



# Ogden Preparatory Academy

## Work Session Minutes

**October 8, 2008 4:15 PM**

Location: 215 22<sup>nd</sup> St., Ogden, UT

In Attendance: Laura D'Hulst, Nancy Allen, Amy Sondrup, Anthony Rose, Kathy Thornburg (Principal), Robert Mitchell (Vice Principal), Gavin Hutchinson (Academica West), Kim Dohrer (Academica West), Dawn Kawaguchi (Academica West)

The Mission of Ogden Preparatory Academy is to instill in all of its students a passion for learning, a readiness to address the challenges of the future, and the competence to thrive as productive and responsible citizens in our global community

## Minutes

**4:33 PM - Call to order** by Laura D'Hulst

### **BUSINESS ITEMS – (To be voted upon in Board Meeting)**

- ❖ *Discuss “Petty Cash” Account for Principal (Debit Card)* - Kathy made a requested to the board to receive a debit card in the amount of \$1,000 to make online purchases, etc. Gavin explained that Academica needs Board approval to open up a new “petty cash” account that would have \$500 in it. If there is a need to make a larger purchase (i.e. field trip), Academica can increase the amount for the one transaction.
- ❖ *Review Amended Purchasing and Disbursement Policy* - Gavin explained the amended Purchasing and Disbursement Policy. This would bring the minimum amount for Kathy to approve to \$2,500. Any purchase between \$2,501 and \$5,000 would need the Board President or Treasurer approval. Any purchase over \$5,001 would need full Board approval.
- ❖ *Review Amended Capitalization and Expense Policy* - Gavin explained the amended Capitalization and Expense Policy.
- ❖ *Review Administration of Medication Policy (EPI Pen)* - Kim reviewed the Administration of Medication Policy. OPA needs a policy in place for an EPI Pen which is required by the state within the next couple of months. This policy includes the EPI Pen.

### **REPORTS**

- ❖ Academica West
  - *Update on Grade Expansion* - Kim reviewed the 10-12<sup>th</sup> grade expansion. Kathy has decided to postpone the expansion one year. Kim discussed the competition of the DaVinci Academy. Kim reviewed the options that Academica has come up with. There was open discussion by the Board about the benefit of each option and various possibilities of a location for the building. The board was in agreement to hold off on the expansion for 2009-10.
- ❖ Board Report
  - *2008-2009 Budget* - Nancy reviewed the budget. The lunch budget always in deficit because the free and reduced lunch which comes from the state is received a month later.
- ❖ PTO Report - Tony reported on the success of “best carnival ever!” He also reported on upcoming

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events that are in the works.

❖ **Principal Report**

- *CUSAP Budget* - This is money that is received by the state based on OPA's free and reduced lunch rates. Kathy reviewed the CUSAP budget by each section. She explained where and why money is being spent.
- *State of the School* - October 1 count came in at 580 and budget was built on 585. Kathy went through all the intervention programs that the school is doing with each individual class and each subject.
- *AYP and UPASS information* - Kathy explained the AYP report. Compared last year numbers against this year numbers. OPA was up in every group. Our numbers are higher than the state numbers. Kathy explained the U-PASS report and reviewed OPA's scores.
- *Accreditation Update* - Bobby reported on the Accreditation Report. He explained what the report entails and how the school is working towards getting accreditation through the state. It usually takes at least 2 years to get approval.
- *Title I Monitoring Visit update* - Kathy explained what she is doing to prepare for this visit.

**OTHER BUSINESS ITEMS – (For Discussion Only)**

There were no other business items for discussion.

**ADJOURN - 5:55 p.m.** Nancy made a motion to adjourn the Work Session. Amy seconded the motion. Motion passed unanimously.