



Ogden Preparatory Academy

Work Session Minutes

Wednesday, February 11, 2009

Location: Ogden Preparatory Academy, 215 22nd St., Ogden, UT 84401

Attendees: Anthony Rose, Laura D'Hulst, Kathy Thornburg (Principal), Bobby Mitchell (Vice Principal), Brad Taylor (Academica West), Dawn Kawaguchi (Academica West) and Kim Dohrer (Academica West 4:42)

Excused: Catina Martinez-Hadley, Amy Sondrup and Nancy Allen

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

4:40 PM - Call to order by Laura D'Hulst

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

- ❖ *Discuss the Board Members Terms – see 8/8/07 Board Meeting Minutes* – Dawn reviewed the Board members terms as she found in the August 8, 2007 Board Meeting Minutes. She asked the Board if they have any questions regarding their terms. The question was brought up regarding the OPAPPO President term. Laura said that in the past it has been a two-year term. Tony said that it has been a one year term the past couple of years and it should probably stay that way. Dawn asked the Board if we could ratify the term dates in the Board Meeting so that we have for the record.
 - Catina – June 2012
 - Laura – June 2009
 - Tony – June 2009
 - Nancy – June 2011
 - Amy – June 2010
- ❖ *Discuss the Executive Board Vice President vacancy* – The Vice President position has not been filled since Debby Gomberg resigned. Laura recommended Catina since she is the only person without a Board Position. Dawn suggested that Laura make a motion to nominate Catina to fill the Vice President position in the Board Meeting. We will do this at the next Board Meeting.
- ❖ *Discuss and Review Bullying and Hazing Policy* – Kathy reviewed the Bullying and Hazing Policy. This policy is required by the state to have in place by September 1, 2009. Kathy said that OPA already addresses this in their Safe School Policy. Dawn mentioned that Academica hired an attorney and he has been reviewing all the policies. If we have to make any changes to this policy or any other policies, we can just revote on it at a later date. Kathy stated that we may want to put a portion of this policy in the parent handbook.
- ❖ *Discuss and Review Revised Enrollment and Lottery Policy* – Kathy reviewed the Revised Enrollment and Lottery Policy. The major change in this policy is regarding safe school records of student. The parents are obligated to fill out a section in the registration packet where it is directly asked if their

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student has had any safe school suspensions or violations. If the parent does not fill out this information and it comes out that there was a safe school desecration there is a policy in place so that they may take action. The student will then have to re-enter the lottery.

- ❖ *Discuss and review 2009-2010 School Calendar* – Bobby went over the 2009-2010 school calendar. Some of the major changes are School beginning date – August 17th, Christmas break return date – January 5th, and three parent teacher conferences. These changes were voted on by the parents.
- ❖ *Discuss and review Student Handbook* – Kathy and Bobby reviewed the Student Handbook changes. They discussed each individual change and why they are making these changes. Some of the changes include the following:
 - Breakfast time will be 7:45 a.m. - it was incorrect in the book
 - The ending time of school will be 3:00 for the entire school
 - Purses will not be allowed in classrooms
 - Cell phones are now in their own category instead of electronics since no one could ever find them
 - Aggression, Insubordination and Stealing have been added under “no tolerance”
 - Ear gauging and camisoles will not be allowed
 - Gum chewing is not allowed – automatic detention
 - Each teacher will have a disclosure statement with their homework policy
 - Mp3 device usage has been added to Electronic devices along with CD players

5:00 p.m. Dawn was excused at this time.

REPORTS

- ❖ *Academica West*
 - Present FY 2008 Audit Report* – Brad presented the Board with the fiscal year 2008 audit report. He explained each page separately. The report on the internal control shows that from their prior year (2007) audit report there were (11) findings of procedures that were in question. They made recommendations of how we should proceed and nine have been resolved in 2008. This year’s audit findings report has found four total – two which have been carried over.
 - The first finding is **Accrual Cutoff Procedures**. Brad noted to the Board that the reason this was happening is because the state liquor tax money is not received until after the audit so they have to make an accrual of the money received when they actually receive it. Brad said that what they have resolved to do is show the money received (even though they haven’t received it) and then make an adjustment to the amount once they actually receive it. Brad also said that after reviewing the past 3 years and finding that there wasn’t that much of a change – they have a pretty good idea of what the amount will be.
 - The second finding is **Property and Equipment Depreciation**. The report found that most of the schools property was being depreciated as a whole instead of individually. (i.e. the computer lab). What the auditors recommend is that we track each computer individually so that if one computer has to be replaced, it is being depreciated correctly. Brad is working with Kathy using a new program called Asset Manager but realizing that this will take time to input all accountable items into the program. Brad did mention that they will hit hard on this for next year as we look to expand.
 - The third finding is **Accounting Records**. Because the beginning and ending balances didn’t match up for the auditors, this was found that the prior year accounting records were not secure. This was an error on Academica’s part due to making some reclassification adjustments for the AFRA/APR report that is turned into the state. Brad stated that they were put into the wrong year. It wasn’t a significant amount but they were not the same amount. Brad and Gavin have made internal changes to insure that the ending balance of one year and beginning balance of the next year will be the same number.
 - The last finding is **Lease Payable and Property and Equipment**. The Apple lease should be classified as a capital lease since after the end of the 3-year lease there will be some residual value of the computer. Academica will go back and reclassify the lease to show it as a capital

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lease instead of an expense. It will be capitalized as an asset and we will take the depreciation on it. The copy machine lease will also be reclassified as a capital lease.
The audit report disclosed that there are no instance of noncompliance with the requirements of state legal compliance.

❖ Board Report

- *Review 2008-2009 Budget as of January 31, 2009* – Brad reviewed the budget as of January 31st. There are no significant changes. Brad reported that if the state should reduce OPA's budget by \$40K, you will still have a surplus. One area of concern is that the food services is little more in the red than they would like because the school receives their reimbursement money after the month is over. There will also be the liquor tax money that is received after the end of the school year.

Kathy reported that since they had a state food services audit a couple of month ago, they found that they were off on their reimbursable meals. It was found that the students that they were manually inputting were the ones that weren't being tracked and sent in to the state. It was found that they were off about 30 meals a day. They have made some changes the middle of January to keep better track of the numbers. Hopefully, by the end of the month they will have some data to see if it is working.

❖ PTO Report

- Tony reported that the Spring Auction Dinner has been turned into a bowling event. The parent in charge of the Spring Auction Dinner attended several "end of the year events" last school year. She thought that this would be more successful. The Bowling Bash will be held this Sunday at 6:30 p.m. at Ben Lomond Lanes. Coming up: Arts Festival and Science Fair

❖ Principal Report – State of the School - Kathy

- *Teacher updates* – Kathy gave an update on teachers for next year, changes made, teachers hired and teachers needed.
- *Iowa testing scores* - Iowa's were received today. Kathy informed the Board that the reason they are down in the fifth grade is because they brought in 25 new students this year. 35% of the students scored in the top 10% in the nation.

OTHER BUSINESS ITEMS – (For Discussion Only)

There were no other business items.

ADJOURN

Tony made a motion to adjourn the work session. Laura seconded the motion.

UPCOMING CALENDAR ITEMS

February 2009

Review Bullying & Hazing Policy
School Calendar for 2009/2010

May 2009

End of Year Survey
End of the Year Bonuses - No action just discussion

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