



North Davis Preparatory Academy  
**BOARD MEETING MINUTES**  
Wednesday, August 7, 2013

**Location:** Elementary Library, 1765 W. Hill Field Rd., Layton, UT 84041

**In Attendance:** Jennifer Bazzano, Debby Gomberg (Principal), Bevany Garfield, Deanna Billings, Linda Larsen, Rita Brock, Dawn Kawaguchi (AW), Trent Brown (AW), Ryan Robinson, Quinn Hanamaikai (6:04 p.m. via phone), and Ryan Arrington (AW, 6:25p.m. via phone)

VISION:

North Davis Preparatory Academy students develop a love of learning, experience high academic achievement, and enjoy high bi-literate proficiency.

BOARD CONSTITUTION:

- We will Govern, not Manage. We will set the direction and goals for the school, but we will not micromanage the day to day administration of the school.
- We will speak with "One Voice". We will recognize that our authority is only valid as a group and not as individuals. We will not use our position on the Board to promote our own personal agendas.
- We will make the Spanish language a key element of our school.
- We will make decisions that will keep NDPA financially stable.
- We will review our Charter before making any dramatic changes to school policy.

**BOARD MEETING MINUTES**

**6:00 PM – INTRODUCTORY ITEMS**

- ❖ Welcome and Introductions – Jennifer Bazzano
- ❖ Pledge of Allegiance
- ❖ Vision – Bevany Garfield
- ❖ Board Constitution – Deanna Billings

**REPORTS**

- ❖ **Principal Report** – Debby reported on enrollment, teacher/staff new hires, registration and miscellaneous items that have come together to be ready for the new school year. She reported that she hasn't received any test scores for last year.
- ❖ **POET Report** – Bevany Garfield
  - A lot of new board members this year – great retreat and planning meeting
  - Clothing exchange which had a great turn out of volunteers – more than we've ever had and needed
- ❖ **Board Report**
  - Set 2013-2014 Board Goals – Jen asked for the board's feedback on the principal & AW evaluation that Kristin did last year. She stated that she has reviewed the evaluation and she doesn't think that it needs to be changed. The preliminary goals that were discussed in the retreat were the following:
    1. Improve growth scores and mitigate any fallout from a negative score
    2. Improve 6<sup>th</sup> Grade retention number

In compliance with the Americans with Disabilities Act, persons needing auxiliary communicative aids and services for these meetings should call Dawn Kawaguchi at 801-444-9378, giving at least three working days notice.

### 3. Higher financial rating

There was a typo that Dawn will fix on the minutes. There was a discussion on these goals. Jen isn't happy with the wording of the first goal. She would like Debby to ask her teachers what kind of goals that they would like to make before making the board goals. Debby stated that she has asked the teachers to write letters to her on their personal goals for the year like she did last year. She will do a recap of these letters and send it out to the board. Jen would like to readdress the goals in October after Debby gathers her teachers "letters".

#### ❖ **Academica West Report**

- Update on Budget and Audit – Ryan briefly reported on the process of the budget, where the funding comes from and how he and Debby work together on the budget. Auditors will be coming in next Monday to start the auditing process. It will take about four or five weeks to complete this process. They will start at the school and then work mostly with AW. Ryan stated that the audit committee, which is the board president and financial coordinator, have been invited to call in to speak with Eide Bailly

#### **Jennifer Bazzano made a motion to approve the CONSENT ITEMS with the one word change from "gross the growth" on the minutes. Motion passed unanimously.**

#### ❖ Ratify New Hires

- Alaina Younger – 3<sup>rd</sup> Grade
  - Noelle Ulman – 4<sup>th</sup> Grade
  - Shelli Chrisianse – 5<sup>th</sup> Grade ½ time
  - Dave Banner – Spec Ed
  - Jean Britton – Secretary
  - Candace Hamblin – Secretary
  - Amanda Stringham – Intervention
  - Catherine VanDyke – Staff Asst
  - Julie Wall – Staff Asst (replacing Brandy Smith)
- ❖ Approve June 25, 2013 Board Retreat Minutes
  - ❖ Approve June 28, 2013 Electronic Board Meeting Minutes
  - ❖ Ratify the 2012-2013 Final Amended Budget
  - ❖ Approve July 2, 2013 Electronic Board Meeting Minutes
  - ❖ Ratify Jr. High carpet for the stairs not to exceed an amount of \$12,000
  - ❖ Ratify 2013-2014 Board Meeting Calendar

#### **BUSINESS ITEMS (To Be Voted Upon During Board Meeting)**

- ❖ Discuss and Vote on the Board Evaluation – There was no further discussion. **Jennifer Bazzano made a motion to approve the Board Evaluation. Motion passed unanimously.**
- ❖ Discuss and Vote on Extreme Green Rate Sheet – Debby stated that she would like to bring the rate sheets for Extreme Green (who does the landscaping and snow pushing) and Toone Cleaning (who does the janitorial of both buildings). The reason for this is because if for some reason the invoice goes above \$5,000 in one month – you will know what the rate is and it won't have to come to the board for approval. Trent went on to explain that this year because of heavy snow we had to bring an invoice to the board for approval. If the rate sheet is approved by the board then the bookkeeper will just check to make sure that the rates are in line. If the invoice is over \$5,000 but is in line with the approved rate sheet, it will not have to come to the board and it will just be paid. **Jennifer Bazzano made a motion to approve the Extreme Green and Toone Cleaning Rate Sheets. Motion passed unanimously.** Quinn asked if there were any discounts for paying early. Trent will look into this.
- ❖ Discuss and Vote on Toone Cleaning Rate Sheet – See info above.

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*NOTE: Debby wanted to go back and briefly explain the 2013-2014 Board Meeting calendar. She scheduled three additional electronic board meetings. Dawn will send out outlook invites for all of these dates with the calendar items. There was a brief discussion on the process that the agenda is set.*

- ❖ *Discuss and Vote on Building Rental Policy Revision A* – Debby explained that she worked with Gabe to make a few minor changes to reflect the fact that the board owns the buildings instead of leases them. The fees had minor changes as well. Debby stated that we rarely rent out the building. **Jennifer Bazzano made a motion to approve the Building Rental Policy Revision A. Motion passed unanimously.**
- ❖ *Discuss and Vote on Herrmann, LLC Contract Services not to exceed \$78,000* – Debby posted a RFB and Mariam was the only one who submitted a bid. She explained that Mariam is now going to be working through a contract since she is going to be traveling back and forth to California. **Jennifer Bazzano made a motion to approve the Herrmann, LLC Contract Services not to exceed \$78,000. Motion passed unanimously.**

**OTHER BUSINESS ITEMS (Items for Discussion Only)**

- ❖ *Calendar Items* – Jen explained that before the next board meeting she would like to get the board goals solidified to be voted on in October. Debby reminded the board of the Open Meeting laws with emails.
  - Next Board Meeting – October 2, 2013
- ❖ *Updated Bios for Board Webpage* – Jen asked everyone to update their bios. She will send out email reminders with a sample of how she would like it to be formatted.

*Debby reminded the board that if you do not come and get your picture taken on September 5<sup>th</sup> to send in a professional picture to display in the elementary building.*

**There was no PUBLIC COMMENT.**

**7:03 PM – Jennifer Bazzano made a motion to ADJOURN. Motion passed unanimously.** (Duration 1:03:04)