



Ogden Preparatory Academy

Board Meeting Minutes

Wednesday, September 12, 2012

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

In Attendance: Laura D'Hulst, Samantha Shupe, Nancy Allen, Crista Sanchez (AW), Jana Whitby, Steve Davis (AW), Sheldon Killpack (AW), Kathy Thornburg (Principal), Robert Mitchell (Asst. Principal), Hilary Whalen, Steve Ballard, Monica Godfrey (5:36 p.m.)

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

Sheldon Killpack introduced Steve Davis, the newest member of the Academica West team. Steve gave a short history of his educational background.

VOTING ITEMS

- ❖ Singapore Math Workbooks for \$8,388 – Kathy explained that we have some Title I money that we need to spend before the end of the month. Part of that expenditure has been put into salaries and we still had some money left over and we need these workbooks for kids K-6. **Steve Ballard made a motion to approve the Singapore Math Workbooks in the amount of \$8,388. Samantha Shupe seconded the motion. Motion passed unanimously.**

BUSINESS ITEMS

- ❖ Create a Board Policies Committee – Crista wasn't sure what Dawn wanted here so Kathy stepped in and stated that we would like to review our current policies and making sure that they up to date by reviewing them. When Dawn gets back she can send the oldest policies out first. Steve stated that current policies are in the Dropbox. Nancy would like Samantha to be the point person because of her attention to detail. Sheldon suggested that Sam work with Gabe on this. Sam asked about a timeline for these. Crista recommended that the board review two or three per board meeting until we are caught up.
- ❖ Discuss Administration Hiring Strategy – Nancy has been working on a rough draft of the job posting. She would like feedback from the board on it. She mentioned that it would be great to find an administrator with a strong Spanish background but didn't want that take precedence to the academic performance that we have established. There was a brief discussion on having a panel of folks to do interviews. Steve offered to help do some pre-screening of applicants. It sometimes is overwhelming when you start to receive so many resumes. Sheldon stated that the board is required to make the final decision on the hiring for legal reasons. There was discussion

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on different attributes that the board would like the principal to have. Steve reviewed the “Continuing the Legacy” steps and where they are. They would like to have the job posted by the end of the September. Steve would like to talk with the teachers to get some feedback for the job posting. Crista will set up each board member on Teachers, Teachers so that they can create a search criteria for a candidate and start looking until we get the posting up. There was a brief discussion on sending a survey out to the parents to give them a chance to rank what qualities in a principal that is most important to them. There was a brief discussion on salary and years of experience. There was a discussion on who the board would like to have on the interview panel and who they might want on the committee.

- ❖ Discuss Set Board Goals – Nancy stated that the goals that have been discussed were finding an administrator and imaging our school (branding, facebook, etc.) There was a brief discussion on facebook. Steve told the board that he has been working with the website designer and she is ready to go. Janice has sent a list of websites for reference to view. Steve encouraged the board to view those websites. He has sent a list of changes as well a direction he would like to see the website go in to Janice. A copy of the list is in the dropbox. He would like the board to bring any other changes to the next board meeting. The board will have an opportunity to view the website before it goes live. There was a brief discussion on the new content that the board would like on the new web design. The board would like Janice to get started on some layouts and designs. There was a brief discussion on the logo. Monica suggested that the board come up with an exit form. She would like to know why students/families are leaving the school. Monica would like AW to send some sample forms to the board. There was a brief discussion on attendance. Samantha suggested ideas for “job descriptions” that were assigned out to board members that weren’t on the executive team could be in charge of different items of focus such as tracking scores, student transferring out of the school, etc. Samantha would like to see more concise job descriptions written out for the board members especially since Kathy will be leaving. Laura reminded all board members to check out and read the Charter School Board University Book so that we can have a discussion on it at next month’s board meeting. Monica has not heard back from Cameron Almond regarding board iPads. She will still follow up with a phone call. Laura would also like the board to read the charter.

There was a brief update on the “State of the School” by Kathy.

There was a brief update on OPAPO by Samantha Shupe.

There was no PUBLIC COMMENT.

6:04 PM – Nancy Allen made a motion to ADJOURN. Samantha Shupe seconded the motion. Motion passed unanimously. (Duration 1:33:17)

September Action Items:

1. Send the oldest policies to Samantha to review for amendments – **Gabe**
2. Set up each board member on Teachers, Teachers so that they can log on and browse – **Crista**
3. Review teacher results on principal qualities at October Board Meeting – **Steve & Nancy**
4. Send sample Exit Forms to the board – **Dawn**
5. Send sample board job descriptions – **Crista**
6. Review Charter School Board University – **Dawn**
7. Facebook page assistance on posting negative comments – **Kara & Dawn**

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