



# OGDEN PREPARATORY ACADEMY

## Ogden Preparatory Academy

### OPA Remote Board Meeting

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#### Date and Time

Thursday May 21, 2020 at 4:30 PM MDT

#### Location

1415 Lincoln Avenue, Ogden UT 84404

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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.

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#### Agenda

|  | Purpose         | Presenter     | Time           |
|--|-----------------|---------------|----------------|
| <b>I. Opening Items</b>  |                 |               | <b>4:30 PM</b> |
| Opening Items  |                 |               |                |
| <b>A.</b> Record Attendance and Guests   |                 |               |                |
| <b>B.</b> Call the Meeting to Order  |                 |               |                |
| <b>C.</b> Approve Minutes  | Approve Minutes |               |                |
| Approve minutes for OPA Remote Board Meeting on April 16, 2020   |                 |               |                |
| <b>D.</b> Ratify New Board Members   | Vote            | Nick Bowsher  | 5 m            |
| <b>II. Public Comment</b>  |                 |               | <b>4:35 PM</b> |
| <b>A.</b> Opportunity for Public Comment   | Discuss         | Tyler D'Hulst | 5 m            |
| <b>III. Finance</b>  |                 |               | <b>4:40 PM</b> |
| Finance  |                 |               |                |
| <b>A.</b> Financial Review   | FYI             | Spencer Adams | 5 m            |
| <b>B.</b> Add Stephanie Mathers as a signer on the checking account  | Vote            | Debbie Deem   | 5 m            |
| It is proposed that we add Stephanie Mathers as a signer on the school checking account.                       |                 |               |                |
| <b>C.</b> Speech Services for FY21   | Vote            | Debbie Deem   | 5 m            |
| We have received pricing information for 4 options for Speech services for FY21. See attached comparison form. |                 |               |                |

Based on costs and experience with the vendor and the vendor's employees, we are recommending contracting with Something To Talk About for FY21.

**D. Board OnTrack Renewal** Vote Debbie Deem 5 m

I briefly reviewed several board management software options. I am proposing we stay with BoardOnTrack, but reduce to the Essential Membership at a cost of \$4,995. This option reduces our costs significantly and the cost is comparable to other options. The Essential Membership maintains the basic uses of the product that we currently access. We could do a more extensive review of other products in the future if desired.

BoardOnTrack offers the **Essential Membership** for members who want only the operational components of BoardOnTrack. It includes the following features:

- The Dashboard, including upcoming meetings, board posts, and governance alerts. This includes, of course, the ability to create board posts.
- The full BoardOnTrack meeting feature set for managing board meetings, committee meetings, and other meetings. This includes managing schedules, agendas, & minutes; open meeting law compliance; and our public portal which can be included on your web site to publish your meeting schedule, agendas, and minutes to your community.
- Document storage and management.
- Team management, including committee assignments and board skills and terms.
- Our full resource library.

Our regular price for this package is \$6,000 / year. We can offer you \$4,995 for an Essential Membership renewal.

Other options:

Board Docs has 4 options: \$3,000, \$6,000, \$10,000, and \$12,000 depending on options.

OnBoard is \$4,500

**E. HVAC Unit #30 Repair or Replace** Vote 5 m

We received 3 bids for the repair of HVAC unit #30, attached.

Just Right: \$8,324.11

CFM: \$1,790.00 with a possible additional \$3,093.00 for a total of \$4,883.00 if the coil does need to be replaced.

Mountain Air: \$10,632.00

**F. Bleachers for Junior High Gym** Vote 5 m

We would like to install telescoping bleachers in the Junior High gym for use with school assemblies and sports activities. 3 bids attached:

H2I: \$49,767

Norcon: Original bid was for both buildings, JH only is \$42,740.63.

Key Enterprises: \$39,988

**G. Playground** Vote Kasey Kennington

A large portion of the Elementary playground equipment is in disrepair. There are too many moving parts that keep breaking. We have received many bids on various options of replacements.

**IV. School Update** 5:10 PM

**A. State of the School and Goals** Discuss Kasey Kennington 5 m

**V. Administration** 5:15 PM

**A. OPA Administration and Evaluation Structure** Vote Nick Bowsher

Board Committee: Nick Bowsher, Stefanie Zwygart, and Bill Davis met with Debbie Deem, Kasey Kennington and Stephanie Mathers to develop the updated Administration and Evaluation Structure with accompanying documents.

Policy Revision: OPA Administration and Evaluation Structure

Associated Templates/Forms:

Principal Evaluation Rubric

Business Administrator Evaluation Rubric

Directors' Evaluation Form

OPA Organizational Chart

**VI. Academic Excellence 5:15 PM**

Academic Excellence

A. Academic Committee Report Discuss Samantha Shupe 5 m

**VII. Growth and Development 5:20 PM**

Development

A. Development Committee Report Discuss Stefanie Zwygart 5 m

**VIII. Governance 5:25 PM**

Governance

A. Governance Committee Report Discuss Nick Bowsher 5 m

**IX. Policies 5:30 PM**

A. Employee Conflict of Interest and Employment of Relatives Policy and Disclosure Form Vote Debbie Deem

Created policy applicable to employees of OPA covering possible conflicts of interest as well as employment of family members.

B. Educator Exit and Engagement Surveys Vote Debbie Deem 5 m

USBE has created a survey in Qualtrics that we are to send to any educators who leave our employment. USBE asked that we have a policy governing this survey. The model policy provided by USBE was used to create this policy.

C. Fee Schedule Vote Debbie Deem

We are considering checking chromebooks out to students in grades 7 through 9. They would be able to take the chromebooks home each night. We believe this will increase ownership and responsibility. After using the chromebook for 3 years, the student would receive it.

We are considering adding \$25/year to the fees for chromebooks. This would adjust the per student maximum to \$147 (enough for grade level fees and Triathlon fees), and the Family maximum to \$294 (2 children).

**X. Other Business 5:35 PM**

A. Discussion Discuss Tyler D'Hulst 5 m

Assignments, Discussion, Review as needed.

B. Farewell and Recognition of Departing Board members

**XI. Closing Items 5:40 PM**

A. Adjourn Meeting Vote