

APPROVED



# OGDEN PREPARATORY ACADEMY

## Ogden Preparatory Academy

### Minutes

June 16, 2016 Board Meeting

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#### **Date and Time**

Thursday June 16, 2016 at 4:30 PM

#### **Location**

1415 Lincoln Ave; Ogden UT 84404

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VISION: Ogden Preparatory Academy's vision is to create a positive, nurturing environment for students to grow and learn as they develop the skills necessary to become tomorrow's leaders. Through high academic expectations and experiences, bilingual exposure, leadership roles and commitment to community, OPA students will gain confidence and a sense of self worth that will prepare them to face the challenges in a competitive world.

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#### **Board Members Present**

#### **Board Members Absent**

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### **I. Opening Items**

#### **A.Record Attendance and Guests**

Board Attendees:

Samantha Shupe

Steve Ballard

Laura D'Hulst

Scott Sluis

Board Members Absent:

Nancy Neider

Others present:

Spencer Adams

Amie Campbell  
Joshua Rempfer

### **B.Call the Meeting to Order**

S. Shupe called a meeting of the board of directors of Ogden Preparatory Academy to order on Thursday Jun 16, 2016 @ 2:03 PM at 1415 Lincoln Ave; Ogden UT 84404.

## **II. Public Comment**

### **A.Public Comment Discussion**

No public comment.

## **III. Finance**

### **A.Finance Presentation**

Spencer Adams reviewed the financial documents. Yellow highlighting means we are within 5% of where we should be for the time of year. Federal revenues take a little longer to come in; however, they have been requested. In the last few months, revenue has been higher than expenses. Operating revenue, MADS and Days cash on hand are as projected.

FY16 Forecast is the final budget for FY16. Revenues are on track. Expense forecasts have been adjusted for anticipated amounts.

FY17 Budget was reviewed. Changes from FY16 have been identified. Some line items have been adjusted to more accurately reflect spending. Board expenses were increased for trainings and Board OnTrack. A new system of tracking for classroom supplies is being created. 5% reserve target is set. The current lottery system is functioning; however, there are flaws. Purchasing a new lottery system was proposed.

## **IV. Reports**

### **A.Principal's Report**

Amie Campbell presented her Principal's report. The building will be closed until July 18. There are some administrative members who will be in the building throughout that time. Some ESY (Extended School Year) services will continue. In preparation of the retreat, Amie and the Administrative team put together a review of current programs. We are up for accreditation review in FY17. We want to prepare a 5-year plan. The last year has been reactionary, so it will take a paradigm shift to consider the 5-year plan.

Yira Yoggerst taught all Spanish Intensive classes K-4 in FY16. That will continue.

In FY17, Katie Reyes will teach Spanish Intensive combined with Social Studies in the 5th and 6th years. Yira Yoggerst received a 72% proficiency rate in 4th grade Science taught in Spanish. There is a waiting list of approximately 10/grade level for the Spanish Intensive. It is not enough to split into 2 classes. The Board would like more training on specific school programs in order to make appropriate goals for the 5-year plan. Board members will send questions to Amie for her Board Retreat presentation.

3rd and 4th grades had the highest SAGE math scores; these grades use Engage New York with the most fidelity. During back-to-school week, teachers will be trained and assisted with using Engage New York. In FY17, we will work to use common assessments for better teaching and data collaboration.

Requirements and accountability has contributed to a loss of teachers from the profession. We have seen a decrease in teacher applicants. Assessment requirements are moving students from rote memorization to problem solving.

Some of our teacher attrition is due to teachers moving to non-tested subjects. Teachers are not evaluated based on assessment results; however, student struggle on standardized testing can be demoralizing.

## **V. Business Items**

### **A. Approve Final Amended 2015-16 Annual Budget**

S. Sluis made a motion to Approve the final FY16 budget as amended.  
S. Shupe seconded the motion.  
The board **VOTED** unanimously to approve the motion.

### **B. Approve 2016-2017 Annual Budget**

S. Ballard made a motion to Approve FY17 annual budget.  
S. Shupe seconded the motion.  
The board **VOTED** unanimously to approve the motion.

### **C. Accept Resignation Letter**

S. Sluis made a motion to Accept Luis Lopez' resignation letter.  
S. Shupe seconded the motion.  
The board **VOTED** unanimously to approve the motion.

### **D. Ratify Board Members and Terms**

S. Ballard made a motion to Ratify Board members and terms. Scott Sluis: June, 2018; Steve Ballard: June, 2016; Nancy Neider: June, 2018; Laura D'Hulst: June, 2017; Samantha Shupe: June, 2016.  
S. Shupe seconded the motion.  
The board **VOTED** unanimously to approve the motion.

### **E. Elect Board Officers**

S. Ballard made a motion to approve Nancy Neider as Ogden Preparatory Academy Board President for FY17.  
S. Sluis seconded the motion.  
The board **VOTED** unanimously to approve the motion.

### **F. Elect Board Officers**

S. Sluis made a motion to approve Samantha Shupe as past chair for FY17.  
L. D'Hulst seconded the motion.  
The board **VOTED** unanimously to approve the motion.

### **G. Elect Board Officers**

S. Sluis made a motion to approve Steve Ballard as Vice President of the Ogden Preparatory Academy Board.  
L. D'Hulst seconded the motion.  
The board **VOTED** unanimously to approve the motion.

### **H. Elect Board Officers**

S. Ballard made a motion to nominate Scott Sluis as Secretary and Laura D'Hulst as Treasurer of the Ogden Preparatory Academy Board.  
S. Sluis seconded the motion.  
The board **VOTED** unanimously to approve the motion.

### **I. School Fees**

S. Sluis made a motion to approve proposed school fees for FY17.  
L. D'Hulst seconded the motion.

The board **VOTED** unanimously to approve the motion.

#### **J. ERATE**

Josh reviewed ERATE. \$28,000 amount that gets an 80% discount. There is an \$9,000 amount for telecommunications that gets a 40% discount. The grant requires the discussion in a Board meeting. Both amounts are included in the budget.

S. Sluis made a motion to approve the additional ERATE amount of \$5710.03.

L. D'Hulst seconded the motion.

The board **VOTED** unanimously to approve the motion.

#### **K. Academic Language**

Academic Language curriculum \$2,568.25. Recurring cost. No vote required.

#### **L. Hanover Liability Insurance**

Slight increase in cost. Cyber-ware insurance was added.

S. Sluis made a motion to approve Hanover liability insurance.

S. Ballard seconded the motion.

The board **VOTED** unanimously to approve the motion.

#### **M. Employee Benefit Package**

Josh Rempfer reviewed the benefit package. There is not a contract for the benefit package, because the school does not pay the insurance company anything. Our broker, Jeff Bryant, is willing to provide something if desired. Josh Rempfer prepared a letter to APlus to discontinue their services.

S. Ballard made a motion to Approve Employee Benefit Package as discussed.

S. Sluis seconded the motion.

The board **VOTED** unanimously to approve the motion.

#### **N. FMX Facility**

S. Ballard made a motion to approve facility management system as proposed.

S. Sluis seconded the motion.

The board **VOTED** unanimously to approve the motion.

### **VI. Consent Items**

#### **A. Approve Minutes: March 17, 2016**

S. Ballard made a motion to table approval of March and May minutes to allow for training.

L. D'Hulst seconded the motion.

The board **VOTED** unanimously to approve the motion.

### **VII. Calendaring**

#### **A. Calendar Discussion**

Board meetings will be the third Thursday at 4:30 pm.

### **VIII. Retreat**

#### **A. Retreat Discussion**

No discussion.

### **IX. Board Member Extension**

**A.Extend Board member terms.**

L. D'Hulst made a motion to extend Steve Ballard and Samantha Shupe for another 4-year term.

S. Sluis seconded the motion.

The board **VOTED** unanimously to approve the motion.

**X. Closing Items**

**A.Adjourn Meeting**

S. Ballard made a motion to adjourn the meeting.

S. Sluis seconded the motion.

The board **VOTED** unanimously to approve the motion.

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 3:30 PM.

Respectfully Submitted,

D. Deem