



Ogden Preparatory Academy

Work Session Minutes

Tuesday, August 14, 2012

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

In Attendance: Laura D'Hulst, Samantha Shupe, Jana Whitby, Brad Taylor (AW), Ryan Arrington (AW), Dawn Kawaguchi (AW), Kathy Thornburg (Principal), Robert Mitchell (Vice Principal), Nancy Allen, Steve Ballard, Hilary Wahlen and Monica Godfrey (Crista Sanchez – AW)

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

REPORTS

❖ **Academica West Report**

- Review 2012-2013 Budget as of July 31, 2012 – Ryan has met with both Kathy and Monica. We should be at approximately 8% of the budget and we are there. Ryan briefly reported on the budget as of July 31st. Ryan explained that we actually received more money last year in many areas than we projected. We are currently waiting for reimbursement on Title 1A money. Ryan informed the board that we have to spend up to 85% of 2012 title money by September 30, 2012. Ryan reminded the board the reimbursed money usually runs about two months behind on the food service. There was a brief discussion on the Gear Up grant. Ryan informed the board that the annual audit has begun. He also stated that the auditors can answer any questions that the board may have.
- Update on Utah Charter Finance Authority application – Brad briefly reported on the UCFA application. It has gone through the legal review process from the state. We are mostly waiting for the UCFA to schedule a board meeting. They do not have regular board meetings. They meet as needed.

❖ **Principal Report**

- State of the School – Kathy Thornburg
 - ✓ Review of New Hires
 - ★ Angelina Maag – ½ day Kindergarten
 - ★ Brianna Arrellano – 2nd & 3rd TA
 - ★ Katie Catanzaro – Kinder & 2nd TA
 - ★ Raquel Shore – 3rd grade Spanish TA
 - ★ Susana Sorenson – 4th grade Spanish TA
 - ★ Brittany Bassatt – Intermediate TA & Office
 - ★ Devin Goddard – Secondary Math TA
 - ★ Jennifer Zundel – Secondary TA
 - ✓ Current enrollment is 1,038 (1,057)

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- Review School Survey Results – Kathy briefly reviewed the survey results. She had a year to year comparison.
- We have started teacher trainings. The teachers that went to the Differentiated Instruction and Singapore Math training in the summer as well as Common Core training are leading the teaching to the training classes. We have six training classes and all teachers are scheduled to attend at least four of them.
- Ms. Wade and Ms. Baldwin even made a video about “Coming Back to School”. Bobby will show it at the next board meeting.
- All registration paperwork is done online.
- They will be doing schedule changes differently this year.
- Steve led a discussion on teacher blogs/social media. There was a brief discussion on partnering with Weber State to do a social media internship. The board wants to focus on making the school the best it can be. We want our reputation to speak for itself. We need to work on branding and PR. We need to show the public our accomplishments and successes. We need track our former students to show how successful they have become.

5:24 p.m. – Ryan Arrington was excused at this time.

❖ **OPAPO Report** – Jana Whitby

- We need to get parents to volunteer at “Back to School” night
- New Committees created
 - ✓ Parent Involvement
 - ✓ Fundraising
 - ✓ Publicity
- Amended OPAPO Bylaws that include the new committees and the yearly budget will be voted on at the next meeting
- Fall Carnival is September 28th @ Ogden Amphitheater
- Kathy mentioned that Newcomers Night is tomorrow @ 5:00 p.m. She would love to have OPAPO and board members to attend.

There was a discussion on how to handle parent suggestions as well as working on a website overhaul. Steve will take the lead on getting with the web designer and getting it started.

5:33 p.m. – Robert Mitchell was excused at this time.

❖ **Board Report**

- Discuss the Board use of electronic devices – Laura led a discussion on using electronic devices for the board. The board wanted to take time to discuss this in greater length before they make a decision. Dawn will send out a sample use agreement to the board as well as the contact info for the chair for SAA. There was a brief discussion on the board training lunch.
- Review Board Assessment – The board wasn’t ready for this discussion.
- Search Committee update – Steve and Nancy have met and have put together an outline of “Continuing the Legacy”. They will be meeting again and talking with Crista from AW. Steve briefly reviewed their outline. They have created three parts to this outline. They are “Mission Statement”, “Pre-Plan” and a “Plan”. Here’s a brief timeline.
 - ✓ Posting the position in September
 - ✓ Review applications from September to January
 - ✓ Interview from January to March

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- ✓ Make offer, sign applicant and train when you find the right one
- We need to create an interview committee that includes parents and community partner. There was a brief discussion on recruiting who we want nationally.
- Set Board Goals – Laura mentioned that we need to work on having a principal evaluation and set up goals. Laura asked Samantha share her goals.
 - ✓ Board to be strengthened
 - ★ Starts with education/training
 - ✓ Review charter yearly
 - ★ Evaluate how we are doing
 - ★ Are our outcomes being fulfilled?
 - ★ What changes do we need to make?
 - ✓ Create a Board development plan
 - ★ Short term & long term
 - ★ Set yearly goals
 - ★ Board training for new members on role and direction
 - ★ Board succession plan
 - ★ Annual board retreat in the summer for training
 - ✓ Principal evaluation in place
 - ★ Bonus
 - ✓ Board annual calendar
 - ★ Get help from Kathy and AW

Dawn put some evaluation samples in the board Dropbox. There was a brief discussion regarding the Brian Carpenter training at AW. OPA would like the first timeslot of the day for the individual board trainings. The board would like to start having work sessions on the off months for professional development training.

BUSINESS ITEMS – (To be discuss and/or voted upon in Board Meeting)

- ❖ Discuss the Singapore Math purchase in the amount of \$10,214.36 – Kathy stated that this was overlooked from the summer purchasing plan. This purchase is for the Singapore Math workbooks for K-6 for the first half of the year.
- ❖ Discuss the Grievance Policy for Parents – Kathy briefly explained the parent grievance and the staff grievance policies. These versions have a step by step on how things are going to be done. The staff policy is almost a carbon copy of the parents.
- ❖ Discuss the Grievance Policy for Staff – See above.

OTHER BUSINESS ITEMS

- ❖ Calendaring Items – ALL
 - Next Board Meeting October 10th
 - Work session scheduled on September 12th
 - We will need to schedule a parent meeting once we hear back from the UCFA

6:20 PM – Nancy Allen made a motion to ADJOURN. Samantha Shupe seconded the motion. Motion passed unanimously. (Duration 1:41:17)

August Action Items

1. Look into a getting a social media intern from Weber State – **Kathy**
2. The board would like a reports (*like*) calendar – **Dawn**
3. Schedule work sessions on the off months – **Dawn**

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