

Ogden Preparatory Academy Board Meeting Minutes

Wednesday, September 11, 2013

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

In Attendance: Laura D'Hulst, Bobby Mitchell (Vice Principal), Dawn Kawaguchi (AW), Samantha Shupe, Jana Whitby, Amie Campbell (Principal), Steve Ballard, Steve Davis (AW), Ryan Arrington (AW), Hilary Wahlen, Nancy Allen (5:45 p.m.) and Monica Godfrey (5:45 p.m.)

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

5:34 PM - Call to order by Laura D'Hulst

PUBLIC COMMENT was made by **Tony & Beverly Rose.**

After the Public Comment, the board asked Amie to review the Dress Code Policy with the faculty and staff as well as define what are acceptable "light blue" shirts.

REPORTS

❖ **Principal**

- State of the School – Amie Campbell
 - ✓ Academic Achievement:
 - ★ Our school grade is a "B"
 - ★ Because of this score, Amie had the opportunity to present to the entire state legislature what OPA does differently that makes their students score higher than the other Ogden School District schools. Amie met with Kathy to determine 5-7 things that OPA is doing and what makes them great. She also asked the teachers in a staff meeting to tell her why OPA is great. Some of the reasons the teachers gave were the following:
 - **"At Will" / Yearly Agreements:** This encourages teachers to be more innovative, continue growing and seek best practices rather than sit stagnate
 - **Resources:** The fact that all teachers receive a TA in their classroom and that interventions are happening in "real time". Ratio is about 1:14
 - **Cultural perspective**
 - **Idea of Community**

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- ★ Because of the presentation to the legislature, it has generated so many other opportunities such as sitting on a task force on education and rotary
- ★ Spanish Program Update – Katie and Rosa have been working with Tom Matthews from WSU. They are looking different dual immersion programs.
- ★ ELL meeting on Friday to build program to make it very clear for everyone.
- ✓ Teacher Effectiveness Project
 - ★ She has some example of rubrics for performance pay. All teachers have a goal setting tool which will measure their progress quarterly. Bobby and Amie have been out doing informal evaluations.
 - ★ Individualized education – Amie is working with the Elementary TA’s to see where the need is.
- ✓ Signature Programs
 - ★ All teachers are sending Amie club and activity descriptions to give her a clear picture of what it is we do.
 - ★ Character Education – The first “Leader in Me” book study had a great turn out. We will finish the book this month so that we can start the grant process with Corbin White.
- ✓ Horace Mann was in the building today doing great things.
- ✓ Enrollment is at 1,041 as of today. We are budgeted at 1,030.
- ✓ Electronic sign is scheduled to be installed on November 8th. Alder will be out as soon as next week. ETS will donate \$2,000 and run the CAT5 line.
- ✓ New Hire Update
- ✓ Purchasing security cameras due to the recent theft going on at the school and should be installed next week. Amie is also looking into other deterrents.
- ✓ Building relationships with the Ogden Police Department
- ✓ Sam asked for an update on the crossing guard.
- ✓ Starting “Love & Logic” & “Step Up” (Spanish version of Love & Logic) classes for parents
- ✓ Monica gave an update on Parent University which is being led by the group “Ogden United”. Amie would like OPA to participate in this program by being a location for classes.

❖ **Board of Directors**

- Committee Updates – ALL
 - ✓ Academic Excellence Committee update by Laura.
 - ✓ Marketing Update – Steve Ballard
 - ★ **Logo** – Steve B. updated the board on the new school logo. There were a few color changes that the board would like Steve B. to take back to the artist. Once the font and color for the school name has been done, we will send all logo items to Jake and Lisa (web

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design). There was discussion on letting the students vote on their favorite.

★ **Website design** – Brief discussion on who will be doing what with the new website

★ **Public Relations/Advertising/”Media Day”** – Steve B. received two PR proposals for \$2,000. He reviewed each proposal. Steve B. is recommending going with the Amy Edwards proposal. He is also recommending October 11th (which is the carnival) to spend the entire day on the “Grand Opening” event which will include a ribbon cutting. Carnival theme is “Homecoming”.

- Board Development – Laura stated that Hilary will be ready to go next month. She had another meeting to attend.

❖ **OPAPO** – Jana Whitby

- Update on the students’ handprints in the concrete. The two spots have been chosen and the bike racks have been ordered. They will be pulling students out of school to do the handprints.
- Update on the Carnival on October 11th starting @ 4:00 p.m. There will be new activities that include “OPA’s Got Talent” in the elementary and a Stomp in the Jr. High.

Steve Ballard made a motion to approve the CONSENT ITEMS. Samantha Shupe seconded the motion. Motion passed unanimously.

- ❖ Approve July 8-9, 2013 Board Retreat Minutes
- ❖ Approve August 14, 2013 Board Meeting Minutes
- ❖ Approve August 14, 2013 Closed Board Meeting Affidavit

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

- ❖ Discuss and Vote on Amended 2013-2014 Annual Budget – Steve B. stated that the financial committee has been meeting with Ryan. Steve B. will now be presenting the budget to the board. He briefly reviewed the budget. There have been some increases and decreases on the budget so Steve B. is recommending an amendment. There will be more adjustments to come. Steve B. reported that a process has been set up by the finance committee. They are requesting various reports. Steve B. stated that there will be some changes by way of reporting and the look of the budget summary. The finance committee will be setting some goals as well as focus on key numbers and key information so that we can have good financial oversight. Audit should be finished in the next few weeks. **Nancy Allen made a motion to approve the amended 2013-2014 annual budget. Monica Godfrey seconded the motion. Motion passed unanimously.**
- ❖ Discuss and Vote on Board Mission Statement – Nancy briefly reviewed the Board Mission Statement and the School Vision Statement. **Steve Ballard made a motion to approve the Board Mission Statement. Nancy Allen seconded the motion. Motion passed unanimously.**
- ❖ Discuss and Vote on School Vision Statement – There was no further discussion. **Steve Ballard made a motion to approve the School Vision Statement. Nancy Allen seconded the motion. Motion passed unanimously.**

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- ❖ Discuss and Vote on Cash Handling Policy – Samantha stated that these are all new policies that are required to be in place by September 15th. She stated that we are already doing most of these things. **Nancy Allen made a motion to approve the Cash Handling Policy. Samantha Shupe seconded the motion. Motion passed unanimously.**
- ❖ Discuss and Vote on Donation & Fundraising Policy – There was no further discussion. **Monica Godfrey made a motion to approve the Donation & Fundraising Policy. Nancy Allen seconded the motion. Motion passed unanimously.**
- ❖ Discuss and Vote on Ethics Policy – There was no further discussion. **Steve Ballard made a motion to approve the Ethics Policy. Nancy Allen seconded the motion. Motion passed unanimously.**
- ❖ Discuss and Vote on Procurement Policy – There was no further discussion. **Monica Godfrey made a motion to approve the Procurement Policy. Jana Whitby seconded the motion. Motion passed unanimously.**
- ❖ Discuss and Vote on E-Rate Gift Policy – There was no further discussion. **Steve Ballard made a motion to approve the E-Rate Gift Policy. Nancy Allen seconded the motion. Motion passed unanimously.**
- ❖ Discuss and Vote on E-Rate Procurement Policy – There was no further discussion. **Nancy Allen made a motion to approve the E-Rate Procurement Policy. Samantha Shupe seconded the motion. Motion passed unanimously.**
- ❖ Discuss and Vote on E-Rate Record Retention Policy – There was no further discussion. **Steve Ballard made a motion to approve the E-Rate Record Retention. Nancy Allen seconded the motion. Motion passed unanimously.**
- ❖ Discuss and Vote on Designated E-Rate Signer for School – There was not further discussion. **Jana Whitby made a motion to approve Laura D’Hulst as the designated E-Rate signer for the school. Steve Ballard seconded the motion. Motion passed unanimously.**

OTHER BUSINESS ITEMS

- ❖ Calendaring Items – ALL
 - Next Board Meeting – October 9, 2013

7:02 PM – Steve Ballard made a motion to ADJOURN. Nancy Allen seconded the motion. Motion passed unanimously. (Duration 1:28:34)