



North Davis Preparatory Academy Board Meeting Minutes Wednesday, February 1, 2017

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

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

Others in Attendance: Dawn Kawaguchi, Ryan Robinson, Brad Taylor, Cole Arnold, Trent Brown (6:21 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.

MINUTES

6:05 PM – INTRODUCTORY ITEMS

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

There was no PUBLIC COMMENT.

REPORTS

❖ Administration

- **State of the School** – Ryan Robinson expressed to the board that they really follow the board constitution well especially the statement of “We will make the Spanish language a key element of the school”. It fields a lot into our accreditation visit.
 - ✓ Update on Accreditation Visit – Ryan reviewed the accreditation visit. They haven’t sent in the final written evaluation report but he passed out the power point that they provided at the end of the visit. The two improvement priorities that they gave the school were the following:

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- ★ Develop and implement a formalized process to train staff in the evaluation, interpretation, and utilization of data to drive instructional decision making. (Indicators 5.2 and 5.3)
- ★ Develop and establish a clear RTI program that provides planned and regularly measured interventions based on data for students with learning challenges (including those not already identified through SpEd services).

They also gave the school an “Opportunity for Improvement” which was the following:

- ★ Develop and implement a regular schedule of classroom evaluation and monitoring to support improved instructional practice.

Ryan stated that they are training staff in those areas but there was no evidence that they were having the training. Ryan stated that he doesn’t have a formalized process for these things but it was a good experience and reminder that there is certainly room for improvement. Ryan reviewed the areas that they have already started to make improvements. He shared some stories about how he feels the love of learning has affected their students but we need to figure out a way to measure it.

❖ **Academica West**

- FY 2015-2016 Form 990 – Cole Arnold stated that the school has to submit a form 990 to the IRS every year. Tax exempt entities must send in this form. Since the board was sent out a copy of this before the meeting, he asked if anyone had any questions on the form. No members had questions.

❖ **POET – Jennifer Nicholson**

- Jennifer updated the board on some of the happenings with the POET board. She has been working with Gabe at AW. Jennifer has been going back through past minutes and will be working on finding the correct bylaws. She will be amending the bylaws so that they can get through this year and then try to get it all fixed this summer.

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

- ❖ Approve December 7, 2016 Board Meeting Minutes

BUSINESS ITEMS (To Be Voted Upon During Board Meeting)

- ❖ Discuss and Vote on 2016-2017 Budget Amendment – Cole Arnold stated that he has been working with Ryan on truing up the budget. He has also met with both Jenn and Maggie to go over the budget in greater detail. There are not any areas of concern. Cole reviewed the 2016-2017 amended budget. The net change was less than \$3,000. **Jennifer Bazzano made a motion to approve the 2016-2017 mid-year amended budget. Motion passed unanimously.**
- ❖ Discuss and Vote on 2017-2018 School Calendar – Ryan Robinson reviewed the 2017-2018 school calendar. It is very similar to DSD. **Jennifer Bazzano made a motion to approve the 2017-2018 school calendar. Motion passed unanimously.** Brad notice a double day on the calendar which Dawn will fix before sending out.

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- ❖ *Discuss and Vote on 2017-2018 School Fee Schedule* – Ryan Robinson reviewed the 2017-2018 fee schedule. Text books increased \$1, sports fees increased \$5 per sport and the Spanish testing cost increased \$2 due to the increase in the cost of the test. **Jennifer Bazzano made a motion to approve the 2017-2018 school fee schedule. Motion passed unanimously.**

OTHER BUSINESS ITEMS (Items for Discussion Only)

- ❖ **Calendaring Items – Jennifer Bazzano**
 - Electronic Board Meeting – March 8th – Cancel this meeting
 - Next Board Meeting – March 29th
 - Possible reschedule June 7th Board Meeting – No change
 - UAPCS Conference (Layton) – June 6-7

Jennifer Nicholson and Monte Poll gave a brief update on the AW roundtable.

7:11 PM – Jennifer Bazzano made a motion to ADJOURN. Motion passed unanimously.
(Duration 1:06:11)

February Action Items

1. Send out meeting cancelation for March 8th Electronic Board Meeting – **Dawn**