



North Davis Preparatory Academy Annual Board Meeting Minutes Wednesday, June 1, 2016

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

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

Others in Attendance: Deanna Billings, Kim Dohrer, Dawn Kawaguchi, Ryan Robinson, Juan Carlos Fernandez, Jennifer Nicholson, Cole Arnold, Ryan Arrington, Trent Brown (5:20 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

5:13 PM – INTRODUCTORY ITEMS

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

There was no PUBLIC COMMENT.

REPORTS

- ❖ **Academica West**
 - Annual Open Meeting Acts Training – Kim reviewed the open and public meetings act including electronic meetings including the hub, emails between board members, chance meetings, meeting notice/posting, closed meetings, minutes, keeping records, GRAMA's and annual training.
 - Review Arrest Reporting Policy – Ryan Robinson reviewed the Arrest Reporting Policy. All employees including board members must report to the principal any arrests that are listed under "Required Reports" in the procedures. There was discussion on if this applies to volunteers and POET.

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❖ **Board of Directors**

- Review Board Member Agreement – Jennifer Bazzano reviewed the board member agreement and she asked all 2016-2017 board members to sign the agreement.

❖ **POET** – Necia Wiggins & Jennifer

- Field Day
- A few changes were made this year in POET
- Volunteer Appreciation BBQ dinner is tomorrow night for families that have at least 30 or more volunteer hours.
- The only other lingering project to be completed is the marquee. It is in the final stages of the design and we are working through the electrical design.
- There should be some extra money left over that next year's board can spend.
- POET Board retreat is scheduled for next week
 - ✓ Looking at dates for next year
- Rock wall has been installed

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

- ❖ Approve May 4, 2016 Board Meeting Minutes

BUSINESS ITEMS (To Be Voted Upon During Board Meeting)

- ❖ Discuss and Vote on Travel Policy – Ryan Robinson reviewed the travel policy. There was a discussion on receiving the per diem prior to the departure. **Jennifer Bazzano made a motion to approve the Travel Policy. Motion passed unanimously.**
- ❖ Discuss and Vote on Director's Employment Agreement – Jennifer Bazzano stated that the director's agreement was discussed in a previous closed session. She had a copy of the agreement for the board to review. **Jennifer Bazzano made a motion to approve the Director's Employment Agreement as discussed. Motion passed unanimously.**
- ❖ Discuss and Vote to Engage Eide Bailly as the School's Auditor – Ryan Arrington stated that the recommendation is the board engage Eide Bailly as the auditor. There is nothing new prior to previous year. He stated that the board hires the auditors and AW makes sure that it runs smoothly by assisting them with the documents needed. **Jennifer Bazzano made a motion the engagement of services provided by Eide Bailly for the year ending June 30, 2016 and allow the Board President to sign on behalf of the school. Motion passed unanimously.**
- ❖ Discuss & Vote on 2016-2017 Annual Budget – Ryan Arrington reviewed the 2016-2017 annual budget. Since we have built up a healthy reserve, there will be more spending of funds on the students than in the past years. Ryan A. introduced Cole Arnold who has been working on the budget with him on this budget along with the administration. Monte wanted to thank AW to continue the fiscal responsibility that Debby worked so hard on. Ryan R echoed Monte's words and thanked both Ryan A and Cole for being so patient with him and working with him through on the budget. **Jennifer Bazzano made a motion to approve the 2016-2017 Annual Budget. Motion passed unanimously.**
- ❖ Discuss & Vote on Board Member and their Terms – Jennifer Bazzano reviewed the board members' terms. There was discussion whether or not they want to change board

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officer position. **Jennifer Bazzano made a motion to ratify the board members, their terms and ratify board officers as follows:**

- **Rita Brock – *NEW* 4-year term expiring June 2020 in the position of Secretary**
- **Jennifer Nicholson – *NEW* 1-year term expiring June 2017**
- **Jennifer Bazzano – June 2019 in the position of President**
- **Maggie Arave – June 2018 in the position of Financial Coordinator**
- **Monte Poll – June 2017 in the position of Vice President**

Motion passed unanimously.

- ❖ *Discuss & Vote on Ratifying Board Officers* – There was no further discussion. See above for approval.

OTHER BUSINESS ITEMS (Items for Discussion Only)

- ❖ *Set 2016-2017 Board Meeting Schedule* – Dawn Kawaguchi reviewed the 2016-2017 board schedule. These dates mirror the current year. Dawn also checked to see if these dates conflicted with the calendar and the April meeting is during spring break so when that has happened in the past the date was moved up a week. The board was okay with all the dates so Dawn will send out calendar invites to everyone.
- ❖ *Calendar Items* – Jennifer Bazzano
 - Reschedule Electronic Board Meeting to June 30th @ 9:00 a.m. (Hub)
 - UAPCS – June 13-14 @ Davis Conference Center
 - National Charter School Conference – June 26-29 in Nashville, TN
 - Next Board Meeting – August 3rd

5:54 PM – Jennifer Bazzano made a motion to BREAK FOR DINNER. Motion passed unanimously.

6:35 PM – Jennifer Bazzano made a motion to RECONVENE the board meeting. Motion passed unanimously.

6:35 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

Necia Wiggins – Aye

Rita Brock – Aye

Monte Poll – Aye

Motion passed unanimously.

7:11 PM – Jennifer Bazzano made a motion to exit the CLOSED SESSION. The votes were as follows:

Jennifer Bazzano – Aye

Maggie Arave – Aye

Necia Wiggins – Aye

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Rita Brock – Aye
Monte Poll – Aye
Motion passed unanimously.

RETREAT ITEMS

- ❖ Board Self Evaluation – Jenn Bazzano led the board self-evaluation and open discussion in the following areas:
 - 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. *Be mindful of big picture ideas that will set the school apart.*
 - We will review our Charter before making any dramatic changes to school policy.
- ❖ Principal and Academica West Evaluation – Jenn led the board in the principal and AW evaluation in the following areas:
 - **Student Achievement** – Ryan R. reviewed the SAGE scores over the last three years. He also reviewed the current year's student achievements and the awards that they have received at local events. There was a discussion on students that opt out of testing. The board has always been focused on the vision of the school which is Spanish so there may be years that the scores aren't as high as prior years.
 - **Trust in School** – Ryan R. reviewed the teachers returning and leaving along with how many years they have been with the school. There was a discussion on the different types visas that the Spaniards can qualify for. There was a discussion on how to market and promote the positive feedback.
 - **Retention of Students** – Ryan R. stated that they have had more 6th graders stay for 7th grade this year and last year than we have ever had. There was a discussion ADM and bringing in students throughout the year. Overall the school has great retention.
 - **Budget** – The board feels like the budget is in great standing and that the school is in great shape. AW does a kick butt job and Ryan R has done well for his first year.
 - **Compliance** – There was discussion on qualified teachers and how the school would lose points from this. Ryan R stated that the reports were 100% this year and this is largely due to AW.
- ❖ Appreciation & Thanks – Jennifer Bazzano thanked Ryan for the bang-up job he did this year.

8:30 PM – Jennifer Bazzano made a motion to ADJOURN. Motion passed unanimously.

June Action Items

1. Send out calendar invites for the 2016-2017 board meeting – **Dawn**

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