

North Davis Preparatory Academy

Board Meeting Minutes

Wednesday, August 1, 2018

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

In Attendance: Jenn Bazzano, Monte Poll, Rita Brock, Maggie Arave

Excused: Dale Pfister

Others in Attendance: Trent Brown, Cole Arnold, Ryan Robinson, Dawn Kawaguchi, Loretta Foxley, Sheri Hart



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

6:00 PM – INTRODUCTORY ITEMS

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

There was no PUBLIC COMMENT.

REPORTS

❖ Administration

- Employee Study Abroad Program – Ryan said that the “Send a Teacher to Spain” program has evolved since last year. This year they opened the “lottery” up to all American employees. LaRetta Foxley who is the kitchen manager and Sheri Hart who is a TA were the lucky recipients. Ryan made arrangements for these employees to stay with Mateo & Esther, Antonio & Beya, and Angel to give their employees a real Spanish experience with the language and culture. By staying at three different residence, they were able to visit many cities all over Spain instead

of staying in one location. Ryan invited LaRetta and Sheri to share their Spain experiences so that the board could see what they are supporting. LaRetta and Sheri said that this was a “once in a lifetime” experience. They commented on how everyone they stayed with were so welcoming. Some of the cities they visited included Madrid, Toledo, Segovia, Granada, Cordova, and La Mancha. Sheri extended her stay and was able to visit all of the Spanish teachers that she has worked with at NDPA. Ryan asked how the school is going to benefit from their experience and how did it benefit them as a person. LaRetta gained a better understanding of what the Spaniards go through when they first come to NDPA and she would also like to learn more Spanish. LaRetta visited Esther’s school and was able to get copies of their lunch menus. She is going to incorporate more authentic Spanish lunches for the students with at least one “Taste of Spain” menu a month. LaRetta realized that the food is such an important part in the Spanish culture. This trip has helped Sheri become brave. She was doing things on her own that she never thought she would do. It gave her more confidence. LaRetta thanked the board from the bottom of her heart for giving her the opportunity to visit Spain. Sheri shared that she didn’t know LaRetta very well but they are very close now. LaRetta and Sheri were excused @ 6:31 p.m.

- State of the School – Ryan Robinson reviewed the summer projects that are going on in the jr. high which are close to being done. He reviewed some of the new teachers and positions. Ms. Veronica will be the only Spanish teacher that won’t be here on the first day. Begoña Fortun will be helping out with the new Spanish teachers and dual language curriculum. She will be here until the beginning of October. She will be back after the first of the year for a mid-year check in and then again at the end of the school year.

❖ **Academica West**

- Finance Review – Cole Arnold reviewed the status of the FY18 audit that is currently being done at AW by Eide Bailly. There is about \$240k in projects and equipment that was approved for purchase but has not been paid yet due to the timing of goods delivered. Interest and principal payment for the building have been corrected to be taken out in July and January instead of January and June so next year it will be the true dates. Cole also reviewed the reconciliation of the Spain trip.
- AW Report – Trent wanted to bring the AW report back to the board meeting. We would like to review items that board members should really know. Please let us know if there is a specific area that you would like us to report on. Cole Arnold reviewed how AW handles the managing of the bonds. AW sends a quarterly financial report to the bond holders. The bond holders primarily look at cash, excess expenditures over budget and debt coverage. The bond has a rating that is issued by S&P. In order to keep that rating, S&P has an annual review where there is a lengthy questionnaire that we fill out. There is also a phone call that AW and Ryan have with S&P that is typically 30-45 minutes. We give them a good understanding of the state of the school and answer questions on their concerns about the school. Their concerns have historically been the annual letter grade of the school and the low wait list numbers. Ryan educates S&P on the Spanish culture of the school and what we do that’s different from other schools. He also

explains that the wait list numbers are low because once you get in the school, there's a low number of student attrition. S&P will send out an annual report to the school. This report is shared at the annual board meeting during the evaluation. Cole added that he and Ryan work together on making sure that they can meet the debt covenants that S&P sets for the school. Ryan added that AW gives him talking points for the call. They prep before the call which makes him look super competent which he appreciates. There is a lot of prep work that goes into this process that Ryan doesn't have to deal with. Monte asked when the school can go and renegotiate the bonding. Cole stated that NDPA can do that in 2020 without a penalty. Cole and Brad are continually looking into other options and if there are better benefits for the school. There are options out there that are less restrictive than the current bond market.

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

❖ Ratify New Hires

- Angela Elsworth – Kinder Teacher
- Eva Barcelo – Kinder Teacher
- Evelyn Moreno – 1st Grade Teacher
- Sonia de Pedro – 2nd Grade Teacher
- Arianda Garcia – 2nd Grade Teacher
- Guadalupe Adams – 3rd Grade Teacher
- Diana Dearden – 4th Grade Teacher
- Alodia Peris – Jr. High Math Teacher
- Carlos Herrero – Jr. High CTE Teacher
- Jordi Tomas – Jr. High Spanish Teacher
- Shalise Rasmussen – OT Aid/Speech
- Maricel Wujek – Recess K-4
- Talitha Hall – Recess 5-9
- Jamie Stoddard – Prog. Monitoring/Math Interventionist
- Amanda Wilkins – Special Education Staff Assistant
- Sandra Nieto – Special Education Staff Assistant
- Gabriela Andiarena – Special Education Staff Assistant
- Megan Bates – Special Education Staff Assistant
- Ammon Campbell – Assistant Principal
- Emily Hansen – 2nd Grade Teacher
- Jennifer Forsyth – K-4 Staff Assistant
- Kimmie Adair – K-4 Staff Assistant

❖ Approve May 30, 2018 Board Meeting Minutes

❖ Approve June 27, 2018 Electronic Board Meeting Minutes

BUSINESS ITEMS (To Be Voted Upon During Board Meeting)

- ❖ Discuss & Vote on Amended Procurement, Purchasing & Disbursement Policy – Ryan Robinson discussed the current purchasing process. If Ryan is not in town, then no one can approve purchases. By adding the step of a designee approving up to \$2,500, purchases

and/or payments don't get held up if Ryan is out of town. Ryan does have a procedure in place for teachers to get approval through him before they can submit a purchase request to Karyn. There was a discussion on the how the credit card is used. There was a discussion on the pros and cons of assigning specific people as the designee or having a list of names of those designees. There was a discussion on a paper trail of who is approving various purchase orders for the board to view. **Jennifer Bazzano made a motion to approve the amended Procurement, Purchasing & Disbursement Policy. Motion passed unanimously.**

OTHER BUSINESS ITEMS (Items for Discussion Only)

- ❖ Calendaring Items – Jennifer Bazzano
 - Next Board Meeting – October 3rd

7:05 PM – Jennifer Bazzano made a motion to ADJOURN. Motion passed unanimously.
(Duration 1:01:32)