

**JOINT MEETING OF TEMPE PREPARATORY ACADEMY AND TEMPE
PREPARATORY JUNIOR ACADEMY BOARD OF DIRECTORS
MEETING MINUTES
September 15, 2015**

The meeting of the Tempe Preparatory Academies Board of Directors was called to order by President Chad Sampson, at 6:03 p.m. on Tuesday, September, 15, 2015, at 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.

Roll Call

Voting Board Members Present

Chad Sampson, President
Dr. Stuart Newfeld, Vice President
Dr. Rebecca Cryder, Secretary
Roberta Fischer, Treasurer
Richard Foreman
Trevor Bush

Voting Board Members Absent

Lisa Borawski-Picard

Non-Voting Board Members Present

Andrea Guiney, Parent Organization Representative
Mitch Sweet, Faculty Representative

Non-Voting Board Members Absent

None

Staff Present

Dr. Wayne Porter

Call to the Public

Linda Nagy requested an update on the new science curriculum and capstone project. Chad Sampson advised that discussion of the science curriculum was not on the agenda and that Mrs. Nagy would need to talk to Dr. Porter or Mr. Sweet following the meeting.

PAC President Arturo Urias discussed the minutes of the most recent meeting. Mr. Urias also advised of changes in the meeting schedule and outlined the upcoming speakers and topics.

Consent Agenda

Reading/Approval of the minutes of previous meetings

Dr. Stuart Newfeld made a Motion to approve the items on the Consent Agenda. Trevor Bush seconded the Motion. Vote passed.

Executive Session

President Chad Sampson exercised discretion to take items on the agenda out of order and requested a motion to go into executive session. Trevor Bush made a Motion to go into executive session. Roberta Fischer seconded the Motion. Vote passed.

Executive Session commenced at 6:14 p.m. The Board held discussion regarding Legal Advice regarding possible litigation and Bond Agreement status. Executive Session ended at 7:05 p.m.

Regular Agenda

Headmaster's Report

Dr. Porter reported that the recent curriculum night events and Senior Night were well attended despite inclement weather. Dr. Porter reported that spirits continued to be high among students, faculty, and parents. Dr. Porter also discussed the upcoming Catalina trip for freshman.

Dr. Porter also advised that the business office was still reorganizing and that it was taking longer than anticipated. He also discussed the student fee account issue and the e-mails that were sent out last week.

Dr. Porter also advised that the ADM/ADA Report was attached, but that the 10th grade number of 52 dropped to 51 and the 12th grade number of 51 dropped to 50 due to two students moving out of state.

Dr. Stuart Newfeld inquired as to whether there was a meaningful reason for merging the two charters. Dr. Porter advised that the consolidation was contemplated before he came to TPA, but that he thought the Board should consider moving forward with the consolidation so that 6th grade can be included in the TPA charter. He also indicated that it would be easier to administer one charter with possible financial savings. Dr. Newfeld inquired as to whether there was any specific estimate of ancillary cost savings from merging the charters. Dr. Porter indicated there was no specific estimate of savings, but that he suspected there were additional costs associated with administering two charters.

Chad Sampson advised that the Charter Board was maintaining an open file on the request to merge and that the school will move forward with the merger when ready.

Trevor Bush noted that the wait lists at each grade level were down to zero except 8th grade. He inquired as to whether Dr. Porter had any thoughts on how to improve the numbers. Dr. Porter discussed the importance of word of mouth and suggested possibly holding an open house targeting families of 5th graders. He also emphasized the importance of focusing on keeping the kids that are already enrolled.

Richard Foreman discussed the importance of having a brand so that kids want to go to TPA. He also inquired as to whether TPA can obtain a 5th grade mailing list. Dr. Porter indicated that Great Hearts started an "interest list" that identified prospective families that could be notified of upcoming events. Dr. Porter suggested instituting such a list at TPA.

Faculty Report

Mitch Sweet reported that things are very positive among the faculty.

Dr. Stuart Newfeld inquired as to how the new physics program was progressing. Mr. Sweet reported that the physics program was ahead of where it was last year at this same time.

Parent Organization Report

PO President Andrea Guiney reported that people were excited about the possibility of instituting Google Chromebooks in the classroom.

Ms. Guiney also reported that the transition in the business office has been difficult for the PO. Ms. Guiney indicated that the PO was not consulted in making changes on the new school website regarding pay pal accounts and, as a result, the money has been going to the TPA rather than the PO, which has to be reconciled.

Ms. Guiney also expressed concerns about the billing statements and the handling of the Scrip rebates. Ms. Guiney indicated that parents were confused and that the PO was scrambling to send out individual statements about the July Scrip refunds so that families could reconcile their accounts.

Dr. Porter indicated that the refunds existed but were not showing up on paper. Dr. Porter asked that the PO hold off on issuing payments to families or communicating anything to the community until the problem could be further investigated. Dr. Porter acknowledged that there were problems with accounting for the manner in which sports and extra-curricular activities were being paid. Dr. Porter expressed concerns with having the office bill for expenses as the school was not a billing company.

Ms. Guiney indicated that the PO wanted a decision made so it could follow through on what they promised to parents. Ms. Guiney indicated that even though the school is not a billing company, it is a business and has account receivables that need to be handled. Because the PO had customer service concerns, she asked that the PO treasurer work with the Aspire representative that is assisting with the business office reorganization.

Ms. Guiney also reported that the PO was getting the lunch store up and running. She reported that the PO was refunding the \$20 registration fee that some parents paid to use the website, which was not required.

Dr. Porter publicly thanked Ms. Guiney for her volunteer work in restoring the recently purchased text books.

Consent Agenda Revisited

After it was discovered that item 4(a)(iii) of the Consent Agenda included approval of the monthly financial statements, which were not included in the agenda packet, President Chad Sampson made a Motion to revisit the prior approval of the Consent Agenda and remove item 4(a)(iii) from the Consent Agenda. Roberta Fischer seconded the Motion. Vote passed.

Chad Sampson made a Motion to approve the remaining items on the Consent Agenda. Roberta Fischer seconded the Motion. Vote passed.

Executive Session

Trevor Bush made a Motion to go back into executive session to discuss the remainder of the Executive Session agenda items. Roberta Fischer seconded the motion. Vote passed.

Executive Session commenced at 7:52 p.m. The Board held discussion regarding headmaster review of assignments and personnel and contract negotiations. Executive Session ended at 8:50 p.m.

Regular Agenda Continued

None.

Motions from the Executive Session

No motions came out of either Executive Session.

Announcements

Chad Sampson announced that he would put discussion of the new science curriculum on the October agenda.

Richard Foreman announced that there may an increase in school revenues and that the Board may want to put discussion of how the additional revenues might affect the budget next year on the agenda at some point in the future.

Next Regular Board Meeting

Chad Sampson announced that the next Board meeting would take place on Tuesday, October 20, 2015, to begin at 6:00 p.m. in the Student Union.

Adjournment

Chad Sampson adjourned the meeting at 8:50 p.m.

Respectfully Submitted,

/s/Joel DeCiancio

By: Joel DeCiancio, Board Scribe