



# North Davis Preparatory Academy

## Board Meeting Minutes

### Wednesday, December 2, 2015

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

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

**Others in Attendance:** Ryan Robinson, Deanna Billings, Kim Dohrer, Dawn Kawaguchi, Trent Brown, Ryan Arrington

#### 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

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### 5:36 PM – INTRODUCTORY ITEMS

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

**There was no PUBLIC COMMENT.**

### REPORTS

#### ❖ Administration

- State of the School – Ryan Robinson stated that he decided last month to review the different areas of the evaluation and this month he chose the financial stability of the school and compliance. Ryan Arrington will review the finance information later in the meeting. This board meeting forces Ryan R. to reflect on reporting/compliance that seems to get done automatically. Ryan R. publically thanked Academica West, Deanna, Juan Carlos and the administrative assistants for all of their help with compliance reporting. Ryan R. stated that he is learning how to do the reports and do them right. They are also being turned in to USOE

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on time. Ryan R. also stated that the budget is higher in salaries but he is spending less in other categories and Ryan A. will be able to show this later.

- ❖ **POET – Necia Wiggins**
  - This is a slow time of the year for the POET. Things are moving along but there are no activities coming up for a while.

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

- ❖ Ratify New Hires – *Ryan R. reviewed the new hires.*
  - Humberto Rangel – 5/6<sup>th</sup> Teacher Assistant/Recess
  - Courtney Fettes – 5/6<sup>th</sup> Special Education Assistant
- ❖ Approve October 7, 2015 Board Meeting Minutes
- ❖ Approve October 7, 2015 Closed Board Meeting Affidavit
- ❖ Approve October 12, 2015 Electronic Board Meeting Minutes
  - Ratify approval of Spain trip expenditures not to exceed \$116,000

### **BUSINESS ITEMS (To Be Voted Upon During Board Meeting)**

- ❖ *Discuss and Vote on Amended 2015-2016 Budget as of October 31, 2015* – Ryan Arrington stated that he met with Maggie, Jenn and Ryan R. prior to the meeting. He stated that the amendments that are reflected in this budget are October 1 count, Utah Consolidate Application and staffing updates. The changes increase the net surplus to \$100,547. Ryan A. reviewed the amendment in the food service budget. **Jennifer Bazzano made a motion to approve the amended 2015-2016 Budget as of October 31, 2015. Motion passed unanimously.**
- ❖ *Discuss and Vote on Amended Purchasing and Disbursement Policy* – Ryan Robinson has been reviewing policies with Gabe at AW. He reviewed the amended Procurement, Purchasing & Disbursement Policy. The main change here is adding a fourth tier that requires the financial coordinator to approve purchases. Any purchase over \$25,000 would require full board approval. **Jennifer Bazzano made a motion to approve the amended Procurement, Purchasing and Disbursement Policy. Motion passed unanimously.**
- ❖ *Discuss and Vote on GRAMA Policy* – Ryan Robinson reviewed the GRAMA Policy which will replace the Record Management Policy. Kim wanted to point out to the board that this does not pertain to student records since they are governed by the FERPA Policy. **Jennifer Bazzano made a motion to approve the GRAMA Policy and Rescind the Records Management Policy. Motion passed unanimously.**
- ❖ *Discuss and Vote to Rescind the Records Management Policy* – There was no further discussion. See above for vote.
- ❖ *Discuss and Vote on Amended Fee Waiver Policy* – Ryan Robinson reviewed the amended Fee Waiver Policy. He stated that this policy has made him re-evaluate teachers' supplies list. There was discussion on the difference between classroom supply donations and required supplies. **Jennifer Bazzano made a motion to approve the Amended Fee Waiver Policy. Motion passed unanimously.**
- ❖ *Discuss and Vote on Maturation & Human Sexuality Curriculum* – Ryan Robinson asked if there were question on the curriculum. There was discussion on the curriculum. Ryan R. stated that they approached community council and there was a resounding response

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from the parents that the school teaches it. **Jennifer Bazzano made a motion to approve the Maturation & Human Sexuality Curriculum. Motion passed unanimously.**

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

- ❖ **Calendaring Items – Jennifer Bazzano**
  - **Next Board Meeting – February 3<sup>rd</sup>**

**6:00 PM – Jennifer Bazzano made a motion to ADJOURN. Motion passed unanimously.**  
*(Duration 25:03)*