

North Davis Preparatory Academy

Board Meeting Minutes

Wednesday, February 5, 2020

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, Rita Brock, Clint Heiner, Maggie Arave, Dale Pfister

Others in Attendance: Cole Arnold, Kirk Blake, Trent Brown, Dawn Kawaguchi, Ryan Robinson, Ammon Campbell (6:14 p.m.)

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 – Monte Poll
- Pledge of Allegiance – Rita
- School Vision – Ryan
- Board Constitution – Dale

Acknowledgement to the December 4, 2019 Meeting: The agenda for our December 4, 2019 board meeting was improperly posted, and therefore, the meeting was not valid. In tonight's meeting, we will re-address the consent and business items covered at our December 4th meeting.

For the record: at our meeting on December 4th, an auditor from Eide Bailly attended and provided us with their FY2019 Audit Report. That report is available, but we will not review it again tonight. Does anyone have any additional information they want to add? Maggie stated that it was a good report.

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There was no PUBLIC COMMENT. *This was the first public comment period held for the 2020-2021 fee schedule and amended Fee Waiver Policy. Ryan Robinson explained that because of the changes with the legislation, it is now required to have two public comment periods for the fee schedule. Ryan reviewed both the 2020-2021 Fee Schedule and the amended Fee Waiver Policy.*

REPORTS

➤ Administration

- *State of the School* – Ryan Robinson stated that we just had our ESA assembly last week. Our student body president did the welcome speech in Spanish. Our Spanish poetry finalist recited their poems in Spanish. Dana Francis did her own little Don Quixote school teenager time travel skit which was the highlight of the assembly. There are clearly things that we do that are not being measured by anybody other than us. Someone from the mayor’s office was there and said, “I didn’t even know that this gem was here”. We are knocking the vision out of the park. We are a dual language cultured school. We do this very well and the other stuff we are getting better at all the time.
 - ✓ *Elementary Renovation Cost Review* – Ryan reviewed the summer elementary renovation cost. We didn’t do the pavilion because we ran out of time and we didn’t want to have the playground under construction when the students came back. The board approved \$600k and we have about \$126k left to spend. We are anticipating doing the pavilion this summer, but Jeff will be getting the bids for the materials and hopefully it will be in line with what is left of the budget.

➤ Board of Directors

- *Financial Review* – Dale Pfister stated that he met with Cole prior to the meeting for 45 minutes. He stated that he wanted to yield the balance of his time and ask Cole to quickly go over the financials. Cole reviewed the statement of financial position as of December 31st. He also reviewed the statement of activities. We should be at about 50% of the budget and we are very close to that amount even with the elementary renovation. There was a discussion on the current participation of the 401k since they have implemented the match.

BOARD TRAINING

- *AW Facilities* – Kirk Blake wanted to take a few minutes about AW facilities. Kirk has four points that he wanted to go review with the board. One of the reports that he creates is a long-term maintenance schedule for each of the buildings. This report helps prepare for any expenditures that are related to extending the life of each building (i.e. roof, HVAC, play structure, parking lot, etc.) There was a discussion on the HVAC replacement that was done last year. Another component is that the school has assigned a maintenance person who is Jeff Butler. Along with the work tickets that he completes, he also maintains on going items that are required to be done to the building such as HVAC filter and a new requirement from the fire marshal is checking the emergency lights quarterly. Kirk also

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reviewed the way the school enters work orders for Jeff. AW facilities also includes assisting with procurement including the bid process. Having an environment that is clean, well kept, well maintained and that looks nice sets the right tone for the kids and the right feeling for the parents that it looks like a great educational institution. AW takes a lot of pride to make sure that NDPA has that. *Kirk Blake was excused at 6:39 p.m.*

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

- New Hires
 - Lanette Rupert--behavior interventionist replacing Gisette Eckert**
 - Natalie Oakes – COTA certified occupational therapist assistant**
 - Kammie Watt – 6th grade replacing Cesar Flores formerly in-house substitute
 - Heather Straw – Junior High Science replacing Rhonda Adams
 - Barron Kelley – Substitute
 - Sara Childs – Substitute
 - Cody Parry – Junior High History replacing Hollie Draney
 - Shqipe (Ryan) Davis – SPED TA
 - Norma Reid – Elementary Office Receptionist
 - Deanna Billings – SPED TA
 - Karen Kelley – STEAM TA
- October 2, 2019 Board Meeting Minutes
- October 2, 2019 Closed Session Affidavit
- November 6, 2019 Board Meeting Minutes
- November 6, 2019 Closed Session Affidavit

Ammon informed the board that he is in the Army Reserves and he has been called to be immobilized for six months to Germany for support of a big exercise to help manage troop training and flow. He is not sure when he is leaving but it should be sometime this month.

BUSINESS ITEMS (To Be Voted Upon During Board Meeting)

- Discuss and Vote on Dual Enrollment Policy – Ryan Robinson reviewed the Dual Enrollment Policy. Due to parents wanting to have their students do home school for some subjects, we have decided to implement this policy. We will not have a dual enrollment for the elementary. We can accommodate it in the Jr. high on a case by case basis, but we will not house them in the school for a period. We want to work with our families. **Monte Poll made a motion to approve the Dual Enrollment Policy. Motion passed unanimously.**
- Discuss and Vote on the 2020-2021 School Calendar – Ryan Robinson stated that they wait until DSD comes out with their calendar before they work on our calendar. We try to match our calendar with theirs as much as possible. We typically start a week before DSD. This calendar mirrors what we typically do in the past. There was a discussion on if there are snow days built into the calendar. He reviewed the required hours and days. Ryan stated that there is a kindergarten testing period at the beginning and at the end of year to do kinder testing. Those two weeks, we don't have school for kindergarten and we have

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each student come in on an individual basis. **Monte Poll made a motion to approve the 2020-2021 school calendar. Motion passed unanimously.**

- *Discuss and Vote on Technology Purchase* – Ryan Robinson stated that they have a rotating computer maintenance replacement plan. This is the purchase for next year. Ryan wanted to inform the board that the administration is looking at the possibility to purchasing Chromebooks for every jr. high student. There would be an upfront cost for the first year and the ongoing years, the cost would be equivalent to what the school spends annually on mobile labs. The student 7-9 would end up taking the computer with them. There was a discussion on providing insurance, cost, and using their own devices. **Monte Poll made a motion to approve the technology purchase not to exceed \$60,000. Motion passed unanimously.**

OTHER BUSINESS ITEMS (Items for Discussion Only)

- *Calendaring Items – Monte Poll*
 - Next Board Meeting – March 25th – *Ryan will be in Spain and Ammon will be in Germany so Misty or Tonya will be attending this meeting*
 - National Charter School Convention – June 21-24 in Orlando
 - ✓ Forward all emails to Dawn

7:10 PM – Monte Poll made a motion to ADJOURN. Motion passed unanimously.

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