

# Ogden Preparatory Academy Board Meeting Minutes Thursday, August 13, 2015

Location: 1415 Lincoln Ave. | Ogden, UT 84404



In Attendance: Luis Lopez, Samantha Shupe, Steve Ballard, Laura D'Hulst, Scott Sluis, Amie Campbell, Nancy Neider, Kasey Kennington, Beth Brech, Steve Davis, Brad Taylor, Kirk Blake

## **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**

---

**4:35 PM– Call to order** by Samantha Shupe

**PUBLIC COMMENT** (limit 3 minutes per individual)

### **REPORTS**

#### ❖ OPAPO

Beth Brech provided information about the individuals that will be serving on the OPAPO Board. She also identified that the Carnival will be held September 25<sup>th</sup> 5PM-7PM.

*Scott Sluis made a motion to CLOSED SESSION to discuss an individual's character, professional competence, or physical or mental health. Laura D'Hulst seconded the motion. The votes were as follows:*

*Laura D'Hulst – Aye*

*Samantha Shupe – Aye*

*Nancy Neider – Aye*

*Steve Ballard – Aye*

*Scott Sluis – Aye*

*Luis Lopez – Aye*

*Motion passed unanimously*

**CLOSED SESSION** – To discuss an individual's character, professional competence, or physical or mental health

*Nancy Neider 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  
Scott Sluis—Aye  
Luis Lopez – Aye*

*Motion passed unanimously*

## **CONSENT ITEMS**

- ❖ Approve June 30, 2015 Board Mtg and Closed Session Minutes

*Scott Sluis motioned to approve up the consent items. Laura D'Hulst seconded the motion. Motion passed unanimously.*

## **REPORTS**

- ❖ Principal's Report

Amie Campbell discussed the new hires with the board of directors. Amie provided information about the switch from power school to aspire. The administrators have committed to be in the classroom one hour per day. OPA is in its second year with the Leader in Me training program. OPA teachers have received training from UEN and the services they provide. OPA has moved it's email services to Google and have access to their apps.

- ❖ Board of Directors

- Committee Updates
  - Academic Excellence

Academica Excellence committee will be sitting down with Amie in order to identify academic goals.

- Marketing/Community

The website needs to be updated. An annual marketing committee meeting should be held. It will not be board members only. A budgeted amount may be needed in the future with the magnet school opening up. There are a number of photos that need to be updated to the website.

There will be a cultural celebration that will be titled America's Open House. They will develop a fundraising dinner for the school in the spring.

- Board Development

The board has created a board oversight calendar to keep in order the items that the board needs to be doing throughout the year. It will be created and updated in Google Docs.

- Financial

Scott Sluis reviewed financial documents for Ogden Preparatory Academy. Scott Sluis discussed the importance of the financials and understanding the numbers.

- Board Training – Nancy Neider

Nancy Neider discussed the use of Robert’s Rules of Order and the use of them in an informal setting for the board meetings at Ogden Preparatory Academy. Nancy Neider plans to implement these at the next board meeting.

## **BUSINESS ITEMS (To be voted and/or discussed)**

- ❖ Soccer Field

Kasey Kennington provided an updated on the RFP for the Soccer Field. The board discussed the options for vendors that were provided to them. The board was also seeking information from One West Construction about what work was done to the field during construction. A fence has been put up to keep people off the field, but still be accessible to the school.

*Nancy Neider motioned that One West Construction provide the information regarding the soccer field within 7 days. Luis Lopez with the second. Motion passed unanimously.*

- ❖ Board Development

Steve Ballard provided history and information about the Legacy Plan. The goal is to create stability for OPA that will create sustainability through the next 30 years and beyond. The plan (like a business plan) will need to be created and presented at the next board meeting.

*Steve Ballard made a motion to move forward in creating the Legacy Plan to be ready for the next board meeting. Scott Sluis seconded the motion. Motion passed unanimously.*

### **Committee**

Steve Ballard  
Amie Campbell  
Samantha Shupe  
Academica West

*Steve Ballard made a motion to create a committee to seek outside legal representation to investigate and explore the Legacy Plan and the management contract. Luis Lopez seconded*

*the motion. Motion passed unanimously.*

### **Legal Representation Committee**

Nancy Neider  
Samantha Shupe  
Laura D'Hulst

#### ❖ Independent Audit

Scott Sluis discussed the need for changing up independent auditors every 2-3 years.

*Scott Sluis made a motion to the finance committee will look into finding an independent auditor for oversight of finances. Time frame would be within the next 30 days. Luis Lopez seconded the motion. Motion passed unanimously.*

#### ❖ Managing Financial Accounts

Scott Sluis mentioned concerns about who has access to funds at OPA. Brad Taylor answered questions as to the reasoning.

*Scott Sluis made a motion to remove Jed Stevenson and Sheldon Kilpack as signers to the checking account at Ogden Preparatory Academy. Nancy Neider seconded. Motion passed unanimously.*

There were questions from the board about the purpose of having these two individuals as signers.

*Scott Sluis made a motion to have the director of OPA, current chair, and past chair be the signers for any financial accounts for Ogden Preparatory Academy. Nancy Neider seconded the motion. Motion passed unanimously.*

Scott Sluis mentioned that he would like the board to have some independence financially for decisions up to their discretion and have money available to them.

*Scott Sluis made a motion that \$10,000 be assigned to the board for the purposes of their discretion like independent audits and legal council. These funds are to be replenished annually. Luis Lopez seconded the motion. Motion passed unanimously.*

Scott Sluis discussed the need for invoices from the management company to Amie Campbell. Brad Taylor mentioned that the invoices already exist.

Scott Sluis discussed the need for a business manager to help with invoices and other financial responsibilities at OPA.

*Scott Sluis made a motion to create a committee to look at the viability for a potential business/office manager/bookkeeper for OPA. Luis Lopez seconded the motion. Motion*

*passes unanimously.*

Finance Committee and Amie will cover this committee to search for viability for a potential business/office manager/bookkeeper.

❖ School Goals 2015-2016

Amie Campbell discussed the revised school goals.

**CALENDARING ITEMS**

- ❖ Next Board Meeting – October 15, 2015
- ❖ Board Member Agreements

**ADJOURN**

*Scott Sluis motioned to adjourn. Nancy Neider seconded the motion. Motion passed unanimously.*