

North Davis Preparatory Academy

Board Meeting Minutes

Wednesday, October 4, 2017

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



In Attendance: Jennifer Bazzano, Maggie Arave, Dale Pfister, Monte Poll, Rita Brock

Others in Attendance: Trent Brown, Dawn Kawaguchi, Ryan Robinson, Cole Arnold, Amanda King, Toni Bentley

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

6:07 PM – INTRODUCTORY ITEMS

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

There was no PUBLIC COMMENT.

REPORTS

❖ Administration

- State of the School – Ryan Robinson stated that the board makes such important decisions that have allowed the teachers and students to go to Spain and he wanted to the board to hear how this trip impacted the teachers and their takeaway. Toni and Amanda reported on their trip to Spain for the Study Abroad program. They presented a short video that showcased the areas that they visited during their trip. Amanda's takeaway was how it feels to be immersed in the culture which gave her

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a greater understanding of what the Spain teachers go through when they come to America. She also loved the classes that she attended even though they were all in Spanish and it was difficult to understand all of the content. However, by the last day she understood about 90% of what the professor was saying. She has tried to incorporate more Spanish in her classes this year. Toni's experiences were an evolving process. There were stark differences such as the time change, temperature, language, things that you are able to do, etc. The experience and culture was so liberating. She also has a new-found admiration and inspiration for the Spanish teachers that come here. She now gets why NPDA is trying to blend this Spanish and American culture and why it's so important to teach this to the students. Ryan considered this trip worthwhile and would like to continue it. Even if you don't understand the language that well the experiences with the culture is worth the trip.

❖ **Student** – Lauren Cornell

- AP Spanish Class is definitely a step up from the advanced classes. The assignments are typically comparisons between the two cultures.
- Activities
 - ✓ Water Day last month where they had a shaved ice truck come. It was a day of playing in water.
 - ✓ Halloween Dance on Friday, October 27th
 - ✓ Girls and Boys Basketball tryouts are currently going on
 - ✓ Cross Country is competing right now
 - ✓ Volleyball team went undefeated this year

❖ **Administration (Cont.)**

- State of the School – Ryan
 - ✓ **Update on October 1 Count** – The auditors came in on Monday to count the students. Our final count is 1,021 which is good for us. ADM has really taken Karyn's job to a new level. Ryan reported that that our fee waiver numbers are down from last year which may affect our funding.
 - ✓ **Update on 6th Grade Science in Action** – Seven students left this morning for Spain. Everyone was very excited this morning at 6 a.m. Ryan will have a student come to the next board meeting to present. Jenn would like Jose Manuel to come as well. Ryan stated that Jose Manuel has told the students that they are already winners. Ryan and staff will be skyping with the students in Spain on Friday @ 8 a.m. The board is invited to attend. The other students who competed will be skyping too.
 - ✓ **Updated Administrative Procedures** – Ryan reviewed the updated administrative procedures.

❖ **Academica West**

- Review 2017-2018 Budget as of August 31, 2017 – Cole Arnold reviewed the budget as of August 31st. He stated that the bookkeepers have until the 8th of the month to reconcile the account for the month so that is why he is presenting August. Cole reported that drawdowns for federal funds have not been done yet this year.

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

- ❖ Ratify New Hires – *Ryan reviewed the new hires.*
 - Brandie Rogers – K-4 Recess (Replacing Laura Isanga)
 - John Wilkes – K-4 Teacher Assistant (Replacing Transfer of Eva Salazar)
 - Amy Keovilay – Cafeteria (Replacing Ixel Argueta)
 - Alma Leal – Cafeteria (Replacing Karen Pace)
- ❖ Approve August 2, 2017 Board Meeting Minutes
- ❖ Approve August 2, 2017 Closed Session Affidavit

BUSINESS ITEMS (To Be Voted Upon During Board Meeting)

- ❖ Discuss and Vote on Utah Consolidated Application Plan – Cole Arnold reviewed the allocation of the money for the UCA Plan. **Jennifer Bazzano made a motion to approve the NDPA Utah Consolidated Application Plan and Budget. Motion passed unanimously.**
- ❖ Discuss and Vote on the Spain Trip not to exceed \$126,000 – Ryan Robinson stated this budget is very similar to last year. It's about \$3,000 per student. We have (42) students attending this year. There will be about 6-7 chaperones. This year they will be going to Sivia (in Southern Spain) instead of Salamanca. **Jennifer Bazzano made a motion to approve the Spain Trip expense not to exceed \$126,000. Motion passed unanimously.**
- ❖ Discuss and Vote on HVAC purchase not to exceed \$32,000 – Ryan Robinson stated that due to a hail storm last year there were some HVAC units damaged. Our insurance will cover the condensing coils (\approx \$26,000) but since it wasn't that much more to replace the entire units the school will cover the balance. Ryan mentioned that he heard from Kirk at AW, the insurance company has been reviewing the claim and there may be more damaged units. If so, we may have to have an electronic board meeting to approve the additional units to be replaced. **Jennifer Bazzano made a motion to approve Ben Lomond Heating and Air purchase not to exceed \$32,000. Motion passed unanimously.**
- ❖ Discuss and Vote on Finance Reporting Policy – Ryan Robinson reviewed the Finance Reporting Policy. AW is working with the school to make sure that they are meeting the standards. **Jennifer Bazzano made a motion to approve Finance Reporting Policy. Motion passed unanimously.**
- ❖ Discuss and Vote on Information Technology Security Policy – Ryan Robinson reviewed the Information Technology Security Policy. Part of our contract with ETS is that they are protecting our information through our website, etc. ETS will come out on our next professional development day to train our employees that this policy states that will happen. **Jennifer Bazzano made a motion to approve Information Technology Security Policy. Motion passed unanimously.**
- ❖ Discuss and Vote on Amended Administration of Medication Policy – Ryan Robinson reviewed the amended Administration of Medication Policy. There was a discussion on how the school is handling administering medication. **Jennifer Bazzano made a motion**

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to approve Amended Administration of Medication in School Policy. Motion passed unanimously.

OTHER BUSINESS ITEMS (Items for Discussion Only)

- ❖ **Calendaring Items – Jennifer Bazzano**
 - Next Board Meeting – December 6th
 - ✓ Holiday Social (Roosters – Layton)

7:25 PM – Jennifer Bazzano made a motion to ADJOURN. Motion passed unanimously.
(Duration 1:18:34)

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