APPROVED

Ogden Preparatory Academy

Minutes

Board Meeting

Date and Time
Thursday March 16, 2017 at 4:30 PM

Location
1415 Lincoln Ave, Ogden, Utah

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.

Directors Present
L. D'Hulst, N. Bowsher, N. Neider, S. Shupe

Directors Absent
S. Ballard, V. Aston

Ex Officio Members Present
A. Campbell, D. Deem, J. Rempfer, K. Kennington

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 Mar 16, 2017 at 4:36 PM.

C. Approve Minutes

N. Bowsher made a motion to approve minutes from the Board Meeting on 02-23-17 Board Meeting on 02-23-17.
L. D'Hulst seconded the motion.
The board **VOTED** unanimously to approve the motion.

II. CEO Report and Finance

A. Finance Snapshot

Amie briefly reviewed the financial snapshot.
Most expenses that exceed the percent for the year are due to upfront purchases.
Days cash on hand and MADS look good.
Enrollment is down slightly. Secretaries are working on increasing enrollment.
Staffing conversations are starting. We want to have contracts out by second week of April.

B. CEO Report and Accreditation Preparation

The Board will meet with the Accreditation committee on March 27, 2017 from 3:30 p.m. to 4:00 p.m. in Amie's office.
Board members are reviewing Standard 2.0 and working with Board on Track for training and review in preparation for the Accreditation review. Government v. Management is at the root of the review. Standard 2.0 was included in the Board packet.

Teachers have an opening meeting with Accreditation team at 7:45 am on March 27th. The visiting committee will present to the Administration team and Accreditation team on March 28. The Findings will be available for the April Board meeting. The final report will be available for the May meeting.

III. Board Development

A. Training with Board on Track Staff/Coach (Accreditation Prep)

Board on Track training coach, Dave Bitton, presented to the Board via computer.

High Impact Governance

Goal: share Board on Track's views of Governance

- Background:
    - Charter schools are in response to parental dissatisfaction with public education.
    - Charter schools have a high reliance on the CEO (principal) and staff.
- Effective Boards
    - Boards can make a difference with student outcomes by constructively challenging the CEO.
    - Successful Boards have the following characteristics;
        - Understanding school performance outcomes.
        - Partake in strategic planning
        - Seek professional development
        - Evaluate and support school leaders
    - Key components of great Boards
        - People
            - CEO partnership
            - Engaged and accountable Board
        - Process
            - Strategic and effective meetings
        - Performance
            - Focus on outcomes

- Board Governance v. Management
    - Strategy
        - Board directs strategy
        - Management contributes to strategy
    - Management of resources
        - Board oversees
        - Management owns
    - Resources - harnessing
        - Board develops resources
        - Management use of resources
    - Staffing
        - Board manages CEO/Head of School
        - Management - all other staff.
    - Program Effectiveness
        - Board owns results
        - Management produces results.
    - Line between Board and Management (CEO)
        - see slide graphic

- Define Board feedback on Operations
    - Examples:

        - CEO makes a report and asks for Board input during committee meetings.
        - CEO reaches out to a board member in a supportive or coaching role for help with a dilemma.
    - Non-example:
        - CEO reports at Board meeting and a Board member makes suggestion for program implementation.

Partnership in action framework (see slide)

Case studies were reviewed in small groups and discussed as a group.

1. High % of turn-over in staff.
    1. First look for understanding of current problem, and then make a plan for future prevention. 6-10% turn-over is normal/expected.
2. Board demands a specific staffing decision by CEO.
    1. CEO should inform Board that this is beyond their role. Board can troubleshoot possible retribution. CEO should be proactive in working with the Board. Board should be concerned with anything that puts the school at risk.
3. Parent letter to Board regarding curriculum.
    1. Board would direct parent to CEO according to policy. Board notifies CEO of issue to help her prepare for parent communication. Draft a standard email and/or script for Board members to use. Create internal procedure for when the Board should become involved.

Next steps:

- CEO Support and Eval committee should be giving support throughout the year (through scheduled check-ins) and not just annually.
    - Give CEO constructive feedback.
    - Check in on progress and give structure to feedback.
- Draft email and script for parent interactions. Board members should hold each other accountable to using the email and script.
- Dave will check in with Nancy and Amie next week.

Nancy will draft the email and script for parent interactions.

Nancy will add Governance Training for the Board to the Retreat agenda.

B. Open Meeting Act Training

Samantha Shupe reviewed the Utah Open and Public Meeting Act

- Requires meetings to be open to the public.

- Charter schools are funded by public dollars, so this act applies to us.
- Guidelines must be in person, electronic or via phone.
- Requires all meetings posted 24 hours include date, time, place and content with a specific agenda.
- Records must be kept. Minutes must be written and posted with a paper copy on site.
- Closed sessions: electronic copy must be maintained.
    - Roll call vote
    - State reason for closing
    - Can be contested
    - Governed by GRAMMA
    - Complaints filed with Court for determination
- Emergency and electronic meetings are allowed
- No action taken on matters without prior posting
- Minutes and emails fall under GRAMMA regulations

IV. CLOSED SESSION

A. Enter Closed Session

S. Shupe made a motion to go into a closed session to discuss the reputation, character, or mental or physical health of an individual, but not his or her professional competence.
N. Bowsher seconded the motion.
The motion unanimously did not carry.

Roll Call

L. D'Hulst	Aye
N. Neider	Aye
S. Shupe	Aye
N. Bowsher	Aye

B. Discuss new Board Members

C. Exit Closed Session

N. Bowsher made a motion to exit closed session.
S. Shupe seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

S. Ballard	Absent
N. Neider	Aye
L. D'Hulst	Aye
S. Shupe	Aye
N. Bowsher	Aye
V. Aston	Absent

V. 2017-18 School Calendar

A. Calendar vote

Christmas break is slightly shorter than in past years. We have built in one snow day.
S. Shupe made a motion to approve the 2017-2018 school calendar as posted.
L. D'Hulst seconded the motion.
The board **VOTED** unanimously to approve the motion.

VI. Uniform Policy and Handbook discussion and input

A. Uniform Policy

Discussion regarding adding grey shirts and sweaters to the dress code.
S. Shupe made a motion to not add another color to the Dress Code Policy.
N. Bowsher seconded the motion.
The board **VOTED** unanimously to approve the motion.

B. Handbook Discussion

Administration will be approving the handbook before May for inclusion in the student planner.

VII. Academic Excellence

A. 9th Grade Graduation or Awards Assembly

Due to lack of time, this was not discussed during the Board meeting.

VIII. Closing Items

A. Adjourn Meeting

L. D'Hulst made a motion to adjourn the meeting until next Board Meeting scheduled for April 20, 2017 at 4:30 p.m.
N. Bowsher 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 6:30 PM.

Respectfully Submitted,
N. Neider