



Ogden Preparatory Academy

Board Meeting Minutes

Wednesday, October 9, 2013

Location: Ogden Preparatory Academy, 1415 Lincoln Ave., Ogden, UT 84403

In Attendance: Laura D'Hulst, Jana Whitby, Ryan Arrington (AW), Amie Campbell (Principal), Samantha Shupe, Dawn Kawaguchi (AW), Brad Taylor (AW), Steve Davis (AW), Nancy Allen, Steve Ballard and Hilary Wahlen

Excused: Monica Godfrey

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

There was no PUBLIC COMMENT.

REPORTS

❖ Principal

- State of the School – Amie Campbell
 - ✓ The first DIBELS baseline testing has been done and turned into the state. Amie handed out a packet of the scores to the board.
 - ✓ Spanish Update
 - ★ Implemented new ELL testing
 - ★ School visits
 - ★ Dr. Matthews
 - ★ Upcoming state office visits
 - ★ Parent surveys
 - ★ Teacher input
 - ✓ Teacher Effectiveness Project Update
 - ★ First review is starting on October 25th
 - ★ Amie will be attending the SLO's (which is a development of the effectiveness program) on October 29th
 - ★ Performance pay at the semester is going to be based on teacher goals
 - ✓ "Leader in Me" Update
 - ★ Training will be Dec 4-6 for K-6 and Lighthouse team. Recruiting parent volunteers for subs on these days.
 - ★ Received \$10K "Leader in Me" grant and applying for next grant
 - ★ Planning "Leader in Me" school visits and Rigor & Relevance training
 - ✓ October 1 count was 1,041
 - ✓ Facility update
 - ✓ The board is registered Brian Carpenter Training on October 16th from 10-2. If you can't make it you can go on October 17th.

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.

❖ Board of Directors

- Website Update – Steve B. stated that all the final logos are in the Dropbox. Amie stated that the migration is mostly done. Steve B is meeting with Jake & Lisa tomorrow. We are hoping to launch on October 11th. Steve B. stated that everything is coming together.
- Discuss Parent Survey – Samantha would like the board to really look at the parent survey. She has contacted Katherine Witt to review past surveys. We have a better response with paper surveys than online surveys. Sam would like to revamp the survey. She asked if the board can create a committee to work on this. Jana and Amie volunteered to sit on this committee.
- Committee Updates – ALL
 - ✓ **Academic Excellence** – Laura stated that she met with Steve D., Amie and Jana. This year is going to be a baseline year. They decided to lower the testing goal from 3% to 1%. There was some discussion on the new adaptive testing and how it is going to affect the school's scores.
 - ✓ **Board Development** – Hilary and Sam have met. They set some goals back in July and are still working towards these goals. Some of the items that they are working on are new board member training manual, rotation & succession plans, and board terms limits.
 - ✓ **Marketing** – Steve B. updated the board on what he has been working on with Amy Edwards (hired PR person). November 1st is the date for the ribbon cutting. Pictures will be taken and tours will be given. The media, Ogden mayor, city council, chamber of commerce and other community members have been invited. A press kit is being put together and will be available on the website which will include key notes of the school, new principal bio, key academic programs, location, web addresses, press releases, logos, etc. Sam recommended that the board include a budget for PR next year.
 - ✓ **Technology** – No update.
- Board Training – The professional development presented by Hilary was on Barriers to Effectiveness. She reviewed several board barriers and stated areas the board does well and areas that the board can work on being more effective.
 - ✓ **Temptation to micro-manage** – Hilary stated that our board is pretty clear on its role. The board does not fall prey to micro managing.
 - ✓ **No plan for rotation** – Hilary stated that this is an area that our board needs to work on. The board development committee will be implementing the procedure of having the Board president sit down with each board member to see how things are going. This will give the member an easy way out if needed.
 - ✓ **Lack of functioning committee structure** – Hilary stated that our board has identified that weren't functioning well but we have been working towards making a really good committee structure.
 - ✓ **No Strategic plan** – Hilary stated that the board has identified this as well. During the retreat, the board set goals and established a time frame. Therefore, Hilary feels that this is an area the board has strengthened.
 - ✓ **No plan for orientation of new & old board member** – Hilary and Samantha have been working on this and feel it is a very structured orientation plan for new board members. In terms of obtaining new members, we want to recruit applicants that will enhance our board. After doing a board assessment, this board currently could use an attorney or someone with an accountant background. It would be great if they were a community member.

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- ✓ **Founder's syndrome** – Hilary stated that she feels the board has identified as well. The board sees its strengths and expertise. The board knows where they need to strengthen and they have been working towards bringing a new breath and life into the board.
- ❖ **OPAPO – Jana Whitby**
 - Carnival is Friday, October 11th
 - ✓ There will be bounce houses after working with risk management. There was a fee for an event writer but we are approved for a year so that we can have bounce houses in the spring for field day.
 - ✓ Talent show has decent sign up
 - ✓ Pepsi has donated soda and will bring their trailer
 - ✓ Hot dogs and hamburgers were donated by a parent on the OPAPO board that works at RC Willeys. He is brining a trailer and will cook all of the food.
 - ✓ Stomp for 7-9 graders (only OPA students). Tickets are being sold for \$3 and will be \$5 at the door.
 - Mrs. Rose will be working on Pep club
 - Book Fair raised almost \$9,000 which the school receives 60% in Scholastic dollars which buys books for the library. The teachers all received a book with the Scholastic dollars. Many parents were buying from the teachers bins.
 - Teacher's Appreciation Christmas party on the last day of school before Winter Break. It will be at Sonora Grill.
 - Fundraising ideas are raffle baskets at Literacy Night and a craft boutique

There was a brief discussion on having a school calendar that parents can download to their personal calendars.

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

- ❖ Ratify New Hires
 - Jeanne Lester – IT Hardware Coordinator
 - Kim Briggs – 5th-6th Math TA
- ❖ Approve September 11, 2013 Board Meeting Minutes

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

- ❖ *Discuss and Vote on the Media Policy & Guidelines* – There is one typo on the Media Policy which Dawn has changed. **Samantha Shupe made a motion to approve the Media Policy and Guidelines with correction. Jana Whitby seconded the motion. Motion passed unanimously.**
- ❖ *Discuss and Vote on Amended 2013-2014 Annual Budget as of October 1, 2013* – Steve B. stated that this budget has been amended to reflect the October 1 count. **Nancy Allen made a motion to approve the amended 2013-2014 Annual Budget as of October 1, 2013. Hilary Wahlen seconded the motion. Motion passed unanimously.**
- ❖ *Discuss and Vote on the Utah Consolidated Application Plan* – Amie reviewed the budget for the UCA Plan. Amie has just been introduced to the UCA this year. The plan has stayed pretty much the same with last year's spending except for a small change to some professional development money in Title 1. **Nancy Allen made a motion to approve the Utah Consolidated Application Plan including Title IA Plan, Title IIA Plan, Accelerated Students Program Plan, Enhancement for At-Risk Students Plan, Early Childhood: K-3 Reading**

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Achievement Plan, IDEA Pre & School-Aged Plans. Steve Ballard seconded the motion. Motion passed unanimously.

- ❖ *Discuss and Vote on Leader in Me Training/Curriculum purchase not to exceed \$35,000* – Amie briefly reviewed the Leader in Me Training and Curriculum purchase. She stated that this is for the first year’s spending for training and in subsequent years the total will be \$80,000 over a five year period. Of the \$35,000, the school has received a \$10,000 grant. Amie is hoping that there will be another \$20,000 grant that she can apply for in year two. **Hilary Wahlen made a motion to approve the Leader in Me training/curriculum purchase not to exceed \$35,000. Nancy Allen seconded the motion. Motion passed unanimously.**
- ❖ *Discuss and Vote on RMVD Hardware & Installation not to exceed \$5,200* – Amie briefly reviewed the RMVD invoice. Dawn added that this invoice was for services completed by RMVD that spanned over a four month period which included switching the phones to the new buildings, required additional phones and the paging system. **Jana Whitby made a motion to approve the RMVD Hardware & Installation not to exceed \$5,200. Nancy Allen seconded the motion. Motion passed unanimously.**
- ❖ *Discuss and Vote on Snow Removal Rate Sheet* – Amie briefly reviewed Extreme Green’s service and the snow removal rate sheet. Billing is typically prepared monthly so by approving the rate sheet it will make it so that invoices over \$5,000 will not need to come to the board. **Samantha Shupe made a motion to approve the Extreme Green rate sheet. Nancy Allen seconded the motion. Motion passed unanimously.**
- ❖ *Discuss and Vote on ThyssenKrupp Gold Service Agreements* – Amie briefly explained that the elevators were installed by Schindler and they have a one year warranty. The warranty expires in May. We have received a service agreement bid from Schindler but the one from ThyssenKrupp’s is less. Dawn stated that there is an incentive to extend the agreement longer. Steve D. included that they have held their price for the last few years with our other schools. This agreement would go into effect in May. **Nancy Allen made a motion to approve the ThyssenKrupp gold service agreement. Jana Whitby seconded the motion. Motion passed unanimously.**

OTHER BUSINESS ITEMS

- ❖ **Calendaring Items – ALL**
 - Brian Carpenter Training is on **October 16th** from 10-2 @ USOE. If you cannot attend this one there is one on October 17th.
 - Ribbon Cutting is on **November 1st**. Steve B. will send out the time to everyone. There was a discussion on free dress.
 - Next Board Meeting – **November 13, 2013**

6:10 PM – Steve Ballard made a motion to ADJOURN. Hilary Wahlen seconded the motion. Motion passed unanimously. (Duration 1:34:40)