

APPROVED



OGDEN PREPARATORY ACADEMY

Ogden Preparatory Academy

Minutes

Board Meeting

Date and Time

Thursday December 15, 2016 at 4:30 PM

Location

1415 Lincoln Ave, Ogden, Utah

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.

Board Members Present

L. D'Hulst, N. Bowsher, N. Neider, S. Ballard, S. Shupe, S. Sluis, V. Aston

Board Members Absent**Guests Present**

S. Adams

I. Opening Items**A.Call the Meeting to Order**

N. Neider called a meeting of the board of directors of Ogden Preparatory Academy to order on Thursday Dec 15, 2016 @ 4:31 PM at 1415 Lincoln Ave, Ogden, Utah.

B.Record Attendance and Guests

Non-Board Attendees:
Kasey Kennington

Joshua Rempfer
Amie Campbell
Debbie Deem
Taylor Deem

C.Approve Minutes

S. Ballard made a motion to approve minutes from the Board Meeting on 11-17-16.

N. Bowsher seconded the motion.

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

D.Approve Minutes

S. Shupe made a motion to approve minutes from the May 19, 2016 OPA Board Meeting on 05-19-16.

S. Ballard seconded the motion.

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

E.Approve Minutes

S. Shupe made a motion to approve minutes from the June 16, 2016 Board Meeting on 06-16-16.

S. Ballard seconded the motion.

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

II. Closed Session

A.Move to Closed Session

S. Ballard made a motion to to discuss the professional, competency or well being of an individual.

S. Shupe seconded the motion.

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

Roll Call

V. Aston Aye

N. Neider Aye

S. Ballard Aye

S. Shupe Aye

L. D'Hulst Aye

S. Sluis Absent

N. Bowsher Aye

S. Adams arrived late.

S. Sluis arrived late.

B.Exit Closed Session

S. Sluis made a motion to come out of closed session.

S. Shupe seconded the motion.

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

Roll Call

S. Shupe Aye

L. D'Hulst Aye

V. Aston Aye

S. Ballard Aye

S. Sluis Aye

N. Bowsher Aye

N. Neider Aye

III. CEO Support And Eval

A.Principal Report

Amie Campbell reviewed the summary for the month.

Organizational Detention pilot in the junior high. Stephanie Mathers is working with students who get repeated detentions for name tags, planner and uniform violations. Stephanie has developed curriculum to help students develop systems for success. We are also looking at restitution efforts in detention.

SAGE Benchmarks were added this year as an alternate to the interim assessments. Benchmark assessments are more specific to the unit of study. Some teachers prefer the interim assessment.

Spain trip at 27 participants. Departing May 11, tickets will be purchased shortly. UCA is complete and accepted. Accreditation is underway. Our accreditation site visit is in March. The administrative team is working on a School Improvement Plan.

Bullying policy is up for review to come into compliance with the State requirements.

Heaters are on. HVAC maintenance plan has been beneficial.

The leaking urinal will be replaced. We are unsure about the cost at this time.

Student activities: Students sang at Christmas Village; Music concert; School dance; Literacy Nights;

Hallway gates were installed in the secondary building to limit building access during gym use.

YMCA is operating in both buildings after school.

Dick's is matching Donor's choose donations for the Young Runners' Club. Young Runners decorated Zion's tree. Kim Briggs is doing a great job with the program. Leadership class is learning how to plan and manage projects. Their service projects are forth coming.

Secretaries have been handling the Angel Tree.

Teachers are doing a Secret Santa this week. This is part of the Administration's plan to build connections between all faculty, particularly bridging the two buildings.

Faculty Christmas Party is tomorrow.

B.Accreditation Governance

2.1: 3. In spirit, we are at a 4; however, some of the evidences and mechanisms need to be created and others need to be improved upon.

2.2: 3. Need increased frequency. Strong that all Board members know roles and responsibilities. We have a professional development process. Over the years, multiple management tools have been tried, Board OnTrack seems to be the more improved. Historical compliance data is lacking. Independence has increased greatly over the past 2-3 years. We have moved from management to governance.

2.3: 3. The lines between governance and administration get blurred on occasion. 4. Continually seeking clarification. Emphasize the separation of roles. Consensus for a 4 after discussion.

Board members were asked to supply evidence to Amie as available.

C.Board Website Update

Need to make sure we have pictures of all Board members.

IV. Finance

A.Finance Discussion

Audit report is complete. Monte is reviewing the audit. We may want to do a mid-year financial audit. Spencer will look into a mid-year financial audit.

Laura D'Hulst reported on the Board finance meeting. Spencer updated the report to show postage expenses. Spencer looked into the Pitney Bowes machine lease. Scott requested we look into other options for postage including a corporate Fed-Ex account or purchasing the postage machine.

Spencer Adams reviewed the budget update. Days cash on hand is highlighted yellow, because we would like it to be higher. We will look into drawing from the repair fund for HVAC repairs and parking lot striping.

Van and Nick would like to have a financial training to help them better understand the financial reports. Spencer and Laura invited them to the next Board finance meeting.

In the January board meeting, we will determine the amount to draw down from the repair fund and discuss PTIF transfers.

S. Adams left early.

V. Academic Excellence

A.Academic Excellence Discussion

No discussion.

VI. Facility

A.Facility Discussion

Pest control contract is in place.

VII. Growth and Development Committee

A.Trip and Event Committee

Nick reviewed the outcome from the Trips and Excursions meeting. Nick delineated action steps that will be processed in later meetings.

VIII. Other Business

A.Other Business Discussion

No other business at this time.

IX. Consent Items

A.Bullying Policy Update

Timeframe is missing from the annual survey requirement. Amend policy to add that the annual survey will be completed by May 30th.

N. Bowsher made a motion to Approve bullying policy with the amendment that a timeline be added for the annual survey and report.

S. Sluis seconded the motion.

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

B.Wellness Policy Update

S. Ballard made a motion to approve the wellness policy.

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 6:01 PM.

Respectfully Submitted,

N. Neider