



Ogden Preparatory Academy

Board Meeting Minutes

Wednesday, February 13, 2013

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

In Attendance: Laura D'Hulst, Samantha Shupe, Jana Whitby, Dawn Kawaguchi (AW), Crista Sanchez (AW), Tom Checketts (Kirton & McKonkie), Ryan Arrington (AW), Sheldon Killpack (AW), Steve Davis (AW), Kathy Thornburg (Principal), Robert Mitchell (Vice Principal), Nancy Allen, Steve Ballard, Monica Godfrey, Hilary Whalen (4:41 p.m.) and Ken Jeppesen (Eide Bailly 5:35 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

4:39 PM - Call to order by Laura D'Hulst

Samantha Shupe made a motion to go into a CLOSED SESSION to discuss the purchase, exchange, lease or sale of real property. Nancy Allen seconded the motion. The votes were as follows:

Nancy Allen – Aye
Steve Ballard – Aye
Monica Godfrey – Aye
Samantha Shupe – Aye
Jana Whitby – Aye
Hilary Wahlen – Aye

Motion passed unanimously.

5:29 PM – Jana Whitby made a motion to come out of CLOSED SESSION. Steve Ballard seconded the motion. The votes were as follows:

Jana Whitby – Aye
Samantha Shupe – Aye
Monica Godfrey – Aye
Steve Ballard – Aye
Nancy Allen – Aye
Hilary Wahlen – Aye

Motion passed unanimously.

REPORTS

❖ **Academica West Report**

- Update on Construction – Sheldon gave a brief update on the construction of the school. There was a brief stop of work with the freezing temperatures but they are back on the job and back on track. Sheldon offered to take the board on a tour of the buildings before

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the special session board meeting next week. The board would like to meet at 4:00 p.m. before the board meeting. Sheldon and Tom were excused at this time.

- Review 2011-2012 School Audit by Eide Bailly – Ken briefly reported on the 2011-2012 school audit. Ken stated that he reviewed the controls and it was a clean report. He also mentioned that the school had to have a single audit due to the fact that the school received over \$500,000 federal grant monies. He reviewed the grants that they chose to review. The overall opinion is a clean audit. Ken was excused at this time.
- Review 2012-2013 Budget as of January 31, 2013 – Ryan briefly reviewed the budget as of January 31st. There was a brief discussion on how much the school is saving without having to pay Mt. View building rent. Ryan highlighted the changes on the amended budget. The changes made were truing up dollar amounts since the actual student enrollment was lower than projected. Some of the other areas discussed were student fees, SB97 technology grant, capital interest fund and technology in the new buildings. **Steve Ballard made a motion to approve the 2012-2013 Amended School Budget. Monica Godfrey seconded the motion. Motion passed unanimously.**

❖ **Principal Report**

- State of the School – Kathy passed out a comparison of DIBELS testing results from the beginning of year to the middle of year. DIBELS testing is given September, January and May. The school is required by the State to report the scores of 1st, 2nd and 3rd grades. There was a discussion on the progress and digression of K-6. Kathy explained that we are viewed as a Jr. High by the State. Crista and Kathy reported to the board that the teachers at OPA are currently 100% highly qualified. Kathy stated that Bobby wanted to give a sports review but he had a prior engagement. Kathy reported that the basketball team won last night. Jana stated that they bused a lot of student body to North Davis Prep. Our students' behavior has been very good at the visiting schools. They took many students to Charter School Day on the Hill. A couple of senators came over and spoke with the OPA kids because we are the first school to receive the credit enhancement. Senator Valentine would like to be invited to the ribbon cutting because it was his legislation that went through to allow the credit enhancement. Kathy briefly reviewed on the "happenings" at OPA. There was a discussion on the school start time for next year.

❖ **OPAPO Report** – Jana Whitby

- The board voted to approve the yoga program
- Fundraiser for the students to pay to get your handprint at the new school.

❖ **Board Report**

- Update on School Mission and Vision – Laura stated that at the last board meeting it was decided to move forward with changing the school mission and vision. She and Samantha have met with Kim Dohrer from AW and her recommendation is to not take this to the board since our charter is so wide open. Also, Marlies Burns is working with the Charter School Board to be able to approve small changes on charters.
- Update on Website – Steve B. updated the board on the new website. Once we get the principal hired Steve B. would like to hire a professional photographer to take some pictures to put on the website. He would like the board to look at website and bring suggestions to him.
- Discuss Brian Carpenter Training Day – Laura briefly explained that Brian Carpenter will be in town March 21-31 and he has cut his cost by \$2,000.
- Update on Recruitment – Steve B. briefly reviewed the process that he and Nancy have been doing on recruitment. Steve B. would like the board to approve the interviewing committee who will be comprised of Steve Ballard, Nancy Allen and Laura D'Hulst

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representing the board, Steve Davis from AW, Joshua Rempfer representing the school (teachers), and Cindy Maw as the community partner. There was discussion on how Steve B. and Nancy chose the committee. Angela McPhee is the alternate teacher. Steve B. has also put together the 1st and 2nd interview questions. He would also like to approve the first and second interview questions. **Steve Ballard made a motion to approve the interview committee. Monica Godfrey seconded the motion. Motion passed unanimously. Samantha Shupe made a motion to approve the 1st and 2nd interview questions. Hilary Wahlen seconded the motion. Motion passed unanimously.**

Nancy Allen made a motion to move into a CLOSED SESSION to discuss an individual's character, professional competence, or physical or mental health. Monica Godfrey seconded the motion. The votes were as follows:

**Jana Whitby – Aye
Samantha Shupe – Aye
Monica Godfrey – Aye
Steve Ballard – Aye
Nancy Allen – Aye
Hilary Wahlen – Aye**

Motion passed unanimously.

6:53 PM – Jana Whitby made a motion to leave the CLOSED SESSION and return to the open session. Nancy Allen seconded the motion. The votes were as follows:

**Jana Whitby – Aye
Samantha Shupe – Aye
Monica Godfrey – Aye
Steve Ballard – Aye
Nancy Allen – Aye
Hilary Wahlen – Aye**

Motion passed unanimously.

Nancy Allen made a motion to approve the CONSENT ITEMS. Monica Godfrey seconded the motion. Motion passed unanimously.

- ❖ Ratify New Hires
 - Joyce Call
- ❖ Approve November 14, 2012 Work Session Minutes
- ❖ Approve December 12, 2012 Board Meeting Minutes
- ❖ Approve January 9, 2013 Work Session Minutes
- ❖ Approve January 28, 2013 Electronic Board Meeting Minutes
- ❖ Ratify the deposit of (250) yearbooks in the amount of \$5,200

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

- ❖ Discuss and Vote on the Acquisition of Land – Laura stated that we will do this at the next board meeting on February 20th.
- ❖ Discuss and Vote on 2012-2013 Amended School Budget – This was done in the Academics West Report.
- ❖ Discuss and Vote on the School LAND Trust Plan – Kathy stated that there is a document that the board will need to sign stating that you have watched the two School LAND Trust videos. She informed the board that the school has been allocated \$41,000. Kathy briefly reviewed the School LAND Trust Plan. There are three areas that she would like to spend the money. 5th and

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6th grade math support, summer staff to get the libraries ready and the rest for library needs. Kathy has asked all board members to sign the plan to be sent in. **Jana Whitby made a motion to approve the School LAND Trust Plan. Nancy Allen seconded the motion. Motion passed unanimously.**

- ❖ *Discuss and Vote 2013-2014 School Calendar* – Kathy briefly reviewed the 2013-2014 school calendar. All teachers had a chance to give their input. Kathy built in seven professional development days. This will really help the new principal. The vacation days are close to OSD. **Jana Whitby made a motion to approve the 2013-2014 School Calendar. Steve Ballard seconded the motion. Motion passed unanimously.**
- ❖ *Discuss and Vote 2013-2014 School Fees* – Kathy stated that the only change is adding the girls' basketball fee. Everything else is the same – no change. **Nancy Allen made a motion to approve the 2013-2014 School Fees. Jana Whitby seconded the motion. Motion passed unanimously.**
- ❖ *Discuss and Vote on Dress Code Policy Revision C* – The main change in the Dress Code Policy is the change of the shirt color. We are replacing light blue shirts for hunter green shirts. Kathy explained that some teachers have expressed their concerns with the light blue since there are so many different shades of blue. There was a brief discussion on some folks wanting to phase out the hunter green. Dawn stated that she made small changes to the Dress Code Policy so that the student handbook and Dress Code Policy were the same. Kathy also wanted to add “Free Dress Standards” and “Administration has Discretion”. Dawn explained that as styles change the administration can decide if a fad is acceptable or not instead of having to bring every change to the Board. **Samantha Shupe made a motion to approve the Dress Code Policy Revision C. Monica Godfrey seconded the motion. Motion passed unanimously.**
- ❖ *Discuss and Vote on Parent Handbook* – The parent handbook changes were discussed with the Dress Code Policy. **Nancy Allen made a motion to approve the Parent Handbook. Samantha Shupe seconded the motion. Motion passed unanimously.**
- ❖ *Discuss and Vote on the Conflict of Interest Policy* – Samantha briefly explained the Conflict of Interest Policy. **Monica Godfrey made a motion to approve the Conflict of Interest Policy. Steve Ballard seconded the motion. Motion passed unanimously.**

OTHER BUSINESS ITEMS

- ❖ Calendaring Items – ALL
 - Special Session Board Meeting – February 20, 2013 @ 4:30 p.m. in the Elementary – New Building Tour @ 4:00 p.m.
 - Next Work Session – March 13, 2013
 - Next Board Meeting – April 10, 2013

7:07 PM – Jana Whitby made a motion to ADJOURN. Nancy Allen seconded the motion. Motion passed unanimously.

February Action Items:

1. Special Board Meeting to authorize the exercise of eminent domain to acquire 2+ acres of Millcreek Manor property & engage counsel – **Dawn**
2. Invite Senator Valentine to the ribbon cutting – **Dawn**

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