

North Davis Preparatory Academy

Board Meeting Minutes

Wednesday, October 3, 2018

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



NOTE: It is possible that the NDPA Board of Directors may be utilizing an electronic meeting component with one or more of their members.

In Attendance: Jennifer Bazzano, Dale Pfister, Monte Poll, Maggie Arave, Rita Brock (6:58 pm)

Others in Attendance: Dawn Kawaguchi, Daniel Stoddard, Roman Mendoza, Priscilla Wadman, Trent Brown, Cole Arnold, Ryan Robinson

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

6:04 PM – INTRODUCTORY ITEMS

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

There was no PUBLIC COMMENT.

REPORTS

➤ Student

Roman Mendoza and Daniel Stoddard wanted to discuss Dollar Dress Day and Free Dress Day. He proposed ripped jeans with the rips below the knee and allow basketball shorts and sweat pants. They suggested bringing back short shorts as long as they are below the fingertips. In addition, they propose allowing leggings as an accessory. Mr. Robinson would like to have a meeting with the SBO's to discuss this subject more. He asked them

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to think about how they are going to “judge” the other students and how the student body will receive that. Roman stated that so far, the year has been solid. He liked the new carpet. Sports teams are going very well. The Surf ‘n Swim activity went very well with a good turnout. Students are trying to get back into to the groove of school. Jenn asked both Roman and Daniel have been attending NDPA. Dale complimented the two boys for being so articulate about the dress code. There was a discussion on fads. There was a discussion on the next steps of this process and how changes of the policy come to the board. Ryan asked the students to talk to teachers and get their feedback on the changes that they are proposing.

➤ **Administration**

- State of the School – Ryan Robinson said that his vibe of the school is that the student body is “chill”. However, the teachers seem so stressed and so worried. 6th grade Science in Action students are leaving today.

➤ **Board of Directors**

- Discuss Board Scholarships – Jennifer Bazzano wanted to discuss the letter sent to the board from Kim Lovell. Ryan briefly explained what brought up this request from Kim. After discussing the pros and cons of allowing scholarships to the seven students, it was decided that Ryan will talk to Kim about having the students doing the same application process for the Spain scholarships plus something extra.

➤ **Academica West**

- Finance Review – Cole Arnold reviewed the budget as of August 31st. We collected federal and state allotments from last year in the current year which has made our receivables look very good. All money in the PTIF is unrestricted. There was a discussion on the student count on October 1.
- AW Report – Priscilla Wadman is the manager of AW’s human resources department. She gave an overview of her HR team and their credentials. She also discussed what the HR team does for the school to keep them in compliance. The Teacher Salary Supplement Program (TSSP) is for qualified educators in specific subject areas that have been identified with staffing shortages. These specific educators can earn up \$1,500 extra by simply applying for it. The HR team makes sure that these specific teachers are reminded to apply for this supplemental pay. Some of the other items that she discussed were CACTUS (Computer Aided Certification of Teachers in Utah Schools) where they make sure that teachers are qualified to teach the classes that they are assigned to as well as keeping them up to date on their teaching certificate; Compliance (including audits, background checks, Affordable Care Act, harassment, discrimination, trainings, HIPA, ADA, FMLA); personal data safety (including confidentiality agreements by every AW employee, safely transfer personnel files to and from the school, password protected files, locked personnel files, shredding of files, etc.); visas; terminations; etc. Ryan added that Priscilla has really helped out with the Spain teachers in making sure that they are up to date with their visas and green cards. There was a discussion on teacher/employee arrests.

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

- Ratify New Hires – *Ryan reviewed the new hires.*
 - Angela Ellsworth – Kinder Teacher (Replacing Cynthia Hansen)
 - Michelle Flitton – 5-9th Staff Assistant (Replacing Armando Verdejo)
 - Tracy Barker – 5-9th Staff Assistant (Replacing Transfer of Jennifer Forsyth)
 - Amber Seidel – Recess 5-9 (Replacing Transfer of Kimmie Adair)
- Approve August 1, 2018 Board Meeting Minutes
- Approve September 20, 2018 Electronic Board Meeting Minutes

BUSINESS ITEMS (To Be Voted Upon During Board Meeting)

- *Discuss and Vote on Utah Consolidated Application Plan* – Ryan Robinson reviewed the UCA plan and what they will be spending the funds. For the past few years, they have allocated it towards salaries and benefits. **Jennifer Bazzano made a motion to approve the 2018-2019 UCA Plan and Utah Grants Application. Motion passed unanimously.**
- *Discuss and Vote on 9th Grade Spain Trip not to exceed \$160,000* – Ryan Robinson stated that 50 students will be going to Spain. This number includes the seven extra students. **Jennifer Bazzano made a motion to approve the 9th Grade Spain Trip not to exceed \$160,000. Motion passed unanimously.**
- *Discuss and Vote on Course Substitution Policy* – Ryan Robinson reviewed the Course Substitution Policy. It allows the school to substitute 7th & 8th grade course requirement with parental request.
- *Discuss and Vote on Amended Attendance Policy* – Ryan Robinson reviewed the amended Attendance Policy. Clarifies what a valid excuse can be. The school can report to DCFS for failure to make good faith effort. It also added a school's truancy intervention program for chronically truant students. Clarifies how habitual truant students can be referred to juvenile court if the student refuses to participate in alternate intervention.
- *Discuss and Vote on Amended Bullying & Hazing Policy* – Ryan Robinson reviewed the amended Bullying & Hazing Policy. Updated definition of what bullying is to include social media. It also clarifies the required training that has to be provided.
- *Discuss and Vote on Child Abuse & Neglect Reporting Policy* – Ryan Robinson reviewed the Child Abuse and Neglect Reporting Policy. Training requirement has changed to every other year.
- *Discuss and Vote on Amended Fee Waiver Policy* – Ryan Robinson reviewed the amended Fee Waiver Policy. Clarifies what a fee is and who is eligible to a fee waiver.
- *Discuss and Vote on Amended Purchasing & Disbursement Policy* – This policy was amended last board meeting. There was no further discussion.
- *Discuss and Vote on Amended Student Conduct & Discipline Policy* – Ryan Robinson reviewed the changes to the administrative procedures. There was no need for a vote since the amendment was to the administrative procedures only.
- *Discuss and Vote on Amended Student Data Privacy & Security Policy* – Ryan Robinson reviewed the amended Student Data Privacy and Security Policy. This includes a changed reference to “student data disclosure statement” to “student data collection notice”.

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- Discuss and Vote on Parent & Family Engagement Policy and rescind the Parent Involvement Policy – Ryan Robinson reviewed the new Parent and Family Engagement Policy which replaces the Parent Involvement Policy. This policy still relates to the requirements of the Title I programs. It specifies that the school will be providing outreach to parent and family members. This includes notifying parents of their students test scores.
- Discuss and Vote on Sex Education Instruction Policy and rescind the Human Sexuality Instruction Policy – Ryan Robinson reviewed the Sex Education Instruction Policy which replaces the Human Sexuality Instruction Policy. It requires the board to review the policy every two years.
- Discuss and Vote on Amended GRAMA Policy – Ryan Robinson reviewed the amended GRAMA Policy. This includes that approving minutes of board meetings at the next regularly scheduled meeting of the board.
- Discuss and Vote on Amended Sexual Abuse & Molestation Policy – Ryan Robinson reviewed the Sexual Abuse and Molestation Prevention Policy. This is a new policy. It coordinates with the training requirements in the Child Abuse and Neglect Reporting Policy. Ryan went through the school’s current procedures. **Jennifer Bazzano made a motion to approve the Course Substitution Policy, Child Abuse and Neglect Reporting Policy and Sexual Abuse and Molestation Prevention Policy, the amendments to the School’s Attendance Policy, Bullying and Hazing Policy, Fee Waiver Policy, GRAMA Policy, and Student Data Privacy and Security Policy. In addition, Jennifer Bazzano also made a motion to rescind the School’s current Parent Involvement Policy and approve in its place the Parent and Family Engagement Policy and to rescind the School’s Human Sexuality Instruction Policy approve in its place the Sex Education Instruction Policy. Motion passed unanimously.**
- Discuss and Vote on Sex Education and Maturation Curriculum – Ryan Robinson stated that the school will be using the same USBE approved curriculum for the sex education in 8th grade and maturation. He brought in the curriculum books for the board to review. They do have professionals come in to present the maturation curriculum which is also state approved. **Jennifer Bazzano made a motion to approve Sex Education and Maturation Curriculum as presented. Motion passed unanimously.**

OTHER BUSINESS ITEMS (Items for Discussion Only)

- Calendaring Items – Jennifer Bazzano
 - Next Board Meeting – December 5th @ 5 p.m.
 - ✓ Holiday Social

7:40 PM – Jennifer Bazzano made a motion to enter into a CLOSED SESSION to discuss the character, professional competence, or physical or mental health of an individual pursuant to Utah Code 52-4-205(1)(a) located in the NDPA elementary library. The votes were as follows:

Jennifer Bazzano – Aye
Maggie Arave – Aye
Monte Poll – Aye
Rita Brock – Aye

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Dale Pfister – Aye
Motion passed unanimously.

7:48 PM – Jennifer Bazzano made a motion to exit the CLOSED SESSION and ADJOURN.
Motion passed unanimously.

October Action Items

1. Holiday Social reservations (look at Twigs and Tortilla Union) – **Dawn & Jenn**

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