



Ogden Preparatory Academy

Board Meeting Minutes

Wednesday, December 12, 2012

Location: MOPA Library, 215 22nd St., Ogden, UT 84401

In Attendance: Laura D'Hulst, Samantha Shupe, Monica Godfrey, Nancy Allen, Dawn Kawaguchi (AW), Ryan Arrington (AW), Robert Mitchell (Vice Principal), Steve Ballard, Hilary Wahlen (4:35 p.m.), Brad Taylor (AW 4:36 p.m.) and Steve Davis (AW 4:39 p.m.)

Excused: Jana Whitby

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

4:34 PM - Call to order by Laura D'Hulst

REPORTS

❖ **Academica West Report**

- Review 2012-2013 Budget as of November 30, 2012 – Ryan briefly reported on 2012-2013 budget as of November 30, 2012. The budget is on par as far as the revenue and expenditures. There was a brief discussion on the School LAND Trust budget. Ryan stated that he and Brad meet with Kathy on a monthly basis and they go over all the restricted funds monies. There was a brief discussion on the debt service payment. Brad suggested that the school set aside some funds for project management to purchase upgrades such as bleachers, curtains, etc.
- Update on property – Brad presented a brief update on the property in Sheldon's absence.

Ryan stated that the audit has been complete for the 2011-2012 school year. It was a clean audit and opinion. The board would like the audit partner from Eide Bailly to present the audit at the February board meeting.

- Update on Building Financing – Brad updated the board on the uneventful closing on the building financing today. There is some money coming back to the school. Laura reported that underwriter of the loan told her that our school has the lowest interest rate ever of all charter schools in the country.

❖ **Principal Report**

- State of the School – Robert Mitchell
 - ✓ Registration packets are coming in at a steady pace
 - ✓ Showcasing the elevation and floor plans in two buildings
 - ✓ Working with LDS warehouse on the parking lot issue
 - ✓ UCAS results were passed out for the board to review
 - ✓ Students participated in volunteer work at the food shelter downtown

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- ✓ Update on Basketball team
- ✓ We have received our AdvancEd accreditation certification good until 2017
- School LAND Trust Training – Bobby reminded the board to watch the two training videos for the School LAND Trust program in the Dropbox if the board members haven't already.
- Bobby added that there is a new after school science program that the school is working with Weber State where professors in all areas of science come over and work with the students.
- ❖ **OPAPO Report** – Samantha Shupe
 - We didn't have a meeting this month because there isn't much going on
 - OPAPO is hosting a Teacher Party at Sonora Grill tomorrow
 - Update on marquee, curtains, lights for stage and bleachers
- ❖ **Board Report**
 - Update on Website – Steve B. updated the board on the progression of the website. The document for ideas on the website is still in the board Dropbox. Steve B. encouraged the board to continue to bring your ideas. The cost for the revamp of the website also includes a new logo design. The hope is to have the website up and running by the third week in January. Steve B. would like to discuss the plan for content management at the next board meeting.
 - Update on Recruitment – Steve D. stated that we have just been waiting until the bonds closed to post the announcement. Crista is ready to go but wanted a little more direction on the posting. Steve B. would like Crista to create a scaled down posting to be approved by the board by the end of the week. Steve B. briefly explained the Steve D. will send sample interview questions that other AW schools have been using. There was a discussion on including a personality exam in the interview process.

There was a very brief discussion on the UPASS website.

- Update on Board Tablets – Laura stated that we have moved forward to purchasing the tablets. Samantha proposed that we have a policy for the tablets. She will work with Gabe on the use agreement. Sam asked the board how they would like to use the tablet. The board would like to make the tablet for board use only. There was a discussion on the restrictions for the tablets and what types of apps they would like to have. Steve B. will take the lead on bringing suggestions of tablet apps to the board.

Laura would like to vote the on the CONSENT ITEMS and BUSINESS ITEMS before we do the Board Training. Laura asked the board if they had a chance to review the consent items and business items and if they had any questions on them. Dawn stated that she did not complete the November 14th work session minutes and she also wanted clarification on the October work session minutes with the student's name who won the Boys' State Cross Country. His name is Kage Squire.

Nancy Allen made a motion to approve the CONSENT ITEMS removing the November 14, 2012 Work Session minutes. Monica Godfrey seconded the motion. Motion passed unanimously.

- ❖ Approve September 12, 2012 Board Meeting Minutes
- ❖ Approve October 10, 2012 Work Session Minutes
- ❖ Approve October 10, 2012 Board Meeting Minutes
- ❖ Accept October 10, 2012 Closed Board Meeting Affidavit
- ❖ Accept November 14, 2012 Closed Board Meeting Affidavit

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BUSINESS ITEMS – (To Be Discussed and/or Voted Upon)

- ❖ Nancy Allen made a motion to approve the Background Check Policy. Hilary Wahlen seconded the motion. Motion passed unanimously.
- ❖ Monica Godfrey made a motion to approve the Child Abuse and Neglect Reporting Policy. Nancy Allen seconded the motion. Motion passed unanimously.
- ❖ Steve Ballard made a motion to approve the Human Sexuality Instruction Policy. Samantha Shupe seconded the motion. Motion passed unanimously.
- ❖ Hilary Wahlen made a motion to approve the Dress Code Policy Revision C. Nancy Allen seconded the motion. Motion passed unanimously.
- ❖ Nancy Allen made a motion to approve the Attendance Policy. Samantha Shupe seconded the motion. Motion passed unanimously.
- ❖ Nancy Allen made a motion to approve the Tuition Scholarships in the amount of \$20,000. Samantha Shupe seconded the motion. Motion passed unanimously.
- ❖ Steve Ballard made a motion to approve the Spain Trip expense not to exceed \$38,200. Hilary Whalen seconded the motion. Motion passed unanimously.
- ❖ Monica Godfrey made a motion to approve the UAPCS Membership Dues in the amount of \$6,150. Hilary Wahlen seconded the motion. Motion passed unanimously.

BOARD TRAINING

- ❖ Review Charter School Board University – Samantha reviewed Chapter 19 and 20 of Brian Carpenter’s Charter School Board University. She discussed how to choose an effective administrator and the board/administrator relationship. She went over the three do’s and don’ts of a board. The board did a quick evaluation on these chapters. There was a brief discussion on director evaluations.
- ❖ Formation of Board Sub Committees – Samantha reinstated that Steve B. stated in his “Continuing the Legacy”. She explained that the board needs to define our expectations and define our performance measurements. Samantha would like set up committees to work on some of these items that we have previously discussed. Monica added that she would like to see one committee that strengthen the board and one that strengthens the school. There are some items that we want to discuss in a work session. Steve B. suggested that he can conduct a board SWOT analysis that may help the board decide on their goals.
 - **Board Development Committee** – *Samantha Shupe, Nancy Allen and Hilary Wahlen*
 - ✓ Board training plan
 - ✓ Board goals
 - ✓ Board succession plan
 - ✓ New board member orientation
 - ✓ Board policy manual
 - ✓ Job descriptions
 - **School Development Committee** – *Monica Godfrey, Steve Ballard and Laura D’Hulst*
 - ✓ Administration evaluation
 - ✓ Spanish program
 - ✓ School goals
 - ✓ Exit survey

The board would like both committees need to meet before our next work session.

Hilary asked that Dawn send the scaled down principal posting to her Hotmail account tomorrow since she will not be at the office.

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OTHER BUSINESS ITEMS

❖ **Calendaring Items – ALL**

- Schedule Board Social – Friday, January 25th
- Schedule AW Board Tour – January 9th @ 3:30 p.m.
- Schedule Tablet Training – January 9th @ 4:00 p.m.
- Next Work Session – January 9, 2013 @ 4:30 p.m.
- Next Board Meeting – February 13, 2013

5:59 PM - Nancy Allen made a motion to ADJOURN. Samantha Shupe seconded the motion. Motion passed unanimously. (Duration 1:25:26)

December Action Items:

1. Presentation from Eide Bailly on the 2011-12 audit at the February Board Meeting – **Ryan A.**
2. Discuss website content management – **Steve B.**
3. Scaled down version of the principal posting to be approved by the board – **Crista**
4. Put sample interview questions in the Dropbox – **Steve Davis**

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