



North Davis Preparatory Academy
BOARD MEETING MINUTES
Wednesday, March 27, 2013

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

In Attendance: Kristin Elinkowski, Jennifer Bazzano, Deanna Billings, Kathy Thornburg, Debby Gomberg (Principal), Ryan Arrington (AW), Trent Brown (AW), Dawn Kawaguchi, Bevany Garfield (6:59 p.m.) and Dan Sachse (Counselor, 7:51 p.m.)

Excused: Linda Larsen

Board Candidates: Quinn Hanamaikai, Nicholas Dragon, Aubrie Ramos, Rita Brock and Shannon Keeny

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

BOARD INTERVIEWS – The Board interviewed prospected candidates. Each candidate was asked the same set of questions put together by the Board. The board also answered questions by the candidates regarding the school and the position.

7:10 PM – Kristin Elinkowski made a motion to go into a CLOSED SESSION to discuss an individual's character, professional competence, or physical or mental health. The votes were as follows:

Kristin Elinkowski – Aye
Jennifer Bazzano – Aye
Deanna Billings – Aye
Kathy Thornburg – Aye

Motion passed unanimously.

7:51 PM – Kristin Elinkowski made a motion to leave the closed session return to the open session.

The votes were as follows:

Kristin Elinkowski – Aye
Jennifer Bazzano – Aye
Deanna Billings – Aye

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Kathy Thornburg – Aye
Motion passed unanimously.

7:51 PM – INTRODUCTORY ITEMS

- ❖ Welcome and Introductions – Kristin Elinkowski
- ❖ Pledge of Allegiance
- ❖ Board Constitution – Kathy Thornburg

REPORTS

- ❖ **Principal Report** – Debby introduced the school counselor, Dan Sachse, who will be presenting the Comprehensive Guidance Report.
 - Comprehensive Guidance Report – Dan briefly went over the Comprehensive Guidance Review. Every three years, the school will be reviewed by the state. This year was the interim review which is where the school rates itself on a scale of 1-3. The last time that this was done, there were twelve standards, there are now ten standards. He reviewed the scores the school rated itself.
 - ✓ Every Student – 3
 - ✓ Data & Program Effectiveness – 2.5
 - ✓ Plan for Career and College Ready (CCR) – 3
 - ✓ Career Exploration and Development – 3
 - ✓ School Guidance Curriculum – 3
 - ✓ Responsive Services & Drop Off Prevention – 3
 - ✓ Program Leadership and Management – 3
 - ✓ Interschool Communication – 3
 - ✓ Time Allocation and Counselor Role – 2.5
 - ✓ Comprehensive Counseling and Guidance Training – 3

Debby explained that this was a self rating but we invited two outside counselors. Debby stated that Dan did a beautiful job with this. She also stated that we reviewed ourselves as a team. Kristin thanked Dan for his hard work. Dan was excused at this time.

 - Since Shawn was unable to attend the board meeting to report on the Spain trip, Debby gave a brief review. This was the best group of students. Debby reported that the students were very well behaved. The students bonded together as a group and it was a great experience for them.
- ❖ **POET Report** – Deanna Billings
 - We had a fantastic Art Auction this year. It was our best yet (in attendance and money made).
 - This has been a great year!
 - Musical coming up
 - Our after school programs are so strong with Mad Science and karate. The K-4 is going to have a choir since they weren't able to a musical
 - Working on families with 0-5 volunteer hours which is working with some
- ❖ **Academica West Report**
 - Review 2012-2013 Annual Budget as of February 28, 2013 – Ryan briefly reported on the budget as of February 28th. He highlighted a couple of areas of the budget. The school is operating at a surplus and the school is exactly where it should be in terms of receiving money from the state. Ryan added a percentage column to show what how much money of the budgeted amount the school has spent to date. There was a brief discussion on the final amended budget and the possibility of having an electronic board meeting at the end of June to approve that. Ryan stated that he and Jennifer have met and reviewed the budget before the board meeting. There was a brief discussion on the emails Kristin receives from the state when the school is awarded money.

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- AW Monthly Report – Trent Brown
 - ✓ Review of State Reports that AW turns in on a daily basis – Trent reviewed a sample UTREX weekly report. He explained that this report is updated daily. There was a discussion on the different reports that AW is responsible for turning into the state.
 - ✓ Review of AW annual facility maintenance report – Trent briefly reviewed the maintenance work orders that the administration requested for this year so far. This is included as part of the AW service. Trent and Jay review all work orders and look for patterns. Debby stated that Trent does a great job of being proactive on maintenance issues.

Kristin Elinkowski made a motion to approve the CONSENT ITEMS. Motion passed unanimously.

- ❖ Approve December Approve December 5, 2012 Minutes
- ❖ Approve February 6, 2013 Board Meeting Minutes
- ❖ Approve March 11, 2013 Electronic Board Meeting Minutes
- ❖ Ratify 2013-2014 School LAND Trust Plan
- ❖ Ratify ETS Purchase in the amount of \$44,550
- ❖ Accept 2012-2013 Annual Budget as of February 28, 2013

BUSINESS ITEMS (To Be Voted Upon During Board Meeting)

- ❖ Discuss and Vote on New Board Member – There was no further discussion. **Kristin Elinkowski made a motion to table this item. Motion passed unanimously.**
- ❖ Discuss and Vote on the Principal and AW Evaluation – Kristin explained that she wanted to make sure that there was an evaluation in place for both the principal and the management company in place before she left the board. She reviewed the evaluation. There was a discussion on how this evaluation came about. Kristin asked Dawn to keep the “Retention of Students” and take off the “& Teachers” because the “Retention of Teachers” is included in the “Trust in School” section. **Kristin Elinkowski made a motion to approve the Principal and AW Evaluations with the changes made. Motion passed unanimously.**
- ❖ Discuss and Vote on Resolution for Schools and Libraries Universal Services (E-Rate) for 2013-2014 Funding Year – Trent briefly explained E-Rate. The school qualifies for a 50% reimbursement for telephone and internet services. This resolution states that the school will pay for their portion. **Kristin Elinkowski made a motion to approve the Resolution for Schools and Libraries Universal Services for the 2013-2014. Motion passed unanimously.**
- ❖ Discuss and Vote on the 2013-2014 School Fees – Debby stated that they have finally nailed down the cheerleading and dance fees. Those are the only changes on the fee schedule for next year. There was a brief discussion on fee waivers. **Kristin Elinkowski made a motion to approve the 2013-2014 School Fees. Motion passed unanimously.**

OTHER BUSINESS ITEMS (Items for Discussion Only)

- ❖ Calendaring Items – Kristin Elinkowski
 - Next Board Meeting – June 5, 2013 @ 1:00 p.m.
 - Schedule Board Retreat – Monday, June 10th 12:00 (start with lunch)

There was no PUBLIC COMMENT.

8:45 PM – Kristin Elinkowski made a motion to ADJOURN. Motion passed unanimously.

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