



OGDEN PREPARATORY ACADEMY

Ogden Preparatory Academy

Minutes

Board Meeting

Date and Time

Thursday August 25, 2016 at 4:30 PM

Location

1415 Lincoln Ave. Ogden Ut

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 students will gain confidence and a sense of self worth that will prepare them to face the challenges in a competitive world.

Board Members Present

L. D'Hulst, N. Neider, S. Ballard, S. Shupe, S. Sluis

Board Members Absent

Non Voting Members Present

A. Campbell, D. Deem, J. Rempfer, K. Kennington

Guests Present

S. Adams

I. Opening Items

A.Record Attendance and Guests

B.Call the Meeting to Order

N. Neider called a meeting of the board of directors of Ogden Preparatory Academy to order on Thursday Aug 25, 2016 @ 4:30 PM at 1415 Lincoln Ave. Ogden Ut.

C.Approve Minutes

No new minutes were presented.

June minutes are of the Board Retreat and are being prepared for the next meeting approval.

II. Public Comment

A.Public Comment

Anna Cash and Rebecca Rue provided research and discussed the affects of homework on children and families. They requested that the Board open a dialogue about creating a homework policy that will support family time. They expressed acceptance of homework due to a student's failure to complete the work at school.

III. Closed Session

A.Vote to Enter Closed Session

S. Shupe made a motion to Move to a closed session to discuss the character, professional competence or physical or mental health of an individual.

S. Ballard seconded the motion.

The board **VOTED** unanimously to approve the motion.

B.Closed Session

C.Vote to Return to Open Session

S. Shupe made a motion to Exit the closed session.

S. Ballard seconded the motion.

The board **VOTED** unanimously to approve the motion.

IV. Reports

A.Principal's Report

1. 1. Academic Achievement
 1. DIBELS started. Last year's goal: 47.65%. OPA: 85%
 2. SAGE data. Recently up for LEA review
 1. Overview of new Benchmark testlets.
 2. Interim v. Benchmarks
2. Benefits
 1. Transitioned from \$10,000 to new benefit package. Employees are happy with it and it will save us money.
 2. APlus was used for August 20th payroll. APlus has been great through transition. Matt Moody was extremely helpful and supportive.
 3. Red Apple picks up payroll services in September.
 4. Increased 401K usage.
 5. Decreased cost to school for overall benefit package. Approx. \$90,000 reduction in school costs.
 6. First paycheck will be less, but bill won't be there for insurance. Administration will assist employees with understanding transition.

7. Charter benefit pool may improve our offerings in the future.
3. Opening week
 1. August 1-3; Pre-in-service and 7-habits with new teachers . Very successful.
 2. All teachers back on August 8. Professional Development before 12:00 pm, classroom time in afternoon. Stephanie and Debbie facilitated PD.
4. Mentor/Mentee; managed by Josh and Stephanie
5. Blogs and Websites. All teachers are required to have a blog/website. Those will be monitored weekly by Administration. Katherine Witt will assist with monitoring and ensure webistes/blogs are linked through the school website.
6. Grades are required to be updated weekly. Administration will monitor.
7. Katherine Witt is working to update pictures on school website.
8. Elementary Eagle Council: Teacher committee to run Eagles, subset of Lighthouse. Classrooms will select Eagles.
9. Junior High: Leadership class, and Latinos in Action. Latinos in Action is a service oriented class. Santi Sanchez is teaching the class. LIA shirts are turquoise and hot pink to be worn when tutoring.
10. Junior High students serving as assistants to teachers in the elementary, successful thus far.
11. OPAPPO has met. President, Amber Fisher, has met with Amie and is very organized. Mrs. Fisher attended Back to School night. OPAPPO meeting was well attended.
12. Upcoming Activities. Referred Board to OPA Dashboard calendar for all upcoming events. Administration will look into adding calendar to the school website.

B.Academic Excellence

Committee chair, Samantha Shupe.

1. Purpose:
 1. Educate the Board.
 2. Define Academic Excellence.
 3. Oversee academic excellence and have a shared vision with Administration.
2. Academic committee does not select PD or curriculum.
3. Committee will identify yearly goals in conjunction with Administration and bring them to the Board.
4. Stephanie Mathers will serve on this committee.

C.Marketing/Community

Committee Chair: Steve Ballard.

1. Discussion of a new name. Desire to change name to Development Committee. Conflicts with other committee. Marketing is misleading or premature.
 1. New name: Sustainability Committee.
 2. Amie Campbell has ordered decals and wants to distribute them freely. Board approved, informally.
 3. Spirit shirts are successful. Being sold at cost.

D.Board Development/Board Training

1. Board committees discussion from retreat: Full board meeting every other month, committee meetings in off month. Committee meetings will start as

a Board meeting then split into committees. September Board meeting will be a Committee meeting. One administrator and/or one school representative will participate with each committee. Parents will participate on some committees.

1. Academic Excellence: Stephanie Mathers; Amie Campbell
 2. Sustainability: Administration will recruit one faculty member and present to the Board.
 3. Finance: Debbie Deem
 4. Board Development - Discussed as a whole Board before splitting into committees.
2. Board SWAG. Steve Ballard is working on something for the Board to wear to represent the school. The administration expressed a desire to have something as well.
1. Board Development and Training.
1. Everyone invited to Board OnTrack. Agendas and Minutes will be through Board OnTrack. All Board members need access to download documents. Board OnTrack has training available. Contact Mike Black (Board OnTrack Coach) or Nancy for assistance or with questions.

E.Closed Session

S. Shupe made a motion to Enter a closed Strategy session to discuss collective bargaining or; Strategy session to discuss pending or reasonable imminent litigation.

S. Ballard seconded the motion.

The board **VOTED** unanimously to approve the motion.

F.Closed Session Discussion

G.Exit Closed Session

S. Shupe made a motion to Exit closed session.

S. Sluis seconded the motion.

The board **VOTED** unanimously to approve the motion.

V. Financial Report

A.Financial Report

1. Financial Report: Spencer Adams, Red Apple
 1. Documents uploaded to Board OnTrack. Hard copies were available.
 2. Beginning of the year is going well. MADS are above goal. Expenses to Revenues ratio is healthy.
 3. Adjustments to budget detail were explained.
 4. Revenues are lower than anticipated due to conservative enrollment expectations. Enrollment goal is 1100, possibly 1105. This will increase budget revenues.
 5. TAs were adjusted amongst restricted funds based on allocations.
 6. Approximately \$5,163 under 5% savings goal. 5% goal is difficult as we transition.

VI. Business Items (to be voted and/or discussed)

A.Lottery

1. Lottery was shut down due to random malfunctions. Lottery system support is not exceptional.
2. Proposal to purchase a new lottery system. Syncs with ASPIRE (SIS system). Cost is \$17,000 to start and then \$4,000/year thereafter. Start-up cost includes transition and training.
3. Current contract is month to month. It is \$400/month.
4. Uncertain how it would impact the budget. It may be accounted for in Technology budget at least partially.
5. Administration will research budget impact and determine if the initial cost can be split over multiple years.
6. 3 systems were reviewed. Current system, proposed system and H-Wire (Excell managed spreadsheet)

S. Ballard made a motion to Approve the expense of the proposed new lottery system with the initial cost of approximately \$17,000, with the request to determine if the initial cost can be spread over multiple years.

S. Sluis seconded the motion.

The board **VOTED** unanimously to approve the motion.

Some reservations were expressed by Board members due to cost.

B. Peak Alarm Service Agreement

1. Peak Alarm service agreement. We currently do not have a service contract. We had a service contract, it has expired. Service calls are \$140/hour. Approximately 10 calls/year. Service agreement is a \$35/month increase (\$15 for Junior High, \$20 for Elementary).
 1. Board requests a clarified, typed contract with total cost/month and term.
 2. Board requests to know what we are paying currently.

S. Shupe made a motion to table the discussion on the Peak Alarm agreement until Board requests can be satisfied (see comment).

S. Sluis seconded the motion.

The board **VOTED** unanimously to approve the motion.

C. Interform Bill

S. Shupe made a motion to to approve.

S. Sluis seconded the motion.

The board **VOTED** unanimously to approve the motion.

D. HVAC Maintenance

1. Increased expenses due to malfunctioning equipment. Issues could have been prevented with regular maintenance.
2. 2 bids for maintenance plans. Mountain Air and Utah HVAC.
3. Board request for Administration to contact Scott or future bids, so Scott can provide connections as available.

S. Ballard made a motion to adopt the maintenance agreement from Utah HVAC.

S. Shupe seconded the motion.

The board **VOTED** unanimously to approve the motion.

E. Workmans Comp

2 bids. Heiner's \$10,800.63; Hanover \$13,000. Coverage is the same with both.

S. Sluis made a motion to contract with Heiner's for Workman's Comp services.

L. D'Hulst seconded the motion.
The board **VOTED** unanimously to approve the motion.
Spencer Adams will contact Heiner's for contract/agreement.

F.SP ED

Yearly consultation fee. Includes 5 emails and 2 phone calls per month. \$1,000 contract. \$100/hour for use over inclusions.
S. Ballard made a motion to approve the Special Education Consultant for \$1,000.
S. Shupe seconded the motion.
The board **VOTED** unanimously to approve the motion.

G.School Nurse

S. Shupe made a motion to approve the agreement with Rachel Walker as the school nurse.
S. Sluis seconded the motion.
The board **VOTED** unanimously to approve the motion.

H.Prospective Board Member Recruitment

1. Posting for new board members; targeting diversity and skills.
2. Discussion of potential board members. Looking for community board member as well as a member to improve cultural input.
3. Samantha will send a letter to Board members for the purpose of inviting potential members for application and interview.
4. Board will interview potential Board members and vote in October.
5. New Board members will start in November.
6. No voting occurred.

VII. Discussion Items

A.Scott Sluis

1. Need to improve front door security. Proposes a speaker system to approve entrance. Make the inside door the point of entrance. Bullet-proof glass. Re-key remaining doors. Have Peak Alarm move door magnets as part of the 3-year service agreement.
2. Current entrance system is frustrating to those needing entrance.
3. Long-term plan to secure lobbies.
4. Amie would like to move this conversation to the Sustainability Committee.

B.Lunch Money

1. Need to increase lunch fees according to law. \$2.10 is the goal over 3 years.
2. We currently have a strong vegetable/fruit offering.
3. Board requests administration to research lunch fees for neighboring schools.'
4. Possible price increase in January or next year.
5. Steve Finley and Spencer Adams are doing some research to determine what is driving our costs in comparison to other schools.
6. Decision to be made in the next meeting.

VIII. Consent Items

A.Legacy Committee

1. Legacy Committee is no longer a valid committee. It was determined that no vote was needed to dissolve.

B.2016-17 Calendar

Every other meeting will split into committees, as discussed previously.
No vote was taken.

IX. Board Meeting Assessment

A.How is the Board progressing?

1. How can Board assist administrative team?
 1. Board understanding of possible budget increases. Example: need behavior specialist and a future behavior unit/resource room; these types of changes will impact the budget.
 2. Future need: space and staffing.
 3. Adding a Pod/Portable was discussed; Administration will research the cost of a portable unit for a behavior unit.
2. Discussion of Board progression and improvement. Establishment and operation of committees will be an improvement.

B.Follow Up Items

Scott Sluis agreed to follow-up on items tagged by Nancy.

X. Closing Items

A.Adjourn Meeting

S. Ballard made a motion to adjourn the meeting.
S. Sluis seconded the motion.
The board **VOTED** unanimously to approve the motion.
There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 7:01 PM.

Respectfully Submitted,
D. Deem