



North Davis Preparatory Academy
BOARD MEETING MINUTES
Wednesday, February 6, 2013

Location: K-4 Library, 1765 W. Hill Field Rd., Layton, UT 84041

In Attendance: Kristin Elinkowski, Dawn Kawaguchi (AW), Brad Taylor (AW), Trent Brown (AW), Jennifer Bazzano, Deanna Billings, Debby Gomberg (Principal), Bevany Garfield (POET Co-Chair), Shawn Hart (9th Grade Rep) and Linda Larsen

Excused: Kathy Thornburg

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 – Kristin Elinkowski
- ❖ Pledge of Allegiance
- ❖ Vision – Linda Larsen
- ❖ Board Constitution – Deanna Billings

REPORTS

- ❖ **Student Report** – Shawn Hart
 - Masquerade Dance on Friday. We will be serving cotton candy and there will be a faculty dodge ball game
 - Shawn jumped at the Polar Plunge. He got caught up on the bottom of the river. The event made the front page of the Standard Examiner
 - There is a Spain meeting tonight.
- ❖ **Principal Report** – Debby will save her report for the satellite discussion.
- ❖ **POET Report** – Deanna Billings
 - At the beginning of the year, the POET board set a goal to get all the parents to volunteer their 30 hours. We have started to send out emails to families with low hours and we are getting an amazing response. We are trying to find good fits for them so that everybody can get their hours.

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- We have the auction coming up and we are working like crazy to get ready for it.
- Debby added that this year we were able to get a list of all of the families and their contact information from SIS. She also stated that there were many parents helping with the Polar Plunge that had Kindergarteners. *(There was a brief discussion on changing the charter on requiring parents to volunteer a minimum of 30 hours).*

❖ **Academica West Report**

- Review 2012-2013 Annual Budget as of January 18, 2013 – Brad briefly reported on the budget as of January 18th. We are about through half of the year so most items are at about 50%. The state has lifted their hold on the restricted funds and now we should be able to start drawing down on these. Debby explained that she will be spending some money from last year's School LAND Trust plan. We may have a couple of Electronic Board Meetings to approve these purchases as well as approve the School LAND Trust Plan for next year. There was discussion on surplus and the Board Spain scholarship money and how to easily show it on the budget.
- **AW Monthly Report** – Trent Brown
 - ✓ Brad wanted to let the board know that representatives from your bond holder are going to be in town next week and would like to visit your buildings on Wednesday. They are requesting Debby and some AW folks to be available to talk to. They didn't ask for board members but you can certainly be here. There are a few things that they are requesting to review such as your last parent survey. AW will work to gather those requests.
 - ✓ Brad has also been attending meetings down at the state on the average daily membership (ADM). There was a discussion on how this would affect the school.
 - ✓ Brad gave a brief update on education related items are going on in the legislature.
 - ✓ Kristin stated that February 11th is a day to support charter schools at the capital.
 - ✓ Continued UCA revisions by Echo
 - ✓ Continued SIS updates and training by Trish
 - ✓ Debby loves AW monthly Principal meetings that inform administration of all the new requirements and changes at the state. AW attends the state meetings then consolidates all information and disseminates it to administrators.
 - ✓ Charter Day on the Hill is Monday, February 11th from 11-1
 - ✓ AW is working with Risk Management on the Polar Plunge
 - ✓ HR works on teacher's visas and teacher certifications
 - ✓ DWA preprints
 - ✓ December 1 count for SpEd funding
 - ✓ Pulled all new student state ID's
 - ✓ Norma gave a glowing review of NDPA and her relationships with the school specifically working Karyn Baker. Karyn has great procedures in place that makes Norma's job very easy.
 - ✓ Trent meets with Debby to work through ideas such as 9th grade seminary, retention, etc.
 - ✓ Continued work on eRate (funding you receive from feds on communication)
 - ✓ Linda really likes the percentages columns on the budget

CONSENT ITEMS

- ❖ Approve the December 5, 2012 Board Meeting Minutes – There was a brief discussion on the December minutes. Kristin asked Dawn to go back and listen to the minutes on the auditor discussion and include the board inquiries. **Kristin Elinkowski made a motion to table the December 5, 2012 Board Meeting Minutes. Motion passed unanimously.**

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- ❖ **Kristin Elinkowski made a motion to approve January 17, 2013 Work Session Minutes. Motion passed unanimously.**
- ❖ **Kristin Elinkowski made a motion to accept 2012-2013 Annual Budget as of January 18, 2013. Motion passed unanimously.**

BUSINESS ITEMS (To Be Voted Upon During Board Meeting)

- ❖ *Discuss and Vote on Adding a Satellite School* – Kristin asked each board member what their feelings were on adding a satellite school since she wasn't able to attend the work session discussion last month. There was a discussion on the budget, leadership and board stability. Kristin led a discussion on the pros and the cons of adding a satellite school. **Kristin Elinkowski made a motion to add a Satellite School. All votes were opposed to the motion. Motion did not pass.**
- ❖ *Discuss and Vote on the 2013-2014 School Calendar* – Debby thanked Bevany Garfield for single handedly making this calendar work. Debby explained that there are a couple of criteria's for the school calendar. One is that the students must attend 180 days in which each day has to be a minimum of four hours of instruction. Secondly, the students must have a minimum of 990 instructional hours. Debby briefly reviewed the 2013-2014 school calendar. There was a discussion on setting procedure on snow days and how the school can get the information out to the parents. Debby informed the board that community council, POET and faculty have all had a chance to weigh in on this calendar. **Kristin Elinkowski made a motion to approve the 2013-2014 School Calendar. Motion passed unanimously.**

OTHER BUSINESS ITEMS (Items for Discussion Only)

- ❖ *Discuss Board Vacancies* – Kristin stated that with the two vacancies for next year, we need to decide how we are going to fill these vacancies. There was a discussion on how the interviewing process has gone in the past. The board will appoint to fill Kristin's position and post and interview for Kathy's open position. Dawn will send out a draft posting to the board. Once the board approves the posting, Dawn will post on the website as well as send it to Lori and Karyn to post at the school. Debby stated that this board has been the most functional board that she has worked with and she thanked them for letting her do her job.
- ❖ There was a discussion on the Spain trip and the school's liability of the students and chaperones. Trent will have Gabe look into this and get back with the board.
- ❖ *Calendar Items* – Kristin Elinkowski
 - Next Board Meeting – March 27, 2013
 - Schedule Summer Retreat Date – Move to an August date once new board members are chosen.

There was no PUBLIC COMMENT.

7:56 PM – Kristin Elinkowski made a motion to ADJOURN. Motion passed unanimously.

(Duration 1:54:04)

February Action Items:

1. Send the Board Announcement draft to the board for approval – **Dawn**
2. The board would like to know about the school's liability for the Spain trip – **Trent/Gabe**

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