

North Davis Preparatory Academy

Board Meeting Minutes

Wednesday, October 7, 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, Maggie Arave, Rita Brock, Clint Heiner, Dale Pfister (via Zoom)

Others in Attendance: Dawn Kawaguchi, Cole Arnold, Ryan Robinson, Jenna Mortensen, Trent Brown, David Robertson (7:29 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

6:13 PM – INTRODUCTORY ITEMS

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

There was no PUBLIC COMMENT.

BOARD TRAINING

- *AW Bookkeeping* – Jenna Mortensen introduced herself in Spanish to support the high bi-literate proficiency. Jenna is in charge of the bookkeeping for the school. She chose five things that she felt was most important as the School's bookkeeper.

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- **Credibility with Vendors** – It is very important to Jenna to pay the School’s bill on time. This helps with turnaround times of product. She also works on the relationships with the vendors so that she can get accurate information on lead times including reasons for delay of product delivery.
- **Tracking School Fees** – The new fee schedule that includes extra-curricular, co-curricular and other. She makes sure that all deposited monies are coded correctly to the fee schedule. Karyn has created project codes for each of the different budgets for the school. Jenna tracks all of the project codes. All project codes are tied to the school fees. This shows how the fees collected are tracked and expensed. Purchases can be tracked on all items that are tied to fees.
- **Audit** – We believe in transparency. All School transactions have a paper trail. There are proper controls in place for the School’s spending thresholds. Ryan oversees all purchases but depending on the amount Clint and/or Monte also have to approve the purchase.
- **Asks Questions** – Jenna asks a lot of questions regarding the purchases that the school makes like have they been approved, why is this different from we originally agreed upon, etc. When something doesn’t match up, Jenna asks why? She gave an example of a recent purchase with curriculum. She is still following up on it.
- **Budget** – Budgeting is important so that the School doesn’t overspend. The Board believes in good data and the good data is required to make good budgeting decisions at the beginning of the year. Jenna enters the data along with Cole’s help to make sure that the School has reliable data with a clear understanding where the money is going. This helps show that the School is financially sound.

Jenna loves her job at AW. It’s the greatest. It’s so fun to work with North Davis because she’s made such good friends. She wants to give the School her best. Monte thanked Jenna for her presentation. He couldn’t be happier with AW and the service that they provide the School. *Jenna Mortensen was excuse at 6:23 p.m.*

REPORTS

➤ Administration

- **Comprehensive Guidance Assurance** – Ryan stepped in to present the assurances for Tonya Andiarena since she wasn’t able to attend the meeting. Ryan gave a brief review of the comp guidance program. The Comp Guidance review is similar to an audit and the work that goes into an audit. Our assurances are that our counseling program supports the overall goals of the school, we use data to help drive decisions in how we help and support our student. The 2019-2020 data project focused on identifying high risk students in grades 7-9. Goals were set to decrease the number of high-risk students based on testing data with math tutoring support and additional study skills classes. We moved from 5% to 3% based on aims. Some of the things that we did to reach this goal was working with our Community Council with Community Connections Nights where we had the Layton City Internet Task Force come and talk on internet safety. We also held a dinner that included childcare with a presentation on how to academically help your student. The review is coming up

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on the end of the month. If approved, we will be good for another three years. The school is constantly examining the comp guidance program and whether or not we want to continue the program. As of now, we will continue the program.

- State of the School – Ryan Robinson stated that this has been a very unique experience to keep up the same expectations during normal circumstances. Everything is harder and takes more time. Ryan had a crisis counselor come speak to the faculty on one Friday and they now have her coming once a month for teachers to schedule time with her. We are going through this together. Monte thanked Ryan for his candor and honesty on how things are really going.
 - ✓ **Updated Bullying & Hazing Administrative Procedures** – The changes include a change to the definition of “bullying” and a change to the description of what needs to be addressed in the required training.

➤ **Board of Directors**

- Financial Review – Clint Heiner stated that he met with Cole. Clint had several questions that Cole was able to answer for him. Clint asked Cole to review the finances. Cole reviewed the current financial position as of August 31st. He also reviewed the statement of activities. Cole stated that the school is through about 16.5% of the budget. As a reminder the local revenue always runs about two months behind which is mostly food services. Cole reviewed the federal funding for food services that has been granted until the end of the calendar year. He went through and explained areas that were higher than expected at this time. Clint has been trained on IntAcct so that he can approve purchase orders.

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

- August 5, 2020 Board Meeting Minutes
- August 5, 2020 Closed Session Affidavit
- Amend Savvas Learning online curriculum 1-yr subscription in the amount of \$110,000 – *Cole reviewed the Savvas Learning online purchase amendment. The payment was made on a pro forma invoice. Due to Savvas being out of state vendor, they included sales tax which made the total payment over the approved amount. We will apply to get the sales tax refunded and the net purchase won't exceed the original approved amount. Dawn added that Jenna has received a couple of invoices that hasn't lined up and she is working with the vendor and Tonya to make sure that the goods were received.*

BUSINESS ITEMS (To Be Voted Upon During Board Meeting)

- Discuss and Vote on SLT Council Membership & Election Procedures – Trent Brown gave a brief overview of LAND Trust funds. He reviewed the School LAND Trust Council Membership & Election procedures. By adopting these procedures, the board will not have to approve the names of the membership on an annual basis. The actual spending plan still must be approved by the board. Ryan added that the SLT funds have been going to technology for as long as he can remember. **Monte Poll made a motion to approve the School LAND Trust Council Membership & Election Procedures. Motion passed unanimously.**

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- *Discuss and Vote on Award Contract for IT Service Provider* – Ryan Robinson stated that the current IT contract has expired and so the school put out an RFP for IT services and there was only one responder who was ETS and they are the current IT provider. They are happy with their services and they would like to continue with ETS. Trent added that this RFP was posted publicly, and we also invited other vendors in the area to respond. Because other vendors know that ETS is the current vendor, they don't want to spend the time to provide a response. **Monte Poll made a motion to approve the contract on NDPA's RFP for IT Services Provider to ETS and authorize Ryan Robinson to negotiate and sign the written contract between NDPA and ETS. Motion passed unanimously.**
- *Discuss and Vote on LEA-Specific Educator Licenses* – Ryan Robinson explained the new process of getting teachers authorizations for their license in the area that they are teaching. We have some teachers who are working toward their license and until they get their license, we will need to put them on this program. Also, the Spaniards are only authorized to teach in the DLI program. Because we need some of them to teach outside the DLI program because it gives us other Spanish exposure, this is the route that will give them the authorization while they are here. Ryan also added that our foreign teachers that have a J1B visa are approved by the state for DLI but if they decide to stay and apply for H1B visa they are no longer approved for DLI and we have a few teachers that fall under that fall under that category. Ryan reviewed each teacher and the rationale behind them. **Monte Poll made a motion to approve the request for an LEA-specific educator license for Guadalupe Adams, for the duration of 2 yrs; Kathryn Connolly for the duration of 3 yrs; Carlos Herrero Holguera, for the duration of 2 yrs; Norka Jorges, for the duration of 2 yrs; Danielle Kingdon for the duration of 2 yrs; Fernando Mateo for the duration of 2 yrs; Jose Adrian Mendez for the duration of 3 yrs; Gary McLean Paul for the duration of 2 yrs; Jamie Stoddard for the duration of 3 yrs; Brandon Straw for the duration of 2 yrs; Kammie Watt for the duration of 2 yrs; Necia Wiggins for the duration of 2 yrs; and Lorena Gomez Salvador for the duration of 3 yrs. Motion passed unanimously.**
- *Discuss and Vote on Snow Removal Rate Sheet* – Trent Brown stated that Extreme Green has been doing the snow removal for the school and the rates haven't changed. It was recommended by legal to rebid the snow removal even though we rebid this five years ago. Trent also added that we may have to do this annually if there isn't a contract. Bids come in differently depending on how the approach on price and gets a bit difficult to determine what the winning bid is. Trent broke it down to see what the cost difference would be and Lawn Butler is about \$150-\$200 more per push. Extreme Green is still less per push. Ryan added that they have been fantastic to work with and he has been very happy to work with them. **Monte Poll made a motion to approve Extreme Green's snow removal rates of \$365 per push for the Elementary and \$525 per push for the Jr high. Motion passed unanimously.**
- *Discuss and Vote on Amended Early Literacy Plan* – Ryan Robinson stated that this is the plan that we have for our k-3 reading program. He reviewed the plan with the changes recommended by USBE. **Monte Poll made a motion to approve the amended 2020-2021 Early Literacy Plan. Motion passed unanimously.**

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- Discuss and Vote on Time & Effort Documentation Policy – Cole Arnold reviewed the Time & Effort Documentation Policy. The state is giving much greater scrutiny to expenditures of restricted funds, and this policy will help ensure that everyone involved in the process at the school and AW are on the same page regarding the processes and controls that need to be in place to ensure there are no issues in documenting expenditures that could jeopardize funding. **Monte Poll made a motion to approve the Time & Effort Documentation Policy. Motion passed unanimously.**
- Discuss and Vote on Amended Attendance Policy – Trent Brown reviewed the amended Attendance Policy. The changes are fairly minor technical matters and shouldn't have an impact on the school's operations. **Monte Poll made a motion to approve the amended Attendance Policy. Motion passed unanimously.**
- Discuss and Vote on Amended Home School Student Participation in Statewide Assessment Policy – Trent Brown reviewed the amended Home School Student Participation in Statewide Assessment Policy. This policy is just taking out the word U-PASS and inserting the word "statewide assessment". **Monte Poll made a motion to approve the amended Home School Student Participation in Statewide Assessment Policy. Motion passed unanimously.**
- Discuss and Vote on Financing Resolution – Cole Arnold stated that David Robertson is on his way but he went through and reviewed the status of current bonds. The current bond rate is 6.5% and the term sheet that we have been provide is at 3.5%. The financing that the financial advisor, David Robertson, has found that will best fit the school are sole purchase bonds through a bank in Colorado. This will give us a lot of flexibility in the terms and still allows the school to save about \$360k a year. Since it isn't a public bond, the school will not have to go through the S&P bond rating. David went through and reviewed the process of sending out term sheets to banks. He also stated that the last week they met with the Utah Financing Authority where Monte and Ryan were able to get the school qualified for tax free bonds. There was a discussion on funding the required reserve up front and would there be an advantage for that. There was a discussion on how much has been carried over at the end of the year. There was a discussion on the flexibility on capital projects. David reviewed the financing resolution which authorizes Monte or any other board member to sign on behalf of the school. The closing date is scheduled for November 2nd. **Monte Poll made a motion to approve the Financing Resolution. Motion passed unanimously.**

David Robertson was excused at 7:50 p.m.

OTHER BUSINESS ITEMS (Items for Discussion Only)

- Calendaring Items – Monte Poll
 - Next PreBoard Meeting – November 17th @ 1 p.m.
 - Next Meeting – December 2nd @ 5 p.m.

7:54 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. The votes were as follows:

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Monte Poll – Aye
Maggie Arave – Aye
Clint Heiner – Aye
Rita Brock – Aye
Dale Pfister – Aye

Motion passed unanimously.

8:10 PM – Monte Poll made a motion to exit the closed session and ADJOURN. Motion passed unanimously.

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