APPROVED

Ogden Preparatory Academy

Minutes

OPA Board Meeting

Date and Time
Thursday December 14, 2017 at 4:30 PM

Location
1415 Lincoln Ave; Ogden, UT 84404

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, S. Ballard, S. Shupe, T. D'Hulst

Directors Absent
N. Neider

Directors who arrived after the meeting opened
T. D'Hulst

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

Guests Present
T. Young

I. Opening Items

A. Record Attendance and Guests

B. Call the Meeting to Order

S. Ballard called a meeting of the board of directors of Ogden Preparatory Academy to order on Thursday Dec 14, 2017 at 4:39 PM.

C. Approve Minutes

N. Bowsher made a motion to approve minutes from the OPA Board Meeting on 10-17-17 OPA Board Meeting on 10-17-17.
L. D'Hulst seconded the motion.
The board **VOTED** unanimously to approve the motion.

II. Pubic Comment

A. Public Comment

Madyson Beerman, OPA 8th grade student, asked Board to revoke dress code.

T. D'Hulst arrived.

III. Finance

A. Financial Review

- Summary
  - MADS above goal.
  - Cash on hand is up to 86.
  - Local and State funds are on schedule.
  - Federal funds just got approved, so the draw downs can begin in January.
  - Enrollment is going down. Housing market is a contributor; some families are moving.
    - Waiting list is down.
    - Current enrollment at 1086; losing 8 over the Winter Break.
- Detail
  - Nothing of concern.
  - Food Service is running in the green.
- PTIF
  - Account is in good standing.
  - After some of the Federal funds start coming, we can discuss transferring more to the PTIF.
- Audit

- Completed.
- No material findings.

IV. Business Items

A. Solar Power

Monty Hardy provided a cost analysis for solar power.
The solar company wants to come do a presentation.
Panels have a 25 year life. The report shows a monthly savings of approximately $400.
Over production of power is "banked" as credit to use in high utility months and or low production months.

V. Reports

A. CEO Report

- Behavior
  - Student behavior incidents are on the rise.
  - Stephanie is spending much of her time with discipline.
  - Teryl has students daily in ISS type capacity.
  - Responsibility based discipline has been good.
- Kitchen
  - Kitchen staff has been working on cross training.
  - Need staff.
- CTT (Collaborative Teacher Team)
  - Teams meet weekly to discuss data and work on assessments and interventions.
  - Teams just finished their 2nd Inquiry Cycle.
- STT (School Transformation Team)
  - Doing Math and Literacy data dives to look for ways to improve.
  - Literacy concerns due to high DIBELS and low SAGE scores. Researching way to improve.
  - May be looking at purchasing a curriculum for literacy.
- Secretary
  - Valarie Sluis is leaving. Interviewing for replacement; hopeful to have decision today.
- Training: What to do.
  - Email: do not respond immediately with an opinion. If Amie is not copied, please forward to her.
  - Phone call/Hall Grab/Public meet: Refer all comments to the Principal. Please give Amie a heads up.
  - Grievance Policy outlines procedure for how grievances should be handled.
  - Protection only comes when rules are complied with.

B.

Academic Excellence

- Goal: Keep academics high to maintain and attract enrollment.
- Draft of OPA report card
    - Highlight good scores.
    - Indicate where we are working.
    - Would like to separate by building
- Assessments
    - Opt-Outs are increasing
- In the Works
    - Data dive to inform PD and policy
    - Academic Roadmap development
    - Academic Dashboard development

Amie would like the STT involved in the process.

C. Growth and Development

Definition: Oversee policies and development for the following areas:

- PR/Marketing; Lead: Bruce Boughton
- Field Trips; Lead: Teresa Hislop; Members: Sam Hayman, Talyn Debus-Villasenor
- OPAPO/Fundraising; Lead: Nicole Boucher
- Development plan for Board Members; Lead: Nick Bowsher

Meets monthly.
Sub-committees meet as needed.

Actions:

- Need PR plan
- Define Brand
    - Bilingual
    - 7-Habits
    - Applied learning
    - Service
    - Mission
- Increase volunteering/community involvement.

Field Trips:

- Risk Management
- List of Trips
- Synopsis of trips

- Schedule of trips
- List of trip types
    - 1 day field trip
    - Multi-day domestic
    - Multi-day international
- Training for students and parents
- Actions
    - Checklist of what goes into trip planning to create Standard Operating Procedures/Policy
    - Review with committee and Board
    - Lawyer to review policy.
    - Website page for Field Trips with all.

OPAPO/Fundraising

- Meeting representatives to increase communication back and forth with OPAPO.
- Fundraising guidelines
- List of fundraisers that have been done.
- List of ideas
- List of past donors
- List of future donors
- Actions
    - Volunteer uniforms
    - Volunteer at Harvest moon/Farmer's Market
    - Look at contacting Solomon, young Subaru, Patagonia. Letter explaining trips.
    - Sponsorships
    - More organized and clear fundraisers: why, does it fit brand, goal
    - Volunteer work experience. Trips sell oranges/potatoes. Need alternate.
    - Silent Auction.

Development Plan for Board Members

- Guidelines for training
- New member packet
    - All policies
    - What a board member is.
- Training schedule for existing Board members.
- Committee explanation and training from each committee head.
- Governance training.
- OPA history.
- Board member development
    - Guidelines
    - Attend 1-2 conference per year

- Information on UAPCS website under training

D. Governance

Not discussed.

VI. Policy Approval

A. IT Security Policy

N. Bowsher made a motion to approve the IT Security Policy.
S. Shupe seconded the motion.
The board **VOTED** unanimously to approve the motion.

B. Password Policy

N. Bowsher made a motion to approve password policy.
L. D'Hulst seconded the motion.
The board **VOTED** unanimously to approve the motion.

C. Data Governance Plan

S. Shupe made a motion to approve Data Goverance Plan.
L. D'Hulst seconded the motion.
The board **VOTED** unanimously to approve the motion.

D. Discipline and Behavior Policy

N. Bowsher made a motion to approve Discipline and Behavior Policy.
T. D'Hulst seconded the motion.
The board **VOTED** unanimously to approve the motion.

E. Unpaid Meal Charges Policy

T. D'Hulst made a motion to approve Unpaid Meal Charges Policy.
L. D'Hulst seconded the motion.
The board **VOTED** unanimously to approve the motion.
Board confirmed that accounts would not be sent to collections if a payment plan was in place.

VII. New section

A. Principal Bonus

The Principal evaluation matrix will be created to base future bonuses upon.
Currently, the Christmas bonus is not based on evaluation.
N. Bowsher made a motion to approve the Principal Christmas bonus for $3,000.
L. D'Hulst seconded the motion.
The board **VOTED** unanimously to approve the motion.

VIII. Closing Items

A. Adjourn Meeting

N. Bowsher made a motion to adjourn the meeting.
T. D'Hulst seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

L. D'Hulst	Aye
N. Bowsher	Aye
N. Neider	Absent
S. Ballard	Aye
S. Shupe	Aye
T. D'Hulst	Aye

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 5:40 PM.

Respectfully Submitted,
S. Ballard