APPROVED

Ogden Preparatory Academy

Minutes

OPA Board Meeting

Date and Time
Wednesday June 17, 2020 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
M. Ward, N. Bowsher, S. Mejeur, S. Zwygart, T. D'Hulst, W. Davis

Directors Absent
None

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

Guests Present
Andrew Smith, Elizabeth Callison, S. Adams, S. Wright, T. 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 Wednesday Jun 17, 2020 at 4:30 PM.

C. Approve Minutes

N. Bowsher made a motion to approve the minutes from OPA Remote Board Meeting on 05-21-20.
S. Zwygart seconded the motion.
The board **VOTED** unanimously to approve the motion.

D. Approve Board Meeting Minutes

N. Bowsher made a motion to approve the minutes from OPA Remote Board Meeting on 06-04-20.
S. Zwygart seconded the motion.
The board **VOTED** unanimously to approve the motion.

II. Public Comment

A. Opportunity for Public Comment

No members of the public present.

III. Finance

A. Financial Review

Spencer Adams reviewed the FY20 Financial report.
Ratios are looking great. We have improved very well in the last few years. Spencer explained each ratio and their goals along with the bond covenants.
We are waiting for the Legislature's decision on finance for next year.
We do not anticipate taking funds out of the PTIF; however, it is accessible if we need it.
We have not made any transfers to the PTIF fund in the last 2 months. The PTIF is a state investment fund.

B. Approve final FY20 budget.

N. Bowsher made a motion to approve FY20 final budget.
T. D'Hulst seconded the motion.
The board **VOTED** unanimously to approve the motion.

C. Approve FY21 Budget

Uncertain on revenues. We budgeted with an expected 2% decrease. This decrease hit our line items in various ways. Some line items were not impactful on us.

The FY21 budget will change once actual numbers are received.
We budgeted with a 2.1% operating margin. Days cash on hand is still strong. Bond covenants are secure.

T. D'Hulst made a motion to approve proposed FY21 budget.
N. Bowsher seconded the motion.
The board **VOTED** unanimously to approve the motion.

D. Approve FY21 Grant Budgets

N. Bowsher made a motion to FY21 budget detail for grants.
S. Zwygart seconded the motion.
The board **VOTED** unanimously to approve the motion.

E. School Revenue Bonds Form of Authorized Users update

N. Bowsher made a motion to approved authorize users to Stephanie Mathers, William Davis and correct Kasey's title and leave Debbie.
T. D'Hulst seconded the motion.
The board **VOTED** unanimously to approve the motion.

F. Property and Liability Insurance

S. Zwygart made a motion to approve the insurance coverage for $34,792 with the stipulation of adding additional amount up to $500 for the crime insurance.
M. Ward seconded the motion.
Discussed the bond vs. insurance. Treasurer will be updated.
Discussed School Land Trust.
The board **VOTED** unanimously to approve the motion.

G. Painting Project

N. Bowsher made a motion to Wall to wall painting contract for $11,012.
T. D'Hulst seconded the motion.
Discussed maintenance plan.
The board **VOTED** unanimously to approve the motion.

H. Purchase of chromebook carts

N. Bowsher made a motion to approve purchase chrome carts through Dell $4,431.96.
S. Zwygart seconded the motion.
Discussed difference between CDW and Dell carts. Dell
The board **VOTED** unanimously to approve the motion.

I. Technology Purchases

T. D'Hulst made a motion to approve the audio cost from Trox $7,417.40.
M. Ward seconded the motion.

Headphones are needed for the elementary. Earbuds are for the 5-9.
Students prefer white earbuds.
The board **VOTED** unanimously to approve the motion.

J. Smart Boards

S. Zwygart made a motion to approve the smart board purchase for $21,639.40.
S. Mejeur seconded the motion.
Add 4 Smart Boards to the Elementary.
Budgeted in the School Land Trust Plan.
Discussion on benefits of smart boards.
The board **VOTED** unanimously to approve the motion.

K. Zearn Math Curriculum Supplement

N. Bowsher made a motion to approve the Zearn math curriculum supplement for $6,510.
S. Mejeur seconded the motion.
Zearn is a math curriculum supplement to support Engage NY. We get a school wide account, professional development, and teacher answer keys.

The board **VOTED** unanimously to approve the motion.

L. Wonders Supplement Materials

T. D'Hulst made a motion to approve the additional Wonders materials $9,973.34.
M. Ward seconded the motion.
Add to our Wonders inventory to support the restructuring of 5th and 6th grades. Younger grades want supplement/consumable materials.
The board **VOTED** unanimously to approve the motion.

M. 7 Habits and AVID annual contracts

N. Bowsher made a motion to approve the 7 habits annual dues $7,500 approve the AVID secondary, elementary and district director costs of $10,099.
T. D'Hulst seconded the motion.
The board **VOTED** unanimously to approve the motion.

IV. School Update

A. State of the School and Goals

Reviewed the Administrative Board Report.
We still have about 20 devices that are still checked out.

B. School Improvement Plan

N. Bowsher made a motion to approve school improvement plan for FY21.
S. Mejeur seconded the motion.

Administration reviewed last year's plan and needs.
Reviewed goals in the plan.
The board **VOTED** unanimously to approve the motion.

C. Fraud Risk Assessment

Fraud Risk Assessment was presented.

D. SCSB Distance Program Form

N. Bowsher made a motion to allow Debbie to digitally sign in behalf of William Davis.
T. D'Hulst seconded the motion.
The board **VOTED** unanimously to approve the motion.

E. Psychological Services Contract

N. Bowsher made a motion to approved the psychological services contract with Richard Hagan for $115/hour.
S. Zwygart seconded the motion.
Beth Callison is getting her certification to work under a psychologist. We have purchased the testing materials.
The board **VOTED** unanimously to approve the motion.

F. Utah Institute on Special Education Law conference

FYI. Beth Callison invited Board members to go. Email Beth Callison if you are interested.

G. Administrative bonus, salary and agreements.

S. Zwygart made a motion to go to closed session to protect the privacy of an individual.
T. D'Hulst seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

S. Zwygart	Aye
T. D'Hulst	Aye
S. Mejeur	Aye
W. Davis	Aye
M. Ward	Aye
N. Bowsher	Aye

T. D'Hulst made a motion to come out of closed session.
N. Bowsher seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

S. Mejeur	Aye
M. Ward	Aye
N. Bowsher	Aye
T. D'Hulst	Aye

Roll Call
W. Davis Aye
S. Zwygart Aye
S. Zwygart made a motion to approve the administrative bonus and salary agreements as discussed in closed session.
S. Mejeur seconded the motion.
The board **VOTED** unanimously to approve the motion.

V. Board Leadership

A. New Board Leadership

N. Bowsher made a motion to approve Board leadership as discussed.
S. Mejeur seconded the motion.
New Board Leadership:
Chair: William Davis
Vice Chair: Stefanie Zwygart
Past Chair: Tyler D'Hulst
Treasurer: Stefanie Zwygart
Secretary: Molly Ward
The board **VOTED** unanimously to approve the motion.

VI. Board Training

A. Board Training Requirements and review

Reviewed options of available trainings.

VII. Policies

A. Student Education Records Management Policy

N. Bowsher made a motion to approve Student Education Records Management; Attendance and Membership, and Purchasing and Disbursement policies as revised.
S. Zwygart seconded the motion.
The board **VOTED** unanimously to approve the motion.

B. Membership and Attendance Policy

C. Purchasing and Disbursement Policy

VIII. Other Business

A. Schedule a Board meeting end of July or beginning of August.

July 28 at 4:30 pm

B.

Discussion

IX. 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 6:35 PM.

Respectfully Submitted,
W. Davis

B. Board Planning Retreat