

Ogden Preparatory Academy

Board Meeting Minutes

Wednesday, April 10, 2013

Location: Ogden Preparatory Academy, 170 15th Street, Ogden, UT 84401

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

5:03 PM - Call to order by Laura D'Hulst

There was no PUBLIC COMMENT.

5:04 PM – Jana Whitby made a motion to go into CLOSED SESSION to discuss the purchase, exchange, lease or sale of real property and to discuss an individual's character, professional competence, or physical or mental health. Hilary Wahlen seconded the motion. The votes were as follows:

Laura D'Hulst – Aye
Monica Godfrey – Aye
Hilary Wahlen – Aye
Samantha Shupe – Aye
Nancy Allen – Aye
Steve Ballard – Aye
Jana Whitby – Aye

Motion passed unanimously.

5:15 PM – Steve Ballard made a motion to leave the CLOSED SESSION and return to the open session. Monica Godfrey seconded the motion. The votes were as follows:

Laura D'Hulst – Aye
Monica Godfrey – Aye
Hilary Wahlen – Aye
Samantha Shupe – Aye
Steve Ballard – Aye
Jana Whitby – Aye

Motion passed unanimously.

In compliance with the Americans with Disabilities Act, persons needing auxiliary communicative aids and services for these meetings should call Dawn Kawaguchi at 801-444-9378, giving at least three working days notice.

REPORTS

❖ **Academica West Report**

- Legislative Update – Kim stated that there were a couple of items that were changed in this year's legislature that would affect OPA. Suicide prevention program that is required for schools. Kathy stated that this has already been done. The School LAND Trust program has changed. The school should receive a little bit of an increase in funding this year. The state has also changed the requirement again to go back to a parent committee approving the funds instead of the board of directors but the specifications haven't been outlined by USOE. The authorization law for higher ed. has also been changed. Kim brought a Public Education Summary (book) for Kathy. This book has all of the changes of Legislative laws that effect public education. There is an electronic version of the book on the state's website. Brad stated that charter school's got a 2% increase on the WPU but our local replacement money (property tax) was decreased. Steve D. stated that the Special Ed and Title1 money will be decreased by 6% next year. This will impact next year's budget. Kathy stated that this should not affect us too much next year since our Title 1 numbers have increased about 5%.
- Review 2012-2013 Budget as of March 31, 2013 – Ryan briefly reported on the budget as of March 31st. He pointed out that there was a calculation error on student fees but it is fixed. This will be amended at the end of the year. We will expect quite a nice surplus at the end of the year. Food Service is a couple months behind on requesting the money from the state so it will catch up. There are more students attending the Spain trip that was budgeted for so we will make changes before the final amended budget. There was a brief discussion on teachers needing addition stipends to get their rooms packed up and moved. Ryan was excused at this time.

❖ **OPAPO Report** – Jana Whitby

- Next year's elections need to happen soon according to the Bylaws. We will be getting out applications shortly.
- Family BBQ – Thursday, May 16th @ Ogden Amphitheatre (park) since the Ogden Marathon will be setting up on Friday.
- Jana will be doing some recruiting for OPAPO since they are losing about half of their officers.
- There was a brief discussion on Box tops. Jana stated that there will be a "trash" fundraiser that will be starting next month. This is where you collect candy wrappers, Capri Suns, etc. in which they send them to a company to make purses, bags etc.

❖ **Board Report**

- Website Update – Steve B. gave a brief update on the website. He has sent out the new link to the website. Steve B. would like to get a larger group to work with the update. He also mentioned that we will have to come up with who will be in charge of updating the website. We still haven't decided on a logo. There was a discussion on how the board would like to see this work. Steve B. would like to meet with Kathy, Amie, Katherine, John and Bobby to get an idea of what are the administrations needs.

There was a brief discussion on setting a retreat date in July sometime. Steve B. would like Dawn to put together a scheduler to get everyone's available dates. Location possibilities discussed were Corporate Alliance Bldg or the Hilton Hotel.

- Review Annual Open Meetings Act Training/Review – Samantha briefly went through the Open and Public Meetings Act. Sam reviewed the definition of a public meeting, notice of public meetings, meeting minutes and closed sessions which are only for specific and

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sensitive topics. There was a brief discussion on closed sessions and keeping electronic recordings of them. Kim added that board emails are subject to the public and open meetings act so make sure that you are not discussing policy or making decisions.

- Review Charter School Board University – Samantha reviewed Top Priorities for Boards. The two things that really matter are finances and student achievement. Sam reviewed how the board is responsible for the school's finances. Kim mentioned that a lot of boards ask for training on finances in retreats. Sam went over the four essential financial reports. Sam stated that the board's responsibility is to insure student outcomes and evaluate how those outcomes were achieved. How this will be done is decided by the administration. Sam would like to propose having an assistant financial coordinator, academics excellence committee and board development committee.

❖ **Principal Report**

- OPA Curriculum Review – Kathy reviewed the school's desired learning outcomes, assessment and special education. She mentioned that one of the things that she did not include in her report was that the school does have a school improvement plan which is the Utah Consolidated Application (UCA). Student Adaptive Growth in Excellence (SAGE) which is the new adaptive testing will be replacing the CRT's next year. This testing will be done several times a year to create a benchmark. There was a discussion on DIBLS testing. There was a discussion on Special Ed and UPIPS. There was a discussion on what kind of interventions the school uses to assist with students who score under benchmark on the DIBLS scores. Waterford Reading and Wilson Reading are programs that are used for these interventions. RAZZ kids have proven to be successful with our students.

Kathy gave an enrollment update. We are at 1,036. We will attrition off over the summer. We are losing some kids due them moving. There was a brief discussion on the lottery.

Dawn stated that February 13th and March 13th Board Meeting Minutes are not finished and asked that they be taken off the Consent Items.

Monica Godfrey made a motion to approve the CONSENT ITEMS excluding the February 13th and March 13th Board Meeting Minutes. Jana Whitby seconded the motion. Motion passed unanimously.

- ❖ **Approve February 13, 2013 Board Meeting Minutes**
- ❖ Ratify the Interview Committee
- ❖ Ratify 1st and 2nd Interview Questions
- ❖ Ratify the Dress Code Policy *Revision D* on February 13,2013 (NOT Revision C)
- ❖ Approve February 13, 2013 Closed Board Meeting Affidavit
- ❖ Approve February 20, 2013 Board Meeting Minutes
- ❖ Approve March 5, 2013 Board Meeting Minutes
- ❖ Approve March 5, 2013 Closed Board Meeting Affidavit
- ❖ **Approve March 13, 2013 Board Meeting Minutes**
- ❖ Approve March 13, 2013 Closed Board Meeting Affidavit

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

- ❖ Discuss and Vote on IT Support for third Campus Network and Enduser Equipment during 2011-2012 School Year in the amount of \$16,000 – Kathy briefly explained that ETS never billed us but the service was provided. Kathy would like to see the breakdown of services provided. There was a discussion on waiting to approve this item until Kathy can see a breakdown of

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services. There was a brief discussion on the purchasing/contract services changes. **Monica Godfrey made a motion to approve the IT support for third Campus Network and Enduser Equipment during 2011-2012 School Year in the amount of \$16,000 upon receipt of the breakdown of services provided with Kathy's approval. Samantha Shupe seconded the motion. Motion passed unanimously.**

- ❖ Discuss and Vote on Resolution for Schools and Libraries Universal Services (E-Rate) for 2013-2014 Funding Year – Samantha briefly reviewed E-Rate resolution. The school is filing for several scenarios just in case that the buildings are not finished. Since the school receives an 80% reimbursement, we just wanted to make sure that the school has covered all its bases. **Monica Godfrey made a motion to approve the Resolution for Schools and Libraries Universal Services (E-Rate) for 2013-2014 Funding Year. Jana Whitby seconded the motion. Motion passed unanimously.**
- ❖ Discuss and Vote on Administration of Medication Policy REV A – There was no further discussion. **Hilary Wahlen made a motion to approve the Administration of Medication Policy Revision A. Jana Whitby seconded the motion. Motion passed unanimously.**
- ❖ Discuss and Vote on Bullying and Hazing Policy REV B – Samantha stated that there is a new provision that the legislature is requiring be in this policy regarding suicide prevention so she is recommending tabling this policy. **Jana Whitby made a motion to table the Bullying and Hazing Policy Revision B. Hilary Wahlen seconded the motion. Motion passed unanimously.**
- ❖ Discuss and Vote on 2013-2014 Student Lunch Price – Laura stated that we don't have a choice because the increase is federally mandated an increase. We are taking the minimum increase possible. **Samantha Shupe made a motion to approve the 2013-2014 Student Lunch Price. Jana Whitby seconded the motion. Motion passed unanimously.**
- ❖ Discuss and Vote on the Furniture Purchase not to exceed \$50,000 – Laura stated that the school needs to purchase some furniture for the new libraries. **Jana Whitby made a motion to approve the furniture purchase not to exceed \$50,000. Samantha Shupe seconded the motion. Motion passed unanimously.**

OTHER BUSINESS ITEMS

- ❖ **Calendaring Items – ALL**
 - Next Work Session on May 8, 2013
 - ✓ This will be at ETS to discuss 5-Year Technology Plan. They will provide lunch/dinner.
 - Next Board Meeting on June 12, 2013
 - ✓ This is the annual board meeting. Amy will be out of town this week as well as Steve B. There was discussion on moving this back to June 26th.
 - UAPCS Conference Attendance June 17-18 @ Utah Valley Convention Center in Provo
 - ✓ Kim will make sure that Sam and Bobby are registered. The rest of the board will contact Dawn if they can attend.
 - Set Summer Retreat Date

6:44 PM – Jana Whitby made a motion to ADJOURN. Samantha Shupe seconded the motion. Motion passed unanimously.

April Action Items:

1. Send out some dates through a scheduler (on website) for two day summer retreat @ Corporate Alliance or Hilton (Board, Amy, Bobby & AW) – **Dawn** (see Kara)

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