

North Davis Preparatory Academy Annual Board Meeting Minutes Wednesday, June 7, 2017



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

In Attendance: Jennifer Bazzano, Rita Brock, Maggie Arave, Monte Poll (5:20 p.m.), Jennifer Nicholson (5:22 p.m.)

Others in Attendance: Ryan Robinson, Dawn Kawaguchi, Juan Carlos Fernandez, Kim Dohrer, Platte Nielson, Cole Arnold

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

4:16 PM – INTRODUCTORY ITEMS

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

There was no PUBLIC COMMENT.

REPORTS

❖ **Administration**

- State of the School – Ryan Robinson
 - ✓ Immersion Lottery Changes – Ryan stated that there was a discussion in the preboard meeting on the differences between policies, procedures, practices and/or plans. Ryan stated that the administration has decided to make the immersion lottery procedures a practice. The practice will be that kinder to first grade, we will have a lottery to enter into the program. If any seats open up after in the rest of the grades the practice will be that faculty, board

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members and POET members get preference and then after that those have the highest number of volunteer numbers. This is a way to thank the parents for giving their time. Ryan stated that very few seats open up. For example, this year in 3rd grade there are two open spots and (29) students on the waiting list.

- ✓ Teacher exchange study abroad program – We will be sending three American faculty members to Spain for three weeks. There are (11) Spanish Universities that are participating in this program through the International Spanish Academy. The cost is \$1,700 per person. Ryan feels like this will help the American teachers understand what it's like for the Spaniards go through when they come to NDPA as well as enhance the culture of the school and education experience. Toni Bentley, Amanda King and Ryan will be leaving on June 30th and returning July 22nd. They will be spending three weeks at the University of Granada studying dual language immersion theory. Ryan is not sure how much Spanish the teachers will need to know but most everyone there will have Spanish as a second language. It seems very similar to what the students do at the University of Salamanca
- ✓ Updated Bullying ADMIN Policy – Ryan asked Platte to review the Bullying Admin Policy. He is new to AW and has been working with Gabe on policies. Platte stated that the law continues to change with the Bullying policy, the administrative policy must be updated to be in line with the law. Most of the changes are the definitions of bullying, hazing, and added a new definition of abusive conduct. Platte informed the board that not only are parents required to sign that they agree to the policy but all students eight years and older must sign this policy. There was a discussion on ideas of how to get the students signatures.

❖ **Academica West**

- Annual Open Meeting Act Training – Kim Dohrer reviewed the Open and Public Meeting Act for the annual required board training. Kim highlighted some of the key elements of the act. She reminded the board that the purpose of the Open and Public Meetings Act is so that you do your business in public. Public comments are not required but this board allows public comments. Other areas that Kim reviewed were electric meetings, emails between board members, discussing what is on the agenda, closed meetings, interviews for board members, public records, recordings of meetings, provisions with disabilities, violations of open meetings and training requirements. Kim had all of the members sign an affirmation of training and give to Dawn for record keeping.
- Review Arrest Reporting Policy – Kim Dohrer reviewed the Arrest Reporting Policy which states that if a board member is arrested for any of the reasons stated in the policy they must report it to the principal within seven days.

❖ **Board of Directors**

- Update on Amended Bylaws – Jennifer Bazzano stated that we have amended the bylaws with the State Charter Board to remove the POET chair as a position on the board. It is very difficult to do both positions at the same time as well as one year on the board isn't enough. You really need a four-year term to be effective.

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- Discuss Board Vacancies – Jennifer Bazzano stated with that being said, we will have an open board position. It is currently posted in both buildings and on the school website. There was a discussion on what qualifications they would be looking for.
 - Review Board Member Agreement – Jennifer Bazzano asked all board members to read and re-sign the board member agreement for the upcoming year. Once signed, please give to Dawn for record keeping.
- ❖ **POET** – Jennifer Nicholson
- Bylaws have been changed with the help of Gabe at AW and they are so much better.
 - There have been many changes with the organization of the POET which should work much better for all parents. Many more committees with chairs and co-chairs to get people involved.
 - The next POET president (Diana Deardon) will be staying in for two years.

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

- ❖ Ratify New Hires – Ryan reviewed the new hires
 - Sandra Nieto – Long Term Substitute
 - Eva Salazar – Long Term Substitute
- ❖ Approve March 29, 2017 Board Meeting Minutes

BUSINESS ITEMS (To Be Voted Upon During Board Meeting)

- ❖ Discuss & Vote to Appoint a Charter School Board Building Official [CSBBO] – Dawn explained that this isn't something that is urgent since the school won't be building anytime soon. The person has been Trent in the past but after the Jr. high was built the state changed this person and required them to be a board member. Since there wasn't any construction going on we never changed it. Jennifer Bazzano stated this position must be a board member and she feels like Monte is the best person for this. **Jennifer Bazzano made a motion to appoint Monte Poll as the Charter School Board Building Official. Motion passed unanimously.**
- ❖ Discuss & Vote on Audit Committee – Kim stated that the board is required to have two people (by position) on the audit committee. It is recommended that this be the president and the financial coordinator. These two people will oversee the audit which is currently conducted by Eide Bailly. Cole added that this committee also reviews the final draft of the audit before it is published as well as presents it to the board. **Jennifer Bazzano made a motion to appoint the Financial Coordinator and the Board Chair to serve on the school's Audit Committee. Motion passed unanimously.**
- ❖ Discuss & Vote Audit Engagement Letters – Cole Arnold stated that the engagement letters were sent to the board president from Eide Bailly. They one of a select few that are approved by USBE to audit charter schools. The audit is scheduled to begin (if the board approves Eide Bailly) the second week of August and usually wraps up by the end of September. Cole also added that AW does an RFP every 5-7 years to make sure that they are still in line with pricing. **Jennifer Bazzano made a motion to approve the engagement of services provided by Eide Bailly for the year ending June 30, 2017 and**

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allow the Board President to sign on behalf of the school. Motion passed unanimously.

- ❖ *Discuss & Vote on 2017-2018 Annual Budget* – Jennifer Bazzano stated that she and Maggie met with Cole today to go over the budget for next year. She stated that this is a living document and is a starting point. It's going to change almost every month for the next 12 months. Cole added that this budget includes the aggregate principal fund from last year's surplus to do some exploratory projects with the school (i.e. teacher study aboard program, science program, etc.) Also, with the current year's surplus, it has allowed Ryan to give a returning bonus in the fall which is included in this budget. **Jennifer Bazzano made a motion to approve the 2017-2018 annual budget. Motion passed unanimously.**
- ❖ *Discuss & Vote on Amended & Restated Bylaws* – There was no further discussion. **Jennifer Bazzano made a motion to approve the amended & restated bylaws. Motion passed unanimously.**
- ❖ *Discuss & Vote on Data Confidentiality Addendum* – Platte Nielson stated that last year the legislature passed a new student data privacy law called the Student Data Protection Act. One of the sections in this law states if the school shares student data with a third-party contractor, the school must provide an agreement with that contractor that has provisions that will protect the student data which governs what that third party can and can't do. Platte has created a data confidentiality addendum for third party contractors to sign which will include Academics West. There was discussion on how to handle the addendum with app and website vendors that are being used by the school (i.e. Survey Monkey). This is currently a gray area with USOE. There was a discussion on using an anonymous identification for students such as a number or nickname. **Jennifer Bazzano made a motion to approve the Data Confidentiality Addendum and authorize the principal to enter into the agreement with existing and future third party contractors as needed. Motion passed unanimously.**
- ❖ *Discuss & Vote on Student Conduct & Discipline Policy & Rescind the Safe Schools Policy* – Platte Nielson stated that there were changes to the law regarding student conduct and discipline mainly dealing with emergency safety interventions and physical restraint type rules. This required a policy change so instead of creating a separate new policy, they incorporated the new requirements into the current Safe Schools policy and renamed it the Student Conduct & Discipline Policy. Most of the new requirements have to do with new physical restraint and physical escort rules which includes new definitions which are less intrusive. Ryan added that these interventions have been used with SpEd and are now becoming applicable with the entire student body. This also requires the school establish an emergency safety intervention committee with at least two administrators, at least one parent, and at least two certified educators with behavior training. There are also requirements of what the committee shall do. If the board is ready to approve this policy they will need to rescind the current Safe Schools Policy. Platte added that they will be discussing the plan that the administration is required to come up with at the AW In-Service tomorrow. **Jennifer Bazzano made a motion to approve the Student Conduct & Discipline Policy & Rescind the Safe Schools Policy. Motion passed unanimously.**
- ❖ *Discuss & Vote on Student Data Privacy & Security Policy* – Platte Nielson stated that this is another new policy which is a product of the new law which requires schools to adopt a policy above and beyond what FERP requires. One of the main requirements in this policy is create, maintain, and publish a meta data dictionary. This is like a catalog of categories

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of student data that is collected and what third parties that the school shares it with. The state is creating a tool to help make the meta data dictionary and when it's done the school will have to publish this dictionary to your website so that parents can see who you are sharing their students' information with. Both Platte and Emily with AW are sitting on the two different state committees on student data privacy. **Jennifer Bazzano made a motion to approve the Student Data Privacy & Security Policy. Motion passed unanimously.** There was a discussion on volunteers.

- ❖ Discuss & Vote on Board Member and their Terms – Jennifer Bazzano reviewed the members and their terms. **Jennifer Bazzano made a motion to approve Monte Poll with a *NEW* 4-year term expiring June 2021 and ratify Rita Brock with a term expiring June 2020; Jennifer Bazzano with a term expiring June 2019; and Maggie Arave with a term expiring June 2018 and also ratify the positions as Jennifer Bazzano, President; Monte Poll, Vice President; Rita Brock, Secretary; and Maggie Arave, Financial Coordinator. Motion passed unanimously.**
- ❖ Discuss & Vote on Ratifying Board Officers – There was no further discussion. See above for voting.

OTHER BUSINESS ITEMS (Items for Discussion Only)

- ❖ Set 2017-2018 Board Meeting Schedule – Dawn Kawaguchi stated that she followed the board meeting schedule for this year. The only change is she removed the electronic board meeting in March since the School LAND Trust is currently due at the end of March and the April board meeting is moved up a week because of Spring Break. Dawn will send out calendar invites for these dates as long as the board is okay with it. She will also send out calendar invites for the pre-board meetings two weeks prior to the board meeting for 1 p.m.
- ❖ Calendar Items – Jennifer Bazzano
 - Electronic Board Meeting – June 28th @ 9 a.m.
 - Next Board Meeting – August 2nd

6:27 PM – Jennifer Bazzano made a motion to RECESS for DINNER. Motion passed unanimously.

7:06 PM – Jennifer Bazzano made a motion to RECONVENE the board meeting. Motion passed unanimously.

RETREAT ITEMS

- ❖ Principal and Academics West Evaluation – Ryan stated that this year there are a few new things that he included in the packet and hopefully as we go through the evaluation it will become clear why.
 - **Trust in the School** – This has been a hard year especially in teacher retention. However, if you look at the list and drill down, there is a story behind each one of them. Ryan went through several teachers that will not be coming back and the reasons why. One thing that Ryan mentioned was that if a teacher stays beyond the three years, they stay for several years after. **BOARD:** *School climate is good; the overall school is good; and the board has discussed what we need to do to promote our school. It definitely enhances our school.*

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- **Retention of Students** – Ryan stated that the administration was very nervous with the new ADM this year but Karyn has been diligent and filling every open spot. Comparing this year’s enrollment to next year’s enrollment, we are definitely keeping more students in the Jr. High. Ryan feels that the DLI program moving into the Jr. High has helped keep the students from leaving. JC taught their first AP Spanish class this year. These students took the AP Spanish test at Davis High and we will find out how they did next month. NDPA continues to define “who we are” and the community has embraced it. **BOARD:** *The student retention is up especially with the 6th to 7th grade jump which is where the board has always been concerned about so this definitely enhances the viability of the school.*
- **Student Achievement** – As we have defined ourselves with the Spanish program, it is obvious with the SAGE scores that we have made Spanish a key part of the school. The administration is aware of the areas that they need to work on. We use SAGE scores for indicators of trends. The administration measures the love of learning in students and teachers as much as they look at tests scores. Kim stated that NDPA’s participation rate is much higher than other schools. Ryan gave kudos to Cami for tracking down students to take the test. The schoolwide awards and participation in contests, fairs, etc. has increased. This is due to making Spanish a key part of the school. NDPA is becoming one of the premier Spanish schools. We are entering as many Spanish competitions as we can. Ryan would like to celebrate these awards in a bigger way next year. He also reviewed the funds and attendance that has gone to the Spanish experience. **BOARD:** *Math scores are lower than we would like to see but the administration is working to improve. However, it is a little bit of a treat. Kim added that she is interested to know how the state a whole did because she has heard that everyone was lower in math.*
- **Budget** – Audit has three clean reports for FY 2016. The most current S&P report is also included in this packet. Cole talked about the S&P review that was completed in the spring. He stated that S&P continues to increase their standards for their ratings. Cash on hand used to be 90 days and their debt coverage ratio used to be 1.2 (annual surplus to cover your building payments by 20%). This year the cash on hand has increased to 120 days and the debt coverage ratio has increased to 1.3. NDPA currently stands at about 132 days cash on hand and a debt coverage of 1.6 which well exceeds the metrics. Cole stated that the report included in the packet is what we give to S&P to review. Ryan added that when he first came on Debby had trained him on what was being done at the time and now everything has changed. It’s hard to keep the same philosophies and adapt them to the new rules & procedures that the school has been given by the state. He thanked Cole & AW for being a big part in doing this on the financial side. It is the reason that the school can continue to enhance the students’ (and teachers’) experience at NDPA. **BOARD:** *AW takes care of the budget and compliance so there definitely isn’t any questions there. Ryan also works on the budget and we are golden there.*
- **Compliance** – Kim stated that the charter school agreement was included in this packet. One of the items that was required on the charter amendment (for a bylaw change) was to include the goals that were set in the fidelity report that the school received a couple of years ago. Kim reviewed some of the information that we included in charter amendment. Ryan added that this year we had our big five-year

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accreditation evaluation/review and it was just as smooth as can be. Kim Lovell headed this up and did a fantastic job. The comments from the accreditation team were amazing. The board agreed that the administration needs to “toot their own horn” more. Kim stated that the last two pages are a highlight of AW services description. We love working with Ryan and it has been a great relationship. We are always looking at ways to improve or do things differently. Ryan added that he meets with Kim and Trent every month. Ryan brings his ideas and they talk through them.

- ❖ Board Self Evaluation – Jenn Bazzano quickly reviewed the board self-evaluation. All board members participated in making comments on the evaluation.

8:27 PM – Jennifer Bazzano made a motion ADJOURN. Motion passed unanimously.