

**Ogden Preparatory Academy
Board Meeting Minutes
Thursday, October 15, 2015**

Location: 1415 Lincoln Ave. | Ogden, UT 84404



In Attendance: Luis Lopez, Samantha Shupe, Steve Ballard, Laura D’Hulst, Amie Campbell, Nancy Neider, Kasey Kennington, Josh Rempfer, Steve Davis, Sheldon Kilpack, Josh Spilker and Ryan Arrington
Excused: Scott Sluis

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

4:30 PM– Call to order by Samantha Shupe

PUBLIC COMMENT (limit 3 minutes per individual)

Nancy Neider made a motion to CLOSED SESSION to discuss an individual’s character, professional competence, or physical or mental health. Luis Lopez seconded the motion. The votes were as follows:

*Laura D’Hulst – Aye
Samantha Shupe – Aye
Nancy Neider – Aye
Steve Ballard – Aye
Luis Lopez – Aye*

Motion passed unanimously

CLOSED SESSION To discuss an individual’s character, professional competence, or physical or mental health

Laura D’Hulst made a motion to come out of CLOSED SESSION. Luis Lopez seconded the motion. The votes were as follows:

*Laura D’Hulst – Aye
Samantha Shupe – Aye
Nancy Neider– Aye*

*Steve Ballard-Aye
Luis Lopez – Aye*

Motion passed unanimously

CONSENT ITEMS

- ❖ Approve August 13, 2015 Board Meeting and Closed Session Minutes and September 18, 2015 Electronic Board Meeting Minutes and September 22 2015 Board Meeting and Closed Session Minutes.

Laura D'Hulst motioned to approve up the consent items. Luis Lopez seconded the motion. Motion passed unanimously.

REPORTS

- ❖ Principal's Report – Amie Campbell provided information about staffing changes. YMCA is currently taking part with 22 students in the elementary. They are evaluating the middle school for potential extended school program. Amie Campbell discussed the request to have outside consultants to visit twice to rework special education. There was a brief overview of the VISA policy and the need for it. Amie Campbell also provided information to the board regarding Charter Fidelity. New doorknobs are in the secondary and nine have been ordered for the elementary to ensure higher security at the school.

Kasey Kennington gave an overview of the updated condition of the grass. It has been aerated twice, reseeded as well as portions completed with sod. The grass is looking great. Kasey Kennington also received 3 bids for copier service.

Amie Campbell, Kasey Kennington and Josh Rempfer updated the board on Parent Teacher Conferences. A group of students were able to take a trip to Antelope Island to do research on Brine Shrimp. Other field trips included the Library, Treehouse and upcoming will be the Havasupai trip. The Lagoon trip has been cancelled.

- ❖ Board of Directors
 - Committee Updates
 - Academic Excellence
Nancy Neider discussed the action plan for improving teaching and improving (improve test scores for all students at OPA and work with administration and follow up by receiving monthly updates). The administration has already been implementing their plan by providing monthly update for September. Amie Campbell let the board know that the 8 member team meets weekly on Fridays.
 - Marketing/Community
 - Board Development
Nancy Neider passed out information for trainings for board members to attend. She also passed out information for Robert's Rules of Order.
 - Financial
The board will be receiving snapshots on a monthly basis for the previous

month. Samantha Shupe discussed the need to be more informed as they are legally responsible for the financials at OPA. The board had a discussion regarding ADM. Scott Sluis will no longer be on the finance committee. Laura D'Hulst will serve on the committee.

- Board Training – Nancy Neider

BUSINESS ITEMS (To be voted and/or discussed)

❖ Board Meeting Scheduling

Nancy Neider made a motion for OPA board to meet monthly starting November until June 2016. Laura D'Hulst seconded the motion. Motion passed unanimously.

❖ A Plus Benefits

There will be a full employee meeting on October 21st.

❖ Copier Service Comparisons –Amy/Kasey

Amie Campbell reviewed the status of Les Olson Company as discussed in the the previous Board Meeting. OPA has been pleased with the service from Les Olson. Amie Campbell is going to lease the copier instead of purchasing.

Laura D'Hulst made a motion to lease a copier from Les Olson for \$635 per month. Nancy Neider seconded the motion. Motion passed unanimously.

❖ E-Rate Category 2

Laura D'Hulst motioned to approve up to \$6,000 for Kellogg and Sovereign Consulting for E-Rate. Nancy Neider seconded the motion. Motion passed unanimously.

❖ Utah Consolidated Application Plan

The board discussed the UCA Plan. Some modifications were made to the plan during the finance committee meeting.

Steve Ballard motioned to approve the Utah Consolidated Application Plan for 2015-2016. Nancy Neider seconded the motion. Motion passed unanimously.

❖ Parent Involvement/Parent Compact

Parent Involvement/Parent Compact was tabled

❖ Human Sexuality –Amy

Laura D'Hulst motioned to approve the human sexuality curriculum. Nancy Neider seconded the motion. Motion passed unanimously.

- ❖ Arrest Reporting Policy
- ❖ Building Use Policy
- ❖ Civil Rights Policy
- ❖ FERPA Policy
- ❖ Political Signs on School Property Policy
- ❖ Employee Immigration Policy

Laura D'Hulst motioned to approve the Arrest Reporting Policy, Building Use Policy, Civil Rights Policy, FERPA Policy, Political Signs on School Property Policy, and Employee Immigration Policy. Nancy Neider seconded the motion. Motion passed unanimously.

- ❖ Auditor Policy

Auditor Policy was tabled

- ❖ Director's Employment Agreement

Nancy Neider motioned to approve an extended detailed contract for director Amie Campbell as was provided by Samantha Shupe in closed session for a three year contract. Steve Ballard seconded the motion. Motion passed unanimously.

DISCUSSION ITEMS

- ❖ Legacy Plan

We are re-configuring the Legacy Committee to be made up of OPA Board Members, OPA Administration and relevant staff. We will continue to seek input and information from AW and other 3rd parties in our analysis, but on an information and advisory basis. We need the following information:

- **We need electronic downloads of all our financial records from AW (Quickbooks) for the past 5 years**
- **We need copies of all our financial accounts and account information for the past 5 years**
- **We are seeking for AW to present to us additional information each month that will provide us more information on our current revenues and expenditures. Specifically we would like to return to a similar board financial update report as we previously had, specifically including:**
 - **P&L Snapshot year to date, P&L snap shot for the prior month, Statement of Financial Position for prior month, Drilled down version of the P&L. As discussed in the financial committee meeting.**
 - **Monthly updates on our savings, days cash on hand, bond obligations**
 - **Monthly reconciliation reports of all checks cut during each month and what category the money was drawn from**

Additionally, to enable better analysis of expenditures and accountability by the Board and Admin, **we are directing AW to no longer use the signature stamps of any OPA representative.** From now on we request that all checks be signed by the director and by an authorized board members as the second signatory. As these check allocations will be included in the monthly reconciliation reports we believe this will give our board a better understanding of the expenditures of the school that inform our prioritization of decisions going forward.

Steve Ballard motioned for Academica West to provide, electronic downloads for financial records (quickbooks) for past 5 years, financial accounts and accounting information for past 5 years, additional information each month regarding finance (as discussed in finance committee and Academica West to not use signature stamp. Nancy Neider seconded the motion. Motion passed unanimously.

CALENDARING ITEMS

- ❖ Next Board Meeting – November 19, 2015

6:48 PM ADJOURN

Nancy Neider motioned to adjourn. Laura D'Hulst seconded the motion. Motion passed unanimously.