



# North Davis Preparatory Academy

## Board Meeting Minutes

### Wednesday, May 4, 2016

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

**In Attendance:** Jennifer Bazzano, Monte Poll, Necia Wiggins, Rita Brock, Maggie Arave

**Others in Attendance:** Dawn Kawaguchi, Juan Carlos Fernandez, Jennifer Nicholson, Ryan Arrington, Trent Brown (6:38 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

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### 6:08 PM – INTRODUCTORY ITEMS

- ❖ Welcome and Introductions – Jennifer Bazzano
- ❖ Pledge of Allegiance
- ❖ Vision – Maggie
- ❖ Board Constitution – Jenn

**There was no PUBLIC COMMENT**

### REPORTS

#### ❖ Administration

- State of the School – Juan Carlos Fernandez stated that the administration continues to support the vision of the school by giving the students opportunities of learning beyond the walls of the school with BYU, Spain trip, UVU Language Fair and Science Olympiad.

#### ❖ Academica West

- Update on UCAP Login – Dawn Kawaguchi wanted to make sure that all of the board members have been able to log into the UCAP. She will work with the members who are having problems after the meeting to reset their passwords.

In compliance with the Americans with Disabilities Act, persons needing auxiliary communicative aids and services for these meetings should call Dawn Kawaguchi at 801-444-9378, giving at least three working days notice.

- ❖ **POET** – Necia Wiggins
  - New board set in place and has been voted on. About 50% of the POET board is returning with the other half new
  - Teacher Appreciation Week is this week and going well
  - Upcoming Events
    - ✓ Field Day is the last big activity for POET
    - ✓ End of the Year volunteer Appreciation
  - This year POET will be purchasing a new marquee for the Jr. High. In addition, we will also be upgrading the elementary stage and possibly some other items depending on how much money is left over from the marquee.
  - Rock Wall should be installed soon.
  - Art Auction still has receipts coming in but it looks like it's the best year yet.
  - Necia introduced Jennifer Nicholson as the new POET president and will be replacing her on the board of directors July 1<sup>st</sup>.

**Jennifer Bazzano made a motion to approve the CONSENT ITEMS. Motion passed unanimously.**

- ❖ Approve April 6, 2016 Board Meeting Minutes
- ❖ Approve April 6, 2016 Closed Session Affidavit

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

- ❖ Discuss and Vote on Budget Officer – Jennifer Bazzano stated that new legislative changes require the board to appoint a budget officer. Dawn added that because part of the job duties of the budget officer is to make sure that annual budgets are at the school for the public to review. AW is recommending that the board appoint the principal (Ryan Robinson) as the budget office because he is at the school and works closely with budget. **Jennifer Bazzano made a motion to approve the School's Principal as the Budget Officer. Motion passed unanimously.**
- ❖ Discuss & Vote on Kitchen Equipment Purchase – Juan Carlos stated that they are replacing three ovens. The bid does not include installation. **Jennifer Bazzano made a motion to approve the kitchen equipment not to exceed \$50,000. Motion passed unanimously.**
- ❖ Discuss & Vote on APlus Benefits Professional Employer Agreement – Dawn stated that this agreement with A Plus renews each year but with the new purchasing regulation you can only renew a maximum of five years. AW obtained bids and A Plus remains the best option for these services. Jenn stated that A Plus is a co-employer. **Jennifer Bazzano made a motion to approve the APlus Benefits Professional Employer Agreement. Motion passed unanimously.**
- ❖ Discuss & Vote on Administration of Medication Policy – Dawn reviewed the Administration of Medication Policy. She stated that a new state law now requires the policy to address administration of seizure medication by school employees or self-administration. **Jennifer Bazzano made a motion to approve the Administration of Medication Policy. Motion passed unanimously.**
- ❖ Discuss & Vote on Background Check Policy – Dawn reviewed the Background Check Policy. This policy and procedures satisfies the new state requirements and includes information on the new “rap back” system that the state is now using. All board

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members, employees (teachers and staff), as well as any parent volunteers will need to get a new background check on this new system. Once everyone a person is in the system under the school, they will not have to renew their background check. If any arrests come up on them, the school will receive a notice of such things. The school has until September 2018 to be in compliant. There was a discussion on volunteers getting background checks and how to get the word out to volunteers who currently have a background check but need to get on the new system. **Jennifer Bazzano made a motion to approve the Background Check Policy. Motion passed unanimously.**

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

##### ❖ **Calendaring Items – Jennifer Bazzano**

- Next Board Meeting – June 1<sup>st</sup> (Annual Board Meeting & Retreat) – *Jenn moved up the starting time to 5:00 p.m. Dawn revised the calendar invite to reflect the time change.*
- Reschedule June 29<sup>th</sup> Electronic Board Meeting – *Not needed*
- UAPCS – June 13-14 @ Davis Conference Center (Early Bird May 15<sup>th</sup>)
- *There was a discussion on the National Conference which is in Nashville this year. Dawn will send out more information. Once board members will look at their schedule they will let Dawn know.*

**6:48 PM – Jennifer Bazzano made a motion to ADJOURN. Motion passed unanimously.**  
(Duration 39:49)

#### **May Action Items:**

1. Send out information on the National Charter Conference to the Board – Dawn
2. Register members going to UAPCS – Dawn