

North Davis Preparatory Academy

Board Meeting Minutes

Wednesday, August 14, 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: Monte Poll, Maggie Arave, Rita Brock, Dale Pfister, Shone Eckert

Others in Attendance: Cole Arnold, Ryan Robinson, Shirley Atkinson, Dawn Kawaguchi, Trent Brown, Ammon Campbell, Erinne Roundy, Misty Smith

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

6:02 PM – INTRODUCTORY ITEMS

- Welcome and Introductions – Monte Poll
- Pledge of Allegiance – Trent
- School Vision – Rita
- Board Constitution – Dale

There was no PUBLIC COMMENT.

REPORTS

➤ Administration

- *Faculty Spain Trip Summary* – Ryan reviewed the Spanish Cultural Exchange program for employees. Misty Smith & Erinne Roundy were the two employees chosen to participate in this program. Misty and Erinne thanked Ryan and the Board for giving them this amazing opportunity. They summarized the (21) days that they

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spent in Spain through a PowerPoint presentation and a video. The board had the opportunity to ask questions to both Erinne and Misty.

- State of the School – Ryan Robinson stated we are in day two of school. Other than one situation with a mix up with a student at pick up, it really has been smooth and calm.
 - ✓ Update on Elementary Renovations – Ryan explained the process of the renovations of the elementary and showed pictures of the transition of the renovations. It was a very smooth process for the most part. Ammon stated that he and Jeff will be doing a walk through this week. There are small minor details that still need to be done. Teachers are very happy.
 - ✓ Amended Child Abuse & Neglect Reporting Admin Procedures – The big thing here is to make sure that the employees know to report. It also includes human trafficking. The school's procedure is to have the teacher and the principal call DCFS together.
 - ✓ Amended Electronic Resources Admin Procedures – As electronic resources change; we have to change the procedures to meet the needs. Ryan explained how the school is involved when things happen outside of the school.

➤ **Academica West**

- Financial Review – Cole Arnold stated that the school is currently in the process of its annual audit. He went over the accounting standards. He also stated that there are two different standards that we have to use. The state has different standard than what the auditors use for their financials that is sent to IRS and the bond holders. Cole gave a brief update on the audit. There was a discussion on contacting the auditors at any time with any questions or concerns.

BOARD TRAINING

- AW Education Specialist – Shirley Atkinson is one of the AW education specialists (ES). Shirley gave an overview of what AW has been doing over the summer for the school. Reporting and compliance worked on clearinghouse which is a big job working with all of the student data. AW works with the secretaries to get this information uploaded to the state. HR has been working on employee agreements and new hire paperwork for all of the employees. Shirley also mentioned the relationship and association of AW and the administration along with the secretaries. It's a pleasure to work with NDPA. Specifically, the ES attend all of the state meetings so that Ryan doesn't have attend and can be in the school. Then they pass the information on to Ryan. They assist in getting reports filled out in time the state. They are helpers to the principals. Dale added that Shirley has many years of principal experience.

Monte Poll made a motion to approve the CONSENT ITEMS. Motion passed unanimously.

- Ratify New Hires – Ryan briefly reviewed the new hires. They had a little bit higher of a turnover with their non-Spanish teachers.
- Syleisa Thorton – 1st Grade
 - Angela White – 1st Grade

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- Lorena Gomez – 2nd Grade
 - Danielle Kingdon – 3rd Grade
 - Laura Iranzo Crespo – 3rd Grade
 - Rachel Bateman – 4th Grade
 - Melany Batista – 5th Grade
 - Cesar Flores – 6th Grade
 - Sandra Ruiz Berbes – 6th Grade
 - Debra Denning – SpEd
 - Arianne Swinney-Griggs – SpEd
 - Maggie Stringham – Elementary TA
 - Jerrel Colvin – Elementary TA
 - Jill Kofoed – Kitchen
 - Kodi Carter – Kitchen
- Approve June 5, 2019 Board Meeting Minutes
 - Approve June 26, 2019 Electronic Board Meeting Minutes

BUSINESS ITEMS (To Be Voted Upon During Board Meeting)

- *Discuss and Vote on Science in Action Expenditures* – Ryan Robinson stated that we had seven students qualify. This year all the students will all be going Spain along with their parents. These expenditures will include the students and five chaperones. This location is more expensive than the cities that they have been previously. Ryan explained that the projects have already been judged and they just go for the experience. He also mentioned that 92.8% of the students passed the AP Spanish test. **Monte Poll made a motion to approve the Science in Action trip expense not to exceed \$30,000. Motion passed unanimously.**
- *Discuss and Vote on Sex Education & Maturation Curriculum* – Ryan Robinson stated that this is the curriculum that the states provide and that we have been using for the last few years. It is available at the jr. high for any board member who wants to review. McClain the art specialist will be teaching it this year. There was a discussion on opt outs for this subject. **Monte Poll made a motion to approve the maturation and sex education curriculum as presented. Motion passed unanimously.**
- *Discuss and Vote on Amended Staff Code of Conduct Policy* – Ryan Robinson reviewed the Staff Code of Conduct Policy. This used to be an administrative procedure. It is a new legislative change that requires it to be a policy. The staff must be trained on this information annually. **Monte Poll made a motion to approve the Staff Code of Conduct Policy. Motion passed unanimously.**
- *Discuss and Vote on Amended Sexual Abuse & Molestation Prevention Policy* – Ryan Robinson reviewed the amended Sexual Abuse & Molestation Prevention Policy. This gives the staff what things to look for. This is also another policy that must have employee training. Trent stated that this policy also includes students that may be at risk for human trafficking. **Monte Poll made a motion to approve amended Sexual Abuse & Molestation Prevention Policy. Motion passed unanimously.**

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OTHER BUSINESS ITEMS (Items for Discussion Only)

➤ Calendaring Items – Monte Poll

- Next Board Meeting – October 2nd
- National Charter School Convention – June 21-24 in Orlando – Monte mentioned that the board should plan on attending this year.

There was a brief discussion on increasing the board contribution to the Spain trip expenditures as well as teacher supply money. There was also a discussion on the employees' salaries and classroom supply lists.

7:31 PM – Monte Poll made a motion to ADJOURN. Motion passed unanimously. (Duration 1:28:30)

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