



# North Davis Preparatory Academy

## ***BOARD MEETING MINUTES***

Tuesday, December 3, 2013

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

**In Attendance:** Jen Bazzano, Linda Larsen, Debby Gomberg (Principal), Camille Bagnani (SBO), Rita Brock, Dawn Kawaguchi (AW), Trent Brown (AW), Brad Taylor (AW), Ken Jeppesen (Eide Bailly), Ryan Arrington (AW), Deanna Billings and Bevan Garfield (6:16 p.m.)

**Excused:** Quinn Hanamaikai

### 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**

### **6:10 PM – INTRODUCTORY ITEMS**

- ❖ Welcome and Introductions – Jennifer Bazzano
- ❖ Pledge of Allegiance
- ❖ Vision – Deanna Billings
- ❖ Board Constitution – Rita Brock

### **REPORTS**

- ❖ **Student Report** – Camille Bagnani
  - The new trimester started about two weeks ago
  - Finishing up an art craft in advisory. Each advisor group made a bird that stop at Great Salt Lake on their long journey. While at the Great Salt Lake, these birds eat and grow doubling in size. The concept was that the birds were the students gaining knowledge at NDPA on their long journey of life.
  - New school hoodies that have “if you can dream it you can do it” on the sleeve in Spanish.
  - Basketball season started today. We now have a student section to promote school involvement.

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- Student Government event of “Night Games” which was very successful.
- Debby added that the art project was part of the art access grant. Chantal Esquivias and other teachers write for these art grants. It is intended to include some students that have special needs. This has become school wide since every student is participating in the making the birds since every advisory is making a bird. The birds are made of recycled materials and they will be hanging in the front foyer as a large mobile. The students are also doing public service announcements that Debby would like to get published. Debby also stated that Camille is doing a great job.
- ❖ **Audit Report** – Ken [*Eide Bailly*] passed out a letter to all board members and briefly reviewed the required letter that explains their findings. Debby asked if it was prudent to have the board hire an independent auditor to come in and audit the schools book. There was a discussion on the Government Auditing Standards and Generally Accepted Accounting Principles. Ken explained that every year they choose a different area to audit that isn’t normally audited. Ken reviewed the school’s FY 2013 financial statement and the three audit opinions that were issued by Eide Bailly. There was a discussion on the building payment and the building maintenance account. Ken stated that the school had a clean audit. Ken disclosed that he has children that attend NDPA.
- ❖ **Principal Report** – Debby Gomberg
  - October 1 final count was 1,008. Debby learned that because of two new area schools families were signed up for more than one lottery.
  - Debby reviewed the Standard & Poor’s bond rating report. It was a very good report. We still have a BBB- rating which is the lowest rating for an investment grade bond. S & P considers our school to be sustainable. There was a discussion on the debt burden.
- ❖ **POET Report** – Bevany Garfield
  - Carnival went really well. We made \$2,500 without even trying.
  - Book Fair went well. We made \$900 towards the library fund.
  - Jen was in charge of the costume sale. It raised \$1,000 for Spain kids and \$1,200 to Weber Justice Center.
  - Barnes & Nobel went well. No total yet for that. Debby heard that NDPA is their best school – the largest attendance and participation. It is very neat event.
  - Starting to work on Art Auction
  - Teacher holiday dinner will be in January on teacher development day. Lunch will be brought in for both buildings.

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

- ❖ Ratify New Hires – *Debby briefly reviewed the new hires.*
  - Sandra Gutierrez – Staff Asst. 5-9 Spec. Ed.
  - Manila Sunlight – Cafeteria
  - Stephanie Shultz – K-4 Recess
  - Sarah Cullimore – Staff Asst. K-4
- ❖ Approve October 2, 2013 Board Meeting Minutes
- ❖ Approve October 10, 2013 Electronic Board Meeting Minutes

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- ❖ Ratify the Cash Handling Policy
- ❖ Ratify the Donation & Fundraising Policy
- ❖ Ratify the Ethics Policy
- ❖ Ratify to rescind the Financial Contributions Policy
- ❖ Ratify amending the former Purchasing/Disbursement Policy to include the new name Procurement/Purchasing/Disbursement Policy
- ❖ Ratify that the Board officially proclaim that the administrative policies meet the requirements for the E-Rate program, that they be followed faithfully, and that Trent Brown, representative from Academica West, be designated as the official signer of the E-Rate documents

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

- ❖ *Discuss and Vote on Amended 2013-2014 Annual Budget* – Debby briefly reviewed the amended budget as of November 15<sup>th</sup>. She handed out an updated page 12 since it was a incorrect. The budget in the packet showed that we have 1,007. We actually have 1,008 students plus Ryan added tick marks that show the changes in this budget. Ryan reviewed the changes to the general budget sheet. The majority of the money due to the increase of additional students is going to surplus. **Jennifer Bazzano made a motion to approve the amended 2013-2014 annual budget. Motion passed unanimously.**
- ❖ *Discuss and Vote on Safe Schools Policy Revision B* – Debby explained that the school received a notice that the school needed to include e-cigarettes in all anti tobacco policies which are included in the Safe Schools Policy. It has been discussed that every time there is an opportunity to update a policy we will separate the policy from the board policy which gives direction and the procedures which is under the management of administrative policy. The Safe Schools Policy has been amended to reflect this. Debby stated that the e-cigarettes will be included in the administrative policy portion of the Safe Schools – which does not require board approval. Debby will be presenting the administrative policy to the community council to review. **Jennifer Bazzano made a motion to approve the Safe Schools Policy Revision B. Motion passed unanimously.**
- ❖ *Discuss and Vote on Spain Airfare & Tuition* – Debby stated that there are (41) students going to Spain. This is the year that the students that started in kindergarten are in the ninth grade. More than half of the ninth graders are going to Spain. Since there are more students this year, the cost has increased as well. Dawn asked if the board would like to do a “not to exceed amount”. **Jennifer Bazzano made a motion to approve the expenditures for the Spain Study Abroad trip not to exceed \$115,000. Motion passed unanimously.**

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

- ❖ Calendaring Items – Jennifer Bazzano
  - Next Board Meeting – February 5, 2014

**There was no PUBLIC COMMENT.**

*The board thanked Debby for the amazing job she does. They appreciate how much she cares about the students, their learning, and their education on a day to day basis. The Board awarded Debby with a bonus.*

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**7:15 PM – Jennifer Bazzano made a motion to go into a CLOSED SESSION to discuss an individual’s character, professional competence, or physical or mental health. The votes were as follows:**

- Linda Larsen – Aye**
- Rita Brock – Aye**
- Bevany Garfield – Aye**
- Deanna Billings – Aye**
- Jennifer Bazzano – Aye**

**Motion passed unanimously.**

**7:19 PM – Jennifer Bazzano made a motion to come out of CLOSED SESSION and ADJOURN. The votes were as follows:**

- Linda Larsen – Aye**
- Rita Brock – Aye**
- Bevany Garfield – Aye**
- Deanna Billings – Aye**
- Jennifer Bazzano – Aye**

**Motion passed unanimously.**