 Staff and Contracts as presented (attached list). T Kilby seconded. Motion passed.

5. **Executive Session:** John Hughes was not present for Executive Session or after. T Kilby conducted the rest of the meeting.

- a. Discussion regarding employment matters—Faculty and Staff compensation, contract terms, revisions and related issues. No executive session was deemed necessary.

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

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

No further discussion was deemed necessary.

7. **Announcements:** None.

8. **Next Board Meeting:** Wednesday, September 8, 2010 at 6:00 p.m. in the Student Union.

9. **Adjournment:**

At 5:10 p.m, T Bush moved to adjourn. T Kilby seconded. Motion passed.

Respectfully Submitted,

Tara Kilby, Secretary
Susan Hallman, Scribe

TPA
Agenda Item
3a11

Tempe Preparatory Academy
Tempe Preparatory Junior Academy
Joint Summit Meeting of the Boards of Directors
MINUTES

Date: Wednesday, August 4, 2010

Time: 6:00 p.m.

Location: Zelman Center

A special joint meeting of the Tempe Preparatory Academy Board of Directors and the Tempe Preparatory Junior 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: K Brockelman, Vice President, presided; J Hughes, T Kilby, J Evans, C LeBeau, T Bush. M Rhoades, PTO ex-officio member, J Veenstra, Faculty ex-officio member.

Others Present: Hugh Hallman, Headmaster. TPA faculty/staff/contracted staff.

REGULAR SESSION

- 1 **Call to Order.** K. Brockelman called the meeting to order at 6:08p.m.
2. **Welcome & Dinner.** K. Brockelman and H. Hallman welcomed all the participants to the Summit.
3. **Vision & Mission of TPA & TPJA.** Mr. Hallman described the discussions among the Faculty at the Faculty's Summit, which had taken place over the preceding two days and would continue for a third day on August 5th. Faculty members expressed their support for the consensus reached regarding dress code, the limitations of the use of "pop" culture in the classrooms, among other issues.
4. **Character, Size, Facilities & Expectations for TPA & TPJA.** Mr. LeBeau raised the issue of the size of TPA and TPJA and inquired whether faculty members had yet considered potentially increasing the number of sections in each grade to four and adding a fifth grade. Mr. Hallman expressed the sentiment of the Faculty that such issues are important to the Faculty but had not yet been fully vetted; this year will bring further opportunities to discuss these issues and that available space is a precedent condition to making any further assessment of the opportunities. Fortunately, EdOptions may have space available at a price that might provide an opportunity to engage in fruitful investigation of options.
5. **Roles of Faculty, Staff, Parents, Family & Greater Community.** Mr. Hallman indicated that concepts involving these community members have been the subject of the Faculty discussions and more are to come. The Board members each thanked the Faculty and staff for their dedication to the schools.
6. **Governing Structure.** Board members expressed gratitude for the new TPAPA organization and leadership.
7. **Adjournment.** Mr. Brockelman sought a motion to adjourn, which was made by Mr. Bush and seconded by Mrs. Kilby, and passed unanimously at 7:35.

Respectfully Submitted

Tara Kilby, Secretary
Susan Hallman, Scribe

TPA

Agenda Item

3b

Tempe Preparatory Academy

Preliminary Financial Statements

8/31/2010

Attached are the financial for the two months ended August 31, 2010. As you can see from our enrollment numbers we are slightly above budget however the state is currently using an estimated count of 313.

The Budget currently shown is reflective of the budget sent to the State. There have been some adjustments since the budget was uploaded in June. We will revise the budget we use for analysis once we are further into the year.

Net curricular income after non cash expenditures (Depreciation/Amortization) TPA YTD 2 for the two months is a loss of \$21,113 as expected.

Extracurricular income and expenditures (YTD P3) have a loss of \$23,835 as many of our athletic costs are paid upfront.

Net Loss with Capital Expenditures (bond note principal) TPA YTD 3 is \$44,948, as expected.

TEMPE PREPARATORY ACADEMY
BALANCE SHEET
AS OF JUNE 30, 2010

	June 30, 2010	Aug 31, 2010	Difference
ASSETS			
Current Assets			
Checking/Savings			
0100 Cash			
0101 Petty Cash	0.00	600.00	600.00
0102 Arizona Bank & Trust Check	91,633.75	41,716.75	-49,917.00
0103 Arizona Bank & Trust Save	185,648.88	50,730.72	-134,918.16
0105 Wells Fargo #9788937	0.00	0.00	0.00
0106 Wells Fargo #9106863	0.00	0.00	0.00
0107 PayPal Fundraising	994.36	291.00	-703.36
0108 Cash Held By Trustee Bank	20,247.01	21,163.67	916.66
Total 0100 Cash	298,524.00	114,502.14	-184,021.86
Total Checking/Savings	298,524.00	114,502.14	-184,021.86
Accounts Receivable			
0130 Receivables			
0132 Accounts receivable	0.00	0.00	0.00
0133 Due from State of Arizona	7,339.67	0.00	-7,339.67
0130 Receivables - Other	-21,023.48	42,530.56	63,554.04
Overall Total 0130 Receivables	-13,683.81	42,530.56	56,214.37
Total Accounts Receivable	-13,683.81	42,530.56	56,214.37
Other Current Assets			
0150 Prepaid expenses	0.00	0.00	0.00
151 Due from TPJA	5,408.87	32,276.62	26,867.75
Utility Deposits	0.00	0.00	0.00
Undeposited Funds	0.00	0.00	0.00
Total Other Current Assets	5,408.87	32,276.62	26,867.75
Total Current Assets	290,249.06	189,309.32	-100,939.74
Fixed Assets			
0190 Capital Assets			
0191 Land and Improvements	332,871.62	332,871.62	0.00
0192 Site Improvements	217,510.13	217,710.13	200.00
0193 A/D	-573,110.50	-583,770.68	-10,660.18
0195 Building	1,288,550.00	1,288,550.00	0.00
197 Equipment	137,794.49	153,557.49	15,763.00
0198 CIP	0.00	0.00	0.00
Total 0190 Capital Assets	1,403,615.74	1,408,918.56	5,302.82
Total Fixed Assets	1,403,615.74	1,408,918.56	5,302.82
Other Assets			
0199 Deferred Finance costs	142,303.91	141,055.65	-1,248.26
Total Other Assets	142,303.91	141,055.65	-1,248.26
TOTAL ASSETS	1,836,168.71	1,739,283.53	-96,885.18

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Accounts Payable

0200 Nonpayroll payables

0201 Accounts Payable

4,204.79 0.00 -4,204.79

Total Accounts Payable

4,204.79 0.00 -4,204.79

Other Current Liabilities

0220 Payroll Liabilities

0221 Federal Withholding

337.14 0.00 -337.14

0222 FICA/MC

737.55 0.00 -737.55

023 State Withholdings

88.44 0.00 -88.44

0224 403B Contributions

38,590.79 18,097.54 -20,493.25

MEEDIN AND MEDINS

-4,530.00 6,811.00 11,341.00

0247.4 AFLAC

344.83 355.62 10.79

0226 Flex Withholding

0.00 0.00 0.00

0228 Garnishment

0.00 0.00 0.00

0229 Accrued Payroll

118,237.45 0.00 -118,237.45

Total 0220 Payroll Liabilities

153,806.20 25,264.16 -128,542.04

0230 Security Deposit

0.00 0.00 0.00

0240 Book and Music Deposit

0.00 48,140.00 48,140.00

Textbook replacement fund

0.00 0.00 0.00

0250 Flex Benefit Clearing Acct

0.00 0.00 0.00

0261 Capital Leases Payable

0.00 0.00 0.00

0262 Payable IDA

42,314.00 42,314.00 0.00

0263 Social Committee

0.00 0.00 0.00

264 Friends of Fine Arts

0.00 0.00 0.00

Total Other Current Liabilities

196,120.20 115,718.16 -80,402.04

Total Current Liabilities

200,324.99 115,718.16 -84,606.83

Long Term Liabilities

0235 NP TPA Foundation

- 32,670.02 32,670.02

0231 IDA Notes Payable

0231a IDA Series A

1,160,086.09 1,160,306.65 220.56

0231b IDA Series B

793,624.07 786,660.11 -6,963.96

0231c Reserve for future Pay

-370,866.55 -372,504.61 -1,638.06

0231d Less Current Liability

-42,314.00 -42,314.00 0.00

Total 0231 IDA Note Payable

1,540,529.61 1,532,148.15 -8,381.46

Total Long Term Liabilities

1,540,529.61 1,564,818.17 24,288.56

Total Liabilities

1,740,854.60 1,680,536.33 -60,318.27

Equity

0300 Retained Earnings

2,186.31 95,314.11 93,127.80

Net Income

93,127.80 -36,566.91 -129,694.71

Total Equity

95,314.11 58,747.20 -36,566.91

TOTAL LIABILITIES & EQUITY

1,836,168.71 1,739,283.53 -96,885.18

TEMPE PREPARATORY ACADEMY

Cash Roll forward

Beginning Cash Balance 7/1/010	298,524.00
Plus net income	(36,566.91)
Less decrease in Current Liab	(84,606.83)
Less decrease in LT Liab	24,288.56
Plus decrease in AR & other current assets	(83,082.12)
Plus decrease in LT Assets	(4,054.56)
Ending Cash Balance 8/31/10	<u>114,502.14</u>

TEMPE PREPARATORY ACADEMY
 PROFIT AND LOSS STATEMENT
 YTD JUNE 30, 2010 - PRELIMINARY

	Accrual Basis		Year-To-Date Jul '09 - Jun 10	Year-To-Date July - Aug 2010	Year-To-Date Budget	Year-To-Date \$ Over Budget
	Budgeted 342 had 328 at 100 day and 319 at eoy					
<u>CURRICULAR ACTIVITIES</u>						
1 Interest on Investments	348	as of 8/31 320	315	348	315	348
	13,834	2,364	2,300	2,300	64	
2 Student Fees (less FAIR) & Special Class Consumables	49,488	33,699	33,285	414		
3 Community Investment: Unrestricted/Restricted	104,080	9,334	8,155	1,178		
4 Alumni Contributions/Tax Credits	27,078	2,584	2,800	(216)		
5 Miscellaneous Income (4)	46,897	18,789	16,966	1,822		
6 Lease Income	275,627	18,882	17,915	967		
7 Due From/TFJA Operations Reimbursement	8,687	3,350	3,350	-		
8 Instructional Improvement Funds	40,753	3,392	2,887	505		
9a State Stimulus Funding: Prop. 301 40% Performance	40,753	3,392	2,887	505		
9b State Stimulus Funding: Prop. 301 40% M&O Imp	20,376	1,696	1,443	253		
9c State Stimulus Funding: Prop. 301 20% Base Salary Inc						
10 State & Federal Equalization Aid	2,170,784	172,942	175,135	(2,193)		Watching State using estimates 313 students
TOTAL CURRICULAR INCOME	2,798,357	270,423	267,123	3,300		
11 Salaries - Instructional	1,219,575	82,012	83,309	(1,297)		
12a Prop 301 40% Performance Pay	43,509	-	-	-		
12b Prop 301 40% M&O Improvement	40,753	3,391	2,887	505		
12c Prop 301 20% Base Salary Inc	20,376	1,696	1,443	253		
13 Department Chairs	39,750	4,875	4,875	-		
14 SS and Medicare @ 7.65%-Faculty	99,579	6,804	7,256	(452)		
15 SUTA/FUTA - All	11,722	330	300	30		
16 Retirement Plan - Teachers	34,868	5,074	5,279	(205)		
17 Medical/Dental/Life - Teachers	170,110	19,774	19,572	202		
18 Faculty Summer Study Grant	-	-	-	-		
19 Faculty Professional Development	-	1,578	1,600	(22)		
20 Salaries - Administration/Support Services	297,701	48,091	45,638	2,453		Increasing part time hours
21 SS and Medicare @ 7.65%-Admin/Fundraising/Facilities	20,046	3,305	3,157	149		
22 Retirement Plan - Admin.	2,125	939	1,143	(204)		
23 Medical/Dental/Life/Payroll - Admin.	50,280	8,407	6,614	1,792		

Accrual Basis
YTD JUNE 30, 2010 - PRELIMINARY

	Year-To-Date Jul '09 - Jun 10	Year-To-Date July - Aug 2010	Year-To-Date Budget	Year-To-Date \$ Over Budget
24 Worker's Comp Insurance (All)	10,533	1,681	1,264	417
25a Professional Services/Accounting & Audit	22,600	4,900	4,900	-
25b Professional Services/Educational Consulting	-	-	-	-
26 Payroll - now included with Admin benefits	-	-	-	-
27 Legal	30,000	5,000	5,000	-
28 Building Payment	203,794	35,137	35,173	(36)
29 Lease Expense Land, Bldg & Equip	28,800	4,800	4,800	-
30 Property Tax	-	-	-	-
31 Repairs & Maintenance	12,234	4,894	4,900	(6)
32 Landscaping, Custodial, Exterminating	33,811	6,666	7,032	(366)
33 Salaries - Facilities	12,064	2,698	1,346	1,353
34 Security System & Lease	2,826	326	300	26
35 Property & Casualty Insurance	16,995	4,158	4,000	158
36 Phone	5,195	779	827	(48)
37 Water, Electric & Gas Utilities	28,407	5,360	7,071	(1,711)
38 Postage	4,219	1,964	2,000	(36)
39 Faculty Recruitment	750	-	-	-
40 Photo Copying & Printing	30,574	4,253	3,600	653
41 Travel	101	-	-	-
42 Fundraising Costs	860	100	-	100
43 Supplies - Administration	19,339	1,527	1,690	(163)
44 Supplies - Instructional	25,193	2,855	2,850	5
45 Special Education	38,762	1,904	1,794	110
46 Textbooks	7,351	(345)	-	(345)
47 Publications / Library	-	-	-	-
48 Computers & Software	7,918	249	249	-
49 Pupil Transport	4,965	-	-	-
50 Special Events & Field Trips	1,616	-	100	(100)
51 Furniture & AV Expense (capt & noncapital)	4,067	-	-	-
52 Vision Hearing Screening	1,513	-	-	-
53 Miscellaneous Expenses (Dues/Fees/Subscriptions)	45,244	1,453	1,615	(162)
54 Grant Expense	-	-	-	-
55 Salary Reserve	-	-	-	-
56 Fair Scholarships & Bad Debt Expense	1,894	2,992	3,000	(8)
TOTAL CURRICULAR EXPENSE	2,652,021	279,628	276,582	3,045
NET CURR. INCOME BEFORE NON CASH ITEMS	146,335	(9,205)	(9,459)	255
NON-CASH ITEMS:				
57 Less: Depreciation Expense	(68,045)	(10,660)	(12,317)	1,657
59 Less: Amort. of Deferred Financing Fees	(10,488)	(1,248)	(1,248)	(0)
TOTAL NON-CASH ITEMS	(78,534)	(11,908)	(13,565)	1,656
NET CURRICULAR INCOME AFTER NON CASH	67,802	(21,113)	(23,024)	1,911

New AC units

Accrual Basis
YTD JUNE 30, 2010 - PRELIMINARY

Year-To-Date	Year-To-Date	Year-To-Date	Year-To-Date
Jul '09 - Jun 10	July - Aug 2010	Budget	\$ Over Budget

EXTRA-CURRICULAR ACTIVITIES

71 Yearbook Revenue	9,814	315	313	2
78 Yearbook	(7,260)	-	-	-
63 DC Trip Fees	42,274	-	-	-
DC Donations	(48,888)	-	-	-
77 DC Trip Expenses	3,000	-	-	-
64 Summer School Tuition (5)	(2,700)	-	-	-
79 Summer School - Teacher Salaries (5)	-	-	-	-
65 SAT & Study Skills Seminars	-	-	-	-
80 SAT & Study Skills Seminar Exp.	-	-	-	-
62 Non-Athletic Fees	23,288	8,937	8,899	38
67.1 Tax Credit: NonAthletic	27,190	600	400	200
68.1 Tax Credit Used to Pay NonAthletic Fees	1,040	200	300	(100)
69.1 Donations - NonAthletic	6,853	-	100	(100)
76 Extra-Curricular Exp - Non-Athletic	(59,494)	(4,312)	(4,205)	(48)
72 Grants & External Gifts (2)	-	-	-	-
TOTAL EXTRA-CURRICULAR NONATHLETIC	618	5,739	5,807	(8)

61 Athletic Fees	117,859	29,111	28,589	522
67 Tax Credit: Athletic	104,294	7,059	7,000	59
68 Tax Credit Used to Pay Athletic Fees	5,786	1,135	1,180	(45)
69 Donations - Athletic	25,530	530	500	(500)
73 Salaries & Stipends - Athletics	(135,536)	(26,784)	(27,120)	336
74 Athletic Fair	(1,620)	(1,370)	1,200	(170)
75 Extra-Curricular Expenses - Athletic	(114,204)	(39,255)	(37,810)	(1,445)
TOTAL EXTRA-CURRICULAR ATHLETIC	2,108	(29,574)	(26,461)	(1,243)

Umpire travel fees paid up front

NET EXTRA-CURR. INCOME (EXPENSE)	2,726	(23,835)	(20,655)	(1,251)
TOTAL NET INCOME	70,528	(44,948)	(43,679)	660

CAPITAL CAMPAIGN & GRANT ACTIVITIES

82 Community Investment: Capital Campaign	9,000	-	-	-
INFLOW FROM CAPITAL CAMPAIGN	9,000	-	-	-
83 Grant Income	13,600	-	-	-
TOTAL CAPITAL OUTFLOW	22,600	-	-	-

NET INCOME /(LOSS) WITH CAPT EXPEND	93,128	(44,948)	(43,679)	660
Add Back Capital Expenditures	-	-	-	-
58 Add: Capitalized Expenses/Eq & Furn >1000	-	8,381	8,665	(283)
60 Add: Reduction in Notes Payable/Bond Expenses)	93,128	(36,567)	(35,014)	376
NET INCOME /(LOSS) WITHOUT CAPT EXPEND	93,128	(36,567)	(35,014)	376

TPA

Agenda Item

4i

Tempe Preparatory Academy
ADM / ADA Report
August 2010

At the end of **August 2010**, the Average Daily Membership (ADM) and the Average Daily Attendance (ADA) for each grade were as follows:

7th Grade

Number of students enrolled at the end of the month: 44 Wait List Count: 133
ADM: 43.76
ADA: 43.29

8th Grade

Number of students enrolled at the end of the month: 44 Wait List Count: 62
ADM: 43.41
ADA: 42.44

9th Grade

Number of students enrolled at the end of the month: 67 Wait List Count: 42
ADM: 65.59
ADA: 63.71

10th Grade

Number of students enrolled at the end of the month: 60 Wait List Count: 0
ADM: 59.53
ADA: 58.69

11th Grade

Number of students enrolled at the end of the month: 54 Wait List Count: 0
ADM: 54.00
ADA: 52.96

12th Grade

Number of students enrolled at the end of the month: 51 Wait List Count: 0
ADM: 51.00
ADA: 49.44

Total **August 2010** Enrollment: 320
Budgeted Enrollment: 315

Discipline Report

Number of attendance days this month: 17

Number of detentions assigned: 15
Number of Out-of-School Suspensions (OSS): 0
Total Number of days for Out-of-School Suspensions: 0

Number of In-School Suspensions (ISS): 0
Total Number of days for In-School Suspensions: 0

TPA

Agenda Item

4aiv

Facilitated Tutoring Program

Tempe Preparatory Academies long have encouraged students who are struggling academically to seek tutoring from teachers. As part of the tutoring program and consistent with our philosophy as a community of learners, the Academies have also asked older students who are proficient in a subject assist struggling students in that subject. The Family Handbook long has summarized this two-prong tutoring effort:

Teachers will inform students and parents at the start of the school year of their office hours and tutoring hours.... Students should avail themselves of tutoring if they have trouble in a class or with certain assignments. It is up to the student to let the teacher know that he or she desires further help. Parents can also contact the teacher to arrange for tutoring.

The department chair can also put students needing extra help in touch with older students who are especially proficient in each subject area. This peer tutoring is another important asset for students seeking to improve academically.

From recent experience, it appears that many of the students who face academic challenges do not seek tutoring assistance and, in many cases, approach a level of academic failure that requires the student be retained. In a few instances, students and their families elect to leave Tempe Prep rather than face retention.

Rather than wait for students and their families to react to failing quarter or semester grades, or hope that struggling students will both arrange for tutoring and attend sessions regularly, a proactive approach may provide the opportunity to improve the academic outcome for struggling students. In the past, Tempe Prep offered a tutoring program involving the entire math faculty for students struggling in math. Math faculty members would provide set coverage in the “Math Lab” to assist any student challenged by any math course. As the current Family Handbook still describes:

[T]he math department sponsors a “Math Lab” before school on most days, and students can come to the Lab to meet with teachers (whether or not they are in those teachers’ classes) to receive additional help.

Such a proactive approach seems more likely to succeed if we “assign” struggling students to tutoring and provide additional structure to the program. As discussed in the Faculty Summit, Faculty members will provide coverage for scheduled times, Monday through Friday, for an hour after school is completed for the day. For regular school days, the “mandatory” tutoring will be available from 3:00 to 4:00; for half days, tutoring will be available from 12:30 to 1:30. In the early stages of this effort, we all will need to be a bit flexible because it is likely that the need for coverage will be slight in the early weeks and increase during the semester. We likely should be prepared to have at least one Faculty member per subject area designated as responsible for each day; Faculty members then can refer their own students to seek them out for voluntary tutoring during the assigned times.

Students who are identified by faculty members as “struggling,” may be referred to the Facilitated Tutoring Program, which will be coordinated by Gwyn Melton. Mrs. Melton will be

assisted by Anthony Figueroa. Faculty members who would like to refer a student for assigned tutoring should email Mrs. Melton. Mrs. Melton and the Headmaster then will coordinate contacting the student's parents to arrange schedules and discuss the terms of the tutoring required of the student.

In some instances, students likely will be struggling in a number of courses. In those instances, we also should call on Nate Calahan's experience in teaching the study skills program this summer. We have developed a number of techniques to apply in instances when a student's primary hurdle is with homework and studying generally.

Please keep in mind that an "assigned" tutoring rotation for a Faculty member should not be viewed as relieving one of the general obligation to tutor students. However, by providing assigned tutoring and appropriate space for the program, we may find that the general tutoring program will go more smoothly and teachers will have a more structured (and weather-controlled) environment in which to conduct tutoring with students.

TPA

Agenda Item

4c

Valedictorian

The faculty select one graduate each year to represent his or her class via a valedictory address at senior commencement. The valedictorian is selected by a majority vote of the faculty at a general faculty meeting. The two criteria outlined for selection: 1) the senior must be one of the top two or three students in his or her class in terms of academic achievement, and 2) he or she must be a solid moral example to the community in terms of behavior and participation in activities. The faculty reserve the right to not award the top academic student if the faculty determine that another high-level academic student stands as a considerably better character example to the community. In the case of a tie in the faculty valedictory vote, the headmaster will make the final decision.

TPA

Agenda Item

4e

Performance Pay Distribution Guidelines

Objective: Distribute the performance pay compensation to faculty who has demonstrated consistent and strong teaching and collegiality at Tempe Preparatory.

The Plan:

- Results of all formal evaluations will be reviewed by the TPA and TPJA Headmaster.
- For faculty who were evaluated by their department chair or the assistant Headmaster, a discussion between the Headmaster and the evaluator will be conducted as it relates to the performance of that teacher.
- The Headmaster will consider the results of the formal evaluation process, the required faculty reflection, the walk through observations of the Headmaster, assistant Headmaster (if any) and department chair to determine an overall assessment of that faculty member.
- The Headmaster will make the final determination of whether a faculty member is performing at an adequate standard to receive performance pay compensation.
- In the spirit of promoting an environment of a community of learners and the evaluation process as it relates to performance pay, this process will emphasize that continuing professional growth are key qualities to maintaining a positive working climate. The desire is that faculty will support one another toward becoming better teachers. There is no desire of this committee to create any type of system that is construed as competitive, however is one that financially rewards performance.

Given the community of learners statement above, the performance pay will be distributed as follows:

1. Faculty who are assessed by the Headmaster as proficient or above, will share an equal distribution of 80% of the state funds we receive for this purpose.
2. Faculty, who are assessed by the Headmaster as basic or unsatisfactory, will receive no distribution of performance pay monies for that semester and/or year. It is likely that faculty who fall in this category will be subject to an improvement plan, non-renewal of contract or possible termination.
3. At the close of the school year, the Headmaster will determine if any faculty should be identified as distinguished. Distinguished faculty would be those who have consistent, exemplary performance, active leadership roles in the school and/or other contributions so great that the Headmaster deems it appropriate to receive additional compensation. The additional performance pay compensation would be distributed at the discretion of the Headmaster and would be funded by the remaining 20% designated for this purpose. The notification would be conducted through a letter from the Headmaster to the individual. The compensation would serve as a private acknowledgement of the extraordinary talents of that individual.
4. First year teachers would be eligible for one distribution (May/June) of performance pay monies (beginning 09-10), subject to waiver of this limitation by the Headmaster. The first semester distribution would be rolled over and be distributed the following December (year two at TPA). For those first year teachers who return to TPA, the compensation would become available to them. For first year TPA teachers who elect to not return or whose contracts are not renewed, they would lose their eligibility to gain these funds. Note: Current first year teachers were assured that if performance warranted, a performance pay distribution would be made. Thus, #4 would not be implemented until the 2009-2010 school year, if at all.