

Tempe Preparatory Academy
Board of Directors
MINUTES

Date: September 8, 2010

Time: 6:00p.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: E. Ortiz, President; T. Kilby, Secretary; T. Bush; M Rhoades, PTO ex-officio member; J. Veenstra, Faculty, ex-officio member; C. LeBeau, Vice President; K. Brockelman; J. Hughes.

Board Members Absent: J Evans; **Others Present:** Hugh Hallman, TPA counsel and Headmaster. Barbara White, Business Manager. H Topper, Accountant

AGENDA

1. **Call to Order.** J Hughes called the meeting to order at 6:04 p.m.
2. **Call to the Public.** No one answered the Call to the Public.
3. **Consent Agenda:**
 - a. Reading/Approval of the minutes of previous meetings:
 - i. Regular Meeting
 - ii. Executive Session
 - b. Review and approval of monthly financial statements

J Hughes moved to approve the Consent Agenda. K Brockelman seconded. Motion passed
4. **Regular Agenda:**
 1. Holiday Party Update: E. Ortiz
C. LeBeau will host. E. Ortiz will send him information about the budget. Last year Board donated \$250 per person.
 2. Faculty Report: J. Veenstra
Beginning of the year has been good. Faculty Summit was intense but good outcome.
 3. Parent Organization Report: M. Rhoades
 - a. On-Line electronic newsletter sent once per month with weekly updates
 - b. Hosted Back to school breakfast for the teachers and
 - c. Movie tickets were purchased for staff for teacher gifts
 - d. Student Rep's Appointed: Kyle Whalen and Emily Hedberg.
 - e. TPAPO.org: Will launch soon
 - f. First parent meeting was a huge success. Many parents participated.
 - g. All officer positions are filled
 - h. Spirit shirts available on line
 - i. Lots of parental involvement this year

4. Financials: H. Topper Review and approved monthly financials, everything looks good. Federal payment of \$20,000 received that we did not expect. Student Count for funding is 313. We currently have 320 students. We did not receive July payment from state. Financials look worse than they are because of this. There will be revised budget soon. Special needs student moved which caused allocation of funding to be transferred to TPA.

5. Headmaster's Report: H. Hallman

- a. Charter Renewal Process: 3 schools did not renew. Board Recommend TPA Approval of Charter. State says we have 56 staff members (rather than 34) and teachers that 15 were not highly qualified. Someone at the Board of Education has changed the report from "highly qualified" to "non-qualified" Dept of Education wrote apology letter. E. Ortiz stated that the Charter Board Experience was positive. J. Logan of Charter School Board gave a glowing speech about TPA stating that "Tempe Prep is *the* example of a great Charter School."
- b. Teacher Improvement Program: No budget for this. H. Hallman spoke with J. Veenstra about tutoring new faculty members. Goal is to provide them with the opportunity to learn more about the Socratic Method. H. Hallman has developed a matrix to facilitate this process. Part of performance review process.
- c. Tutoring Program: Goal: To identify students who are struggling before it is too late in the semester to help them improve. One hour per week teachers serve as tutors in their substantive area. Faculty to identify how many hours per week the student needs tutoring. Goal is to get all struggling students who are trying and participating to receive a C- or D. Goal is also to be proactive so parents know about struggling students before parent-teacher conference. This will also help attrition. Our faculty is putting in extraordinary time and commitment to this project. The goal is to enhance the program opportunities. We can make a positive impact for students. The goal is success of students, but if the student finds TPA is not a good fit they can choose to transfer early. Parents will engage with the headmaster and teachers to get student to tutoring to achieve success. Last year TPA had 9 students at year end who had academic problems and faced retention. We will set the bar higher to force a student to a higher level of performance. This also includes students with poor homework skills.

B. J. Veenstra says this has potential to be very complicated or very simple. Rooms are dedicated each day for tutoring. Teachers track which students attend. Folding in peer tutoring will be optimal success.

C. H. Hallman: The way we educate here is effective but not intended to be (nor is it) efficient. Students are dealt with individually. Therefore, it is difficult to determine early who needs tutoring. This is a "community of learners" program that we want to implement. Coaches have all approved this. Students are allowed to arrive late for practice if they have mandatory tutoring.

D. Capital Improvement Project: \$15,768 for air conditioner. \$8,243 for landscaping (under budget). Two trees lost but the rest are ok. Contractor will use an acid bath on the concrete to prevent slippage.

E. Bond Payments: T. Bush arranged for payment of check in the amount of \$16,907.

F. Valedictorian: Subject of heated debate. See handout. Leaves room for faculty to make final decision as to 1 male and 1 female. This policy eliminates the negative implication.

Motion to Approve Valedictorian Policy as amended with addition of the word “represent.”

J. Hughes moves to approve. K. Brockelman seconded. Motion passed.

G. Class Rank: H. Hallman says we should not publish class rank on transcripts. J. Veenstra says most faculty does not care about class rank. It does not affect how they teach. We will address class rank in a letter if necessary

K. Brockelman moves to approve proposal to dispense with publishing of class rank. J. Hughes Seconded. Motion passed.

H. Curriculum Mapping, Tutoring and Coach Stipend: Handout provided by H. Hallman. J. Veenstra: purpose of it is to express what faculty does in their classes. For example, skills and basic content area. The purpose is to communicate external authorities. Eight years ago there were curriculum binders at TPA. They were much too specific and not enough creativity to teachers. It became too rigorous-too much “teaching to the test.” The intent of curriculum mapping is to stay broad and to give teachers creativity. J. Veenstra is meeting with faculty to discuss this process. Each teacher is doing this for each class they teach. The goal is to be able to defend and explain each course’s curriculum. This is an internal document. Stipends for faculty for tutoring is \$3,000. Curriculum Mapping Stipend is \$6,000.

I. Confirmation of Section 301 Funds: Distribution policy 40 percent to all teachers
II. at satisfactory level. Additional 40 percent to all teachers at satisfactory level. Remaining 20 percent to award significant contributions to community. H. Hallman wanted BOD to see the policy.

No Vote necessary. Board confirmed the bonus policy is within discretion of headmaster.

J. Student Re To Board

Board determined no value to this.

6. **Executive Session.** Convened at 7:25; adjourned at 7:55.

E. Ortiz suggested Motion to Approve Form of Indemnification Agreement subject to revision. J. Hughes brought the motion. T. Bush Approved. Motion passed.

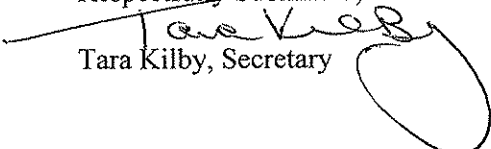
7. **Announcements:** None.

8. **Next Board Meeting:** October 6, 2010 at 6:00 PM

9. **Adjournment:** 7:55 PM

At 7:55p.m, J. Hughes moved to adjourn. K. Brockelman seconded. Motion passed.

Respectfully Submitted,


Tara Kilby, Secretary