

Ogden Preparatory Academy

Board Meeting Minutes

Wednesday, February 12, 2014



Location: Ogden Preparatory Academy, 1415 Lincoln Ave., Ogden, UT 84404

In Attendance: Laura D'Hulst, Jana Whiby, Steve Ballard, Robert Mitchell (VP), Josh Rempfer (Dean of Students), Steve Davis (AW), Ryan Arrington (AW), Brad Taylor (AW), Amie Campbell (Principal), Dawn Kawaguchi (AW), Samantha Shupe, Nancy Allen, and Hilary Wahlen (5:02 p.m.)

The mission for the **Ogden Preparatory Board of Directors**, through unified governance, is to set direction and goals for the school, and to commit to continual improvement. We will empower our administrator to manage day-to-day operations. We will act in the best interest of the school, ensuring we live up to our duties, which are: *Duty of Loyalty, Duty of Care, Duty of Fiduciary Responsibility, Duty of Obedience, and Duty of Good Faith.* The Board will act in the best interest of the school by ensuring we are financially sound, consistently showing the results of high academic expectations, and obedient to both state and federal law.

Minutes

4:35 PM – Call to order by Laura D'Hulst

There was no PUBLIC COMMENT.

4:35 PM – Jana Whitby CLOSED SESSION to discuss an individual's character, professional competence, or physical or mental health. Nancy Allen seconded the motion.

The votes were as follows:

Jana Whitby – Aye
Steve Ballard – Aye
Samantha Shupe – Aye
Nancy Allen – Aye
Laura D'Hulst – Aye

Motion passed unanimously.

4:39 PM – Nancy Allen made a motion to come out of CLOSED SESSION. Jana Whitby seconded the motion. The votes were as follows:

Jana Whitby – Aye
Steve Ballard – Aye
Samantha Shupe – Aye
Nancy Allen – Aye
Laura D'Hulst – 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**

- Review 2012-2013 School Audit – Ryan briefly reported on the 2012-2013 school audit. Ryan stated that the school received a “clean opinion” (unqualified) and there were no findings. There was a restatement on the financial statement which had to deal with unrestricted cash vs. restricted cash being misclassified.

❖ **Principal**

- State of the School – Amie Campbell
 - ✓ Academic Achievement:
 - ★ SAGE – On going teacher prep for end of level testing. Teachers have been pre-testing the students.
 - ★ DIBELS – Amie handed out the mid-year DIBELS results to the board. She reviewed the results and explained the interventions that they have started.
 - ✓ Schedule:
 - ★ Each building would like separate different start/end times. Amie is looking at all-day kindergarten. Title I audit schedule for board members.
 - ✓ State Title I Audit:
 - ★ The audit is on March 18th. Amie would like some of the board members to participate in the parent focus groups. Amie will hold the training next month instead of tonight.
- Discuss Parent Compact and Parent Involvement Policy – Amie stated that she met with OPAPPO and teachers last fall to have them review both the Parent Compact and Parent Involvement Policy and asked for suggested changes. She reviewed her recommended changes. She asked the board members to review them both as well.
- State of the School (Cont.)
 - ✓ Teacher Effectiveness:
 - ★ Evaluations are complete
 - ★ Both the Cooperative Learning and Rigor & Relevance training has been canceled due to financial and consultants schedule so Amie is using the money to train another lighthouse team for the Leader in Me
 - ✓ Signature Programs:
 - ★ We should know about the Leader In Me grant in March
 - ★ Spanish plan has been explained to the teachers. The state has come out to visit. Amie will be having a team to work on curriculum this summer. She reviewed the “inclusion” & “specials” schedule.
 - ✓ Facilities:
 - ★ Garbage structure – Amie would like to make this into a kiln so that she can offer ceramics.

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❖ **Board of Directors**

- Committee Updates – ALL
 - ✓ Academic Excellence – Laura reported that the committee met to discuss the DIBELS results.
 - ✓ Board Development – Hilary reported that the board development committee has been working on board replacement. The committee is working on a form letter. Sam stated that they would like to start posting the opening on March 1st. Sam recommended giving special consideration to educators, community member, legal and accounting backgrounds. There was a discussion on amending the by-laws and charter. Sam proposed a calendar timeline how they would like this to happen.
 - ✓ Marketing – Steve B. reported that things are quiet. We may want to look at a push for enrollment. Steve B. recommends refocus in the summer.
 - ✓ Technology – Steve B. reviewed the past months of changes. He is very happy the way things have progressed. Steve B. would like this committee to meet a couple of more times this year. There was discussion on one to one technology and how to prepare for it.

❖ **OPAPO – Jana Whitby**

- OPAPO had Title I training. Four parents are committed to attend the audit.
- Spring Craft Fair for the community. The cost will be \$25 for booth space.
- Teachers’ luncheon @ Sonora Grill was last Friday to make up for the canceled Christmas Party due to snow storm
- Field Trip to Storytelling Festival this month
- Ballet West is coming for 4th -6th grade students
- Jana attended a suicide prevention training. Mr. Sprinkle is taking a class to a suicide prevention at the Capital on February 24th
- Science Fair – February 27th

Steve Ballard made a motion to approve the CONSENT ITEMS. Nancy Allen seconded the motion. Motion passed unanimously.

❖ **Ratify New Hires**

- Josh Rempfer – Dean of Students, Teacher Assistant coordinator
- Jonathan Rempfer – Secondary Math Teacher
- Talyn Debus-Villasenor – Secondary Science Teacher
- Beryl O'Dowd – Teacher's Assistant (part-time)

- ❖ Approve December 11, 2013 Board Meeting Minutes
- ❖ Approve December 11, 2013 Closed Board Meeting Affidavit
- ❖ Approve January 8, 2014 Work Session Minutes

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

- ❖ Discuss and Vote on Amended 2013-2014 Budget as of January 31, 2014 – There was no further discussion. **Steve Ballard made a motion to approve the amended 2013-2014 budget as of January 31, 2014. Jana Whitby seconded the motion. Motion passed unanimously.**

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- ❖ Discuss and Vote on TSME Contract Services Rate of \$40/hr – Amie has met with the finance committee. Sheldon is a parent and he has been volunteering his time as a CTO since October. The average ETS invoice has been \$4,500-\$5,000 a month. Since Sheldon has been helping out they are around \$2,500. He has donated so many hours Amie can't keep him without paying him. He works an average of eight hours a week. **Samantha Shupe made a motion to approve Sheldon Hinkson's contract service rate of \$40/hr. Steve Ballard seconded the motion. Motion passed unanimously.**
- ❖ Discuss and Vote on Spain Trip Expense not to exceed \$80,000 – Amie stated that the Spain trip has raised \$5,961. We have 28 students that have committed to go. They have met with all the students to discuss their share of the cost. This amount includes airfare, tuition, accommodations and food. **Hilary Wahlen made a motion to approve the Spain trip expense not to exceed \$80,000. Jana Whitby seconded the motion. Motion passed unanimously.**
- ❖ Discuss and Vote on Electronic Resources Policy – Samantha briefly reviewed the Electronic Resources Policy which replaces three of our current policies. Amie would like to go with the more permissive option on the procedures. However, she would like them all to sign a document as well. There was a discussion on boundary violations between students and teachers. **Samantha Shupe made a motion to approve the Electronic Resources Policy with the more permissive version. Nancy Allen seconded the motion. Motion passed unanimously.**
- ❖ Discuss and Vote to Rescind the following Policies: Electronic Device Policy, Internet Safety Policy and Employee Internet & Other Electronic Resources Policy – There was no further discussion. **Samantha Shupe made a motion to rescind the Electronic Device Policy, Internet Safety Policy and Employee Internet & Other Electronic Resources Policy. Nancy Allen seconded the motion. Motion passed unanimously.**
- ❖ Discuss and Vote on 2014-2015 School Fees – Bobby reviewed all the proposed fees for next year. Parents will be notified of these fees in the spring. **Steve Ballard made a motion to approve the 2014-2015 school fees. Nancy Allen seconded the motion. Motion passed unanimously.**
- ❖ Discuss and Vote on 2014-2015 School Calendar – Bobby reviewed the proposed school calendar for next year. There was a brief discussion on start/end times. **Nancy Allen made a motion to approve the 2014-2015 school calendar. Steve Ballard seconded the motion. Motion passed unanimously.**

OTHER BUSINESS ITEMS

- ❖ Calendaring Items – ALL
 - Set Summer Retreat Date
 - Utah Charter School Day at the Hill – February 24th
 - UAPCS Conference (June 9-10) Early Bird Registration starts on March 1st
 - Next Board Meeting – March 12th
 - National Charter School Conference (June 29-July 3) in Las Vegas

6:17 PM – Jana Whitby made a motion to ADJOURN. Nancy Allen seconded the motion. Motion passed unanimously.

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