

Ogden Preparatory Academy Board Meeting Minutes Wednesday, March 12, 2014



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

In Attendance: Laura D'Hulst, Nancy Allen, Samantha Shupe, Robert Mitchell (VP), Jana Whitby, Josh Rempford (Dean of Students), Amie Campbell (Principal), Dawn Kawaguchi (AW), Steve Davis (AW), Brad Taylor (AW), Ryan Arrington (AW), Steve Ballard (4:41 p.m.) and Hilary Wahlen (4:50 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

4:40 PM – Call to order by Laura D'Hulst

There was a PUBLIC COMMENT made by Travis Toone.

4:47 PM – Jana Whitby made a motion to go into a 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:

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

Motion passed unanimously.

4:53 PM – Nancy Allen made a motion to exit the CLOSED SESSION. Samantha Shupe seconded the motion. The votes were as follows:

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

❖ Principal

- State of the School – Amie Campbell
 - ✓ Academic Achievement
 - ★ DWA – The testing went very smooth and is complete.
 - ★ SAGE – Amie gave the board samples of the handouts. Teachers are ready and feeling a little bit better about them. Steve D. added that this test is going to be much more difficult and the state is anticipating an 8%-12% decrease in the total scores.
 - ★ Spanish – WIDA for ELL students has been done.
 - ★ Right-Sizing of Salaries with Brad & Ryan
 - ★ Contract Alterations with Priscilla
 - ★ Evaluation Tools – Second round evaluations will start tomorrow.
 - ★ Summer project – Build a team to write Spanish curriculum that goes from kindergarten to 9th grade with assessments to determine where they are
 - ✓ Signature Programs
 - ★ Character Ed/Leader in Me – Waiting to hear if we have received the grant for next year. Quotes are going up in elementary. Currently, we are on the last week of Think Win-Win
 - ★ Since the Food Service audit, we have amended our Wellness Policy which is on this agenda to be voted on. New food will be tested by parents. Samples of new “grab n go” food was available for board. We will be separating the two kitchens with separate budgets.
 - ★ Spain Trip – We have purchased the airfare tickets. 28 students are going to Spain this year.
 - ★ Literacy Night – Two nights with an average of about 200 people a night.
 - ✓ Enrollment is 1085 today
- Jr. High Update by Bobby Mitchell
 - ✓ Working on the Parent handbook
 - ✓ Utah Opera came yesterday
 - ✓ Strings & Choir concert is tonight
 - ✓ Jr. & Sr. Science Fair participants at Weber State. Two 8th grade students will be chosen to take an all expense trip to LA to observe the seniors in the international science fair.
 - ✓ Career Day is April 4th
 - ✓ May is nothing by activities including Lagoon
- Amie stated that the Standard is coming to OPA on Friday to interview Karole and Amie on the community connection program.

❖ Board of Directors

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- Review 2013-2014 Budget as of February 28, 2014 – Steve stated that nothing has changed. Ryan added that we are about 65% of the way through the year. He gave a brief update on the budget as of February 28th.
- Committee Updates – ALL
 - ✓ **Academic Excellence** – Laura stated that they had a quick impromptu meeting this month. Josh updated the board on the changes they are doing in with the math program school wide. Amie is adding some required classes for ninth grade.
 - ★ Review of the 2013 School Report – There was a discussion on this report. There was a discussion on changing the school academic goal to be 3% above the state average. The board would like to add this to the agenda next month.
 - ✓ **Board Development**
 - ★ Update on Board of Directors Vacancies – Hilary stated that this committee had a brief meeting this past month. The board member announcements have been posted and will be until the end of the month. We have received one resume so far. Next month will be Open & Public Meetings Act review. The board would like to have interviews at the next board meeting.
 - ✓ **Marketing** – Steve B. stated that there is potential competition coming soon. He asked the board to start putting together a 5-year marketing strategy including a budget to discuss at an upcoming work session. There was a discussion on a school YouTube video channel.
 - ✓ **Technology** – The tech committee met yesterday. Steve B. stated that things have calmed down and now we are in maintain mode. The next meeting's discussion will be setting the direction of technology. Amie added that John Hampton's students are now updating the electronic sign. There was a discussion on social media and who is handling each of OPA's forums. There was a discussion on social media training and social media marketing/advertising.
- **Board Training**
 - ✓ Title I Clean Up – Amie reviewed the Title I visit information and passed out packets for the board. They are requiring at least two parents to attend. Amie stated that there will be questions regarding the Utah Consolidated Application. There was discussion on the updated Parent involvement Policy and the Parent Compact. Amie reviewed the day's schedule of the Title I audit. She also added that you can bring your packet to reference if you come to the review.
 - ✓ School LAND Trust – Dawn stated that the video has been in the Dropbox for the board to watch. Amie passed around the signature page for the board to sign stating that they watched the video.

There was brief break while the board sampled snacks that the Lisa prepared for the Board.

❖ **OPAPO** – Jana Whitby

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- Update on OPAPO board meeting attendance
- OPAPO elections coming up
- Spring Craft Boutique on March 29th & April 26th – \$40 for a booth.
- End of Year BBQ – May 16th

Nancy Allen made a motion to approve the CONSENT ITEMS. Samantha Shupe seconded the motion. Motion passed unanimously.

- ❖ Approve February 12, 2014 Board Meeting Minutes
- ❖ Approve February 12, 2014 Closed Board Meeting Affidavit
- ❖ Ratify Attendance Policy (formatting only) – *Dawn stated the policy was not changed but the formatting was updated with the new logo. The administrative procedures were updated. Amie added that Karole is now doing home visit. There was a brief discussion on the Attendance Policy.*

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

- ❖ Discuss and Vote on the School LAND Trust Plan – Amie reviewed the SLT plan. She stated that in the past the majority of this money has been spent on library books and TA salaries. There is a carryover from last year of \$33,625. The state has awarded the school \$62,741 for the next year. Amie briefly reviewed her plan. She is budgeting money for salaries, computers, software, and library books. The state is recommending no more than a 10% carryover. OPA will have a carryover of about \$3,000 this next year. **Samantha Shupe made a motion to approve the School LAND Trust Plan. Jana Whitby seconded the motion. Motion passed unanimously.**
- ❖ Discuss and Vote on Amended Parent Compact – There was no further discussion. **Steve Ballard made a motion to approve the amended Parent Compact. Nancy Allen seconded the motion. Motion passed unanimously.**
- ❖ Discuss and Vote on Amended Parent Involvement Policy – There was no further discussion. **Nancy Allen made a motion to approve the amended Parent Involvement Policy. Samantha Shupe seconded the motion. Motion passed unanimously.**
- ❖ Discuss and Vote on Amended Wellness Policy – Amie stated that she added Josh and Lisa to the committee. There were some changes that the state required the school to make after their food service visit. There were a few financial changes that needed to be fixed in the assessment of the wellness policy. **Nancy Allen made a motion to approve the amended Wellness Policy. Steve Ballard seconded the motion. Motion passed unanimously.**
- ❖ Discuss and Vote on The Groundsman Maintenance Proposal & Rate Sheet – Amie stated that the Groundsman did the lawn maintenance for the new building. Extreme Green did the lawn maintenance for the previous buildings but they did not submit a proposal. Dawn stated that there isn't a change in the bid except they did add cost for fertilizer and maintenance for the new grass area in the northwest corner. There is a discount if you agree to use them for three or five years. Amie would like to get a bid from Extreme Green to compare pricing before voting on this. **Samantha Shupe made a motion to table the Groundsman maintenance proposal and rate sheet. Jana Whitby seconded the motion. Motion passed unanimously.**

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- ❖ *Discuss and Vote on Toone Cleaning Invoice in the amount of \$9,280.88* – Dawn briefly explained the background on this invoice/company. The original contract did not include a day porter or cleaning supplies rates. Amie is currently looking into other cleaning companies. The school will need to do an RFP for the cleaning services since the annual total cost will exceed \$50,000. Amie stated that the initial installation of cleaning supplies didn't pass the health inspection which is going to cost her an additional \$600 per building to fix. Amie has some concerns regarding the current cleaning conditions. There was discussion on other options that Amie is looking into. **Samantha Shupe made a motion to approve Toone Cleaning invoice in the amount of \$9,280.88. Nancy Allen seconded the motion. Motion passed unanimously.**

OTHER BUSINESS ITEMS

- ❖ **Calendaring Items – ALL**
 - Pre-Board Meeting – March 26th
 - Summer Retreat Update – Doodle schedule is available for the board to fill out
 - UAPCS Conference (June 9-10) Early Bird Registration starts on March 1st
 - Next Board Meeting – April 9th
 - National Charter School Conference (June 29-July 3) in Las Vegas

6:38 PM – Steve Ballard made a motion to ADJOURN. Jana Whitby seconded the motion. Motion passed unanimously.