



North Davis Preparatory Academy Annual Board of Directors Meeting & Retreat Minutes Monday, June 2, 2014

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

In Attendance: Jennifer Bazzano, Deanna Billings, Bevany Garfield, Linda Larsen, Steve Davis (AW), Brad Taylor (AW), Trent Brown (AW), Dawn Kawaguchi (AW), Debby Gomberg (Principal), Sheldon Killpack (AW), Maggie Arave (Parent), Shay East (POET Elect), Ryan Arrington (AW; 5:11 p.m.) and Rita Brock (5:12 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.

MINUTES

5:10 PM – INTRODUCTORY ITEMS

- ❖ Welcome and Introductions – Jennifer Bazzano
- ❖ Pledge of Allegiance
- ❖ Vision – Linda
- ❖ Board Constitution – Bevany

There was no PUBLIC COMMENT.

REPORTS

❖ **Academica Report**

- *Annual Open Meetings Act Training/Review* – Trent took a few minutes to review the requirements on posting agendas 24-hours prior to the meeting. Sheldon added that the critical items are the ones that you will be taking action on. Debby stated that “casual gatherings” with board members that make a quorum should be careful not to discuss any business because it would constitute a board meeting which would require posting of an agenda. She added that emails could be regarded as board meetings if business was discussed or decisions were to be made.

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.

❖ **POET Report** – Bevany Garfield

- Art Auction did very well. The final total was around \$16,000. The money will be used to purchase a lot of small items that the teachers have requested – mostly PE equipment.
- Volunteer Appreciation is on Thursday, June 5th at the Roy Aquatic Center (6:30-8:30)

Debby added that this year there was an incredible volunteer pool even with almost an entire new board. She thanked Bevany for a fantastic year.

CONSENT ITEMS

- ❖ Ratify New Hires – Debby briefly reviewed the new hires. She informed the board of some temporary hires that still need to be completed due to some teachers taking one year off to have children. **Jennifer Bazzano made a motion to approve the New Hires. Motion passed unanimously.**
 - Amanda Stringham – 4th grade
 - Eva Chantal Prieto Arroyo – 3rd grade
 - Amia Alonso Arana – 5th grade
 - Israel Jarabo Amoros – Jr High Math
 - Ana Raquel Galan Mendoza – Jr High Spanish
- ❖ Approve May 7, 2014 Board Meeting Minutes – There was no further discussion. **Jennifer Bazzano made a motion to approve the May 7, 2014 Board Meeting Minutes. Motion passed unanimously.**
- ❖ Approve May 7, 2014 Closed Board Meeting Affidavit – There was no further discussion. **Jennifer Bazzano made a motion to approve the May 7, 2014 Closed Board Meeting Affidavit. Motion passed unanimously.**

BUSINESS ITEMS (To Be Voted Upon During Board Meeting)

- ❖ Discuss and Vote on Amended 2013-2014 Budget as of May 31, 2014 – Deanna stated that she has reviewed the budget and she feels confident in recommending approval. Ryan added that there was a change to the comprehensive guidance budget. Ryan will be capturing all the changes on the budget for the next electronic meeting to be within 5% of the budget to actual. **Jennifer Bazzano made a motion to approve the amended 2013-2014 budget as of May 31, 2014. Motion passed unanimously.**
- ❖ Discuss and Vote on 2014-2015 Annual Budget – Ryan reviewed the 2014-2015 annual budget. This is a conservative budget because it is based on 1,000 students. Debby updated the board on the lottery. Ryan stated that one significant change is in the food service budget since the lunch program will be moved in house. Debby reviewed the teacher salary increases. Ryan also added that Debby is excellent with the budget and really knows her stuff. Debby added that there will not be a large expense for capital improvements this year. She updated the board on the small improvements being made this summer. **Jennifer Bazzano made a motion to approve the budget for the 2014-2015 school year. Motion passed unanimously.**
- ❖ Discuss and Vote to Ratify Board Members and Terms – There was no further discussion. **Jennifer Bazzano made a motion to ratify the board members and terms as follows:**
 - **Shay East – *NEW* 1-year term to expire June 2015**

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- **Maggie Arave – *NEW* 4-year term to expire June 2018**
- **Jennifer Bazzano – June 2015**
- **Rita Brock – June 2016**
- **Deanna Billings – June 2017**

Motion passed unanimously.

- ❖ *Discuss and Vote to Ratify Board Officers* – Nominations were open to the board for the board officer positions. **Jennifer Bazzano made a motion to appoint Maggie Arave as the FINANCIAL COORDINATOR. Linda Larsen seconded the motion. Linda Larsen made a motion to ratify Jennifer Bazzano as the BOARD PRESIDENT. Deanna Billings seconded the motion. Jennifer Bazzano made a motion to appoint Deanna Billings as the VICE PRESIDENT. Linda Larsen seconded the motion. Jennifer Bazzano made a motion to ratify Rita Brock as the SECRETARY. Linda Larsen seconded the motion. All motions passed unanimously.**

OTHER BUSINESS ITEMS (Items for Discussion Only)

- ❖ *Set 2014-215 Board Meeting Schedule* – Debby reviewed the proposed 2014-2015 Board Meeting schedule. It is not changed much from this last year.
- ❖ *Calendaring Items – Jennifer Bazzano*
 - 2014 UAPCS Conference @ Davis Conference Ctr. – June 9-10
 - Electronic Board Meeting – June 26th @ 9:00 a.m.
 - Next Board Meeting – August 6th @ 6:00 p.m.

Trent Brown gave a brief update on Century Link purchasing an easement from the school which the board can hopefully vote on by the Electronic Board Meeting.

5:51 PM – Jennifer Bazzano made a motion to BREAK FOR DINNER. Motion passed unanimously.

6:45 PM – Jennifer Bazzano made a motion to RECONVENE the Board Meeting. Motion passed unanimously.

RETREAT ITEMS

- ❖ *Principal and Academica West Evaluation* – Jen led the board in the evaluation for Debby and Academica West. The areas of review were Student Achievement, Trust in School, Retention of Students, Budget and Compliance.
 - **Student Achievement** – There was a discussion on how the state calculates the growth score. The board felt like the letter score wasn't an issue. Debby reported the DWA scores for this year. The SAGE raw scores will not be available until November. Twenty students opted out of testing this year. The board agreed that the "Student Achievement" enhances viability of the school.
 - **Trust in the School** – Last year we had a higher teacher turnover than usual because of LLA. Debby reviewed the staffing for next year. There are a number of Spanish teachers that would like to apply for green cards or H-1B visas. The school has good teacher retention partly due to the fact that the sustainability of

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the principal. The board definitely agreed that the “Trust in the School” enhances the viability of the school.

- **Retention of Students** – There was a discussion on the retention of students specifically the students entering the 7th grade and 9th grade. There was a discussion on the morale of the employees. The board agreed that the “Retention of Students” enhances the viability of the school.
- **Budget** – The budget is being handled very well by Debby and Academica. There was a discussion on the debt ratio. There was a brief discussion on “Occupancy Costs” listed on the state school report. Brad stated that 22% is a very good percentage. The board strongly agreed that the “Budget” enhances the viability of the school.
- **Compliance** – There was one report that was turned in late which the state’s definition is turned in on time and no changes were made. The report was turned in on time but there were changes made and so it was considered late. The board is glad that AW makes sure that reports are turned in on time. Debby stated that there are over 100 reports that are required by the state and she only is responsible for about 20. There was a discussion on the Charter School Agreement. The board strongly agreed that the “Compliance” enhances the viability of the school.

This has been a great year. The board stated that Debby has weathered the two new school openings very well. NDPA develops leaders which is the reason why there are staff members that transition to other schools.

7:47 PM – Jennifer Bazzano made a motion to ADJOURN. Motion passed unanimously.

JUNE ACTION ITEMS

Dawn:

Send calendar invite to the Electronic Board Meeting on Thursday, June 26th @ 9:00 a.m.

Work on an abbreviated Charter Agreement for new board members