



# Ogden Preparatory Academy

## Board Meeting Minutes

### Wednesday, November 13, 2013

**Location:** Ogden Preparatory Academy, 1415 Lincoln Ave., Ogden, UT 84403

**In Attendance:** Laura D'Hulst, Samantha Shupe, Dawn Kawaguchi (AW), Robert Mitchell (VP), Sheldon Killpack (AW), Teryl Young (SpEd), Ryan Arrington (AW), Brad Taylor (AW), Amie Campbell (Principal), Steve Davis (AW), Jana Whitby, Nancy Allen, Steve Ballard and Hilary Wahlen ( 4:50 p.m.)

**Excused:** Monica Godfrey

The mission for the **Ogden Preparatory Board of Directors**, through unified governance, is to set direction and goals for the school, and to commit to continual improvement. We will empower our administrator to manage day-to-day operations. We will act in the best interest of the school, ensuring we live up to our duties, which are: Duty of Loyalty, Duty of Care, Duty of Fiduciary Responsibility, Duty of Obedience, and Duty of Good Faith. The Board will act in the best interest of the school by ensuring we are financially sound, consistently showing the results of high academic expectations, and obedient to both state and federal law.

## Minutes

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**4:36 PM – Call to order** by Laura D'Hulst

**There was no PUBLIC COMMENT.**

**4:37 PM – Samantha Shupe made a motion to go into a CLOSED SESSION to discuss an individual's character, professional competence, or physical or mental health. Jana Whitby seconded the motion. The votes were as follows:**

**Samantha Shupe – Aye**

**Jana Whitby – Aye**

**Nancy Allen – Aye**

**Steve Ballard – Aye**

**Laura D'Hulst – Aye**

**Motion passed unanimously.**

**5:04 PM – Jana Whitby made a motion to leave the CLOSED SESSION. Nancy Allen seconded the motion. The votes were as follows:**

**Jana Whitby – Aye**

**Nancy Allen – Aye**

**Steve Ballard – Aye**

**Laura D'Hulst – Aye**

**Samantha Shupe – Aye**

**Hilary Wahlen – Aye**

**Motion passed unanimously.**

In compliance with the Americans with Disabilities Act, persons needing auxiliary communicative aids and services for these meetings should call Dawn Kawaguchi at 801-444-9378, giving at least three working days notice.

## REPORTS

### ❖ **Academica West**

- Media Training – Sheldon reviewed how to handle the media. He went over what to do when a reporter calls, what to do before the interview, what to do in the interview, how to handle phone interviews and how to handle interviews. Sheldon reviewed some of the press releases that Academica West schools have released as well as letters that went out to the parents.

### ❖ **Principal**

- State of the School – Amie Campbell
  - ✓ Academic Achievement:
    - ★ SAGE – Amie reviewed assessment information for the board. She went through the testing schedule for the year. She has been attending training for SAGE but it seems very rushed and not
    - ★ Review DIBELS Results – Amie passed out the results for first round of testing of DIBELS. Teacher leads are building interventions based on this block information. Amie reviewed the results and discussed the professional development she would like to give the teachers.
  - ✓ Teacher Effectiveness Project:
    - ★ Performance Talks – Every teacher has come to see Amie with their goal sheet they set at the beginning of the year. All teachers have set five goals – two effectiveness goals, two academic goals, and one technology goal. Most teachers set technology goals of becoming familiar with their iPad and utilizing it in the classroom. The entire school needs to work on cooperative work
    - ★ Teacher Evaluation – Bobby and Amie have split up the teachers and they will be doing formal evaluations coming up this quarter.
  - ✓ Signature Programs:
    - ★ Leader in Me – Training on December 4-6. Amie is required to visit four schools that are implementing the Leader in Me to write the next grant which is \$40,000.
  - ✓ Building a Community:
    - ★ We have done a lot to build a community the last few months. See Facebook page for supporting evidence.
  - ✓ Spanish Update:
    - ★ No current information. Amie is working on the next steps and making decisions. She has many concerns right now but will bring information to December meeting to discuss.
    - ★ ESL update – working on getting Title 3 monies.
  - ✓ Facility Update:
    - ★ Fence is up
    - ★ Bike racks have been promised to be up soon
    - ★ Amie is looking at changing the SNAP plan because she wants to request another crosswalk.

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- ★ Peace offering with the neighbors (Bishops Storehouse)
- ★ Concerns about grass and snow removal
- ★ Dumpster update

❖ **Board of Directors**

- School LAND Trust Review – Jana attended the statewide community council training. The training that she went to was on state testing. The state is trying to help community council members to understand the testing so that you can spend your Trustlands funding better. They also discussed how you should spend all your money every year unless you are “earmarking” it for a large purchase such as computers. Dawn reminded the board that they need to review the online training videos annually.
- Committee Updates – ALL
  - ✓ **Academic Excellence** – There is nothing to report this month.
  - ✓ **Board Development** – Sam reviewed the information from the Brian Carpenter training that she went to along with Laura, Nancy, Jana, Amie and Steve D. (specifically the 10). Three items that the group came up with to work on.
    - ★ Implementing responding to all emails that Dawn sends specifically agenda items even if we don’t have items for the agenda
    - ★ Oversight calendar
    - ★ Creating a committee to go over the bylaws and charter so that the board has a firm understanding of what our charter promises and that we have a clear and consistent way to measure them.

Sam commended the board for coming such a long way in the past two years. The board has a good passionate and wavering belief in our mission and core values. The board knows where the school is and where they want to go. The board development committee has also been working on a board member training manual. Sam reviewed the manual. There was discussion on recruiting new board members.
  - ✓ **Marketing** – Ribbon cutting event went very well. Steve B. stated that we have accomplished the goals set during the summer. He would like to hold off on making any additional marketing goals until the summer retreat. However we may want to gather information on our waiting list prior to the retreat so that we can base our marketing objectives on how healthy it is and whether or not we want to grow and new projects/direction.
  - ✓ **Technology**
    - ★ Website update – Steve B. stated that we need to work out the process on who is doing what. Katherine Witt is the web manager and has done a lot of work. Overall it was a seamless transition. Send all suggestions to Katherine. Dawn also has access and is posting agendas.
    - ★ The technology committee has been formed and we have been meeting. At the next meeting, we will be working on the

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technology plan and set goals for the future. We want to get out of crisis management and get into planning and implementing.

- ❖ **OPAPO** – Jana Whitby
  - Volunteer hours – Parents have been complaining about the current way they are logging in their volunteer hours so Katherine Witt is working on a program to log these hours.
  - Update on bike rack – The cost is going up on this project. We are looking at other options to save money.
  - Update on teacher loans
  - Update on Christmas party
  - New parent committee formed that would like to work in the parking lot. Jana is sending them to Amie.
  - Carnival made about \$3,000

**Samantha Shupe made a motion to approve the CONSENT ITEMS. Nancy Allen seconded the motion. Motion passed unanimously.**

- ❖ Approve October 9, 2013 Board Meeting Minutes

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

- ❖ Discuss and Vote to Transfer \$450,000 from OPA operating account to PTIF – Steve B. briefly explained that there is more money in the operating account that is needed so we want to move \$45K to the PTIF account to gain more interest. It's very fluid and we can move it back if needed. **Steve Ballard made a motion to approve the transfer \$450,000 from the OPA operating account to the PTIF. Nancy Allen seconded the motion. Motion passed unanimously.**
- ❖ Discuss and Vote on the 2013-2014 Amended Budget as of October 31, 2013 – Steve B. explained that there were a few small changes in the budget. Since the finance committee is moving to a new format the budget will be amended every board meeting. **Steve Ballard made a motion to approve the 2013-2014 amended budget as of October 31, 2013. Nancy Allen seconded the motion. Motion passed unanimously.**
- ❖ Discuss and Vote on Speech Therapy Rate Sheet – Teryl explained that the Speech Therapy (\$60/hr), OT (\$77/hr) and school psychologist (\$65-\$85) are already in place but we wanted to approve the rate sheet. Next year Teryl would like to shop around to find a cheaper price. There was a discussion on the possibility of needing to do a RFP for services next year. **Nancy Allen made a motion to approve the Speech Therapy Rate Sheet, Occupational Therapy Rate Sheet, and School Psychologist Rate Sheet. Samantha Shupe seconded the motion. Motion passed unanimously.**
- ❖ Discuss and Vote on Occupational Therapy Rate Sheet – See above for discussion and vote.
- ❖ Discuss and Vote on School Psychologist Rate Sheet – See above for discussion and vote.
- ❖ Discuss and Vote on Profession Development not to exceed \$13,000 – Amie explained that this is the discussion that was presented in the principal report. There will be three coaching days with each visit. Bid came in at about \$12,000 plus travel but Amie may be able to get it for less. **Nancy Allen made a motion to approve the professional development not to exceed \$13,000. Steve Ballard seconded the motion. Motion passed unanimously.**

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- ❖ *Discuss and Vote on Tuition Reimbursement Policy* – Samantha briefly reviewed the Tuition Reimbursement Policy. **Nancy Allen made a motion to approve the Tuition Reimbursement Policy. Jana Whitby seconded the motion. Motion passed unanimously.**
- ❖ *Discuss and Vote on the Board Member Training Manual* – See Board Development Committee update. There was no further discussion. **Steve Ballard made a motion to approve the Board Member Training Manual. Nancy Allen seconded the motion. Motion passed unanimously.**

#### **OTHER BUSINESS ITEMS**

- ❖ Calendaring Items – ALL
  - Next Board Meeting – December 11, 2013

**6:48 PM – Nancy Allen made a motion to ADJOURN. Jana Whitby seconded the motion. Motion passed unanimously. (Duration 1:43:36)**