

## Ogden Preparatory Academy

### Board Meeting Minutes

Wednesday, August 14, 2013

Location: Ogden Preparatory Academy, 1415 Lincoln Ave., Ogden, UT 84401

**In Attendance:** Laura D'Hulst, Dawn Kawaguchi (AW), Robert Mitchell (Vice Principal), Amie Campbell (Principal), Samantha Shupe, Steve Ballard, Hilary Wahlen, Monica Godfrey, Jana Whitby, Ryan Arrington (AW), Nancy Allen, Crista Sanchez (AW), Sheldon Killpack (AW) and Steve Davis (AW)

The Mission of Ogden Preparatory Academy is to instill in all of its students a passion for learning, a readiness to address the challenges of the future, and the competence to thrive as productive and responsible citizens in our global community.

## Minutes

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4:43PM - Call to order by Laura D'Hulst

There was no PUBLIC COMMENT.

4:44 PM – Samantha Shupe made a motion to go into CLOSED SESSION to discuss the purchase, exchange, lease or sale of real property and to discuss an individual's character, professional competence, or physical or mental health. Nancy Allen seconded the motion. Motion passed unanimously.

5:14 PM – Jana Whitby made a motion to come out of CLOSED SESSION. Monica Godfrey seconded the motion. The votes were as follows:

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

Motion passed unanimously.

## REPORTS

### ❖ Academica West

- *E-Rate Reimbursement Update (\$27,015.14)* – Ryan updated the board on the recent E-Rate reimbursement. This is the second allotment of the reimbursement. The money has already been earmarked because it is unrestricted funds. This reimbursement was not budgeted in the school's annual budget because it was uncertain as to when and if the school was going to collect it. Laura asked Ryan

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to find out if this is the last of the E-Rate reimbursement that we have been waiting for.

- FY 2013 Audit Update – Ryan reported that the audit has started at AW. He briefly reviewed the process of the audit. There is a finance committee call this Friday with Eide Bailly regarding the audit they will be conducting.

#### ❖ **Principal**

- State of the School – Amie Campbell
  - ✓ Review of UCAS scores – The school was given a score of a B with an overall score of 473. They will be released publically on September 3<sup>rd</sup>. Amie will have a few days to review before it is released.
  - ✓ Debbie Deem applied and has received a grant for Alex & Mind. Josh Rempfer has attended the training for this and is very excited to get started on these programs.
  - ✓ New 5-6 grade SpEd teacher with intervention experience.
  - ✓ Program purchased for interventions with Title 1 money
  - ✓ Spanish Update – Katie Reyes is working on ELL and building Spanish program. We are looking into hiring some consultants to assist with this.
  - ✓ Teacher effectiveness project will be rolled out tomorrow with the teachers. Amie reviewed the process of the evaluation. Amie is still working on the salary schedule that she will use as a base for incoming teachers.
  - ✓ Curriculum and Assessment update. Katie will run the CAT team 5-9 and Loretta will run the CAT team K-4.
  - ✓ Update on signature programs
    - ★ Clubs & Activities – Amie has taken an inventory of the school wide programs. There are three main areas of programs education, sports and social.
    - ★ Character Education – The school will be implementing the *Leader in Me* school wide. This complements the Steven Covey's 7 *Habits*. There will be professional development training on August 23<sup>rd</sup> for teachers and staff. Amie reviewed the two grants she will be applying for that will help support the *Leader in Me*.
    - ★ Building a community
  - ✓ Personnel – updated in closed session
  - ✓ Tech plan update

#### ❖ **Board of Directors**

- Marketing Update – Steve gave an update on marketing. We still need a second bid for marketing. Monica will try to get the second bid. Planning on an Open House and press releases. Steve showed the new logos that he's received from Josh Winegar who is a parent. There is one other parent that is providing logos who is a graphic professor at WSU as his 35 volunteer hours.
- Website Update – Steve stated that it is now out of the board's hand. Amie has made Kathrine Witt the webmaster. The school is migrating info over from the current website.

- Board Development – Hilary sent around a board profile worksheet that she asked the board members to fill out.
  - ✓ **30/30/30 Agenda** – Hilary stated that the purpose of this training is so that we can keep our meetings around 90 minutes. Meetings can be separated into three areas. The first 30 minutes should be spent reporting on student outcomes. We need to remember that our concern is how well not how will. The second 30 minutes should be spent on fiduciary responsibility. The last 30 minutes board assessment and development. Hilary has been keeping track of the current meeting and some of the discussion could be discussed in committees. Hilary stated that she will be reviewing some of the Brian Carpenter training plus the board will be purchasing an electronic copy of the Leader in Me so that we can be reading this along with the teacher and discussing it during our board development time.
- Review Exit Survey – Monica added an updated exit survey in the Dropbox. She briefly reviewed it. She welcomed any comments. The board asked Dawn to make it aesthetically pleasing. There were a couple of changes that Laura wanted Dawn to make.
- ❖ **OPAPO** – Jana Whitby
  - Amended Budget
  - Electronic sign donation from OPAPO is \$7,920
  - Uniform exchange
  - Volunteer sign up for P.E.
  - Carnival will be at school on October 11<sup>th</sup> in parking lot and gym stage @ 4:00 pm

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

- ❖ Approve June 26, 2013 Board Meeting Minutes
- ❖ Approve June 26, 2013 Closed Board Meeting Affidavit
- ❖ Approve June 28, 2013 Electronic Board Meeting Minutes
- ❖ Ratify the amended 5-08-13 Allstar Refrigeration service not to exceed \$6,000
- ❖ Ratify the Follett purchase not to exceed \$13,000
- ❖ Approve July 8, 2013 Closed Board Meeting Affidavit

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

- ❖ Discuss and Vote on Financial Coordinator & Asst. Financial Coordinator – Laura stated that we need to change around Steve and Sam’s finance positions. **Nancy Allen made a motion to approve Steve Ballard as the financial coordinator and Samantha Shupe as the assistant financial coordinator. Monica Godfrey seconded the motion. Motion passed unanimously.**
- ❖ Discuss and Vote on Board Goals – There was no further discussion. **Samantha Shupe made a motion to approve the 2013-2014 Board Goals. Nancy Allen seconded the motion. Motion passed unanimously.**
- ❖ Discuss and Vote on Principal Evaluation – Samantha Shupe briefly reviewed the Principal Evaluation. There are three parts to this. The evaluation, the Policy and the

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teacher survey. This is just a starting point. There was discussion on the details of the evaluation. Sam stated that we need another board member to be on the evaluation committee. Nancy will be the third on the committee. **Nancy Allen made a motion to approve the Principal Evaluation and Policy. Monica Godfrey seconded the motion. Motion passed unanimously.**

- ❖ *Discuss and Vote on School Vision Statement* – Nancy has put the proposed school vision statement along with a proposed board mission statement in the Dropbox. There was discussion on the word leaders. The board isn't ready to vote on these yet. **Nancy Allen made a motion to table the School Vision Statement. Monica Godfrey seconded the motion. Motion passed unanimously.**
- ❖ *Discuss and Vote on ETS purchase of computers not to exceed \$15,000* – Amie briefly reviewed the Waterford Reading Program and the fact that they need computers to use the program. **Nancy Allen made a motion to approve the ETS purchase of computers not to exceed \$15,000. Samantha Shupe seconded the motion. Motion passed unanimously.**
- ❖ *Discuss and Vote on YESCO purchase of LED sign not to exceed \$25,000* – Samantha briefly reviewed the two bids on the table for the LED sign and what the differences are. There was a discussion on ETS's donation. Jake will help with pulling the CAT5 line. There was discussion on the OPAPO donation. **Steve Ballard made a motion to approve the YESCO purchase of LED sign not to exceed \$25,000 going with 2<sup>nd</sup> option. Nancy Allen seconded the motion. Motion passed unanimously.**
- ❖ *Discuss and Vote on Building Rental Policy REVA* – Samantha reviewed the minor changes on the Building Rental Policy. There was a discussion on the fee schedule. **Samantha Shupe made a motion to approve the Building Rental Policy Revision A. Nancy Allen seconded the motion. Motion passed unanimously.**
- ❖ *Discuss and Vote on Wellness Policy REVA* – Amie briefly reviewed the Wellness Policy. **Steve Ballard made a motion to approve Wellness Policy Revision A. Samantha Shupe seconded the motion. Motion passed unanimously.**

#### **OTHER BUSINESS ITEMS**

- ❖ Calendaring Items – ALL
  - Next Board Meeting – September 11, 2013

**7: 00 PM – Steve Ballard made a motion to ADJOURN. Hilary Wahlen seconded the motion. Motion passed unanimously.**