

North Davis Preparatory Academy

Board Meeting Minutes

Wednesday, February 3, 2021

Location: Elementary Library, 1765 W. Hill Field Rd., Layton, UT 84041



In Attendance: Monte Poll, Dale Pfister, Clint Heiner, Maggie Arave (via Zoom), Rita Brock (via Zoom)

Others in Attendance: Tonya Andiarena, Cole Arnold, Trent Brown, Dawn Kawaguchi, Ryan Robinson

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 – Dale
- School Vision – Ryan
- Board Constitution – Clint

There was no PUBLIC COMMENT. This was the second public viewing period for the 2021-2022 School Fee Schedule and the Fee Waiver Policy.

REPORTS

➤ Administration

- Comprehensive Guidance Review – Tonya Andiarena stated that the comprehensive guidance covers grades 7-9. Their primary focus is “Focus on All Students”. Over the past year they really focused on getting outreach to every student either by phone call or email and just touching base with them. This year they have implemented office hours so that students can drop in to make them

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accessible to students via zoom online or conferencing so that it doesn't take them away from school since they are attending on hybrid days. This has helped us build relationship with our students. This year we have implemented social skills lessons in 5th and 6th grade which has helped us to begin starting relationships with our students. We feel like this has helped our students stay with us through 7th grade because we are building a strong foundation with the students. We have also implemented advisory lessons in the Jr. high. We use a curriculum called "Overcoming Obstacles". Our focus this year has been on academic progress and improvement. We are always looking to find out the barriers for our students by using surveys and doing minute interviews with all our students. Our jr. high students are finding success in the math and science which is the "in person" portion of the hybrid model. It's been nice to see the positive outlook on these subjects even though the online portion hasn't been as positive. We started out 2019-2020 with a big focus on college and career and we are just working on teaching students' skills on how to be students.

- State of the School – Ryan Robinson stated that Tonya covered a lot of the information on what's going on at the school. I don't think that anyone feels like the solution they have found for COVID is adequate in the sense that it makes it equal to what it was before COVID. We have been sending out a lot of surveys to parents to continue to find out where the parents are. We want to continue to use surveys with our parents moving forward since it's a quick and easy way to communicate with parents. We are really focusing on relationships. Our teachers are really getting into a rhythm. We have met with almost every one of our teachers in little teams. We have asked them what are three things that you have learned since March that are working well for you. Every single one of them has mentioned Canvas. We also asked what are two things that you would like to see us improve as an institution or organization or even on a personal level. We have a list of things that we are going to work on. The teachers are just thankful for the consistency. Our online kids are doing very well. Our hybrid kids do well when they are here. There was a discussion on how the isolation has been affecting our students. *Tonya Andiarana was excused at 6:24 p.m.*

➤ **Board of Directors**

- Financial Review – Clint Heiner stated that he and Cole met prior to the meeting. There are some numbers that are extremely skewed due to the refinancing, but overall things look good and seemed to be in order. We are on track to where we should be at this time in the year. He turned the time over to Cole. Cole reviewed the statement of financial position as of December 31st. Cash has gone up significantly through the end of December. About half of the increase is related to the bond closing. The remainder of the increase is attributed to the general operations of the school. Cole reminded the board that the budget was built very lean back in June. Despite everything that has been going on, we have been able to stay close within that lean budget. We are looking at ways we can disburse that to teachers in classroom as we go into the next year. Cole gave a quick update on the legislative session and what the WPU is looking like along with the teacher

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bonus that should be approved. We are about 50% through the year and we are on track for this point. He mentioned that the local revenues are low and will remain that way through the rest of the year due to student fees not being collected this year. This is where the Spain trip money is collected. The other revenue that is collected which is the largest items that we budget for is the student portion of school lunch. Cole reminded the board that all students are receiving free lunch from the federal government and they are being reimbursed at the free rate which is higher rate than the charge of lunch. Overall participation is lower due to the hybrid and online schedule. Most of the federal funding has not been reimbursed yet because we are just barely getting the applications turned in. Cole gave an update on the COVID related funds. Cole gave an update on the prepayments that were paid last year for Spain. They were rolled over to this year and since they are not going to Spain this year, they are going to be working through these to try and recover some of the funds. We know that we will not be able to recover all the prepayments. Cole reviewed the debt services line item. Due to the bonding and the way the state has us report the payment of the old debt and the replacement of a new loan it makes this item a bit skewed. Cole gave an update on the supplies being purchased.

CONSENT ITEMS

- December 2, 2020 Board Meeting Minutes – There was no further discussion. **Monte Poll made a motion to approve the consent items. The votes were as follows:**

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

Motion passed unanimously.

BUSINESS ITEMS (To Be Voted Upon During Board Meeting)

- Discuss and Vote on 2021-2022 School Fee Schedule – Ryan Robinson reviewed the 2021-2022 fee schedule and the new format for this year. Each student by grade has a maximum amount. There was only one change from the current year to this year which is the spirit squad and it was reduced. This current year we have waived most of our fees due to COVID. **Monte Poll made a motion to approve the proposed 2021-2022 School Fee Schedule. The votes were as follows:**

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

Motion passed unanimously.

- Discuss and Vote on Amended Fee Waiver Policy – Ryan Robinson reviewed the Fee Waiver Policy. Dawn added that every time you approve a fee schedule you should review

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and re-approve the policy according to the policy. Ryan mentioned that they are looking into the classroom supply list. **Monte Poll made a motion to Re-Approve the Fee Waiver Policy. The votes were as follows:**

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

Motion passed unanimously.

- *Discuss and Vote on Landscaping Rate Sheet* – Ryan Robinson stated that they have been using Extreme Green for years and they are very happy with their service. Trent added that Platte recommended that we approve the rate sheet annually since there isn't they don't have an agreement. **Monte Poll made a motion to Extreme Green's lawn care rates as presented. The votes were as follows:**

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

Motion passed unanimously.

- *Discuss and Vote on Helpside Agreement* – Ryan Robinson stated that this is the same thing here that the school has been using them for years and they do a good job. They provide our paychecks and benefits. There was a discussion on how much it costs to print individual checks. **Monte Poll made a motion to the Professional Employer Agreement between the school and Helpside and authorize the Board President to sign the agreement on behalf of the school. The votes were as follows:**

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

Motion passed unanimously.

- *Discuss and Vote on LEA-Specific Educator License for A.Anthony* – Ryan Robinson reviewed the LEA-specific route. Ana Anthony has been moved to a 4th grade teacher to an online teacher and teaching content not in her area so she needs a LEA-specific license. **Monte Poll made a motion to the request for an LEA-specific educator license for Ana Anthony for the duration of 3 yrs. The votes were as follows:**

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

Motion passed unanimously.

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- Discuss and Vote on Emergency Response & Preparedness Plan – Ryan Robinson reviewed the Emergency Response & Preparedness Plan. They have always had this plan and it's been reviewed. It has just never brought to the board. Ammon really has a niche for this and has done a very good job. They made a few changes to this but nothing major. Ryan stated that he will be making sure that he reviews this each year with the faculty. There was a discussion on other drills and the reunification drill. **Monte Poll made a motion to the Emergency Response & Preparedness Plan. The votes were as follows:**
- Monte Poll – Aye**
 - Maggie Arave – Aye**
 - Clint Heiner – Aye**
 - Rita Brock – Aye**
 - Dale Pfister – Aye**
- Motion passed unanimously.**

OTHER BUSINESS ITEMS (Items for Discussion Only)

- Calendarizing Items – Monte Poll
- Electronic Board Meeting – March 10th
 - Next PreBoard Meeting – March 23rd @ 1 p.m.
 - Next Meeting – April 7th @ 6 p.m.
 - **Virtual NCSC21– June 20-23** – The 2021 conference is now going to be virtual. Dawn reached out to the NCSC folks and asked if the registration could be rolled over to next year and they said no but you could get a refund. The board would like to get a refund. There was a discussion on possibly having a board retreat. Monte would like to discuss this in the April board meeting. There was a discussion on the June board meetings. Monte would like to discuss board vacancies at the next board meeting.

7:00 PM – Monte Poll made a motion to ADJOURN. The votes were as follows:

- Monte Poll – Aye**
 - Maggie Arave – Aye**
 - Clint Heiner – Aye**
 - Rita Brock – Aye**
 - Dale Pfister – Aye**
- Motion passed unanimously.**

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