



# North Davis Preparatory Academy

## ***BOARD MEETING MINUTES***

Wednesday, October 2, 2013

**Location:** Jr. High Library, 1591 W. Hill Field Rd., Layton, UT 84041

**In Attendance:** Debby Gomberg (Principal), Linda Larsen, Deanna Billings, Ryan Arrington (AW), Trent Brown (AW), Gabe Clark (AW), Dawn Kawaguchi (AW), Camille Bagnani (SB President), Bevany Garfield, and Jennifer Bazzano

**Excused:** Rita Brock and Quinn Hanamaikai

### 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**

### **6:08 PM – INTRODUCTORY ITEMS**

- ❖ Welcome and Introductions – Jennifer Bazzano
- ❖ Pledge of Allegiance
- ❖ Vision – Bevany
- ❖ Board Constitution – Linda

### **REPORTS**

- ❖ **Student Report** – Camille Bagnani (*SB President*)
  - So far the 2013-2014 year has gotten off to a good start
  - Pride Week – we had a different color assigned for each day which was based off of a speech Camille did on colors and how they have meaning
  - Our hallways are very crowded due to too many students talking in between class
  - Everyone is getting back into the groove of school and taking pride in their work
  - Meet, Greet & Eat – this was an after school event put on by the student government where everyone could eat, hang out and listen to music (*a get to know you type event*)

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.

*Debby mentioned that Camille has a special poise and vision. During Spirit Week, Debby could feel that it was different in the Jr. High. Camille has a special bond with the students and her speeches are definitely heard. Debby stated that Camille's future will certainly have leadership in it.*

❖ **Principal Report** – Debby Gomberg

- The final October 1 count is 1,007. There was discussion on the pattern of influx in students this year. Debby stated that the new Spanish program has been implemented in the 1<sup>st</sup> and 2<sup>nd</sup> grades. There was a brief discussion on why students leave NDPA before ninth grade.

❖ **POET Report** – Bevany Garfield

- The year has started off very good.
- The Fun Run was our biggest yet. We ordered over 700 t-shirts. It was huge.
- Carnival coming up next weekend. We have changed it up this year. The carnival will be in the Jr. high this year. We will have some new games to get the older kids involved.

**Jennifer Bazzano made a motion to approve the CONSENT ITEMS. Motion passed unanimously.**

❖ Ratify New Hires

- Susan Elbrader – new cafeteria worker
- Misty Smith – new playground monitor at the elementary

❖ Approve August 7, 2013 Board Meeting Minutes

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

- ❖ *Discuss Administrative Policies* – Jen stated that this board governs and stays away from the day to day managing of the school. Our policies are different than most schools. Debby explained that the state is requiring some policies. Debby also stated that E-Rate is requiring policies to receive the funding. There was a brief discussion on how long we will be eligible to receiving this federal funding from E-Rate. Debby is recommending that the board approve a proclamation for all E-Rate policies to be administrative policies and have Trent be the designated school signer for E-Rate. There was a discussion on whether or not that E-Rate will accept the proclamation. Dawn will adjust the E-Rate Proclamation to only have Jennifer sign it instead of the entire board. Debby reviewed the following Board policies: Cash Handling Policy, Donations & Fundraising Policy, Ethics Policy and Procurement Policy. Three of these policies have a corresponding Administrative policy that explains the procedures of the policy. There was a discussion on the current Financial Contribution Policy that the school has in place which is similar to the Donations & Fundraising Policy. Debby is recommending that these two policies be combined as the Donations & Fundraising Policy and rescind the Financial Contribution Policy. There was a discussion on the school being a tax exempt 501c3 and how that would affect this policy. There was discussion what items should be in the board policy and the administration policy. Gabe and Debby will look at the Purchasing and Disbursement Policy to see if they can combine it with the Procurement Policy. The final recommended policies will be sent out to the board before the electronic board meeting.

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- ❖ Discuss E-Rate Proclamation – See above for details.
- ❖ Discuss and Vote on Amended 2013-2014 Annual Budget – Ryan reviewed the amended budget. Ryan and Debby have been tracking the salaries for the each employee to make this budget more precise. The major changes are in salaries and the restricted funds. There will still be another amended budget next month to reflect the October 1 count. Ryan noted that there were a couple of revenue calculation errors on the IDEA budget. He excluded 2014 funding for School-aged (\$216,461) and CEIS (\$43,217). Ryan has asked to include these adjustments in the motion. **Jennifer Bazzano made a motion to approve the Amended 2013-2014 Annual Budget with the changes discussed in the IDEA section making the School-aged funds \$216,461 and CEIS \$43,217 making the total revenue there \$439,740. Motion passed unanimously.**
- ❖ Discuss and Vote on Utah Consolidated Application Plan – Debby reviewed the Utah Consolidated Application Plan budget by each individual plan. **Jennifer Bazzano made a motion to approve the Utah Consolidated Application Plan including Title IA Plan, Title IIA Plan, Accelerated Students Program Plan, Enhancement for At-Risk Students Plan, Early Childhood: K-3 Reading Achievement Plan, IDEA Plan, CEIS Plan, IDEA Preschool Plan. Motion passed unanimously.**

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

- ❖ Calendaring Items – Jennifer Bazzano
  - Schedule Electronic Board Meeting to approve policies on October 10<sup>th</sup> @ 9 a.m.
  - Reschedule Next Board Meeting to December 3, 2013 (Holiday dinner)

#### **There was no PUBLIC COMMENT**

**7:32 PM – Jennifer Bazzano made a motion to ADJOURN. Deanna Billings seconded the motion. Motion passed unanimously. (Duration 1:24:25)**

*After the meeting was adjourned Debby informed the Board that the school received a UCAS grade of a “B” for the 2012-2013 School Year.*