

**Tempe Preparatory Academy
Board of Directors**

Date: Wednesday, September 14, 2011

Time: 6:00 p.m.

A meeting of the Tempe Preparatory Academy Board of Directors was held in the Student Union of Tempe Preparatory Academy, 1251 East Southern Avenue, Tempe, AZ, pursuant to A.R.S. 38-431.02, notice having been duly given.

Board Members Present: E Ortiz, President. K Brockelman, Vice President. T Bush, Treasurer. T Kilby, Secretary. J Hughes. D Foreman. R Bergez, Faculty Ex-officio member, M Rhoades, PTO Ex-officio member.

Board Members Absent: C LeBeau

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

- 1) **Call to Order.** E Ortiz called the meeting to order at 6:03 p.m.
- 2) **Call to the Public.** Mr. Rafael Tan answered the Call to the Public.
Mr. Tan asked if the bylaws would be amended so that Board members have terms and are elected by the TPA community. Ms. Ortiz responds that no Board member has asked to place this on the agenda for consideration so we will continue to follow the current bylaws.

3) **Consent Agenda.**

a) **Reading/Approval of the minutes of previous meetings:**

- i) August 6, 2011: Regular Session Minutes (A)
- ii) August 6, 2011: Executive Session Minutes (A)
- iii) August 6, 2011: Joint Summit with TPJA Boar (A)

b) **Review and approval of monthly financial statements.**

Mr. Bush moved to approve the Consent Agenda. Ms. Kilby seconded. Motion passed.

4) **Regular Agenda.**

- a) **Enrollment & Discipline (A)** H. Hallman mentioned an adjustment made to the enrollment figures as presented in document attached.
- b) **School Profile Enhancements (A)** K. Moffitt (Academic and College counselor) presents a revised school profile to be submitted with each student college application. 33 colleges will be coming to the campus this year for visits. Board commends Ms. Moffitt for this excellent work.
- c) **Proposed Change to Dance Dress Code (A) (M. Rhoades)** Social committee from last year suggested changes. Ms. Hedberg and Ms. Rhoades offered their follow-up in this regard. Seniors Isabella Roig and Vanessa Troglia address the Board to describe the creation of the new Social Committee. They have planned a casual dance for September and Homecoming in October. Ms. Rhoades shows past four years of yearbooks to show the dress code examples of past social events. Dress code text is presented for suggested inclusion in the Family Handbook. Faculty have reviewed it and approved the draft with some additional language regarding skirt length and no backless dresses (which has now been added). She requests that be made into a motion and added into the Family Handbook to provide clarification for those enforcing this policy. Ms. Ortiz suggests that a final draft be created by Ms. Rhoades and Mr. Bergez to be reviewed by the faculty. This will provide an interim policy to govern the upcoming Casual Dance and Homecoming Dance in September and October 2011. This matter will be placed on the next Board meeting agenda for approval to be placed in the Family Handbook.

Mr. Hughes moves to approve the interim policy and authorize Mr. Bergez to work with faculty for final amendment to provide interim rule for the upcoming social events. Mr. Brockelman seconded. Motion passed.

d) Proposed Design of Class of 2011 Senior Gift Sculpture (A) (K. Atha)

Ms. Atha presents Mr. Tonnesen's completed artistic rendering of the proposed campus sculpture. She suggests placement of this piece at the campus entrance. Ms. Ortiz asks if the project funds raised are sufficient to cover the entire cost. Mr. Tonnesen has assured Ms. Atha that there is full cost coverage. Ms. Ortiz asks if input was requested per previous discussion. Ms. Atha sent email to the 2010 Senior class and received substantial agreement from the class to proceed with this rendering. Mr. Bush asks if the material is metal/bronze. Mr. Hallman indicates that the material is actually an easily repairable, strong fiberglass-like material that provides excellent medium for sculptures and that there are many examples of this in locations around the Valley. Mr. Bush wonders about the sword pointing downward. Mr. Hallman offers that he has requested that the artist address this issue so that it is not a danger to anyone or an easy entrance for vandalism. Mr. Hallman mentions both persons are male. Artist mentions cost savings of casting one and using it twice. Ms. Atha seeks approval from Board to move forward. Board thanks Ms. Atha for all of the effort extended to create this great work of art for TPA.

Mr. Foreman moves to proceed with sculpture as described. K. Brockelman seconded. Motion passed.

e) Presentation of Survey Proposals (A) H. Hallman presents that survey will proceed on October 25 and be completed by December 30 at the cost of \$6850. It is a rigorous survey approach that uses an electronic system to retain answers. Third-party use provides assurance that the answers are anonymous and anyone who does not respond electronically can be contacted for survey via mail. Select student group will take it via hard-copy as well. Ms. Ortiz reminds Board that this is the same professor conducting the survey as was completed in 2008. This Board felt it beneficial to utilize the same person with same methodology and prior data to conduct the proposed survey. K. Brockelman adds this professor is nationally recognized for his survey work in academic institutions. Mr. Hallman provides great support for his expertise including use by our local university, ASU. Mr. Foreman asks if there is any monetary "payback" for this endeavor to the school. Mr. Hallman suggests it useful to point to a third-party survey to address issues raised in our community. It can be a powerful tool to better understand how we are doing. Mr. Hallman asks the Board for permission to mount this new survey either via this professor or the TPA Naviance system with ambiguous questions from the prior survey instrument now having appropriate follow-up questions. Mr. Brockelman asks if the \$6850 poses a budget problem for this year. Mr. Hallman says it will not but is definitely a cost to be mindful of; Mr. Brockelman states this not be done every year, but recommends value in undertaken now since it has not been done for a few years.

Mr. Brockelman moves that Mr. Hallman and his ad-hoc committee move forward with a third-party survey as proposed with a funding cap of \$8,000. If for any reason it exceeds this amount it will be brought back to the Board. J. Hughes seconded. Motion passed. Mr. Foreman opposes the motion and states that Survey Monkey is a readily used electronic system that could be utilized by TPA community without this third-party insurance of hiring this out to the professor.

f) Community Forum Proposal (E. Ortiz/K. Brockelman) Mr. Brockelman proposes the construction of a community forum to promote more wholesome dialogue between our TPA community and the Board. Since Board meetings are more formal, we do not have time to dialogue extensively with community members. He proposes this forum take place one evening a month involving with Mr. Hallman and two members of the Board to provide the opportunity to facilitate productive dialogue regarding what we are doing well/poorly. He suggests beginning these in October. Ms. Ortiz emphasizes this would allow for full discussions not under

the open meetings law. This also means no action would be taken during these informal discussions but items could result in placement on the Board agenda. Ms. Kilby and Mr. Bush agree that this would provide a great opportunity for casual dialogue and consideration for items at future Board meetings. It would be best that all Board members be willing to participate in these forums. Mr. Foreman agrees that this is a great idea; a great way to hear fresh ideas directly from the community, but he suggests that the community tell the President items to be discussed prior to the forum and have an agenda created for this. Mr. Hallman offers that if you don't have a quorum you don't have a meeting; thus, if you did have a quorum you would need minutes and votes. Ms. Ortiz mentions that the open meeting law provides a layer of formality that can make conversation different or difficult. Mr. Foreman suggests that another way to create casual conversation by re-arranging the room. Mr. Hallman suggests that as long as Board members are not segregated and are simply present to listen to community issues it is not subject to open-meeting law. Mr. Hughes asks what is the difference between a forum and the dialogue at the start of the current Board meeting. Mr. Brockelman reiterates that he would still like to have a casual forum to simply talk; it would be healthy for our community. Mr. Bush suggests that this proposal not need Board decision. Mr. Foreman offers the concern that he could be asked to leave if he attends under current proposal and there is a quorum.

Mr. Brockelman moves to hold one community forum per month that no more than three Board members attend on a rotating basis with report back to the Board at the next meeting. Ms. Kilby seconded. Discussion on motion: Mr. Foreman states he has never been asked to leave a meeting while serving on a Board. Nicole Pitman offers the hope that what is desired is thoughtful discussion but not angry venting; but wonders why it cannot be a community-centered casual event and if issues need to be Board-involved, they be brought to the already scheduled Board meeting. Keith Thurston wonders if this is an attempt to solicit community input outside of a recorded manner. Clarissa Drake expresses concern for Mr. Hallman's time and chance for him to receive angry, direct input. J. Hughes suggests this forum take place one hour prior to the current Board meeting to provide casual dialogue opportunity but eliminate another evening of commitment each month. Mr. Foreman offers many Board's have an informal 'study session' prior to formal Board meeting involving non-agendized items and suggests this be called a study session.

K Brockelman amends motion that this informal forum be held one hour prior to the start of our regularly scheduled Board meeting. T. Kilby confirms second with amended motion. Motion passed. (Mr. Hallman offers that it take place from 6-7pm and that minutes will only reflect those in attendance.)

- g) **Annual Conflict of Interest Policy & Statement (A)** Mr. Hallman offers the Board opportunity to ask questions on the annual Conflict of Interest Policy & Statement which must be reviewed and returned to the State by the end of the month.
- h) **Board Policy Consolidation Project (E. Ortiz)** Ms. Ortiz asked that this item be placed on the agenda since as the Board passes and revises policies. She notes it would be helpful to have these current, adopted policies consolidated into a notebook so that the Board members know with certainty what the in effect policies are to date. Mr. Hallman states that a prior Board member began this effort up to three years ago and will take this as direction from the Board to complete and update this document and proposes it then be brought to the Board in a study session to review. He will try to have it prepared for the next meeting. Mr. Foreman suggests this a great way to keep everyone fresh on current policies and could then be used to bring up oldest policies first for review, update, and/or possible deletion.
- i) **Building Renewal and Capital Campaign Presentation (H)** Mr. Hallman presents a rough draft for capital campaign. Unfortunately, the current bond holder cannot provide current bond pay-

down and total owed to date is over \$1 million. Bond re-finance is not an option at this point. Recognizing this we are “stuck here” in a limited state. Thus, presented here is a case statement for a fundraising campaign for a non-profit organization. This document allows thought for all areas that a donor/investor may ask. It realizes the desire to move out of our stagnant stay and shows that there are things we can do now – even though we do not yet know the answer to all community questions (like how many students we want in total) – and addresses repair of the oldest areas of campus as well as the addition of a third 6th grade section. Thus, we can launch the campaign without answering the larger questions of vision. We can also educate our legislators about the challenges of legally requiring slots for lower grades into the higher grades and sibling preference. He proposes the launch of capital campaign to address our current facilities and asks that we consider the question of growing our grades to four sections. Mr. Maza has provided sketches for various options for 400 building remodel with 10 classrooms instead of the current five with cost proposal at \$300,000. Mr. Hallman does not believe we should use the reserves of TPA or TPJA but use the money raised by the foundation for this endeavor. He would like this Board’s direction to go forward with campaign and begin demolition and re-construction between 2011-2012 and 2012-2013 school year. This would provide all classrooms needed for the next school year with flexibility to open an additional section of the 6th grade (if state passes legislation re. sibling preference). Thus, in 60-days we could ‘fix’ the campus to meet our current needs with an adequate 400 building and then we could address continued campus overhaul. Phase 2 and Phase 3 would include building adequate science facilities and an auditorium (+2 associated music classrooms) to serve our full community. The compilation of this meets our current mission. Board appreciates the effort of Mr. Hallman, TPA Staff and Mr. Maza. Ms. Ortiz feels it time to take such action to meet our current needs without risking the financial security for our faculty.

Board agrees to give Mr. Hallman direction to proceed with the proposal capital campaign.

- j) **Annual Winter Break Board/Faculty/Staff Event (E. Ortiz/K. Brockelman)** Ms. Ortiz explains tradition at the end of the 1st semester for the Board to host a faculty/staff social event to thank them for their tremendous commitment to TPA. Mr. Brockelman agrees to host the 2011 event on December 16. Each board member agrees to donate \$250 for this gathering.
- k) **AZ Learns, Test Scores and Awards** Mr. Hallman notes TPA is one of the original three schools to receive ‘excelling school’ designation and “A” school award and one of only five schools to receive the Reading Excellence Award. Ms. Moffitt and Mr. Calahan have worked on ACT taking and our students are performing exceedingly high in English, Math, Reading. Science is the weakest area, but is still very high. Composite score should be celebrated! 16% of our graduating class achieved honors level of PSAT. In addition, City of Tempe accepted two applicants for the Youth Advisory for Jessica Ast and Jeremy Capello-Lee.
- l) **Faculty Report (R. Bergez)** Mr. Bergez reports that the faculty has no concerns for the Board at this time. Teacher development is underway with classroom walk-throughs and New Teacher meetings are occurring more frequently than in past years. Veteran teachers are enjoying ‘guest’ positions in new teacher classrooms to provide new perspectives. Tutoring/delinquency letters are going out earlier than in the past to allow for earlier intervention to get students back on track. Teachers are already signed up for tutoring slots. Great Books discussions for parents are underway with thanks to Ms Bernard for conducting the first session. Overall, things are moving very well and earlier than in past years.
- m) **Parent Organization Report (M. Rhoades)** Ms. Rhoades reports the PO held their first meeting on August 23. Code of Ethics and Confidentiality was implemented for all parent volunteers. First newsletter will be coming out tomorrow and PO website has been updated as a good tool

for distributing community information. Special thanks to Margo D'Souza for her efforts to implement the Not My Kid program.

Mr. Hughes moved to enter Executive Session at 8:03 p.m. Mr. Bush 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 Refinancing (A.R.S. Section 38-431.03(A)(3))**
- b. **Discussion/Consultation with Attorney regarding negotiations for purchase, sale or lease of real property for athletic facilities (A.R.S. Section 38-431.03(A)(7))**
- c. **Discussion regarding employment matters—Staff Compensation Policy (A.R.S. Section 38-431.03(A)(5))**

Mr. Brockelman moved to re-enter Regular Session at 8:37 p.m. Mr. Hughes seconded. Motion passed.

d. **Regular Session (continued).**

a. **Possible Motions from Executive Session (E. Ortiz) None.**

b. **Discussion, Call to the Public and Possible Vote on Items Presented. None**

e. **Announcements (E. Ortiz) None.**

f. **Next Board Meeting: Wednesday, October 5, 2011 at 7:00 p.m. in the Student Union.**

g. **Adjournment.** Mr. Brockelman moved to adjourn at 8:39 p.m. Ms. Kilby seconded. Motion passed.

Respectfully Submitted,



Tara Kilby, Secretary
Cindy Carter, Scribe