

# North Davis Preparatory Academy

## Board Meeting Minutes

### Wednesday, February 6, 2019

**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 (6:04 p.m.)

**Others in Attendance:** Ryan Robinson, Dawn Kawaguchi, Kim Dohrer, Ken Jeppesen, Cole Arnold, Chris Bleak (6:22 p.m. via phone)

#### 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

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### 6:02 PM – INTRODUCTORY ITEMS

- Welcome and Introductions – Jennifer Bazzano
- Pledge of Allegiance
- School Vision – Monte
- Board Constitution – Dale

**There was no PUBLIC COMMENT.**

### REPORTS

#### ➤ Eide Bailly

- *Review FY18 Audit* – Ken Jeppesen summarized the board letter. He disclosed that his children attend NDPA but he does not gain anything by giving an opinion. Ken reviewed the FY18 Statements of Financial Position, Statements of Activities, and Statement of Cash Flows. Ken reviewed the six notes and they are as follows:

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- ✓ Principal Activity and Significant Accounting Policies
- ✓ Property and Equipment
- ✓ Bonds Payable
- ✓ Restricted Net Assets
- ✓ Employee Benefits
- ✓ Concentration

There are three reports that Eide Bailly will issue their opinion on. The first is for internal control over financial reporting and on compliance and other matters, Ken Jeppesen was excused at 6:20 p.m.

➤ **Academica West**

- AW Report – Chris Bleak called into the meeting at 6:22 p.m. to update the board on the current issues at the legislative session. He discussed the increase of the WPU and equalization of local replacement. Other issues (bills) discussed were school fees (appropriate guard rails to assess fees and fee waivers); modifying USBE’s stance on one end to end business system; school safety (“harden your school building”); using student scores on statewide assessments to incentivizing students; and assessments (doing away with the letter grade with the state). There was a discussion on the incentivizing student grades and if they were going allow the opposite way of incentives. Jenn asked Chris to give a brief work history. Chris Bleak ended his call at 6:40 p.m. There was a discussion on statewide testing.

➤ **Administration**

- State of the School – Ryan Robinson stated that the school is doing well. He reviewed the new hires. They have a Title I audit coming up. We just had our ISA Celebration. It was our best one yet. Ryan informed the board that the Museo Nacional del Prado would like to display prints of the (20) most visited paintings at our school. He would like to board to view the prints and share their thoughts on them. There are cultural differences that our community may not understand. There was a discussion on how to notify the parents of this amazing opportunity.

➤ **Board of Directors**

- Timeline for RFP – Jennifer Bazzano reviewed the process of the Education Service Provider (ESP) RFP. Jenn has the RFP ready to go. Maggie will be doing the cost evaluation of the proposals. Jenn, Ryan plus someone that Ryan chooses will be on the evaluation committee that will look at the substance of the proposals. It has to be posted for at least (7) days on our website. The timeline for this is the following:
  - ✓ RFP posted from Feb 26 – March 5
  - ✓ Submission deadline is March 13<sup>th</sup>
  - ✓ Publicly opened and announced on March 15<sup>th</sup>
  - ✓ Five days for the reviews to be done
- Financial Review – Jennifer said that initially, Cole was not going to be here but since he is he will review the financials. Cole reviewed the statement of activities as of December 31<sup>st</sup>. He reminded the board how the budget has changed with ADM. The new USBE grants system has made the receiving of revenue a little

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slower. He stated that the Spain trip cost was going to be a little bit more than budgeted due to more students going than projected.

- **Board Vacancies** – Jennifer Bazzano stated that there will be one open seat on the board because her term is up on June 30<sup>th</sup> and she will not be renewing. Dawn included in the board packet an announcement of the open position. The seat must be filled by a parent. There was discussion on where and when the announcement is posted. There was a brief discussion on the retention for next year.

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

- Ratify New Hires
  - Eva Salazar – 1st Grade Teacher
  - Michelle Flitton – 5-9th Sped. Ed. Assistant
  - Stephanie Norton – 5-9th Teacher Assistant
  - Eilyn Vavricka – Kinder Teacher Assistant
  - Kammie Watt – In House Substitute
  - Jared Southwick – OT/Behavior Aide
  - Sandra Anderson – K-4 Spec. Ed. Assistant
  - Alma Guerrero – K-4 Teacher Assistant
  - Aimee Aguirre – K-4 Teacher Assistant/Recess
  - Gissette Eckert – 5-9th Behavior Aide
  - Kellie Rasmussen – Lunchroom
- Approve October 3, 2018 Board Meeting Minutes
- Approve October 3, 2018 Closed Session Affidavit

### **BUSINESS ITEMS (To Be Voted Upon During Board Meeting)**

- **Discuss and Vote on Amended Investment Policy** – Cole Arnold reviewed the Investment Policy. The substantive change is the process for moving money in and out of the PTIF account. Currently the board has to vote on the transfer. The amended policy allows the principal and management company to authorize the transfers and notify the board when transfers are made. **Jennifer Bazzano made a motion to approve the amended Investment Policy. Motion passed unanimously.**
- **Discuss and Vote on 2019-2020 School Calendar** – Ryan Robinson reviewed the 2019 -20 school calendar. A couple of the changes to this calendar from last year is early out the first week of school and kinder testing the first week and at the end of the week. The rest of the calendar is similar to the previous years. **Jennifer Bazzano made a motion to approve the 2019-2020 school calendar. Motion passed unanimously.**
- **Discuss and Vote on 2019-2020 School Fee Schedule** – Ryan Robinson stated that there is one change on the fee schedule that is a \$5 increase to art. The cost increase from \$10 to \$15. Ryan is looking at changing the fee scheduled next year. There was a discussion on the school supplies. **Jennifer Bazzano made a motion to approve the 2019-2020 school fee schedule. Motion passed unanimously.**

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- Discuss and Vote on Technology Purchase – Ryan Robinson reviewed the technology purchase that will be about \$50k. This is the first technology purchase and there will be another one probably next meeting and then after July 1<sup>st</sup>. This purchase is for technology on our 4-year replacement plan. They met with ETS today. They are hoping to get ahead of the game and start their technology purchases this time of year instead of the in the summer when ETS is super busy. **Jennifer Bazzano made a motion to approve the technology purchase not to exceed \$50,000. Motion passed unanimously.**

**OTHER BUSINESS ITEMS (Items for Discussion Only)**

- Calendaring Items – Jennifer Bazzano
- Next Board Meeting – March 27<sup>th</sup>
  - UAPCS Conference – June 12-13 @ Davis Conference Center
  - National Charter School Conference – June 30-July 3 (Las Vegas)

**7:32 PM – Jennifer Bazzano made a motion to ADJOURN. Motion passed unanimously.**  
(Duration 1:29:51)

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