



North Davis Preparatory Academy
ANNUAL BOARD MEETING MINUTES
Wednesday, June 6, 2012

Location: 5-9 Library, 1591 W. Hill Field Rd., Layton, UT 84041

In Attendance: Kristin Elinkowski, Debby Gomberg (Principal), Kathy Thornburg, Jennifer Bazzano, Deanna Billings (POET Co-Chair), Kim Valeika, Linda Larsen, Crista Sanchez (AW), Dawn Kawaguchi (AW), Trent Brown (AW), Mariam Herrman (K-4 Asst. Principal) and Brad Taylor (AW)

VISION:

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

PURPOSE:

To instill in our students a love of learning through enjoyable learning experiences, a progressive educational program in core subjects and a bi-literate curriculum, all in a environment of respect, parental involvement, and a strong sense of community.

BOARD MEETING MINUTES

6:02 PM - INTRODUCTORY ITEMS

- ❖ Welcome and Introductions – Kristin Elinkowski
- ❖ Pledge of Allegiance – Kristin Elinkowski
- ❖ Vision – Jennifer Bazzano

Kristin made a change to the agenda to accommodate a parent that would like to make a public comment so that he wouldn't have to wait until the end of the board meeting.

PUBLIC COMMENT was made by Marvin Baker.

REPORTS

❖ **Principal Report**

- Update on Board Goals – Debby reminded the board that this report is the goals that were made by the board at the first of the year. This was a learning process. The goals gave the teachers more stress than we anticipated. Debby will present the goals to the teachers differently next year to help alleviate the stress. Mariam put together a power point presentation to show the data. Mariam reviewed the goals and the outcomes. Because on paper it looked like we did not meet many of the goals, Mariam had each goal broken down into what we did well and what we learned from each area to improve. Debby reminded the board that next year we will have common core tests. The non-negotiables are set by each grade level. It is going to take some time for the teachers to understand what that means and how to assess it better. Some grades had a lot more non-negotiables than other grades. The grades with a smaller number seemed to meet their goals since they had fewer goals to focus on. We will be able to give you a better picture in August with the test scores. Overall, Debby thinks this process will help us improve. Kristin asked the board to think about what we want to do with the goals. Do we want to

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.

change them or keep them the same? We will set goals at the August Retreat.

- ❖ **POET Report** – Kim Valeika
 - Volunteer hours – We had a little over 17,000 hours as of the first of June 1st. We had about 190 families that met the 30 hours. We had a cutoff date of May 31st to put in their hours but we still have some parents that will come in the summer and volunteer. Out of the 190 families invited to Classic Skating, we had around 47 families that attended. POET gave out two awards.
 - ✓ Volunteer of the Year – Wendy Smart
 - ✓ Heroes Award (Green balloons that went out throughout the year) – Kenny Connors Family
 - Deanna will be the new POET President
- ❖ **Board Report**
 - Retreat Planning – We will have our August meeting and then the retreat. We will provide dinner. The board meeting shouldn't be too long. Our main focus of the retreat will be some training and then to talk about our board goals.

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

- ❖ Approve March 28, 2012 Board Meeting Minutes
- ❖ Approve May 11, 2012 Electronic Board Meeting Minutes (*Thanks to Linda for running this meeting*)
- ❖ Ratify Technology Upgrade for Jr. High Building not to exceed \$113,000
- ❖ Ratify Mobile Lab for Elementary purchase in the amount of \$24,653

BUSINESS ITEMS (To Be Voted Upon During Board Meeting)

- ❖ Ratify and Vote on All Board Members & Positions – Kristin asked the board if anyone would like to change positions. **Kristin Elinkowski made a motion to approve Kristin Elinkowski (President) – *NEW* 4-year term to expire June 2016, Deanna Billings (POET President) – *NEW* 1-year term to expire June 2013, Kathy Thornburg (Secretary) – June 2013, Linda Larsen (Vice President) – June 2014, Jennifer Bazzano (Financial Coordinator) – June 2015. Motion passed unanimously.**
- ❖ Vote on 2011-2012 Final Amended Budget – Debby reminded the board that we typically adjust the budget twice a year. When we adjust the budget, we adjust the amount that we plan to spend in various categories. We also want to make sure that we have the right amounts in each of the categories. She explained that there are a few areas that we have amended. The prior year rollover surplus is what Debby is using as the budget source for the recommended summer work projects and partially for some of our computer items. Brad stated that when making the motion you will need to state the changes. There was discussion on the Spain budget. **Kristin Elinkowski made a motion to approve the 2011-2012 final amended budget as written with these two amendments: 1) Include the summer maintenance from the prior year's roll over (surplus) of \$61,000. 2) Take the board donation (scholarships) of the Spain budget under expenditures and put it as an additional revenue source under the Spain budget. Motion passed unanimously.**
- ❖ Vote on 2012-2013 Annual School Budget – Debby stated that the budget is based on 1,009 students. It is our first shot at what we think we will have. This reflects a salary increase of 1% because the WPU increase was 1%. We are still competitive with DSD. There is not an increase in benefit dollars built in this budget. Debby is being very conservative due to the economy. Debby reminded the board that we typically make budget adjustments in October and June. We will be putting a large amount of money into building maintenance and technology annually. **Kristin Elinkowski made a motion to approve the 2012-2013 Annual School Budget. Motion passed unanimously.**

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.

- ❖ Vote on Stucco Repair to Elementary Bldg – Debby asked Trent to take the lead on this. Trent explained that with the wear and tear with the stucco on the elementary, we are recommending doing some repairs on the building. He reviewed what areas that will be repaired and what will be done. This will help extend the life of the building. The cost was lower than we anticipated with this one vendor. We may have to do some additional things such as caulking and painting with other vendors but those items shouldn't go over the purchasing amount. **Kristin Elinkowski made a motion to approve the stucco repair to the elementary building not to exceed \$15,000. Motion passed unanimously.**
- ❖ Vote on Prof. Development Training not to exceed \$34,200 – Debby explained that in an effort to spend some of our federal funds that we must spend or we'll lose, we are bringing in Math Solutions consultants to work with our teachers. It is expensive but we need to spend our money. Our teachers are very excited. We will also be inviting SAA's teachers which may help us recoup some of the cost. **Kristin Elinkowski made a motion to approve the professional development training not to exceed \$34,200. Motion passed unanimously.**
- ❖ Vote on Amended 2012-2013 School Calendar – Debby stated that DSD passed their calendar yesterday. To try and keep our calendar in line with DSD, we made some changes. **Kristin Elinkowski made a motion to approve the amended 2012 -2013 school calendar. Motion passed unanimously.** Debby will be sending out an email to notify parents tomorrow.
- ❖ Vote on Internet Safety Policy Revision A – Trent stated that CIPA has made a requirement to have in your Internet Safety Policy (which you must have in order to receive eRate). You are probably already doing this but it was not in the policy that you will educate your students on internet safety. Debby asked if this could be an administration policy. **Kristin Elinkowski made a motion to approve the Internet Safety Policy Revision A. Motion passed unanimously.**
- ❖ Vote on Capitalization & Expense Policy Revision A – Debby explained that Brad and Ryan suggested that we increase the capitalization amount is increased from \$500 to \$1,500 because of the reporting and tracking that must be done to items that are over \$500. Most schools have increased their amount and now we want to do it. **Kristin Elinkowski made a motion to approve the Capitalization & Expense Policy Revision A. Motion passed unanimously.**

OTHER BUSINESS ITEMS (Items for Discussion Only)

- ❖ Calendaring Items – Kristin Elinkowski
 - Next Board Meeting and Retreat – August 8th
 - 2012-2013 Board Meeting Dates
 - ✓ August 8th
 - ✓ October 3rd
 - ✓ December 5th
 - ✓ February 6th
 - ✓ March 27th
 - ✓ June 5th

7:28 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. Motion passed unanimously.

8:06 PM – Kristin Elinkowski made a motion to end the closed session and return to the open session. Motion passed unanimously. Kristin Elinkowski made a motion to **ADJOURN**. Motion passed unanimously.