



North Davis Preparatory Academy

Board Meeting Minutes

Wednesday, April 6, 2016

Location: Elementary Library, 1765 W. Hill Field Rd., Layton, UT 84041

In Attendance: Jennifer Bazzano, Maggie Arave, Monte Poll, Necia Wiggins

Excused: Rita Brock

Other in Attendance: Deanna Billings, Kim Dohrer, Dawn Kawaguchi, Ryan Arrington, Trent Brown (6:21 p.m.)

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.

MINUTES

6:13 PM – INTRODUCTORY ITEMS

- ❖ Welcome and Introductions – Jennifer Bazzano
- ❖ Pledge of Allegiance
- ❖ Vision – Jenn
- ❖ Board Constitution – Necia

There was no PUBLIC COMMENT.

REPORTS

❖ **Administration**

- *State of the School* – Deanna Billings reported that Ryan R. is always very aware of the vision of the school especially when he is preparing any kind of talk or presentation. Today was Kindergarten Round-Up. Deanna stated that they have handed out a kindergarten work packet to the parents for years. Ryan R. told the parents that the packet contains important information because we want your student to succeed and we want high academic achievement. He really encouraged them to read the packet and make sure that their students are efficient

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in the areas in the packet. He also asked them to turn in the packet in the fall. Deanna also reported on the Spain trip. Ryan R. was very proud of the students and how well they understood the native Spaniards. One of the students translated for the tour guide and did an excellent job. They had 35 students participate in the Spain trip this year. They had a meeting last night for the 8th grader families who want to participate next year and 33 families attended. It looks like they may have a few more students that want to go that didn't attend. Deanna stated that Catherine Van Dyke, who is a reading interventionist, won an Apple Award (Standard-Examiner). She also reported that the 2nd graders are working on Job Fair which will be in a couple of weeks. Watching these students practicing their presentations in class are great examples of a love of learning and top notch work for 2nd graders.

- Updated Wellness ADMIN Policy – Kim reported for Trent Brown since he wasn't present yet. The changes that were made in the Wellness administration policy were recommendations from the food service (lunch) audit.

❖ **Academica West**

- Review 2015-2016 Budget as of February 29, 2016 – Ryan Arrington reviewed the 2015-2016 budget as of February 29th. He has reviewed the budget with both Jenn and Maggie. Some items that Ryan A. highlighted were the following: the salaries and benefits which are less than anticipated, we are using the current years restricted funds for special education, Land Trust funds and UCA are on track to be spent this fiscal year. Kim stated that Title I doesn't allow you to operate a year behind which it has been acceptable in the past. Ryan A. also informed the board that the finance committee has decided to move a large amount of money in the operating account into the PTIF (school's savings) account. Kim also mentioned that Ryan A. will be attending a USOE finance meeting next week to get a breakdown on what the legislative changes for next year will look like.
- Utah Charter Access Point (UCAP) – Dawn Kawaguchi stated that USOE has created a website (UCAP) for a means for communication for charter school boards. Currently, it only has two items available. First is GBOT's (Governing Board Online Training) which NDPA is grandfathered in and is not required to do; for now. The seconded is board background check tracking. Dawn also informed the board of the new rapback (background check) system that has been in place since the fall. Once you get a background check in this system, you will not have to do it again as long as you are affiliated with NDPA. All board members and employees are required to be on this new system by August 2018. Dawn reported that an amended Background Check Policy will follow. There was a discussion on how much the fingerprinting and background check costs and who pays. There was also a discussion on whether or not the parent organization is required to get a background check. There was a discussion on the Arrest Reporting Policy.

❖ **POET** – Necia Wiggins

- Super busy this week/month
- In the process of assembling applications for next year's officers. Voting on POET officers at the next meeting.

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- Art Auction is this Friday. There are still limited tickets available.
- POET donated money for 5th-6th graders that included the purchase of (4) 6' industrial tables that are being used as picnic tables, a basketball hoop and an 8'x6' climbing wall. In addition there were some other funds that were spent on miscellaneous PE equipment for both buildings.
- Next year's donation requests have been sent out school wide. A bigger stage and bleachers for the elementary were the hot items. A digital marquee was another hot item. POET will be getting with the administration to make sure that these items are needed at the school. POET is gathering bids for these hot items.
- POET has a large amount of surplus that they are also looking at spending.

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

- ❖ Ratify New Hires – Deanna reviewed the new hire.
 - Anna Anthony – Playground TA
- ❖ Approve February 3, 2016 Board Meeting Minutes
- ❖ Ratify the approval of 2016-2017 School LAND Trust Plan

BUSINESS ITEMS (To Be Voted Upon During Board Meeting)

- ❖ Discuss & Vote on Amended SpEd Policies & Procedures Manual – Deanna Billings stated that they have been working on this manual since last year. Deanna has also made updates that correspond with law changes. Debby worked on the manual a lot last year. Deanna stated that this manual has some really good sound procedures. In addition to be compliance with the law, this manual really addresses the concern for the student. Kim added that this manual has already been approved by the state. In the past, that hasn't been the case. **Jennifer Bazzano made a motion to approve the amended Special Education Policies and Procedures Manual. Motion passed unanimously.**
- ❖ Discuss & Vote on Technology Purchase – Deanna Billings stated that every four years the teachers' computers are replaced which is their rotation plan. The teachers were able to choose whether they wanted a laptop or desktop. Deanna added that they will be purchasing another iPad mini lab with the land trust funds. **Jennifer Bazzano made a motion to approve the technology purchase not to exceed \$60,000. Motion passed unanimously.**

OTHER BUSINESS ITEMS (Items for Discussion Only)

- ❖ Calendaring Items – Jennifer Bazzano
 - Next Board Meeting – May 4th
 - Annual Board Meeting – June 1st
 - UAPCS – June 13-14 @ Davis Conference Center (Early Bird May 15th) – Jenn asked the board to check their schedules so that by next meeting you can let Dawn know if you are going to attend UAPCS.

There was a discussion on looking into something else for the board to consistently contribute funds to that would set the school apart from the rest. Jenn would like the board and administration to bring ideas to the summer retreat.

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7:04 PM – Jennifer Bazzano made a motion to enter into a CLOSED SESSION to discuss the character, professional competence, or physical or mental health of an individual pursuant to Utah Code 52-4-205(1)(a). The votes were as follows:

Jennifer Bazzano – Aye

Maggie Arave – Aye

Monte Poll – Aye

Necia Wiggins – Aye

Motion passed unanimously.

7:18 PM – Jennifer Bazzano made a motion to exit the CLOSED SESSION and ADJOURN. The votes were as follows:

Jennifer Bazzano – Aye

Maggie Arave – Aye

Monte Poll – Aye

Necia Wiggins – Aye

Motion passed unanimously

April Action Items:

1. UAPCS Conference attendance to Dawn by the next meeting – **Board**
2. Bring ideas for another board contribution of funds – **Board**