



Ogden Preparatory Academy

Work Session Minutes

Wednesday, November 14, 2012

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

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

Excused: 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

4:35 PM - Call to order by Laura D'Hulst

OTHER BUSINESS ITEMS

- ❖ Review Charter School Board University – Steve reviewed the three main areas that Brian Carpenter talks about in his book. First is progress towards the charter and the charter goals. The board should frequently evaluate how well you are reaching those goals. Second is the performance of the director. Third is to evaluate the performance of the board which is the hardest of the three. Steve led the board in a discussion of different scenarios and what they board would do in each situation. The board would like to focus on goal setting and hiring a director.
- ❖ Discuss Board Tablet Usage – Since Steve wasn't at the last meeting, Monica briefly reviewed her email discussion with some SAA board members since they use board tablets. Steve has looked into some applications that would work for the board. The board has requested that Dawn get a new bid for seven tablets from ETS. The board would like this to be an action item on the December board meeting agenda.
- ❖ Update on Recruiting – Steve explained that he has met with Steve Davis with AW. They have worked on the job posting. We need to add our long term goals on the posting. We still need to finalize our interview committee. Brad suggested that the board should hold off posting until after the school finalizes their bonding. Steve discussed the timeline on the interview process. The entire board of directors will be interviewing the final candidates that hiring committee has chosen. There was discussion on different kinds of questions that the board would like to ask the applicants.
- ❖ Website Update – Steve would like some direction for the board. He has met with Mr. Tuescher and they have come up with some great ideas. Steve brought a new logo which is going to tie into the colors of the new buildings. There was a brief discussion on the current uniform colors. Steve explained that since Janice at Frogummy cannot start working on this until mid December and he would like to act on this immediately. There was a discussion on the different types of web designs and Steve would like to move towards a web press based site. Steve would like to terminate the contract with Frogummy and hire Mr. Tuescher to design the website and logo. The board would like Steve to move forward with this. Kathy would like to make it clear that Mr. Tuescher should work on this during his personal time.
- ❖ Recap and Discussion on State Charter School Financing Authority – Steve stated that this was a good exercise for the board to go through. The financing authority had a list of “red flag” items that they were

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concerned about and the board had to answer to. Steve would like to take those “red flags” and use them to strengthen our board. Marketing, board diversity, board succession plan, test scores (6th grade math scores) and wait list for the upper grades were a few items that were mentioned. We can take those items and put them into our board goals. There was a discussion on ideas of how to keep the communication with the families that are on still in the lottery.

Brad gave a quick financing timeline update.

- ❖ Discuss Construction Plans and Deadlines – The board was very happy to see that construction has begun and how fast things were progressing. Steve asked for a full set of half sized plans. Steve stated that he would like to the board to be involved with the construction. Kathy asked to the board to set some dates to inform parents. Kathy would like to post elevation and floor plans at all buildings. There was discussion on who they want there to present. The board decided on December 4 & 5 for an open house. Steve has also requested for a sample board of all the colors of carpet and finishes that have been chosen as well as a construction schedule. There was a brief discussion on having a salvage sale for items in the current elementary building before it comes down next spring.

There was discussion on the charter and the focus on the Spanish immersion. There was also a discussion on the feedback from the teachers. There was a discussion on tailoring the agenda more of a 30/30/30.

Samantha Shupe made a motion to go into a CLOSED SESSION to discuss an individual’s character, professional competence, or physical or mental health. Hilary Whalen seconded the motion. The votes were as follows:

**Laura D’Hulst – Aye
Samantha Shupe – Aye
Monica Godfrey – Aye
Jana Whitby – Aye
Hilary Whalen – Aye
Steve Ballard – Aye**

Motion passed unanimously.

7:02 PM – Samantha Shupe made a motion to come out of CLOSED SESSION. Monica Godfrey seconded the motion. The votes were as follows:

**Jana Whitby – Aye
Hilary Whalen – Aye
Steve Ballard – Aye
Laura D’Hulst – Aye
Samantha Shupe – Aye
Monica Godfrey – Aye**

Motion passed unanimously.

7:03 PM – Hilary Whalen made a motion to ADJOURN. Steve Ballard seconded the motion. Motion passed unanimously.

November Action Items

1. Voting on the board tablets at the December board meeting with new bid – **Dawn**
2. Half drawing set bound book for board – **Stacey**
3. Two full sized sets of colored elevation and floor plans – **Stacey**
4. Sample board of all colors and finishes – **Stacey**
5. Construction schedule – **Stacey**
6. Sample director interview questions – **Crista**

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