

North Davis Preparatory Academy Annual Board Meeting Minutes Wednesday, May 30, 2018



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

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

Others in Attendance: Juan Carlos Fernandez, Dawn Kawaguchi, Kim Dohrer, Ryan Robinson, Trent Brown, 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

6:11 PM – INTRODUCTORY ITEMS

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

There was no PUBLIC COMMENT.

REPORTS

❖ **Academica West**

- Annual Open Meeting Acts Training – Kim Dohrer reviewed the Open and Public Meetings Act. Areas of discussion were the following: what is an open meeting?; electronic meetings including the hub being the place where you hold regular meetings; emails between board members; notice of meeting; all discussion items must be posted on the agenda; reasons for closed meetings; closed meetings rules including how a meeting is closed; interviewing board members; records of meetings (including closed meetings) and where they are kept; meetings are a

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public record; anyone can record a meeting; public comment; provisions for disabilities; what happens if you break the Open Meetings law; and annual training is required.

- Review Arrest Reporting Policy – Trent Brown reviewed the Arrest Reporting Policy. All board members must report any arrests regarding the following matters: convictions, any matters involving arrest for alleged sex offenses, arrests for alleged drug related offenses, and alleged alcohol related offenses against the person under Title 76, Ch 5. There was a discussion on parent volunteers.

❖ **Board of Directors**

- Review Board Member Agreement – Jennifer Bazzano reviewed the board member agreement. She told the board if they are willing to abide by this agreement for another year then please sign this document and give to Dawn.

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

- ❖ Approve March 28, 2018 Board Meeting Minutes
- ❖ Approve March 28, 2018 Closed Session Affidavit

BUSINESS ITEMS (To Be Voted Upon During Board Meeting)

- ❖ Discuss & Vote on RFP Committee for Management Services – Jennifer Bazzano stated that it is time to start the RFP process for our management services. She reviewed the requirements for the RFP which includes two committees. She recommended Maggie for the cost committee which reviews the cost. Jenn also recommended that one board member and two people from the school be on the procurement committee. There was discussion on who those people should be. **Jennifer Bazzano made a motion to approve Jennifer Bazzano, Ryan Robinson and Lorie Cherone to serve on the procurement committee and Maggie Arave to serve as the cost committee and issue an RFP for Education Service Provider Services. Motion passed unanimously.**
- ❖ Discuss & Vote on Audit Engagement Letters – Maggie Arave asked Cole to review the audit engagement letters. It is time to engage the auditors for the FY2018. This also includes the October 1 count audit. Eide Bailly has been doing the audit for several years. They are an independent auditor that is hired by the board. **Jennifer Bazzano made a motion to approve the engagement of services provided by Eide Bailly for the year ending June 30, 2018 and allow the Board President to sign on behalf of the school. Motion passed unanimously.**
- ❖ Discuss & Vote on 2018-2019 Annual Budget – Cole Arnold stated that the board should have received this budget a couple a weeks ago. Due to a change in the legislation a couple of years ago, it is now required for board members to see the new budget in advance. He pointed out that because of the capital improvements (re-carpeting the Jr. high) being done this summer, the net surplus is estimated at approximately \$36,000. Cole stated that this will not impact the state metrics or bond metrics that the school has to meet financially. He also reviewed the Spain budget expenses for next year and the annual plan for spending down the surplus of SpEd monies. **Jennifer Bazzano made a motion to approve the 2018-2019 Annual Budget. Motion passed unanimously.**

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- ❖ Discuss & Vote on Kitchen Equipment Purchase – Ryan Robinson reviewed the kitchen equipment that Loretta would like to purchase. There was discussion on how well the program has done in the last couple of years. The participation has been increasing each year. There was a discussion on the two separate purchases but Cole stated that it can be approved altogether. **Jennifer Bazzano made a motion to approve kitchen equipment purchase not to exceed \$130,000. Motion passed unanimously.**
- ❖ Discuss & Vote on ETS Contract Extension Addendum – Ryan Robinson stated that three years ago the board went through the RFP process and chose ETS. A three-year contract was signed. Ryan has been happy with their services and so he would like to extend their contract for two more years. Trent stated that an RFP is capped at five years of service. **Jennifer Bazzano made a motion to approve the ETS Service Agreement Addendum for a renewal term of two (2) years. Further, it is recommended that the board authorize the school's Principal to execute the agreement on behalf of the school. Motion passed unanimously.**
- ❖ Discuss & Vote on Board Member and their Terms – Jennifer Bazzano reviewed the terms and they discussed the officers. **Jennifer Bazzano made a motion to ratify the board members and their terms as follows: Maggie Arave – *NEW* 4-year term expiring June 2022; Dale Pfister – June 2021; Monte Poll – June 2021; Rita Brock – June 2020; Jennifer Bazzano – June 2019. Motion passed unanimously.** Ryan wanted to take this moment to thank the board for their service and the trust and support that they have all been giving him for the past three years.
- ❖ Discuss & Vote on Ratifying Board Officers – There was no further discussion. **Jennifer Bazzano made a motion to ratify the board officers as Jennifer Bazzano as the president; Monte Poll as the Vice President, Maggie Arave as the Financial Coordinator; and Rita Brock as the Secretary. Motion passed unanimously.**

OTHER BUSINESS ITEMS (Items for Discussion Only)

- ❖ Set 2018-2019 Board Meeting Schedule – Dawn Kawaguchi reviewed the board calendar. It is the same schedule as this year with updated dates. There was a brief discussion on the scheduled electronic board meetings. She also asked Jenn and Ryan if the same preboard schedule still worked. Dawn will send out calendar invites for this year's preboard meetings and board meetings to everyone.
- ❖ Calendar Items – Jennifer Bazzano
 - UAPCS Conference – June 13-14 Davis Conference Center – *Since the board has been nominated for the board of the year, Jenn and Maggie will be going to the dinner only.*
 - National Charter School Conference – June 17-20 (Austin, TX)
 - Electronic Board Meeting – June 27th @ 9 a.m.
 - Next Board Meeting – August 1st

6:59 PM – Jennifer Bazzano made a motion to BREAK FOR DINNER. Motion passed unanimously.

7:42 PM – Jennifer Bazzano made a motion to RECONVENE. Motion passed unanimously.

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RETREAT ITEMS

- ❖ Board Self Evaluation – Jenn Bazzano reviewed the board constitution in the five areas and used it as a guide for the board evaluation. As the board evaluated themselves in each area, they also asked how they could do better. Ryan had an opportunity to give his observation of how the board is doing in these areas. Overall the board feels that they know their role.
- ❖ State of the School – Ryan Robinson summarized that he has been focusing on the vision of the school as a guide to report on his state of the school. Ryan explain how the students develop a “love a learning” through being involved in extracurricular activities above and beyond the school day. He reviewed the schoolwide awards which also shows how much students are involved. Moving on to “high academic achievement”, Ryan reviewed their Aims scores which are taken three times a year and showed major growth. He also reviewed the SAGE scores. Ryan shared some of the changes that they have been making to close the gaps as well as focus at the grade levels where more help is needed. They are changing their mindset about how they are teaching the students and the need to continue helping the students outside the school day. Ryan reviewed the employee retention. He discussed the student retention as well as the Spain Study Abroad trip attendance, board scholarships, and total cost. Cole briefly reviewed the budgeting. He stated that Ryan does a very good job of watching the budget. Trent highlighted how AW provides value to the school in the five evaluation areas. Kim explained that AW has gathered data to show the value of AW against other education service providers. Kim wanted to go on record to say that if there was ever something that is not going well to please let us know right away.
- ❖ Appreciation & Thanks – Jennifer Bazzano presented Ryan with his 2018-2019 employment agreement and a bonus check.

9:22 PM – Jennifer Bazzano made a motion to ADJOURN. Motion passed unanimously.