

**Tempe Preparatory Junior Academy
Board of Directors**

Date: September 14, 2011

Time: 6:00 p.m.

A meeting of the Tempe Preparatory Junior 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, TPJA Headmaster and TPA counsel. B White, Business Manager. H Topper, Finance Manager.

1) **Call to Order.** E Ortiz called the meeting to order at 8:40 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) August 6, 2011: Regular Session Minutes (A)

ii) August 6, 2011: Joint Summit with TPJA Board (A)

b) **Review and approval of monthly financial statements (A) (Staff)**

Mr. Foreman moved to approve the Consent Agenda. Mr. Brockelman seconded. Motion passed.

4) **Regular Agenda.**

a) **Enrollment & Discipline (A) (Staff)** H. Hallman mentioned an adjustment made to the enrollment figures as presented in document attached.

b) **Presentation of Survey Proposal (A) (Staff)** H. Hallman presents that survey will proceed on October 25 and be completed by December 30 at the cost of \$6800. 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 \$6800 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.

c) **Community Forum Proposal (E. Ortiz/K. Brockelman)** Mr. Brockelman's motion regarding the creation of a community forum is presented as follows: K Brockelman amends motion that this informal forum be held one hour prior to the start of our regularly scheduled Board meeting. (It will take place from 6-7:00 p.m.) Mr. Brockelman now amends this motion to state that the

Board meeting will begin immediately following the forum and no later than 7:00 p.m. and will include both TPA and TPJA discussion. The forum will take place as long as people are in attendance. If no one is there, we will move into the Board meeting earlier. T Bush seconds amended motion. Motion passed.

Discussion: Mr. Foreman asks if we will call it 'Community Forum' or 'Study Session' feeling strongly that it is given in the spirit of the Board's construction of this program.

- d) **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.
- e) **Board Policy Consolidation Project (E. Ortiz)** s. 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.
- f) **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.
- g) **AZ Learns (Staff)** Mr. Hallman reports that TPJA was wrongly given a "B" rating because of four students who did not complete the math portion of the testing. The Department of Education says that we only met the Reading but not the Math requirement and they wrongly assigned two of our 8th graders to another school. The small size of TPJA makes one test score a major issue but it is clear that TPJA remains an excellent school.
- h) **Faculty Report (R. Bergez)** Mr. Bergez reports that the faculty have 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.
- i) **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.

Executive Session not needed.

5) **Regular Session** (continued).

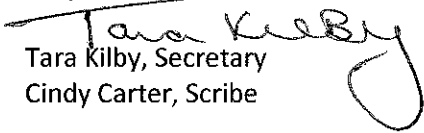
- a) **Possible Motions from Executive Session.** None.
- b) **Discussion, Call to the Public and Possible Vote on Items Presented.** None.

6) **Announcements.**

7) **Next Board Meeting:** Wednesday, October 5, 2011 at 6:00 p.m. in the Student Union.

8) **Adjournment.** J Hughes moved to adjourn at 8:53 p.m. T Kilby seconded. Motion passed.

Respectfully Submitted,

A handwritten signature in black ink that reads "Tara Kilby". The signature is written in a cursive style with a large, looping flourish at the end of the word "Kilby".

Tara Kilby, Secretary

Cindy Carter, Scribe