



# North Davis Preparatory Academy

## ***BOARD MEETING MINUTES***

Wednesday, December 5, 2012

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

**In Attendance:** Kristin Elinkowski, Trent Brown (AW), Sheldon Killpack (AW), Dawn Kawaguchi (AW), Brad Taylor (AW), Shawn Hart (9<sup>th</sup> Rep), Ryan Arrington (AW), Ken Jeppeson (Eide Bailly), Jennifer Bazzano, Debby Gomberg (Principal) and Linda Larsen

**Excused:** Kathy Thornburg and Deanna Billings

### 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**

### **6:07 PM - INTRODUCTORY ITEMS**

- ❖ Welcome and Introductions – Kristin Elinkowski
- ❖ Pledge of Allegiance
- ❖ Vision – Linda Larsen
- ❖ Board Constitution – Jennifer Bazzano

### **REPORTS**

- ❖ **Student Report** by *Shawn Hart*
  - This Friday we have a Surf N Swim Day from 6:30-8:30 p.m.
  - We have a meeting to plan our assembly on the first Friday after Christmas break
  - Dance in February
  - Polar Plunge in January
- ❖ **Audit Report** – Ken Jeppeson with Eide Bailly
  - Review 2011-2012 Annual Audit Report – Ken went over the communication that the auditors are required to give to their clients. Overall the report is very consistent. One significant estimate that the school has that was mentioned in the report is a low risk estimate on the depreciable life of your assets. This is because of your building but the life that was chosen is consistent with the industry. Kristin asked about the life of the

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.

bond which is 39 year. There was a brief discussion on the non-cash interest. There was a discussion on the bond payment and how the money is collected and paid by the trustee. There was a discussion on debt covenant and how that money is there for the school to use on major building repairs. Kristin asked where the school's money is located. Brad stated that US Bank is the trustee of the school's bond. The school's general banking is with Zion's Bank. Kristin also asked who can access that money. Brad explained that AW cannot generate purchase orders – all purchase orders originate at the school and AW simply processes the checks. There was a discussion on AW's involvement when the school enters into a contract with companies. The board asked many questions on the process of authorizations on checking, controls, checks and balances. Brad reviewed the general purchasing process of AW. Debby asked Ken how our school's policies are compared to the other school's that they have audited. Ken stated that they are very good. If a non-profit organization grows, they may want to look at their processes for change because of that growth. Sheldon added that when the school went through the bonding process, all of the school's policies and processes were looked at and scrutinized by the investors, etc. He also said that not much was altered but there were a few things that need to be changed to according to their policies. Ken told the board that they asked very good questions and congratulated the board for having great fiduciary responsibility. Ken finished summarizing the letter to the board. He stated that they didn't have any difficulties encountered in performing the audit. There were no corrected and uncorrected misstatements to reports on. No disagreements arose with management. Representation letter was signed. There were no reporting weaknesses. Three opinions were given. The first opinion is the general opinion which says the financial statements are in compliance with GAP. Second opinion is required because the school receives government funds. The auditors are required to extra steps on the school's controls and receive an understanding of them and make sure that they are in place. There was a clean opinion there. The final third opinion is required by the state. The procedures are tested to make sure the school is using the money as they should. The school has complied. There was a brief discussion on whether or not the state charter board reviews audits. 6:43 PM – Ken was excused at this time.

❖ **Principal Report – Debby Gomberg**

- *School Progress Report* – Debby reviewed the 2012 school test scores in language arts, mathematics, science and direct writing assessment. Overall the school had 85% of the students pass all of the tests. Debby briefly explained the way the state is now grading the school. She explained that half of the schools grade is measured on achievement (test scores) and the other half is measured by the growth of the individual student. Debby stated that the administration has learned from these results.
- Debby wanted to inform the board that she has been approached to be a part of the State of Utah dual immersion program. There are approximately 77 schools participating in this program throughout the state. Debby is working out the details with state to see if will work with our program. The man over the program from the state will be visiting the school and talking to the teachers next Thursday at 3:30. The board is welcome to come. If we decided to join this program the school would be able to receive the teaching materials and receive some extra funding.

❖ **Academica West Report**

- *Discuss Strategic School Planning* – Sheldon asked the board what their thoughts were on a K-6 satellite campus in Clearfield which would feed into the Jr. High. There was a discussion on how the lottery would work. Sheldon presented two different budget

scenarios. The board would like to have another discussion on this after the first of the year.

- AW Monthly Recap – Trent Brown
  - ✓ Echo has been working on submitting the school's Utah Consolidated Application this month.
  - ✓ Brad and Ryan have been working on the state Special Ed budgeting issues with Mariam
  - ✓ Switched the school's telephone lines which will be saving a little bit of money
  - ✓ Vision Screenings and immunizations
  - ✓ December clearing house for all Special Ed.
  - ✓ October 1 Report
  - ✓ eRate Application
  - ✓ Preparing the lottery for next year
  - ✓ Trish has been working with Kim Johnson on scheduling data. Trish also works with secretaries and teachers with SIS.

There was a brief discussion on the Fall Enrollment Report which is turned in by the auditors.

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

- ❖ Approve October 3, 2012 Board Meeting Minutes
- ❖ Approve November 11, 2012 Electronic Board Meeting Minutes
- ❖ Ratify the Jr. High Stage Curtains in the amount of \$14,514

**BUSINESS ITEMS (To Be Discussed and/or Voted Upon)**

- ❖ Discuss and Vote 2012-2013 Amended Budget – Debby briefly explained the budget changes that were made to accommodate the October 1 count. She explained that she looked at the final numbers from last year and made changes to reflect the numbers. **Kristin Elinkowski made motion to approve the 2012-2013 amended budget. Motion passed unanimously.**
- ❖ Discuss and Vote on 2012-2013 Budget as of November 16, 2012 – Debby explained that there were some changes made in the special education funding. She also mentioned that most of the prior year roll-over funding has gone into building maintenance. **Kristin Elinkowski made a motion to approve the 2012-2013 budget as of November 16, 2012. Motion passed unanimously.**
- ❖ Discuss and Vote on Spain Trip Expense not to exceed \$58,129 – Debby stated that the airfare will be \$38,129. The tuition and room & board are not to exceed \$20,000 because we won't know what the exchange rate will be when we go. There was a brief discussion on the refunds. **Kristin Elinkowski made a motion to approve the Spain trip expense not to exceed \$58,129. Motion passed unanimously.**

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

- ❖ Calendaring Items – Kristin Elinkowski
  - Next Board Meeting – February 6, 2013
  - Discuss Board Succession Plan – Kristin stated that Kathy's term will be up this next year and they may be another opening. There was a discussion on when the board wants to hold interviews and when should start to advertise the open position. Debby recommended being very specific in the requirements for the board position posting. There was discussion on appointing another board member now so that the transition is smoother plus the board can have up to seven members.

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.

- There was a discussion on the possible semantics of the satellite school.
- There was a discussion on how we can keep more of our Jr. high students who leave NDPA to go to their home school. We are losing 35% of our Jr. high students.

**There was no PUBLIC COMMENT.**

**8:24 PM – Kristin Elinkowski made a motion to ADJOURN. 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.