

# North Davis Preparatory Academy

## Board Meeting Minutes

### Wednesday, October 2, 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, Dale Pfister, Rita Brock

**Excused:** Shone Eckert

**Others in Attendance:** Ryan Robinson, Kim Dohrer, Dawn Kawaguchi

#### 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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### 6:06 PM – INTRODUCTORY ITEMS

- Welcome and Introductions – Monte Poll
- Pledge of Allegiance – Maggie
- School Vision – Rita
- Board Constitution – Ryan

**There was no PUBLIC COMMENT.**

### REPORTS

#### ➤ Administration

- *State of the School* – Ryan Robinson
  - ✓ **Update the S&P Review** – Ryan stated that they had the S&P phone call last month. They mostly look at the financial stability of the school in connection with the bond rating. Follow up call will be on October 11<sup>th</sup> where they will go over the final report and we will have an opportunity to discuss and make

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changes on the items before the report is sent out. Ryan reports on general state of the school information such as enrollment, academic achievement and things that would keep the school viable as an academic institution. Cole provides financial information. Ryan has enjoyed this process.

- ✓ **Update on Exhibit A** – Ryan asked Kim to take the lead on this item. Kim stated that the school is held to their charter. By creating Exhibit A, the charter becomes the application and the school is held to Exhibit A. Kim reviewed the process of Exhibit A. It is now going to committee and will hopefully be approved by the charter board in November. Once it has been approved by the charter board, the board will need to approve it. There was a discussion on the measures.
- ✓ **Science in Action Trip** – The 5<sup>th</sup>, 6<sup>th</sup> & 7<sup>th</sup> grade students, chaperones and parents left this morning. Jose Manual will be meeting the group at the airport in Spain. JM is still involved with the Science in Action project. He has been helping this group by Skyping with the students from Spain. Begoña is going to try doing this with a small group of 3<sup>rd</sup> and 4<sup>th</sup> graders for “Math Talks” when she returns to Spain. If this works well, it will be something that they will add to their environment with the Spanish teachers. Kim mentioned that Ryan should look at applying for the Innovations Grant when it becomes available.

➤ **Board of Directors**

- *Financial Review* – Dale Pfister met with Cole earlier today to go over the financials. He stated the school is in a good position. Dale stated that there are a couple of areas that look a little high because there are some large one-time payments that are due at the first part of the year. We should be at about 16% of the budget. There was a discussion on restricted money that haven’t been coming in yet. Ryan discussed teacher salary increases.
- *Discuss Increasing Board Scholarship for Spain* – Maggie Arave wanted to discuss increasing the board contribution for student scholarships for Spain. Monte said that there have been discussions on other options. There was a discussion on the new fee waiver rules. Monte would like Ryan to bring back a recommendation to the board at the next board meeting.

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

- Ratify New Hires – *Ryan reviewed the new hires.*
  - Rachel Bateman – 4<sup>th</sup> Grade Teacher
  - Angelique Norton – 5-6 Teacher Assistant/Recess
  - Jarrel Colvin – 5-6 Teacher Assistant/Recess
  - Larry White – 5-6 Teacher Assistant/Recess
  - Barbra Granquist – Moved from sub to K-4 Teacher Assistant/Recess
  - Arianna Swinney-Griggs – Special Education Assistant
  - Sierra Lund – Kitchen Assistant
  - Jill Kofoed – Kitchen Assistant
- Approve August 14, 2019 Board Meeting Minutes
- Approve August 26, 2019 Electronic Board Minutes

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

- *Discuss and Vote on Utah Grants Application Plan* – Ryan Robinson reviewed the Utah Grants plan. This is federal and some state funds that the school receives. All the money is going to teachers' salaries and benefits. Ryan stated that this year they have an created an intervention team that goes through by grade and class to do all interventions including SpEd. They do this in a six-week cycle. Kim mentioned that some of the areas have not been uploaded to Utah Grants. So, we are using estimates from last year. If you choose to approve this plan, please add in the motion that it doesn't need to come back to the board unless there are significant monetary changes in the categories. **Monte Poll made a motion to approve the estimated 2019-2020 Utah Grants Plan and Budget with the stipulation that it only needs to come back to the board if there are significant monetary changes to the plan. Motion passed unanimously.**
- *Discuss and Vote on Amended SpEd Policies & Procedures Manual* – Ryan Robinson reviewed the SpEd manual changes. The school will be moving to a combination of the discrepancy model and response to interventions. This manual has been approved by the state and then brought back to the board for approval. There was a discussion on students with chronic absenteeism are hard to find out if they have a disability or if they just aren't hear enough to learn. **Monte Poll made a motion to approve the amended Special Education Policies & Procedures manual. Motion passed unanimously.**

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

- Calendaring Items – Monte Poll
  - Next Board Meeting – December 4<sup>th</sup>
    - ✓ Holiday Social
  - National Charter School Convention – June 21-24 in Orlando

**7:14 PM – Monte Poll 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 Elementary library of NDPA. The votes were as follows:**

**Monte Poll – Aye  
Maggie Arave – Aye  
Dale Pfister – Aye  
Rita Brock – Aye**

**Motion passed unanimously.**

**7:51 PM – Monte Poll made a motion to exit the CLOSED SESSION and ADJOURN. Motion passed unanimously.**

### **October Action Items:**

1. Look into the Innovations Grant for this Spain skyyping program – **Kim**
2. Bring recommendations on the Board Spain scholarship program to the next board meeting – **Ryan**

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