

**Agenda**  
**Ogden Preparatory Academy**  
***Board of Directors Meeting Minutes***

March 17<sup>th</sup>, 2016 at 4:46pm  
1415 Lincoln Avenue, Ogden, UT

4:34pm- Samantha Shupe calls the meeting to order

Attending: Samantha Shupe, Laura D'Hulst, Louis Lopez, Steve Ballard, Amie Campbell, and Josh Rempfer.

No Public Comment

❖ General Board Meeting Conversation (Proactive rather than Reactive)

Remembering to bring those back to the board. Not about changes, but personal agendas. Focusing on student achievements and using resources. Talking about goals and putting them into action, being proactive.

4:36- Scott Sluis arrives in a green shirt.

Steve Ballard motions to table the conversation of goals and student achievements until next month. Louis Lopez seconded the motion. Motion passed unanimously.

❖ Principal's Report

Academic Achievement has been progressing. The addition of Stephanie Mathers and Debbie Deem have improved things through professional development. The STT has been to a training that was very effective. Curriculum and instruction will be evaluated for effectiveness. There will be a better plan of selection and implementation. Survey sent out to teachers of STT experience. The policy manual is being worked on and compiled together by Nancy Neider and Debbie Deem. Specific people (such as Kathy Thornburg and Bobby Mitchell) are mentioned in the policies, so they will have to be changed and re-voted on. Moving to a new lottery system has been the focus. On April 29<sup>th</sup>, there will be a cultural committee event with 8 booths, food, and entertainment. The goal is that Spanish will be spoken throughout. Goal for people is 600 people. Leader in Me is merging with the Cultural Committee event to be able to give students more leadership opportunities. Went to Utah State University job fair. More recruiters than recruits. Talked about the quality of people being hired, specifically teachers. Teacher Assistant Appreciation week coming up with something every day and the last day being a potluck with the teachers providing the food. Leader in Me certification on the 28<sup>th</sup> and 29<sup>th</sup>. Spring break is the 4<sup>th</sup>-9<sup>th</sup>. OPAPO dinner and auction moving it to the gym at the school to get their deposit back from the Ben Lomond Hotel. Discussed the issues with OPAPO meetings and who would attend every month. Aguilas of Excellence reward system reinstated instead of Lagoon for 5-9<sup>th</sup> graders. Each quarter reward system negotiated by the students. 8<sup>th</sup> graders negotiated Lagoon as the final quarter reward.

❖ Academic Excellence

Packet distributed on the importance of academic excellence. Tension level has lessened.

❖ Board Development/Board Training

Talked about “Board on Track” training. No budget for it this year, but maybe next year. Helps to develop goals as a way to be coached. Teaches the board to be more strategic. There is an annual membership to better formulate the board. Teaches centralized document storage and managing all skills. \$10,000 a year. Talked about doing the 30-day free trial subscription.

❖ Financial Report

Steve Finley and Spencer Adams take the stage. As of the end of February snapshot report. Revenues on top, approved budget, and the forecast that has been worked on to see where the expenses are; it’s a working budget. State money is right on, federal money is in the red. One request approved in February and the other two were approved in March. UCA is where the state and federal money is applied for and approved of. Half of the money has been requested and approved. Discussed current budget and forecasted budget. Did not end on a surplus last year.

5:26- Laura D’Hulst excused

- ❖ Closed Session- The discussion of the character, professional competence or physical or mental health of an individual or; strategy session to discuss collective bargaining or; strategy session to discuss pending or reasonable imminent litigation.

5:26-Louis Lopez motioned to go into CLOSED SESSION. Nancy Neider seconded the motion. The votes were as follows:

Samantha Shupe: Aye  
Louis Lopez: Aye  
Steve Ballard: Aye  
Scott Sluis: Aye  
Nancy Neider: Aye

6:18-Steve Ballard motioned to come out of CLOSED SESSION. Nancy Neider seconded the motion. The votes were as follows:

Samantha Shupe: Aye  
Louis Lopez: Aye  
Steve Ballard: Aye  
Scott Sluis: Aye  
Nancy Neider: Aye

Steve Ballard motioned to suspend the student discussed in Closed Session for the rest of the school year with the option to return next year. Scott Sluis seconded the motion. Motion passes unanimously.

❖ Budget Details

Talked about budget summary. This year’s numbers and last year’s numbers. Talked about percentages and actuals. All in all, the school is right on track. Attendance is at 96%. Talked about expenses. Up \$144,000 from approved budget to now for salaries. Talked about benefits.

Talked about paying federal unemployment. Talked about how benefits are changing. Talked about payroll processing. Talked about cleaning services compared to other schools. Talked about board expenses. Talked about ways to save. Talked about lunch program budget. Holding off on buying any more technology or furniture for the rest of the year to save money. Talked about how far the budget has come and what the new budget format brings that everyone appreciates. Discussed changing the pay days to the 5<sup>th</sup> and the 20<sup>th</sup> instead of the 1<sup>st</sup> and the 15<sup>th</sup>.

Steve Ballard motions to approve the Red Apple Contract. Scott Sluis seconded the motion. Motion passes unanimously.

#### ❖ Employee Benefits

Currently we have A-Plus benefits even without being under Academica West. They do payroll, benefits, disability, unemployment, etcetera. Employees are given \$10,000 to choose whatever insurance benefits they would choose. It makes it difficult to get bids from insurance companies because they see it as the employees are being given incentive to look elsewhere. Discussed different ways to save money in that regard and what options offered. Discussed possible issues that employees would have with changing up the benefit plans.

#### ❖ Facility Management

Discussed how Andrew Smith has created the “submit a ticket” through the IT department for maintenance. Came up with a management system that covers everything throughout the school that keeps track of inventory, supply levels, room cost, teacher cost, accountability, energy management, etcetera. \$4,155 for the rest of the year. August 1<sup>st</sup> every year it will be \$5,195. Decision to talk about it in the following months. Want the program, but not now.

#### ❖ E-Rate

Government funding that will cover 80% of technology costs. \$18,000 was budgeted to cover e-rate costs. Agreements were signed for the consultation firm. Scheduled an open house on April 1<sup>st</sup> to ask vendors questions. H-Wire is the current IT company.

#### ❖ Board Retreat

Need a late-June board meeting. Discussed the need for a retreat committee.

Scott Sluis motioned to approve consent items. Nancy seconded the motion. Motion passes unanimously.

#### ❖ Board Meeting Assessment

Felt more relaxed, liked having Red Apple, and heavy financial report. Meeting was more of an anomaly. Goal: keeping the meeting under two hours. Talked about the cost of maintaining staff.

Scott Sluis motioned to adjourn the meeting. Steve Ballard seconded the motion. Motion passes unanimously.

7:19pm- Meeting adjourned.