



North Davis Preparatory Academy
BOARD MEETING MINUTES
Wednesday, May 7, 2014

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

In Attendance: Jennifer Bazzano, Debby Gomberg (Principal), Trent Brown (AW), Dawn Kawaguchi (AW), Rita Brock, Bevany Garfield, Shay East (POET Co-Chair), Linda Larsen, Deanna Billing, Maggie Arave (Interviewee), Christian Carlson (SBO; 7:06 p.m.) and Ryan Arrington (AW; via phone; 7:41 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

6:41 PM – INTRODUCTORY ITEMS

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

BOARD INTERVIEW with Maggie Arave – The Board interviewed Maggie by asking her questions that the board president had put together as well as follow up questions.

6:56 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:

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

Motion passed unanimously.

In compliance with the Americans with Disabilities Act, persons needing auxiliary communicative aids and services for these meetings should call Dawn Kawaguchi at 801-444-9378, giving at least three working days notice.

7:06 PM – Jennifer Bazzano made a motion to leave the CLOSED SESSION. The votes were as follows:

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

Motion passed unanimously.

REPORTS

❖ Student Report – Christian Carlson

- The student body is currently in the middle of End of Level Testing
- COMING UP:
 - ✓ The student government would like to put on a “Color Festival” that requires administration approval
 - ✓ Spring Dance – May 16th
 - ✓ 9th Grade La Noche Projects – May 29th

❖ Principal Report – Debby Gomberg

- There are currently 1,065 registered students for next year. Debby stated that this next year she is focusing on managing growth. There are still students on the Jr. High waiting list. Debby is anticipating some attrition over the summer.
- Debby gave an update on the faculty for next year. There have been fewer turnovers this year.
- Our Mock Trial team took 5th in State and this was our first year.
- NDPA won the BYU Spanish Fair.
- There were (15) students who chose to opt-out of testing this year. It may impact the school because students who do not take the test will receive a one on the UCAS report. However, it will not count it against the school on the state report card.

❖ Academica Report

- *ownCloud* – Trent passed out login information for each board member. He explained that this is a shared folder owned by Academica West that you can access board documents such as packets, charter applications, contracts, policies and procedures, etc. Dawn is working on a policies and procedures manual that will be one document.

❖ POET Report – Bevany Garfield

- Activities Coming Up:
 - ✓ Art Auction is on Friday @ 6 p.m. Tickets sales are better than we had anticipated and they are about the same as last year. Debby & Ryan did not have to be Oompa Loompas.
 - ✓ Field Day
 - ✓ Volunteer Event will be in the summer this year

Debby wanted to celebrate that the Board of Directors was nominated for Charter Board of the Year with the Utah Association of Public Charter Schools.

In compliance with the Americans with Disabilities Act, persons needing auxiliary communicative aids and services for these meetings should call Dawn Kawaguchi at 801-444-9378, giving at least three working days notice.

CONSENT ITEMS

- ❖ Ratiofy New Hires – Debby briefly reviewed the new hires.

- Bea Segura – Kindergarten
- Antonio Alarcon – 6th grade
- Laura Arbeloa – 6th grade
- Angie (DeCaria) – Speech Path

Jennifer Bazzano made a motion to approve the new hires. Motion passed unanimously.

- ❖ Approve March 26, 2014 Board Meeting Minutes – Debby stated that she sent out an email of the changes that she made to the draft minutes. **Jennifer Bazzano made a motion to approve the Board Meeting minutes. Motion passed unanimously.**

BUSINESS ITEMS (To Be Voted Upon During Board Meeting)

- ❖ Discuss and Vote on 2013-2014 School Budget as of April 30, 2014 – Ryan briefly reviewed the 2013-2014 school budget as of April 30th. USOE sent out their mid-year UCA adjustments which have changed the overall general surplus budget. These changes reflect an increase in the general budget of \$2,490. Rita added that these decreases were the result of *sequestration* from federal funding and we can anticipate another in 2015-2016. Ryan stated that he and Debby have been working on next year's budget which will be presented next month. Draw downs have been made and should reflect on next month's budget. **Jennifer Bazzano made a motion to approve the 2013-2014 amended school budget as of April 30th with the change noted by Ryan which is an increase of the general budget by \$2,490. Motion passed unanimously.**
- ❖ Discuss and Vote on School Merchant Account – Debby stated that with bringing the lunch in house and we want to be able to take in that money online. Parents will also be able to pay for student fees online. The only drawback is that we will not be able to collect money for POET. Debby reviewed the overall cost. The monthly fee is \$40 plus a one-time set up fee of \$75. There will also be a 1.5% plus 10¢ per transaction fee. It will also be linked to ASPIRE so that you will be able to see your balance. Debby stated that since this is a money item it must be approved by the board. There was a brief discussion on the balance remaining for DSD lunch money. **Jennifer Bazzano made a motion to approve the School Merchant Account. Motion passed unanimously.**
- ❖ Discuss and Vote on Resolution for Schools and Libraries Universal Services (E-Rate) for 2014-15 – Trent briefly reviewed the E-Rate resolution. This document states that the school will commit to paying their portion of the phone services. **Jennifer Bazzano made a motion to approve the Resolution for Schools and Libraries Universal Services (E-Rate) for 2014-2015. Motion passed unanimously.**
- ❖ Discuss and Vote on Employee Benefits Eligibility – Debby stated that currently the school offers benefit stipends for the full-time employees. We would like make a change that will impact all employees that qualify for benefits. Employees that qualify for benefits will need to provide proof of insurance. The employees who do not provide proof of insurance must take the insurance provided by the school which will come out of their benefit dollars. This will hopefully help AW get better health insurance rates and fulfill our obligation for insuring all qualifying employees. **Jennifer Bazzano made a motion to approve the new employee benefit plan. Motion passed unanimously.**

In compliance with the Americans with Disabilities Act, persons needing auxiliary communicative aids and services for these meetings should call Dawn Kawaguchi at 801-444-9378, giving at least three working days notice.

- ❖ Discuss and Vote on Kitchen Equipment purchase not to exceed \$30,000 – Debby stated that because they will be preparing lunch in-house next year we will need to purchase more kitchen equipment. They would like to rotate the purchasing of equipment on an as needed basis. There will be other related cost (i.e. electrical, shelves, etc.) to the project and not just the equipment. Lunch prices should be comparable to the current cost. Debby explained that currently the school spends around \$100,000 on the kitchen personnel out of the K-12 budget. Davis School District receives all of the student lunch money, federal reimbursements and commodities. In doing our own lunch program, we should be able to break even or maybe even make some money. **Jennifer Bazzano made a motion to approve the kitchen equipment project including the installation and related costs not to exceed \$30,000. Motion passed unanimously.**

OTHER BUSINESS ITEMS (Items for Discussion Only)

- ❖ Discuss Evaluation Preparation – Debby went over the board evaluation for both AW and the principal for the new board members. Debby asked the board if there was information that the board would like her and AW to provide to prepare for the evaluation. She has provided some information to Jen. Jen requested retention numbers for this year and academic numbers on testing. Rita asked for achievement growth from last year and this year. Debby will send the link out to the board members for the State’s “Gateway” to review the last three years. There was a discussion on the school’s growth score.
- ❖ Calendaring Items – Jennifer Bazzano
 - Next Board Meeting include Retreat – June 4th @ 5:00 p.m. with dinner
 - 2014 UAPCS Conference @ Davis Conference Ctr. – June 9-10
 - ✓ Maggie would like to attend (in place of Quinn)
 - ✓ Two Free Dinner tickets for Linda Larsen & Ray Brock

There was no PUBLIC COMMENT.

8:31 PM – Jennifer Bazzano made a motion to ADJOURN. Motion passed unanimously.