



North Davis Preparatory Academy  
**ANNUAL BOARD MEETING MINUTES**  
Wednesday, June 5, 2013

**Location:** Jr High Library, 1765 W. Hill Field Rd., Layton, UT 84041

**In Attendance:** Trent Brown (AW), Debby Gomberg (Principal), Rita Brock, Shawn Hart (9<sup>th</sup> Grade Rep), Linda Larsen, Quinn Hanamaikai, Bevany Garfield, Deanna Billings, Jennifer Bazzano, Ryan Arrington (AW), Dawn Kawaguchi (AW), Brad Taylor (AW; 2:19 p.m.), Crista Sanchez (AW; 2:27 p.m.), Kristin Elinkowski (2:29 p.m.) and Kathy Thornburg (2:35 p.m.)

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.

**ANNUAL BOARD MEETING MINUTES**

**2:08 PM – INTRODUCTORY ITEMS**

- ❖ Welcome and Introductions – Linda Larsen
- ❖ Pledge of Allegiance – Linda Larsen
- ❖ Vision – Bevany Garfield
- ❖ Board Constitution – Deanna Billings

*Linda welcomed the new board members. Debby wanted to clarify for the record that the new board members (Rita, Quinn & Bevany) are not officially voting board members until July 1<sup>st</sup>.*

**REPORTS**

- ❖ **Student Report** – Shawn Hart
  - Formal Dance was last Friday
  - Spain was awesome! Shawn slept through his alarm more than he woke up to it. He briefly reported on his Spain experience and answered questions that the board asked. Shawn stated that they stayed in Madrid for two days and then went to Toledo for one day and drove to Salamanca and stayed there for five days.
- ❖ **Principal Report** – Debby stated that Kristin had asked her to report on test scores for her principal report. Debby stated that they are still getting end of level scores back but she has results for the Direct Writing Assessment which is taken by 5<sup>th</sup> and 8<sup>th</sup> graders. This test is taken on the computer and the scores are taken electronically. The teachers are sure that this test was

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much harder this year. Debby explained the process that the students have gone through to prepare for the DWA by using Utah Writes. She reviewed this year's scores as well as made comparisons to last year's scores. We are very proud of these scores. The state average is around 21. Debby reported that our emersion students are scoring around 27-28 and exposure students are scoring around 24-25.

❖ **POET Report** – Deanna Billings

- The volunteer “Thank You” activity was held at Clearfield Aquatic Center. It was very successful and the families had a lot of fun. We had over 450 people show up.
- We had a very successful Field Day and the weather was great.
- Yearbook Day tomorrow
- There was a brief discussion on how the volunteer hours ended up this year because POET really worked hard to contact families to let them know they had not completed their 30 hours.

❖ **Academica West Report**

- Review 2012-2013 Annual Budget as of May 15, 2013 – Ryan briefly reported on the 2012-2013 annual budget as of May 15<sup>th</sup>. Some items are right on, some are over budget and some are under budget. Ryan explained that we will be truing up these numbers before the end of the fiscal year and having an electronic board meeting to approve the final amended budget by the end of the month. Debby briefly explained for the new board members that public funding is a living entity. We only make adjustments twice a year to the budget. Once in December after the October 1 count and then at the end of the year. Ryan stated that he and Jennifer (because she is the financial coordinator) sit down before board meetings to review the budget. Ryan stated that the school received over \$100,000 of restricted money at the end of May which isn't reflected on this budget.
- Annual Open Meetings Act Training/Review – Trent explained that the board is required to annually review the Open and Public Meetings Act. He went through some frequently asked questions. He touched on public meetings, chance meetings, emails, agenda compliance, best practice with public comment, media, closed meetings, minutes, and open meetings law. Debby briefly reviewed the steps on how the agendas are put together

**Kristin Elinkowski made a motion to approve the CONSENT ITEMS. Motion passed unanimously.**

❖ Ratify New Hires

- Maria Mathilde Barroso – Kindergarten
- Miguel Clot – 4<sup>th</sup> grade
- Deborah Broceno – 3<sup>rd</sup> grade
- Melanie Hahn – Counselor
- Courtney Bryson – Jr. High LA
- Ryan Robinson – Asst. Principal

❖ Approve March 27, 2013 Board Meeting Minutes

❖ Approve March 27, 2016 Closed Board Meeting Affidavit

❖ Approve May 13, 2013 Electronic Board Meeting Minutes

**BUSINESS ITEMS (To Be Voted Upon During Board Meeting)**

❖ Discuss and Vote to Ratify Board Members and Terms – Kristin reviewed the board members and their terms as follows.

- Deanna Billings – \*NEW\* 4-year term to expire June 2017
- Rita Brock – \*NEW\* 3-year term to expire June 2016

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- Bevany Garfield – \*NEW\* 1-year term to expire June 2014
- Quinn Hanamaikai – \*NEW\* 1-year term to expire June 2014
- Linda Larsen – June 2014
- Jennifer Bazzano – June 2015

These new terms take place July 1<sup>st</sup>. **Kristin Elinkowski made a motion to approve the new board members (as stated above). Motion passed unanimously.**

- ❖ Discuss and Vote to Ratify Board Officers – Kristin took nominations for the following officers.
  - *President* – **Linda Larsen made a motion to nominate Jennifer Bazzano as the President. Deanna Billings seconded the motion. Motion passed unanimously.**
  - *Vice President* – Kristin stated that Linda Larsen is currently the Vice President. **Jennifer Bazzano made a motion to keep Linda Larsen as the Vice President. Kathy Thornburg seconded the motion. Motion passed unanimously.**
  - *Financial Coordinator* – Kathy stated that Brad and Ryan do a great job with the budget that this job doesn't require someone with an accounting background. **Jennifer Bazzano made a motion to nominate Deanna Billings. Kristin Elinkowski seconded the motion. Motion passed unanimously.**
  - *Secretary* – Kristin explained that Dawn does a lot of this for the board but if for any reason someone will need to take note this person would do that. **Kathy Thornburg made a motion to nomination Rita Brock as the Secretary. Linda Larsen seconded the motion. Motion passed unanimously.**
- ❖ Discuss and Vote on 2013-2014 Annual Budget – Debby stated that this budget is a very preliminary for next year. Debby, Ryan and Brad put this budget together based on 1,000 students. Debby briefly reviewed the 2013-2014 annual budget. She went over the categories and how she is planning on spending the money. Debby touched on restricted and unrestricted surplus and how she spends this money. **Kristin Elinkowski made a motion to approve the 2013-2014 Annual Budget. Motion passed unanimously.**
- ❖ Discuss and Vote on Building Maintenance not to exceed \$24,768 – There was no further discussion. **Kristin Elinkowski made a motion to approve the building maintenance not to exceed \$24,768. Motion passed unanimously.**
- ❖ Discuss and Vote on Technology Purchase not to exceed \$90,400 – There was no further discussion. **Kristin Elinkowski made a motion to approve the technology purchase not to exceed \$90,400. Motion passed unanimously.**
- ❖ Discuss and Vote on Curriculum Materials Purchase not to exceed \$17,478 – There was no further discussion. **Kristin Elinkowski made a motion to approve the curriculum materials purchase not to exceed \$17,478. Motion passed unanimously.**
- ❖ Discuss and Vote on Snow Removal Expense in the amount of \$17,500 – Debby requested to amend the amount of the snow removal expense because she misread the purchase order amount. She is asking the Board to approve \$17,775. Debby would like to bring annual contracts to the board for approval so that she doesn't have to bring every invoice over her allotted amount to the board for approval. **Kristin Elinkowski made a motion to approve snow removal expense in the amount of \$17,775. Motion passed unanimously.**

#### **OTHER BUSINESS ITEMS (Items for Discussion Only)**

- ❖ Calendaring Items – Kristin Elinkowski
  - Set 2013-2014 Annual Board Meeting Dates – Dawn will have a schedule by the retreat.
    - ✓ August 7, 2013 @ 6:00 p.m. typically in the elementary
  - Board Retreat – June 25, 2013 @ 12:00 p.m. We are serving lunch.
  - UAPCS Conference – June 17-18
  - Electronic Board Meeting – June 27, 2013 (*Approve Final Budget*) @ 9:00 a.m.

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**There was no PUBLIC COMMENT.**

**3:04 PM – Kristin Elinkowski made a motion to go into CLOSED SESSION (to discuss an individual’s character, professional competence, or physical or mental health.) Motion passed unanimously.**

**3:17 PM – Kristin Elinkowski made a motion to return to the OPEN SESSION. Motion passed unanimously.**

*Board Presentations – Kristin presented Debby with a bonus and thanked her for her hard work and a great year. The board presented Kristin and Kathy with a token of appreciation of their services.*

**3:20 PM – Kristin Elinkowski made a motion to ADJOURN. Motion passed unanimously.**

**June Action Items:**

1. 2013-2014 Annual Board Meeting Dates – Dawn
2. Sign up Quinn and Bevany for UAPCS on June 18<sup>th</sup> – Dawn/Emily

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