



North Davis Preparatory Academy

BOARD MEETING MINUTES

Wednesday, August 6, 2014

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

In Attendance: Rita Brock, Shay East, Deanna Billings, Maggie Arave, Jennifer Bazzano

Others in Attendance: Dawn Kawaguchi (AW), Ryan Arrington (AW), Gabe Clark (AW), Monte Poll (Parent), Debby Gomberg (Principal), Ryan Robinson (VP), Terry Smith (Guest)

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

6:04 PM – INTRODUCTORY ITEMS

- ❖ Welcome and Introductions – Jennifer Bazzano
- ❖ Pledge of Allegiance
- ❖ Vision – Shay East
- ❖ Board Constitution – Maggie Arave

There was no PUBLIC COMMENT.

REPORTS

❖ **Principal Report**

- *Update on School Contracts and Rate Sheets* – Debby briefly informed the board that janitorial, landscaping and snow pushing rates have not changed so there is no need to approve any contracts or rate sheets. Also, there are no board policies to review but there are some administrative policies that will need to be taken to the community council for review. Debby informed the board that there are 1,062 students enrolled as of today. She stated that there will be some attrition between now and when DSD starts. Debby also informed the board that Syracuse Arts Academy will be opening a satellite elementary school next year that may impact our school.

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- Update on Traffic/Parking Lot/Drop Off & Pick Up – Ryan stated that the city of Layton installed a cement median down the middle of Hillfield Road that will affect the school especially for drop off and pick up. He passed out maps to show how the traffic flow will be during drop off and pick up as well as during the day. There was discussion on what obstacles the staff may have on the first day of school. Ryan stated that the administration will be sending this out to parents in an email, post it on the website and discuss it Newcomers Night and Back to School Night. He also asked the board for their input before they make the final map for carpool.
- ❖ **POET Report** – Shay East
 - Past Events:
 - ✓ Clothing exchange
 - ✓ Jr. High registration
 - Coming Up:
 - ✓ New Family Orientation
 - ✓ Back to School Night
 - ✓ First Day of School
 - There was a discussion on “Volunteer Spot” which is a website that POET uses for placing volunteers.

CONSENT ITEMS

- ❖ Ratify New Hires – *Debby reviewed the current staffing situation and new hire. She will also have some long term subs which she will send out the list to the board.*
 - Deanna Billings – SpEd Teacher
- ❖ Approve June 2, 2014 Annual Board Meeting & Retreat Minutes
- ❖ Approve June 26, 2014 Electronic Board Meeting Minutes
 - Ratify 2013-2014 Final Amended Budget
 - Ratify Century Link Easement Agreement

Jennifer Bazzano made a motion to approve the CONSENT ITEMS. The votes were as follows:

Shay East – Aye
Maggie Arave – Aye
Jennifer Bazzano – Aye
Rita Brock – Aye

Deanna Billings abstained from voting. Motion passed with a majority vote.

BUSINESS ITEMS (To Be Voted Upon During Board Meeting)

- ❖ Discuss and Vote on Cincinnati Insurance Company bid for Liability and Property Insurance Coverage – Gabe stated that State Risk Management increased their costs substantially this year so after talking with Debby and Jen they decided to look at other options for the property and liability insurance for the school. The board was given a price comparison for both State Risk Management and Cincinnati. There was a discussion on some of the separate liability coverage. Terry informed Debby that a loss-control person can come out before school starts. This person could cover everything from work comp issues to property issues to liability issues and any type of safety

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concerns with the traffic patterns. There were several questions asked by the administration regarding school automobiles, notice of teacher liability coverage, who to contact when there is a question of coverage or requesting a certificate of coverage and if there are discounts. There was a brief discussion on the liability deductibles. **Jennifer Bazzano made a motion to approve the Cincinnati Insurance Company bid for liability and property insurance coverage. Motion passed unanimously.**

- ❖ Discuss and Vote on New Board Member with a term to expire June 2017 – Deanna Billings turned her resignation because she has accepted a job at the school. Jen explained that with the timing of this departure and to keep the continuity of the board, she is recommending appointing someone that already has board experience. Monte Poll is a past board member and was also the board president. He has the institutional knowledge of NDPA. There was a brief discussion on Monte stepping into Deanna's seat at the co-chair. **Jennifer Bazzano made a motion to accept Deanna Billings resignation and appoint Monte Poll to the board with a term to expire June 2017 and fill her officer role as the co-chair (to be effective the end of the meeting today). Motion passed unanimously.**
- ❖ Discuss and Ratify Board Officers – See voting above.
- ❖ Discuss and Vote on Board Member Agreement – Jen reviewed the board member agreement. It is based largely on the board constitution. She would like to include this in a new board member packet. **Jennifer Bazzano made a motion to approve the NDPA Board Member Agreement. Motion passed unanimously.**
- ❖ Discuss and Vote on Employee Handbook Policy – Debby explained that A Plus Benefits is our co-employer and they have regulations that they require the school to uphold which are included in the Employee Handbook. As laws change, the handbook is updated. This policy just states that the administration will keep the employee handbook updated and establish administrative procedures that comply with federal and state employment laws. **Jennifer Bazzano made a motion to approve the Employee Handbook Policy. Motion passed unanimously.**
- ❖ Discuss and Vote on School Lunch Prices – This year school lunch will be prepared all in house to save some money. The school has been trying to get approved for the federal lunch program. Ryan found out this morning the school has been approved. The federal lunch program mandates the school lunch cost. Ryan mentioned that there may not be as many meal selections as last year. There was a brief discussion on whether or not parents will be able to pay for lunch online. **Jennifer Bazzano made motion to approve the school lunch prices (Elementary \$2.00; Jr. High \$2.40; Adult \$3.25) for the upcoming school year. Motion passed unanimously.**

OTHER BUSINESS ITEMS (Items for Discussion Only)

- ❖ Calendaring Items – Jennifer Bazzano
 - Next Board Meeting – October 1st

7:17 PM – Jennifer Bazzano made a motion to ADJOURN. Motion passed unanimously.
(Duration 1:11:19)

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