APPROVED

Ogden Preparatory Academy

Minutes

OPA Board Meeting

Date and Time
Thursday March 19, 2020 at 12:00 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
N. Bowsher (remote), S. Shupe (remote), S. Zwygart (remote), T. D'Hulst (remote), W. Davis (remote)

Directors Absent
J. Rojas, S. Ballard

Ex Officio Members Present
D. Deem, K. Kennington (remote), S. Mathers

Guests Present
Spencer Adams, Stephanie Wright, Teryl Young

I. Opening Items

A.

Record Attendance and Guests

B. Call the Meeting to Order

W. Davis called a meeting of the board of directors of Ogden Preparatory Academy to order on Thursday Mar 19, 2020 at 12:03 PM.

C. Approve Minutes

N. Bowsher made a motion to approve the minutes from OPA Board Meeting on 02-20-20.
T. D'Hulst seconded the motion.
The board **VOTED** unanimously to approve the motion.

II. Public Comment

A. Opportunity for Public Comment

No public in attendance.

III. Finance

A. Financial Review

Spencer Adams reviewed the Financial Reports as of End of February, 67% through the year.
Local Revenues are ahead of forecast.
State Revenues are on track.
Federal Revenues should be able to be requested soon.
Expenses are on track. Technology and Furniture are ahead due to front loading.
PTIF is generating interest revenue. No additional funds were transferred this period.
Overall finances are strong.
Other schools are not as financially sound to be able to transfer money to the PTIF.
Discussion about changes in expenses and parent feedback.
Should be seeing virtual field trip and digital workshop options coming out from local vendors such as the Nature Center.

B. RCD Training

2 days staff training.
1 parent night.
Supplies.
We have done the training with the staff in the past, it has been very effective. This is the first time we have offered the parent night. We will look at the distribution of parent books, either at cost of free to attendees.
We looked at options for train the trainer, and will pursue more information.

Funding comes from MTSS and General Fund.
S. Zwygart made a motion to approve the Responsibility Centered Discipline training for $11,950.
N. Bowsher seconded the motion.
The board **VOTED** unanimously to approve the motion.

C. PTIF Resolution

Spencer explained that Laura D'Hulst is listed on the PTIF resolution, so it needs to be changed.
(Laura D'Hulst is no longer on the Board)
We need 2 members. Spencer and Debbie can remain. There was a discussion on whether there should be Board member on the resolution which would require more frequent changes.
T. D'Hulst made a motion to remove Laura D'Hulst from the PTIF account leaving Debbie Deem and Spencer Adams.
S. Shupe seconded the motion.
The board **VOTED** unanimously to approve the motion.

IV. School Update

A. Administrative Board Report

Elementary teachers were asked to make phone calls. Specials and Junior High were instructed to reach out via email and get a response. If no response through email, then follow up with phone call. Many teachers have completed their contacts. We are working on a plan for further dismissal or closure. Tyler requested a short and long term contingency plan.
Teaching Assistants plan has been revised. TAs are asked to stay home, and will be paid their average wages.
School lunch is continuing. Our numbers have picked up. Tyler requested we get pictures of lunch service to get it out.
No plan for library hours currently. There are fee books available for pick up. Katherine Witt sent out virtual library resources.
We are providing pantry packs to families, particularly on Fridays. We are working with Catholic Community Services to get additional supplies. If we need more we can reach out for donations, or the school can support.
Office hours: Bill can forward the phones to homes, so it appears that they are being called to and from the school. Put something on the door, and communicate digitally.

B. Annual Progress Report - Special Education

Table to April for discussion.
T. D'Hulst made a motion to Annual Progress Report to next Board meeting.
S. Shupe seconded the motion.
The board **VOTED** unanimously to approve the motion.

C. School Land Trust Plan Discussion

For Dismissal device check out: 250+ students checked out Chrome books at the Elementary, and 2/3 of Junior High students.
Discussion on the goals and purchases, and how they would be distributed.

S. Shupe made a motion to approve the School Land Trust Plan for $135,711.
T. D'Hulst seconded the motion.
The board **VOTED** unanimously to approve the motion.

D. Spain Trip Discussion

We have expended $4,100 for the airline down payment. We can refund paid funds, but not fundraised funds. Fundraised funds should be used for field trips.
T. D'Hulst made a motion to cancel the Spain trip for FY20.
S. Zwygart seconded the motion.
The board **VOTED** unanimously to approve the motion.

E. Job Descriptions for Principals and Director

T. D'Hulst made a motion to table Job Descriptions for Principals and Director to next Board meeting.
S. Zwygart seconded the motion.
The board **VOTED** unanimously to approve the motion.

V. Policies

A. Fee Schedule

N. Bowsher made a motion to approve updated fee schedule.
T. D'Hulst seconded the motion.
The board **VOTED** unanimously to approve the motion.

B. Conflict of Interest Policy and Disclosure

Conflict of interest information has to be included in the School Land Trust information. The policy could be uploaded.
N. Bowsher made a motion to approve the updates to the Conflict of Interest Policy and form.
T. D'Hulst seconded the motion.
The board **VOTED** unanimously to approve the motion.

C. Parent and Student Handbook changes

T. D'Hulst made a motion to approve the Student and Parent Handbook with discussed amendment.
S. Zwygart seconded the motion.

Minor changes in the Parent and Student Handbook. Stephanie reviewed the changes.
Amend: Teryl's role to be Vice Principal, Elementary.
The board **VOTED** unanimously to approve the motion.

D. Business Travel and Expense Reimbursement Policy

N. Bowsher made a motion to approve the updated Business Travel and Expense Reimbursement Policy.
T. D'Hulst seconded the motion.
The board **VOTED** unanimously to approve the motion.

VI. Other Business

A. Discussion

Nick has received 2 Board Member applications. He will setup interviews in April in conjunction with the Board Meeting. Nick will send out information on Board candidates.

VII. Closing Items

A. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 1:13 PM.

Respectfully Submitted,
W. Davis