



North Davis Preparatory Academy Annual Board Meeting & Retreat Minutes Wednesday, June 3, 2015

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

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

Others in Attendance: Dawn Kawaguchi, Kim Dohrer, Debby Gomberg, Ryan Arrington, Necia Wiggins, Ryan Robinson, Nate Schow (ETS), Brad Taylor (6:28 p.m.)

Excused: Shay East

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

6:09 PM – INTRODUCTORY ITEMS

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

Jenn made a change on the agenda to move up the closed session to the beginning of the meeting.

6:11 PM – Jennifer Bazzano made a motion to go into a CLOSED SESSION to discuss the character, professional competence, or physical or mental health of an individual pursuant to Utah Code 52-4-205(1)(a). The votes were as follows:

Rita Brock – Aye

Monte Poll – Aye

Maggie Arave – Aye

Jennifer Bazzano – 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.

6:30 PM – Jennifer Bazzano made a motion to exit the CLOSED SESSION. The votes were as follows:

Rita Brock – Aye

Monte Poll – Aye

Maggie Arave – Aye

Jennifer Bazzano – Aye

Motion passed unanimously.

There was no PUBLIC COMMENT.

REPORTS

❖ Academica West

- *Annual Public and Open Meetings Act Training* – Kim presented for Trent in his absence. She also updated the board on the meetings that AW has been having with both Debby and Ryan. Kim reviewed the public and open meetings act. She specifically pointed out board emails and how every email can be GRAMA requested. Kim also touched on electronic meetings and how there is a hub and that the public can call in to e-meetings. There was a discussion on how the public can request recordings. There was a brief discussion on chance meetings.

❖ Administration

- *Comprehensive Guidance Report* – Debby stated that in order to receive money for the comprehensive guidance program the school is required to update the board annual with a written report. She stated that Melanie (counselor) put together an annual report for the board. It lists all of the activities that this program provided for NDPA students. Debby briefly reviewed the 2014-2015 CCPG annual report.

❖ POET – Necia Wiggins

- We are getting ready for next year. We have our board retreat on June 25th.
- Year end party is tomorrow at 6:30 p.m.
- All of last year's POET stuff is getting wrapped up

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

- ❖ Ratify New Hires – Debby reviewed the new hires and open positions in the school.
 - Juan Carlos Fernandez – Assistant Principal
 - Deanna Billings – Assistant Principal
 - Virginia Vega Calvo – 1st grade (from Spain)
 - Shelley Vidmar – Jr High Math
 - Chad Landt – Playground Monitor (Elementary)
- ❖ Approve March 11, 2015 Board Meeting Minutes
- ❖ Approve March 25, 2015 Board Meeting Minutes
- ❖ Approve March 25, 2015 Closed Board Meeting Affidavit

Jenn made another change in the agenda which moved up the ETS discussion since Nate Schow was here from ETS to answer any questions.

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BUSINESS ITEMS (To Be Voted Upon During Board Meeting)

- ❖ *Discuss and Vote on ETS Service Agreement* – Debby explained that the school has been using ETS for a number of years but with the new procurement regulations it has changed a little bit. AW has created a consortium to do the procurement bidding and that way any school that contracts with AW can use the winning bid which was ETS. Debby is recommending continuing using ETS and would like to enter into a three year service agreement with ETS. Nate Schow from ETS was onsite to answer any questions. There was a brief discussion on “what is a ticket?” Debby stated that this agreement also includes an iBoss filter. Nate reviewed the new house bill that deals with filters. There was a discussion on encryption and internet breaches. **Jennifer Bazzano made a motion to approve the contract for the computer tech services to ETS. Motion passed unanimously.** 6:56 p.m. Nate Schow was excused.
- ❖ *Discuss and Vote on Amended 2014-2015 Budget as of May 31, 2015* – Debby reviewed the changes on the amended budget as of May 31st. Most of the changes were made to reflect what has actually been spent. One key change was the trustlands budget which has been updated to include the salaries, subs and supplies that are paid out of this to include the month of June. Some other changes were expenditures that are being paid from prior year’s surplus which include a mobile lab, mac lab, slurry for jr. high parking lot, painting of awnings and kitchen equipment. There was a brief discussion on surplus/carry over. **Jennifer Bazzano made a motion to approve the amended 2014-2015 budget as of May 31st. Motion passed unanimously.**
- ❖ *Discuss and Vote on Director’s Employment Agreement* – Jennifer gave Ryan his employment agreement. There is one hand written change on it and Dawn will get an updated agreement to him to sign once he has reviewed the agreement. **Jennifer Bazzano made a motion to approve the Employment Agreement for Ryan Robinson as discussed in closed session. Motion passed unanimously.**
- ❖ *Discuss and Vote on 2015-2016 Annual Budget* – Debby reviewed the 2015-2016 annual budget. She reminded the board that this is a skeleton budget and has been built on 1,000 students so that we know that we can live within our means. However, we are anticipating a few over 1,000. This budget includes the salary increases for the employees. Debby informed the board about the new Affordable Care Act (aka Obamacare) law that affects the school. The school must pay employee benefits to any hourly employee that works over 29 hours which includes substitute teachers. Debby also mentioned that the school’s Title I money has been cut by 1/3. Even with the increases/decreases in the areas mentioned, we are still projecting about an \$89,000 surplus. **Jennifer Bazzano made a motion to approve the budget for the 2015-2016 school year. Motion passed unanimously.**
- ❖ *Discuss and Vote on Board Members and their Terms* – Monte reviewed the board members terms. He stated that Jennifer’s term is expiring this year and she is up for renewal. Jennifer has requested to stay on the board thus renewing her term. Monte opened the floor for discussion. Since there were no comments made, he proceeded with the motion. **Monte Poll made a motion to approve the board member and their term as follows:**
 - **Jennifer Bazzano – *NEW* 4-year term expiring June 2019**
 - **Necia Wiggins – *NEW* 1-year term expiring June 2016**

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- **Maggie Arave – June 2018**
- **Monte Poll – June 2017**
- **Rita Brock – June 2016**

Motion passed unanimously.

- ❖ *Discuss and Vote on Ratifying Board Officers* – Jenn asked the board if they wanted to make any changes to the officers. Everyone was happy with their positions as they currently stand. **Jennifer Bazzano made a motion to approve the board officers to remain the same and they are as follows:**

- **Jenn Bazzano – President**
- **Monte Poll – Vice President**
- **Rita Brock – Secretary**
- **Maggie Arave – Financial Coordinator**
- **Necia Wiggins – POET President**

Motion passed unanimously.

- ❖ *Discuss Jr. High Land Lease and Development for Additional Playground* – Debby stated that although this was a good idea, it doesn't look like it is going to work out. At this time, Debby asked Ryan R. to report on this since he has been meeting with the owners. Ryan R. reviewed the development costs if this were to move forward. He stated that the property owners had an issue with the term of lease, timeline and first right of refusal. He asked the board how board would like him to proceed. There was discussion on whether or not the board would like Ryan R. to move forward on the land lease. There was a discussion on where POET stands with this development. There was a discussion on other options for a playground for the 5th and 6th graders. The board decided to table this discussion until they have more time to think about it.

OTHER BUSINESS ITEMS (Items for Discussion Only)

- ❖ *Set 2015-2016 Board Meeting Schedule* – Debby reviewed the meeting dates. She stated that there is only one date that may be cause for concern since the board meeting is the week after Spring Break and people will be out of town so the preparation for the meeting may be difficult. Jenn stated that we can discuss that once it's closer.
- ❖ *Calendar Items* – Jennifer Bazzano
 - Schedule Board & AW Dinner for Debby – Jenn asked the board what date that everyone would be available for dinner. June 22nd is the date that they are looking into. The VIP guest list and location was briefly discussed.
 - Next Board Meeting – June 25th (Electronic Board Meeting)
 - UAPCS Conference – June 15-16 *Utah County Convention Ctr*

7:43 PM – Jennifer Bazzano made a motion to take a dinner BREAK. Motion passed unanimously.

8:31 PM – Jennifer Bazzano made a motion to RECONVENE the board meeting. Motion passed unanimously.

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RETREAT ITEMS

- ❖ Board Self Evaluation – Jenn read all five statements from the board constitution as a guide to evaluate the board. She asked the board guiding questions with each statement. Jenn asked the board after discussing each statement, “What could we do better?” There was input from all board members, administration and Academica West.
- ❖ Principal and Academica West Evaluation – Jenn led the evaluation of the principal and Academica West using the evaluation tool approved by the board.
 - **Student Achievement** – Debby reviewed the assessment data from last year since this year’s data is not available yet. However, this year the test data helped the teachers understand what they needed to improve on instead of worry about the actual score. Debby also reviewed the awards that NDPA students and school have won. The board believes that principal and AW enhances the viability of the school.
 - **Trust in School** – The teacher retention is great. There was a discussion on the reputation of the school. The board believes that principal and AW enhances the viability of the school.
 - **Retention of Students** – Debby reported that this area is down from last year. There was a discussion on what may be causing this. The board believes that principal and AW enhances the viability of the school.
 - **Budget** – Debby and AW does a very good job with the budget. The audit proves this. The board believes that principal and AW enhances the viability of the school.
 - **Compliance** – AW turns in most of the reports. This year there was an issue with the bond reporting but we have that resolved. The board believes that principal and AW enhances the viability of the school.
- ❖ Appreciation & Thanks – On behalf of the board, Jennifer thanked Debby for her hard work and service to the school. The board presented Debby with a bonus.

9:16 PM – Jennifer Bazzano made a motion to ADJOURN. Motion passed unanimously.