

**Ogden Preparatory Academy
Annual Board Meeting Minutes
Wednesday, June 26, 2013**

Location: Ogden Preparatory Academy, 1415 Lincoln Ave., Ogden, UT 84401

In Attendance: Laura D'Hulst, Samantha Shupe, Dawn Kawaguchi (AW), Robert Mitchell (Vice Principal), Hilary Wahlen, Nancy Allen, Jana Whitby, Amie Campbell (Principal), Steve Davis (AW), Ryan Arrington (AW) and Sheldon Killpack (AW)

Excused: Monica Godfrey and Steve Ballard

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

There was no PUBLIC COMMENT.

Nancy Allen made a motion to go into a 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:

Samantha Shupe – Aye

Hilary Wahlen – Aye

Nancy Allen – Aye

Jana Whitby – Aye

Motion passed unanimously.

5:11 PM – Samantha Shupe made a motion to go into OPEN SESSION. Nancy Allen seconded the motion. The votes were as follows:

Jana Whitby – Aye

Nancy Allen – Aye

Hilary Wahlen – Aye

Samantha Shupe – Aye

Motion passed unanimously.

REPORTS

❖ Principal

- State of the School – Amie Campbell
 - ✓ Review of New Hires
 - ✓ Review of Teryl Young's job description and duties

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- ✓ Update on building, moving and construction
 - ★ Conditional occupancy in elementary
 - ★ Emergency Preparedness of new buildings
 - ★ Temporary occupancy in the Jr. High
 - ★ Moving into Jr. High is slow
- ✓ Purchasing
 - ★ ETS update
 - ★ Electronic Board Meeting
 - Extra charges with Allstar Refrigeration
 - Library Books & Software
 - Extra furniture for offices/work room
 - ★ Waterford reading computers for interventions – upcoming
- ✓ Miscellaneous
 - ★ OPAPO requests
 - ★ One on One board member meetings with Amie
- ✓ Upcoming dates
 - ★ Registration 7-9 on August 13-14
 - ★ Teachers return on August 15-23
 - ★ Back to School Night – August 21st
 - Ribbon Cutting?

Laura made a change to the agenda because Ryan Arrington needs to leave at 6:00 p.m.

❖ **Academica West**

- Review 2012-2013 Final Amended Budget – Ryan reviewed the final amended budget to actual as of June 20, 2013. Ryan wanted to note that the \$50,000 of the furniture that has been previously discussed in not included in this budget. You will still have a substantial surplus this year. There will be some salaries incurred in July and August for the current year. Ryan reminded the board that the teachers are paid over twelve months for their ten and a half months worked. Ryan stated that he will be matching what has been incurred with anticipated revenue through June 30th. There was a brief discussion on the “Rents & Portables” line item which will change to “Bond Series 2012 A & B” for next year.
- Review 2013-2014 Annual Budget – Ryan reviewed the 2013-2014 Annual budget based on 1,030 students. This budget will reflect exactly what you will accrue in your UCA. There was a brief discussion on the substitute teacher budget. Sam asked Ryan to explain the financial portion of the Charter School Baseline Performance.

❖ **Board of Directors**

- School Electronic Sign – Sam updated the board on the electronic sign. ETS is going to donate some money towards the sign. There was a discussion on the size of the sign.
- Board Development – Sam reviewed the board General Responsibilities, Committees- & Job Descriptions, Individual Board Member Performance Expectations and Board Member Agreement that she worked on with the Board Development Committee. This is on the agenda for approval today. Sam also recommended adding an Assistant Financial Coordinator so that there are two board members overseeing the budget. She would also like to implement an Academic Excellence Committee and Board Development Committee at the retreat. She also asked the board to send in their personal goal review and any other suggestions for the retreat please send information to Laura.
- Review of UAPCS Convention – Nancy, Sam and Laura each gave an over view of one training session that they attended. Nancy reviewed Board Strategic Planning. Sam

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reviewed Board Financial Oversight and Laura reviewed Media Guidelines. Laura would like have Sheldon do media training for the board as well as work on a Media plan.

❖ **OPAPO** – Jana Whitby

- We have received budget requests from administration but we still need to have a meeting with the new OPAPO board
- We are still transitioning OPAPO board positions. We will be doing that at the first of the month.
- Need to set Fall Carnival date – the plan is to do it at the school instead of the amphitheatre

Sam proposed creating a committee for administration evaluation. This committee would include Steve D., Steve B., Amie, and Sam. Nancy would like to be a part of the committee. Steve D. requested that Dawn set up a date that will work for everyone.

There was a discussion on the family handprints. Sheldon recommended the stepping stones for the garden.

Nancy Allen made a motion to approve the CONSENT ITEMS. Jana Whitby seconded the motion. Motion passed unanimously.

❖ Ratify New Hires

- Elizabeth Puckett – 5-6 Special Education
- Beryl O’Dowd – 7th Integrated Science (½ Time)
- Sustasa Mary Jantalert – 6th Grade Math
- Angela Raquel Lopez – Elementary Counselor (½ Time)
- Teryl Young – Special Ed Coordinator/ Behavior Management

❖ Approve March 13, 2013 Board Meeting Minutes

❖ Approve April 10, 2013 Board Meeting Minutes

❖ Approve April 10, 2013 Closed Board Meeting Affidavit

❖ Approve May 8, 2013 Board Meeting Minutes

❖ Approve May 8, 2013 Closed Board Meeting Affidavit

❖ Approve May 13, 2013 Board Meeting Minutes

❖ Approve May 13, 2013 Closed Board Meeting Affidavit

❖ Approve May 21, 2013 Electronic Board Meeting Minutes

❖ Approve May 21, 2013 Closed Board Meeting Affidavit

❖ Approve May 30, 2013 Board Meeting Minutes

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

❖ Discuss and Vote on 2012-2013 Final Amended Budget – There was no further discussion.

Nancy Allen made a motion to approve the 2012-2013 Final Amended Budget. Hilary Wahlen seconded the motion. Motion passed unanimously.

❖ Discuss and Vote on 2013-2014 Annual Budget – There was no further discussion. **Hilary**

Wahlen made a motion to approve the 2013-2014 Annual Budget. Nancy Allen seconded the motion. Motion passed unanimously.

❖ Discuss and Vote on OPA Board General Responsibilities – There was no further discussion.

Jana Whitby made a motion to approve the OPA Board General Responsibilities. Nancy Allen seconded the motion. Motion passed unanimously.

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- ❖ Discuss and Vote on OPA Board Committees & Job Descriptions – There was no further discussion. **Hilary Wahlen made a motion to approve the OPA Board Committee & Job Descriptions. Jana Whitby seconded the motion. Motion passed unanimously.**
- ❖ Discuss and Vote on OPA Individual Board Member Performance Expectations – There was no further discussion. **Samantha Shupe made a motion to approve the OPA Individual Board Member Performance Expectations. Nancy Allen seconded the motion. Motion passed unanimously.**
- ❖ Discuss and Vote on OPA Board Member Agreement – There was no further discussion. **Hilary Wahlen made a motion to approve the OPA Board Member Agreement. Samantha Shupe seconded the motion. Motion passed unanimously.**
- ❖ Ratify Board Members and Terms – **Hilary Wahlen made a motion to ratify the following board members and their terms as follows:**
 - **Laura D’Hulst – *NEW* 4-year term to expire June 2017**
 - **Monica Godfrey – June 2014**
 - **Hilary Wahlen – June 2014**
 - **Jana Whitby – June 2014**
 - **Nancy Allen – June 2015**
 - **Steve Ballard – June 2016**
 - **Samantha Shupe – June 2016****Samantha Shupe seconded the motion. Motion passed unanimously.**
- ❖ Ratify Board Officers – Laura asked for nominations.
 - **President – Hilary Wahlen made a motion to nominate Laura as President. Nancy Allen seconded the motion. Motion passed unanimously.**
 - **Vice President – Sam requested to be Vice President. Hilary Wahlen made a motion to nominate Samantha Shupe as Vice President. Nancy Allen seconded the motion. Motion passed unanimously.**
 - **Secretary – Nancy would like to stay on as secretary. Hilary Wahlen made a motion to nominate Nancy Allen as the Secretary. Jana Whitby seconded the motion. Motion passed unanimously.**
 - **Financial Coordinator – Sam stated that she would like to be financial coordinator and Steve would prefer to be the Asst. Financial Coordinator. Nancy Allen made a motion to nominate Samantha Shupe as the Financial Coordinator. Hilary Wahlen seconded the motion. Motion passed unanimously.**
 - **Assistant Financial Coordinator – Nancy Allen made a motion to nominate Steve Ballard as the Assistant Financial Coordinator. Samantha Shupe seconded the motion. Motion passed unanimously.**
- ❖ Discuss and Vote on Singapore Math Renewable Curriculum Materials not to exceed \$18,000 – Amie Campbell briefly reviewed the disposable math materials that the students use each year. There will also be some music materials included in this which will be used year to year. **Nancy Allen made a motion to approve the purchase of Singapore Math Renewable Curriculum Materials and additional music materials not to exceed \$18,000. Jana Whitby seconded the motion. Motion passed unanimously.**
- ❖ Discuss and Vote on Bullying and Hazing Policy REV B – There was no further discussion. **Jana Whitby made a motion to approve the Bullying and Hazing Policy Revision B. Nancy Allen seconded the motion. Motion passed unanimously.**

OTHER BUSINESS ITEMS

- ❖ **Calendaring Items – ALL**

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- Set 2013-2014 Board Meeting Schedule – We will continue with the second Wednesday of the month @ 4:30 p.m. with the exception of July which is when we will do the board retreat. Dawn will post this calendar on the website.
- Schedule Ribbon Cutting – TBD (Steve Ballard)
- Board Retreat July 8-9 – There was a discussion on where to have the two day retreat. Laura would like to schedule a quick meeting to finalize the retreat agenda (Laura, Sam, Steve B., Steve D. and Dawn).

7:24 PM – Nancy Allen made a motion to ADJOURN. Hilary Wahlen seconded the motion. Motion passed unanimously.

June Action Items:

1. Electronic Board Meeting on June 26, 2013 – **Dawn**
2. Drawing showing electronic sign rendering from SilverPeak – **Sheldon**
3. Look into Ogden sign ordinances – **Gabe**
4. Find a date for the administration evaluation committee to meet – **Dawn**
5. Schedule a Retreat Meeting to finalize the agenda – **Dawn**

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