



Ogden Preparatory Academy Annual Board Meeting Agenda Wednesday, June 11, 2014

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

In Attendance: Laura D'Hulst, Jana Whitby, Steve Ballard, Hilary Wahlen, Samantha Shupe, Nancy Allen, Scott Sluis, Nancy Neider, Amie Campbell (Principal), Ryan Arrington (AW), Josh Rempfer (Dean of Students), Steve Davis (AW), Kirk Blake (AW), and Brad Taylor (AW)

Not in Attendance: Bobby Mitchell (VP)

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 face the challenges in a competitive world.

Minutes

4:42PM – Call to order by Laura D'Hulst

PUBLIC COMMENT (Comments will be limited to 3 minutes each)

REPORTS

❖ **Academica West**

- Review Maintenance Report – Amie discussed the warranty for the school. A walk through will take place within the next two weeks by the contractor.

❖ **Administration**

Hilary Wahlen entered at 4:48PM

- State of the School – Amie has been requested to do a year-end report. Results are to arrive in the fall. The Spanish Program is adopting a new curriculum. The school has received funding from Leader in Me foundation. Funding will be over the next 5 years. Board members are invited to attend the Leader in Me training August 12-14. The school will be implementing a PLC model inside the school.
- K-6 Update – Josh Rempfer – School is setting up on a 4 day rotation so teachers can get planning time for K-4. 5-6 grades will be on a similar schedule.
- 7-9 Update – OPA has a new Spanish teacher. She is trained in Avid. Gear up at school no longer has grant.

❖ **Board of Directors**

- Committee Updates – ALL
 - ✓ Academic Excellence – Committee is excited for change of curriculum for Spanish Program. The committee will be utilizing the retreat to set goals for the upcoming year.
 - ✓ Board Development – This section will be covered in Board Training today.
 - ✓ Marketing – This section is tabled until the retreat.
 - ✓ Technology – The school is looking to be more independent in relation to technology. The school will do a lot of the maintenance to save on costs. The website may need some development to help answer questions for parents. The committee needs to identify the questions that people are frequently asking then put on web and create a brochure.
- Board Training – Samantha Shupe covered 16 steps to a showdown case study and discussed as a board how to handle the situation.
- ❖ OPAPO – Jana Whitby sent out an email for the open positions. Nearly all board positions are open for OPAPO. Three names have been received, but not yet voted on. They are Beth Birch, Lori MacInnges and Amber Fisher. OPAPO will be looking to change bylaws to help motivate volunteers to attend meetings.

CONSENT ITEMS

- ❖ Ratify New Hires - Cynthia Wells 4th grade, Garey Kent 6th Grade, Betsy Daley TA, Beth Yeaman TA, Rachel Sherman TA
- ❖ Approve May 14, 2014 Board Meeting Minutes
- ❖ Approve May 14, 2014 Closed Board Meeting Affidavit
- ❖ Ratify student expulsions

Nancy Allen made a motion to approve the consent items. Hilary Wahlen seconded the motion. Motion passed unanimously.

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

- ❖ Discuss and Vote on Insurance

There was a discussion on the cost savings (\$15,000 per year) by switching to Hanover. Maria Montessori Academy is currently using Hanover Insurance.

Nancy Allen made a motion to approve Hanover Insurance as Risk Management Insurance for \$31,105. Samantha Shupe seconded the motion. Motion passed unanimously.

- ❖ Discuss and Vote on Cleaning Service Contract

Amie Campbell gave an overview of the process of the RFP and the selection of Toone Cleaning as the cleaning services provider for the school.

Nancy Allen made a motion to approve the Cleaning Service Contract with Toone Cleaning Services. Steve Ballard seconded the motion. Motion passed unanimously.

Samantha Shupe provided an overview of the Amended 2013-2014 Budget and the 2014-2015 Annual Budget

- ❖ Discuss and Vote on the Amended 2013-2014 Budget as of May 31, 2014 – Steve Ballard

Samantha Shupe made a motion to approve Amended 2013-2014 Budget. Nancy Allen seconded the motion. Motion passed unanimously.

❖ Discuss and Vote on 2014-2015 Annual Budget – Steve Ballard
Steve Ballard made a motion to approve the 2014-2015 Annual Budget. Samantha Shupe seconded the motion. Motion passed unanimously.

❖ Discuss and Vote on Summer Purchasing Plan – Amie Campbell
Amie Campbell discussed the need of summer purchases. She will be utilizing surplus to purchase technology equipment, furniture, curriculum, and classroom changes to best utilize space.
Steve Ballard made a motion to approve the Summer Purchasing Plan. Samantha Shupe seconded the motion. Motion passed unanimously.

❖ Ratify Board Members and Terms – Laura D’Hulst

- Scott Sluis – *NEW* 4-year term to expire June 2018
- Nancy Neider – *NEW* 4-year term to expire June 2018
- Laura D’Hulst – June 2017
- Steve Ballard – June 2016
- Samantha Shupe – June 2016
- Nancy Allen – June 2015

Samantha Shupe made a motion to ratify board positions. Nancy Allen seconded the motion. Motion passed unanimously.

There was a discussion about the board retreat to take place in July. The date for the retreat will be July 28, 2014 in the morning.

6:08 PM – *Samantha Shupe made a motion to 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:*

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

Motion passed unanimously.

6:47 PM – *Steve Ballard made a motion to come out of CLOSED SESSION. Jana Whitby 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.*

- ❖ Elect Board Officers – ALL
 - President - Laura D’Hulst
 - Vice President - Samantha Shupe
 - Secretary – Nancy Allen
 - Financial Coordinator - Scott Sluis

Samantha Shupe made a motion to ratify Board Officers. Nancy Allen seconded the motion. Motion passed unanimously.

- ❖ Discuss and Vote on Principal’s Employment Agreement – Laura D’Hulst
Samantha Shupe made approve the Principal’s Employment Agreement. Nancy Allen seconded the motion. Motion passed unanimously.

OTHER BUSINESS ITEMS

- ❖ 2014-2015 Board Meeting Schedule – Kirk Blake
- ❖ Calendaring Items
 - Pre-Board Meeting July 30th
 - Electronic Board Meeting – June 30th
 - Summer Retreat – July 28 8am-noon (potentially to 5)
 - Retreat Planning Meeting -Tuesday July 15th 12:00PM
 - Next Board Meeting – August 20th

6:55PM ADJOURN

Samantha Shupe motioned to adjourn. Jana Whitby Seconded the motion. Motion passed unanimously.