



# Ogden Preparatory Academy Board Meeting Minutes Wednesday, December 11, 2013

**Location:** Ogden Preparatory Academy, 1415 Lincoln Ave., Ogden, UT 84401

**In Attendance:** Laura D'Hulst, Samantha Shupe, Jana Whitby, Amie Campbell (Principal), Dawn Kawaguchi (AW), Steve Ballard, Hilary Wahlen, Steve Davis (AW 5:24 p.m.) and Brad Taylor (AW 5:26 p.m.)

**Excused:** Nancy Allen

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

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

**There was no PUBLIC COMMENT.**

**4:42 PM – Jana Whitby made a motion to rearrange the agenda and go into a CLOSED SESSION now vs. the end of the meeting. Hilary Wahlen seconded the motion. The votes were as follows:**

**Jana Whitby – Aye  
Steve Ballard – Aye  
Hilary Wahlen – Aye  
Laura D'Hulst – Aye  
Samantha Shupe – Aye**

**Motion passed unanimously.**

**5:24 PM – Jana Whitby made a motion to leave the CLOSED SESSION where we discussed an individual's character, professional competence, or physical or mental health. Hilary Wahlen seconded the motion. The votes were as follows:**

**Jana Whitby – Aye  
Samantha Shupe – Aye  
Laura D'Hulst – 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.

Laura stated that Steve Ballard was excused during the CLOSED SESSION and Steve Davis has now joined the meeting.

## REPORTS

### ❖ Principal

- State of the School – Amie Campbell
  - ✓ Academic Achievement:
    - ★ SAGE – Debbie and Teryl attended a training meeting. Training test should be available by the first of the year.
    - ★ DIBELS – Mid-year testing will be done at the first of the year. Progress monitoring is on-going.
  - ✓ Teacher Effectiveness Project:
    - ★ Evaluations – Evaluations for all teachers are being done by Amie and Bobby. They are using the state standards with some modifications. All teachers are getting an evaluation and then a post conference to discuss the evaluation which will be signed by the teachers. First round evaluations will be done by January 17<sup>th</sup>.
    - ★ PD Plan – 7 Habits training for K-6 went very well. The teachers were thankful for a training about themselves. Lighthouse team will train the 7-9 and TA's. It will be launching on January 6<sup>th</sup>. There will be a kick-off assembly. In February and March, the teachers will have the Cooperative and Rigor, Relevance and Relationship training.
    - ★ Christmas Pay (bonus) – Amie has been working with AW and reviewing the past years trends. The information has been sent into Wendy (payroll). Amie briefly reviewed the bonus scale that she used to set the amounts.
  - ✓ Signature Programs:
    - ★ Spanish Dual Immersion options – Amie reviewed the three options. She would like to make the decision in January. There was a discussion on the pros and cons on each of the options.
  - ✓ Facility:
    - ★ Bike racks are up. Thanks to Rick
    - ★ Added a day porter to mop the wet floors in the morning
    - ★ Look into electronic sign insurance coverage

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

- ❖ Approve November 13, 2013 Board Meeting Minutes
- ❖ Approve November 13, 2013 Closed Board Meeting Affidavit
- ❖ Accept Monica Godfrey's board resignation

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

- ❖ Discuss and Vote on the Amended 2013-2014 Budget as of November 30, 2013 – Brad briefly reviewed the budget as of November 30<sup>th</sup>. **Jana Whitby made a motion to**

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**approve the amended 2013-2014 budget as of November 30<sup>th</sup>. Samantha Shupe seconded the motion. Motion passed unanimously.**

- ❖ Discuss and Vote on Les Olson Company purchase not to exceed \$10,000 – Dawn briefly reviewed the two copy machine bids. They are both the same copier but one prints more per minute. She also reviewed the copy machine service contract which covers all supplies and service except for staples. The school is charged per page printed. **Jana Whitby made a motion to approve the Les Olson Company purchase not to exceed \$10,000. Samantha Shupe seconded the motion. Motion passed unanimously.**
- ❖ Discuss and Vote on Les Olson Company Copy Machine Service Contract at \$0.0059 per page – There was no further discussion. **Jana Whitby made a motion to approve the Les Olson Company copy machine service contract at \$0.0059 per page. Hilary Wahlen seconded the motion. Motion passed unanimously.**

## **OTHER BUSINESS ITEMS**

- ❖ **Calendaring Items – ALL**
  - Next Board Meeting – January 8, 2014
  - Utah Charter School Day at the Hill – February 24<sup>th</sup>
  - UAPCS Conference Early Bird Registration – March 1<sup>st</sup>

## **REPORTS (cont.)**

- ❖ **OPAPO – Jana Whitby**
  - Teacher Luncheon is set to go
  - Update on Angel Tree – all clothes should be taken care of
  - Many donations for the Garrett Family
- ❖ **Board of Directors**
  - Committee Updates – ALL
    - ✓ Academic Excellence – Laura sat down with Amie to talk about academics especially the upcoming testing.
    - ✓ Board Development – Hilary had some financial training but will push it back to January.
    - ✓ Marketing – Follow up report sent out by Steve B.
    - ✓ Technology – Amie stated that they have had three big meetings. Sheldon Hickson has been volunteering his time to help with this. He is working as the Chief Technology Officer (CTO). Things are moving in a positive direction.
  - Board Training – Will be next month

*Next month Ryan will give a brief report on the 2012-2013 audit. Brad stated that upon reviewing the audit he has found an error so Eide Bailly will be issuing a restatement.*

**6:13 PM – Samantha Shupe made a motion to ADJOURN. Hilary Wahlen seconded the motion. Motion passed unanimously.**

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