

North Davis Preparatory Academy Annual Board Meeting Minutes Wednesday, June 3, 2020

Location: Academica West, 290 N. Flint Street, Kaysville, UT 84037



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: Rita Brock, Maggie Arave, Dale Pfister, Monte Poll, Clint Heiner

Others in Attendance: Trent Brown, Dawn Kawaguchi, Cole Arnold, Ryan Robinson, Kim Dohrer (5:33 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

5:10 PM – INTRODUCTORY ITEMS

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

There was no PUBLIC COMMENT.

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

- May 6, 2020 Electronic Board Meeting Minutes

BUSINESS ITEMS (To Be Voted Upon During Board Meeting)

- *Discuss & Vote on 2020-2021 Annual School Budget* – Cole Arnold stated that he has been working with Ryan and Ammon on the budget. The draft budget was sent out to the board

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15 days ago. He gave a summary of how the budget has been discussed by the legislature and USOE. The legislature is currently in special session making decisions on budget cuts. The cuts will not be “off the top” it will be program specific. Due to the unknown nature of the budget cuts, Cole is proposing waiting until after the legislature meets to work with Ryan and Ammon on the budget. He recommended tabling the approval of this budget until the June 24th electronic board meeting. **Monte Poll made a motion to table the 2020-2021 annual school budget until June 24th where we have more definitive terms. Motion passed unanimously.**

➤ *Discuss & Vote on Technology Purchase* – Ryan Robinson reviewed the technology purchases for next year. He would like to replace (30) Chromebooks (for a mobile cart) that are on a 4-year replacement plan. The second purchase would be for (24) classroom enhancement system in both the elementary and jr. high. There was a discussion on the possibility of going 1:1 with electronic devices and the use of technology with distance learning. **Monte Poll made a motion to approve the technology purchase not to exceed \$50,000. Motion passed unanimously.**

➤ *Discuss & Vote on Sex Education Instruction Committee* – Ryan Robinson stated it is required to have a sex education instruction committee by August 1st. Clint has been asked to be on as the parent board representative. The sex education instruction must be approved by this committee although you can only use the state required curriculum. Ryan stated that both the maturation and sex education that goes with the 8th grade health curriculum is not required but we sent out a survey a few years ago and the response was overwhelming that they wanted both. We also have fantastic maturation program presented by parents that are nurses. The people on the committee are the following:

- Principal – Ryan Robinson
- Health Teacher – McLean Paul
- Counselor – Tonya Andiarena
- Parent Board Member – Clint Heiner
- POET President 2020-2021
- POET Vice President 2020-2021

Ryan stated that they use the POET positions instead of names because those people change throughout the year. **Monte Poll made a motion to approve the 2020-2021 Sex Ed Committee Membership. Motion passed unanimously.**

➤ *Discuss & Vote on TSI Plan for School Improvement* – Ryan Robinson reviewed the Targeted Support of Improvement (TSI) Plan. The state identifies underperforming groups of students based on the state assessment. Based on previous data, they have identified that our ELL population is underperforming in language arts. The WIDA test will help us identify those students. The school will focus on instructional strategies to target specific skill deficits. Our goal is to improve by 2%. **Monte Poll made a motion to approve the Targeted Support and Improvement (TSI) Plan for 2020-2021. Motion passed unanimously.**

➤ *Discuss & Vote on TSSA Plan* – Ryan Robinson asked Kim to take the lead on this. Kim gave an overview of the TSSA Plan. It was new last year and based on a framework that the board approved last year. This plan is the same as last year which is increasing scores

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on state assessment from the previous year. There is assumption that this may be one of the areas that the legislatures may cut next year. **Monte Poll made a motion to approve the 2020-2021 Teacher and Student Success Act (TSSA) Plan. Motion passed unanimously.**

- *Discuss & Vote on Board Member and their Terms* – Monte Poll stated that Rita would like to renew her term for another four years. He also reviewed the current board terms. **Monte Poll made a motion to approve Rita Brock, Dale Pfister (2021), Monte Poll (2021), Maggie Arave (2022), and Clint Heiner (2023) continue to serve on the board. Additionally, Rita Brock serve a new 4-year term expiring June 2024. Motion passed unanimously.**
- *Discuss & Vote on Election of Board Officers* – Monte reviewed the current board officers. Monte asked if there were any board members that would like to have an officer position. Dale stated that with his new job he would like to relinquish his financial coordinator position. There was a discussion on what that position entails. **Monte Poll made a motion to elect the board officers with Monte Poll as President; Maggie Arave as Vice President; Rita Brock as Secretary; Clint Heiner as Financial Coordinator; and Dale Pfister as our remaining board member. Motion passed unanimously.**

OTHER BUSINESS ITEMS (Items for Discussion Only)

- *Update on Bond Refinancing* – Cole Arnold updated that board on status the bond refinancing. He also stated that there may some items to approve for the June 24th meeting. There are two different routes that David Robertson is looking at which are the traditional bonding route and a bank route that is similar to a house mortgage. Trent added that David has sent out 21 different entities and some have responded so he is filtering through those right now.
- *Set 2020-2021 Board Meeting Schedule* – Dawn Kawaguchi stated that the meeting dates are the same as the current school year except for the April 7th meeting doesn't land during spring break so she included a March electronic board meeting date to approve the School LAND trust plan. She will send out calendar invites to the board members. The June electronic board meeting was moved to June 30th since it was originally scheduled during the National Charter School Conference.
- *Calendar Items* – Monte Poll
 - Electronic Board Meeting – June 24th @ 9 a.m.
 - August PreBoard Meeting – July 21st
 - Next Board Meeting – August 5th
 - 2021 National Charter School Convention – June 20-23 in New Orleans – *There was a discussion on hotel cancellations for Orlando being forwarded to Dawn and the conference registrations being rolled over to next year.*

6:04 PM – Monte Poll made a motion to BREAK FOR DINNER. Motion passed unanimously.

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6:40 PM – Monte Poll made a motion to RECONVENE our meeting. Motion passed unanimously.

BOARD TRAINING

- *Review Board Member Agreement* – Monte Poll reviewed the board member agreement. He handed out each board member one to sign for the year.
- *Annual PPP Training & Review* – Trent Brown stated that there are a few policies that must be reviewed and reapproved annually.
 - Trent reviewed the **Attendance Policy**. Ryan discussed the some of the issues that he has been faced with at the school and different ways to help with attendance.
 - Trent reviewed the **Sex Education Instruction Policy**. One of the things that the board is required to do is review the county data on teen pregnancy, child sexual abuse, sexually transmitted diseases and sexually transmitted infections, and the number of pornography complaints or other instances reported to the school. Trent handed out copies of this information and it is also put in the cloud for the board to review. Ryan stated that they have maybe 4-5 times a year where a student accesses pornography and their parents are called in.
 - Trent reviewed the **Arrest Reporting Policy**. Board members must report any arrests or convictions must report that to Ryan.
- *Annual Open & Public Meetings Act Training* – Trent Brown reviewed the Open and Public Meetings act that including what is the act, a meeting, quorum, can they be held electronically, board emails, notice of a public meeting, what is included on a agenda, closed meeting requirements, how to close a meeting, when can a meeting is closed, closed meeting description, no action can be made in a closed session, board candidates can be interviewed in a closed session, required records for closed meetings, minutes are public records, public can record the meeting, public comment is not required, individuals with disabilities, and required training.
- *Annual Fraud Risk Assessment & Statement of Ethical Behavior* – Cole Arnold reviewed the fraud risk assessment and the score. He has done the schools assessment and the school has scored 350 points which falls in the low risk level for fraud. Dawn will send out the link for the required training that is required every four years. Cole also reviewed the basic separation on duties. He also handed out a statement of ethical behavior that all board members are required to sign. The assessment needs to be signed by both the principal and the financial coordinator. Dawn asked for permission to use their electronic signature on the document that needs to be uploaded to the state auditor’s website.

BOARD TRAINING & EVALUATION

- *Principal and Academics West Evaluation* – Trent explained to the board the history and how this evaluation came about. Ryan Robinson presented the state of the school through the evaluation packet.
 - **Student Achievement** – Ryan stated because they don’t have any assessment data, he wanted to show the board how the teachers did their distance learning.

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- **Trust in School** – Ryan added some of the community communication that teachers have received. He reviewed the employee retention. The last day parade was so well attended, we may want to do something like this every year. The school also received some community recognition.
- **Retention of Students** – Ryan thanked the board for sponsoring the Spain trip. It was very sad that the students couldn't do this trip. Review of the current and next year's lottery. It's hard to decided where to bubble students.
- **Budget Data** – Trent wanted to include the fraud risk assessment in this packet because the board scored very well. This is a large portion of what we at AW do. Trent and Cole reviewed the S&P report. The school kept their rating of a BBB- but with a negative outlook due to drop of the cash reserve even though they met exceeded all of the metrics. However, we felt like it was an unfair opinion. Ryan reviewed the facilities report for both buildings that AW provides. Trent stated that it is broken into two different ways which are daily ongoing maintenance and then a long-term building maintenance plan which includes an estimated annual savings to cover the costs.
- **Reporting & Compliance** – AW does a lot of reports and oversight which keeps up in compliance.
 - *Board Self Evaluation* – Monte Poll went through the board evaluation.
 - *Appreciation & Thanks* – Monte Poll thanked the board and AW for all of their work and commitment. He especially thanked Ryan for his leadership especially during the COVID pandemic.

8:51 PM – Monte Poll made a motion to ADJOURN. Motion passed unanimously.

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