

North Davis Preparatory Academy

Board Meeting Minutes

Wednesday, December 6, 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: Ryan Robinson, Dawn Kawaguchi, Kim Dohrer, Trent Brown, Cole Arnold, Ken Jeppesen

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

5:08 PM – INTRODUCTORY ITEMS

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

There was no PUBLIC COMMENT.

REPORTS

❖ Student

- 9th Grade SBO – Lauren Cornell
 - ✓ Boys and Girls Basketball is finishing up their first season of games and they are heading to playoffs next week. This year we will be having two seasons of basketball. The second one starts in the spring.
 - ✓ Jr. High Student Activities was "Night Games"
 - ✓ Coming up on the 15th is our Winter Giving Dance

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- ✓ Tonight is our Storytelling Festival
- ✓ Students have asked about the clothes standards on Dollar Dress Day. They feel that since they have to pay they should get to choose what they wear. Lauren asked the board to consider two types of clothing that students would like to be able to wear which are ripped jeans and sweat pants. There was a discussion on how to go about changing a policy.
- Ciencia En Accion Spain Trip Report – Ryan gave a quick overview on how this trip came about. Jose-Manual showed a short slide show of their experience to Spain. Ryan asked each of the groups to have one person explain what their project was about.
 - ✓ “Black Holes” – Alex was a 1st place winner in Astrophysics
 - ✓ “Rings of Saturn” – How the rings were born and how they impact the planet. This group participated through Skype.
 - ✓ “How Astronomy Relates to Ancient Cultures” – This project was about how Native Americans made sundials using the stars and how their culture relied on astronomy and the skies. In researching this subject, Ethan took a trip to south east Utah to look at petroglyphs.
 - ✓ “Sunspots & Solar Flares on the Sun” – Sunspots help scientist predict the weather.
 - ✓ “Dinosaurs and their Connection with Astronomy” – We studied the theory of the meteor/comet and what made the dinosaurs go extinct.

Jenn asked if the parents that went would give a short talk on their experience and how they felt it affected their students. A couple of the parents discussed their experiences. One grandparent stated that the students interfaced very well with the Spanish and other counterparts. He also said that he thinks that these students could go to school in Spain and succeed because they were able to get around so well. The leadership and students were very impressive. Ryan thanked the board for letting him run with this program. Jose Manual stated that he learned more from the students than the students could learn from him. He came to America to challenge himself and this has been a very important experience in his life. He loves to teach. Our students did really well. This program would be a dream to JM if this program continues for a long time. Monte made some closing comments to the parents regarding this experience for the students. This trip has far exceeded the expectations from what the founding members ever conceived for this school. This is what sets us apart from any other school. He asked the parents to share this and their experience with other people and the community. The students presented the board with a photo of their trip.

❖ Eide Bailly

- FY17 Audit Report – Ken Jeppesen reviewed the communication letter that discusses general principals of the audit. Ken reviewed the audit which has three reports. The first report is regarding the numbers and it was deemed a clean report. He went over the liabilities and net assets. He reviewed the six notes regarding Principal Activity and Significant Accounting Policies; Property and Equipment; Bonds Payable; Restricted Net Assets; Employee Benefits; and Concentration. Ken

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reviewed the Yellow Book Report (internal controls) which was also clean. The third and final report is regarding the State Compliance Standards which was also clean. There was a discussion about temporary restricted money. Ryan added that was a great report and it has a lot to do of what Academica does for us. He also thanked Cole for all of his accurate work.

❖ **Administration**

- State of the School – Ryan Robinson visited a school today in Bountiful. They had a great math program. He asked the board to articulate what our story is going to be and how to share it.

❖ **Academica West**

- Finance Review – Cole Arnold stated that he works quite closely with both Ryan and Lorie and he meets with them frequently. Lorie has become more involved since she manages all of the Spain money. He explained in more detail what the temporary restricted money is since it came up on the audit report. Cole reviewed the budget as of October 31st. We about 33% through the year and there aren't any areas that are out of line. We are where we should be this time of year. He did remind the board that the teachers' salaries always run a little bit behind because their pay is spread over 12 months.

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

❖ Ratify New Hires

- Emily Longoria - Cafeteria (Replacing Transfer of Amy Keovilay)
- Amy Keovilay – K-4 Recess (Replacing Brandie Rodgers)

❖ Approve October 4, 2017 Board Meeting Minutes

BUSINESS ITEMS (To Be Voted Upon During Board Meeting)

- ❖ Discuss and Vote on HVAC purchase not to exceed \$56,000 – Ryan Robinson asked Trent to take this item. Trent reviewed the history of this project. The insurance company has come back to replace more unit parts so we are replacing all of them. Most of this cost is being reimbursed by the insurance company. **Jennifer Bazzano made a motion to approve the HVAC purchase not to exceed \$56,000. Motion passed unanimously.**

- ❖ Discuss and Vote on Amended SpEd Policies & Procedures Manual – Ryan Robinson asked Kim to take on this item. Kim stated that this manual has been pre-approved by USBE and just needs the board's approval. Kim stated 95% of this manual is just federal law. The main thing that is important is NDPA chooses the model that they use to identify students and they have listed in the manual "discrepancy model". Kim stated that this doesn't mean that they don't use other best practices with RTI and a combination model. Kim added that NDPA's SpEd director worked with Echo in our office on this manual. **Jennifer Bazzano made a motion to approve the amended SpEd Policies & Procedures Manual. Motion passed unanimously.**

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OTHER BUSINESS ITEMS (Items for Discussion Only)

- ❖ Maggie asked about a couple of purchases that she has been requested for her approval in IntAcct. Ryan stated that in the past Dana has always rented lights for performance which is \$3,000 each time. They have decided to permanently put in lights.
- ❖ Calendaring Items – Jennifer Bazzano
 - Next Board Meeting – February 7th
 - National Charter School Conference – June 17-20 Austin, TX
 - ✓ Early Bird Deadline – January 31st
- ❖ Appreciation and Thanks – Jennifer Bazzano

6:24 PM – Jennifer Bazzano made a motion to ADJOURN. Motion passed unanimously.
(Duration 1:16:09)

December Action Items:

1. How we are going to articulate “Our Story” and promote it? – **Board**
2. Register Board for the National Charter School Conference (check with Dale) – **Dawn**

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