

**Thunderbird Preparatory Academy  
Board of Directors Meeting  
March 26, 2015; 7pm**

**ATTENDEE**

Board Members: Mike Babbitt, Kelly Wilkes, Melissa Wise, Nancy Borrell, Peter Mojica (via phone), Dan Ward, Heather White, Susanna Parker

TPA Staff Present: Patty Moreira

Welcome	➤ Meeting called to order at 7:06pm by Mike Babbitt, Chair.
Public Comments	➤ None submitted.
Meeting Minutes	➤ Nancy Borrell made a motion to approve Feb 26 meeting minutes pending the addition noting that Heather White abstained from the Feb 26 closed session. Heather White seconded the motion and the vote was unanimous.
Governance Training (Nancy Borrell)	➤ Nancy facilitated a learning session explaining: public interaction/public comments at Board meetings, the differences between the responsibilities of the Board and the Managing Director, explaining that the Board speaks as one and that one person does not represent the entire Board, Board communication should go through the MD, not parents or staff, and that the MD will provide the Board with CEO level professional reports and updates.
Managing Director (MD) Update (Patty Moreira)	<ul style="list-style-type: none"> <li>➤ Peter Mojica and Patty meet every Wednesday for weekly updates.</li> <li>➤ TPA had a successful visit from Office of Charter Schools.</li> <li>➤ Patty, Dan Ward, and Daniel Schmidt have been working to help rent out the space in the 2<sup>nd</sup> building.</li> <li>➤ Patty did a school walk-through with the newly formed Security committee.</li> <li>➤ A Leader In Me event with Shelly Rider proceeded as scheduled last week.</li> <li>➤ Patty asked the lead teachers to work with the AP regarding curriculum requests for next year. They want a more comprehensive version of Singapore and that will be considered when looking at next year's budget.</li> <li>➤ EC dept is working on April 1 headcount.</li> <li>➤ The new financial process (payables, payroll) is going smoothly.</li> <li>➤ Communication challenges- Patty asked to be notified in advance of any Facebook posts/announcements from the Board so that she can communicate with families simultaneously.</li> <li>➤ Traffic challenges- Patty will remind families in upcoming email that they can't park on the street during drop off/pickup due to safety concerns.</li> <li>➤ Patty emphasized the need to offer retirement to teachers for next year.</li> <li>➤ Daniel Schmidt will start managing the school email list so that Peter Mojica can transition out of this process.</li> </ul>
Financial Report (Dan Ward and Melissa Wise)	<ul style="list-style-type: none"> <li>➤ Financial committee met to discuss policies and procedures. Financial controls should be in effect the 2nd week in April. Sara Justice will then start handling financials at the school level. The plan is to bring in an outside firm this summer to validate the schools financial controls.</li> <li>➤ The current planning is to offer the following retirement: 3% contribution to 403(b) if we have 500 students, 5% contribution if we have 540 students. All retirement is dependent upon enrollment.</li> <li>➤ Dan is working on getting a new medical benefits provider for next year.</li> <li>➤ Dan is working to get a line of credit for TPA.</li> </ul>

	<ul style="list-style-type: none"> <li>➤ Patty requested a special meeting with the Board to discuss the student numbers for next year and decide on a goal of either 500 or 540. Teacher intent to return forms will be held off until after the lottery.</li> <li>➤ The bond issuance is scheduled to close mid-April with Vertex.</li> </ul>
Old Business	<ul style="list-style-type: none"> <li>➤ Academic Board vacancy- Nancy Borrell stated that the Board is looking for an Academic board member that does not have a child in the school. Tentatively, interviews for this vacancy will be held at the end of April if feasible.</li> <li>➤ Peter will confirm the dates with the state for Board governance training in April.</li> <li>➤ A motion was made by Susanna Parker and seconded by Melissa Wise to officially use the revised grievance policy. The vote was unanimous.</li> </ul>
Marketing/Lottery (Peter Mojica)	<ul style="list-style-type: none"> <li>➤ Enrollment continues on the website through March 31. A notification is being prepared that informs parents of the process following the lottery. The lottery will be held on April 7. Parents will be notified immediately regarding their status.</li> </ul>
New Business	<ul style="list-style-type: none"> <li>➤ Dan Ward reported on the taskforces and their applications.</li> </ul>
Open/Closed Session; Voting; Adjournment	<ul style="list-style-type: none"> <li>➤ Mike Babbitt made a motion to go into closed session via statute 143-318-11(5), Heather White seconded, unanimous vote. Open meeting adjourned at 8:20pm. After a break, the closed session began at 8:38pm.</li> <li>➤ A motion was made to go back into open meeting by Nancy Borrell, and it was seconded by Kelly Wilkes. The open meeting was in session again at 10:02pm. A motion was made by Nancy Borrell to approve all personnel actions discussed during closed session. Melissa Wise seconded the motion and it passed unanimously.</li> <li>➤ Susanna Parker facilitated the Board meeting evaluation forms.</li> <li>➤ Mike Babbitt made the motion to adjourn and Melissa Wise seconded. Unanimous vote. Meeting adjourned at 10:19pm.</li> <li>➤ The next regular Board meeting will be on April 23 at 7pm at TPA.</li> </ul>