

Ogden Preparatory Academy Board Meeting Minutes Wednesday, April 9, 2014



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

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

Interviewees: Scott Sluis and Nancy Hornsby Neider (Camille Neider – Parent)

MISSION:

The mission of Ogden Preparatory Academy Charter School is to provide a challenging curriculum where academic excellence, character development, and individual growth are nurtured in a safe and happy environment that involves the active participation of students, teachers, parents and community members.

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's students will gain confidence and a sense of self-worth that will prepare them to

Minutes

4:05 PM – Call to order by Laura D'Hulst

4:05 PM – Jana Whitby made a motion to CLOSED SESSION to discuss an individual's character, professional competence, or physical or mental health. Steve Ballard seconded the motion. The votes were as follows:

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

Motion passed unanimously.

4:27 PM – Nancy Allen made a motion to come out of CLOSED SESSION. Hilary Wahlen seconded the motion. The votes were as follows:

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

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.

Steve Ballard – Aye
Hilary Wahlen – Aye
Motion passed unanimously.

There was no PUBLIC COMMENT.

REPORTS

❖ Academica West

- ownCloud – Dawn passed out individual login information to each board member and administration for AW's ownCloud which has unlimited space. Dawn stated that the ownCloud will have documents that you can't delete or edit. Living documents can still be in the Dropbox. You can purchase the ownCloud app for 99¢ on iTunes. After a brief discussion, the board would like to have all files in the ownCloud instead of having files in several places.
- Review State Audit Letter – Ryan stated that after the USOE finance department reviews the school's independent audit, they send out letters to schools that have "findings". One of the "findings" that the state has issued to the school is maintaining a budget that is consistent with the actual expenditures. He briefly reviewed the process that the state goes through to determine this. AW will be drafting a letter of response to the state regarding the findings that the some of the board members will need to sign.
- Review Legislative Session – Steve D. gave a brief update on the two of the educational changes from this year's legislative session. One of the changes is the number of professional development days. There was a discussion on changing the calendar to include the extra hours/days for professional development. If they decide to do this they will need to revote on the updated calendar. Steve D. also reported on the op-out testing changes and how it will affect the school. Federal funds could be affected by students not participating.

BOARD INTERVIEWS

Due to a scheduling conflict, the board interviewed Scott Sluis at this time. He was asked several questions by the board regarding his professional background, school improvement, board involvement, board focus, advertising the school, and why are you the best candidate.

REPORTS (Cont.)

❖ Administration

- Jr. High Update – Robert Mitchell
 - ✓ Spring Break is coming up next week
 - ✓ Soccer team is undefeated
 - ✓ Upcoming Events
 - ★ April 23 – Art Show in the elementary
 - ★ April 25 – (*Secretaries Day*) Bobby would like two volunteers for each building so that the administration can take out the ladies out to lunch.
 - ★ May 27 – Lagoon Day

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- ★ May 28 – Awards for Jr. High
- ★ May 29 – Field day for Jr. High
- ★ May 30 – Last day of school which is a half day
- State of the School – Amie Campbell
 - ✓ Upcoming Events summary will be sent out to parents
 - ✓ Academic Achievement
 - ★ SAGE testing update. Teachers are under high stress with the upcoming testing. Debbie Deem has been working hard to train the teachers
 - ★ 2014-2015 Schedule
 - We will be offering two classes of all-day kindergarten classes. Assessments will be set up for the round-up to determine need.
 - Possible in house janitorial/cleaning for TA's who will have their hours cut next year.
 - One intensive Spanish class for grades 1-4. It will be similar to the immersion class. In a couple of years, we hope to offer Spanish content areas for the 5-6 grade levels.
 - Update on student class schedule. Teacher preferences are a nightmare. Steve B. stated that teacher preferences should be linked to how many parent volunteer hours you have.
 - Start and end times will remain the same due to class scheduling
 - ★ Charter amendment update. This should be approved at tomorrow's state charter board meeting.
 - ✓ Teacher Effectiveness Project
 - ★ Teacher evaluations are in progress. The goal is to be finished before testing starts.
 - ★ Teacher professional development update
 - ✓ Signature Programs
 - ★ Specials scheduled is still being worked on but hope to have soon
 - ★ 9th grade electives – Environmental Science, Ecology, Biology, 9th grade PE, possible A/P Spanish, financial literacy
 - ★ Leader in Me – Haven't heard back on the grant
 - ✓ Facility
 - ★ Update on cleaning, grounds, summer schedule and possible room configuration
 - ★ Kiln on hold for this year
 - ★ New grass area not growing – just weeds
- Administrative Procedure Updates – Amie stated that the parent handbook printing deadline is May 27th for publishing in time for next year's registration. The logo has been changed to the new one for the cover.
 - ✓ Student Dismissal – Dawn will take off the line that states it being a policy before she posts it on the website.

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- ✓ Attendance – only the procedure was changed to match up with the parent handbook.

❖ **Board of Directors**

- Charter Amendment Update – Laura stated that Amie updated the board in her principal report. There was a brief discussion on the bylaws.
- Committee Updates – ALL
 - ✓ Academic Excellence – No update since the last meeting.
 - ✓ Board Development – No update since the last meeting
 - ✓ Marketing – No updates since the last meeting. Laura asked if the secretaries could have business cards.
 - ✓ Technology – No update since the last meeting
- Board Training
 - ✓ Annual Open & Public Meetings Act Training – Sam led training on the Open and Public Meetings Act. The following areas were discussed:
 - ★ What is the Open and Public Meetings Act?
 - ★ What is a Public Meeting?
 - ★ Notice of Public Meetings
 - ★ Meeting Minutes
 - ★ Closed Sessions – Dawn stated that there was another item added to the list of requirements of a closed session. There was a discussion on the closed session recording exception.

❖ **OPAPO** – Jana Whitby

- The Spring Craft Fair raised \$760 with no out-of-pocket expense. There are plans for another one next month.
- End of Year picnic is scheduled for May 16th @ 5-7. Families bringing their own picnic and we are providing ice cream. Amie is looking at showing a movie.
- The open OPAPO board positions will be voted on at the picnic.

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

❖ Ratify New Hires

- Emily Jane Taylor Morris – 2nd Grade

❖ Approve March 12, 2014 Board Meeting Minutes

❖ Approve March 12, 2014 Closed Board Meeting Affidavit

❖ Ratify Field Trip Policy (*typo and formatting*)

BOARD INTERVIEWS (Cont.)

6:00 PM – Nancy Hornsby Neider was interviewed by the board. She was asked several questions by the board regarding his professional background, school improvement, board involvement, board focus, advertising the school, and why are you the best candidate.

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

- ❖ Discuss and Vote on Student Expulsion (if needed) – There was no student expulsion needed.

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- ❖ Discuss and Vote on Amended Dress Code Policy – Amie briefly reviewed the changes in the Dress Code Policy. There was a brief discussion on leggings and the sweater colors. **Samantha Shupe made a motion to approve the amended Dress Code Policy. Nancy Allen seconded the motion. Motion passed unanimously.**
- ❖ Discuss and Vote on to Amend 2013-2014 School Academic Goal – There was no further discussion. **Steve Ballard made a motion to approve the amended 2013-2014 School Academic Goal. Jana Whitby seconded the motion. Motion passed unanimously.**
- ❖ Discuss and Vote on Amended 2013-2014 Budget as of March 31, 2014 – Steve B. stated that there change was a small increased in the surplus. **Nancy Allen made a motion to approve the amended 2013-2014 budget as of March 31, 2014. Hilary Wahlen seconded the motion. Motion passed unanimously.**
- ❖ Discuss and Vote on the 2013-2014 Toone Cleaning Rate Sheets – Amie stated that this is just until the end of the school year. We will be looking at all of our options and making a decision this summer. **Nancy Allen made a motion to approve the 2013-2014 Toone Cleaning Rate Sheets. Hilary Wahlen seconded the motion. Motion passed unanimously.**
- ❖ Discuss and Vote on the Lawn Care Maintenance Rate Sheet – There was no further discussion. **Jana Whitby made a motion to approve the (Groundsman) lawn care maintenance rate sheet for the 2013-2014 school year. Hilary Wahlen seconded the motion. Motion passed unanimously.**
- ❖ Discuss the 2014-2015 Student Planner – See Amie’s report for discussion.

There was a brief discussion on appropriate use of the parent email list. The board would like to discuss this in the summer retreat.

OTHER BUSINESS ITEMS

- ❖ **Calendaring Items – ALL**
 - Pre-Board Meeting – April 30th
 - Next Board Meeting – May 14th
 - Summer Retreat Date – Enter your dates
 - UAPCS Conference (June 9-10)
 - National Charter School Conference (June 29-July 3) in Las Vegas

6:28 PM – Steve Ballard made a motion to go into a CLOSED SESSION to discuss an individual’s character, professional competence, or physical or mental health. Samantha Shupe seconded the motion. The votes were as follows:

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

Motion passed unanimously.

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6:41 PM – Jana Whitby made a motion to come out of CLOSED SESSION and ADJOURN. Samantha Shupe seconded the motion. The votes were as follows:

Laura D’Hulst – Aye

Jana Whitby – Aye

Nancy Allen – Aye

Samantha Shupe – Aye

Steve Ballard – Aye

Hilary Wahlen – Aye

Motion passed unanimously

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