APPROVED

Ogden Preparatory Academy

Minutes

OPA December Board Meeting

Date and Time
Thursday December 13, 2018 at 4:30 PM

Location
1415 Lincoln Avenue; 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
J. Rojas, L. D'Hulst, N. Bowsher, S. Ballard, S. Shupe, S. Zwygart, T. D'Hulst, W. Davis

Directors Absent
None

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

Directors who left before the meeting adjourned
S. Zwygart

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

Guests Present

Monty Hardy

I. Opening Items

A. Record Attendance and Guests

B. Call the Meeting to Order

N. Bowsher called a meeting of the board of directors of Ogden Preparatory Academy to order on Thursday Dec 13, 2018 at 4:33 PM.

C. Approve Minutes

S. Zwygart made a motion to approve minutes from the Board Hearing on 11-07-18 Board Hearing on 11-07-18.
L. D'Hulst seconded the motion.
The board **VOTED** unanimously to approve the motion.

II. Finance

A. Financial Review

Monty Hardy reviewed the Financial Summary and Budget Detail.
Drop in enrollment reduced the allotment numbers, but the budget has been adjusted to maintain final budget.
Monty Hardy provided copies of the Audit to Board members and reviewed.
The audit is done by Squire. Monty reviewed the audit, specifically the letters to the Board of Directors.
No material weaknesses were found. OPA complied with all state requirements.

T. D'Hulst arrived.
J. Rojas arrived.

B. Camera Upgrade Proposal

Kasey Kennington presented the need for additional cameras and/or upgrade of existing cameras on the North side of the building, the playground, and in the gymnasiums.
Bill Davis asked if there is value in the cameras being replaced. The cameras are old, and residual value is not anticipated.
The new cameras will interface better with the new recording equipment.
S. Ballard made a motion to approve the 2 camera bids.
W. Davis seconded the motion.
The board **VOTED** unanimously to approve the motion.

III. Board Training

A. Finance Training

- Boards are required to have 3 trainings each year.
  - Open Meetings Trainings (required)
  - 2 trainings on other topics.
- Monty reviewed the following:
  - Board Member's role and fiduciary duty.
    - Mission and Vision
    - Proper Care and Feeding of Director
    - Finance
    - Compliance
  - Basic charter school finance.
  - Questions Boards should ask.
  - How OPA compares to other schools.

IV. New section

A. FY20 Fee Schedule

Amie and Debbie proposed we wait on fee schedule proposal for Administration to review state regulations and prepare additional fee proposals for the board.
S. Ballard made a motion to table the vote on fee schedule.
S. Shupe seconded the motion.
The board **VOTED** unanimously to approve the motion.

V. CEO Bonus/Evaluation

A. Executive Session

T. D'Hulst made a motion to go to closed session to discuss the reputation, character, or mental or physical health of an individual, but not his or her professional competence.
S. Ballard seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

N. Bowsher	Aye
W. Davis	Aye
J. Rojas	Aye
S. Shupe	Aye
S. Ballard	Aye
T. D'Hulst	Aye
S. Zwygart	Aye
L. D'Hulst	Aye

B. Exit Closed Session

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

Roll Call

S. Shupe	Aye
N. Bowsher	Aye
J. Rojas	Aye
T. D'Hulst	Aye
S. Zwygart	Absent
S. Ballard	Aye
L. D'Hulst	Aye
W. Davis	Aye

S. Zwygart left.

C. CEO Bonus

S. Shupe made a motion to approve the bonus for Amie Campbell as discussed in closed session.
T. D'Hulst seconded the motion.
The board **VOTED** unanimously to approve the motion.

VI. Reports

A. CEO Report

- Administration has prepared for Title 1 monitoring visit.
- Middle year DIBELS testing will be in January.
    - A team has been assembled to administer the DIBELS assessments.
- i-Ready is our new math intervention system.
- MTSS (Multi-Systems of Support) is being developed.
- Leader in Me grant is under review. The Lighthouse Team is evaluating.
- Trauma Training. Staff watched movie: Paper Tigers. Teachers are now better identifying trauma in students.
- Enrollment is rebounding. Several students who left for Capstone and LLA are returning.
- Christmas Bonuses and some Stipends (sports and activities that have finished) will be paid out on December 20.
- School Improvement Plan is a living document, and the WIGS (Wildly Important Goals) have been adjusted.
    - WIGS are reviewed by administration at least monthly.
- Parent Nights for Responsibility Centered Discipline has been implemented in conjunction with Literacy Nights. We are working on expanding this program.
- Classroom Observations has been used with Observer Tab, a system for observing and evaluating teachers and staff.

- Amie does all Evaluations of Teachers. Other administrators perform observations.

• Academic Progress, Assessment.
- Amie has regular data meetings with each CTT to review their data with them. Amie reviews team protocols weekly and provides feedback.

• Literacy Goals are based on the Early Childhood System.
- Looking at Teaching Assistant impact.

• Mathematics
- Started distributing a monthly newsletter.
- Required all math teachers to take a Mathematical Mindsets course.
- i-Ready diagnostics were required.

• Parental and Community Partnerships
- Parenting support classes are being developed. Some have occurred.

• Digital Teaching and Learning
- Amie has been enrolled in a class at the University of Utah on Digital Teaching and Learning.
- Working on some Blended Learning opportunities in the Junior High.
- Working toward a 1-1 student-device in the Junior High.
- There is a secondary team that is doing focus groups and challenging teachers to embed blended learning into their classrooms.
- Will look at writing for the Digital Teaching and Learning Grant this Spring.

• Administrative meeting overhaul.
- Daily Standup - what supports are needed that day.
- Weekly Tactical; 1 hour meeting; conflict is encouraged.
- Monthly and Quarterly strategic meetings to develop more involved subjects.

B. Governance Committee Report

Arranged finance training from Monty Hardy.

C. Academic Excellence Committee Report

Nothing to report.

D. Development and Marketing Committee Report

Marketing committee met.
Kim Bowsher will donate time to develop a brand positioning report and needs assessment.
Committee will prioritize and present an RFI. If a company can not be found to take it on, a school committee will move forward.
A sponsorship packet is being developed.
Anticipate a sponsorship packet and plan developed by February.

E. Technology Task Force Report

Disbanded.

F. Finance Committee Report

Nothing to report.

G. Retention Task Force

Nothing to report.

H. Risk Assessment Task Force

Provided risk assessment to Board members.
Committee identified insurance and training gaps as well as recommendations.
Committee will meet in January to review the policy and procedures to see what needs to be adjusted.

VII. Closing Items

A. Adjourn Meeting

Next Board Meeting: January 24. Meeting 4-5 pm. Dinner with spouses thereafter.

February: committee reports and goal updates.
There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 6:20 PM.

Respectfully Submitted,
N. Bowsher