



North Davis Preparatory Academy

BOARD MEETING MINUTES

Wednesday, February 4, 2015

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

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

Others in Attendance: Dawn Kawaguchi, Kim Dohrer, Ryan Robinson, Trent Brown, Ryan Arrington, Debby Gomberg, Brad Taylor, Ken Jeppesen

Excused: Shay East

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 – Jennifer Bazzano
- ❖ Pledge of Allegiance
- ❖ Vision – Monte
- ❖ Board Constitution – Jen

There was no PUBLIC COMMENT.

REPORTS

- ❖ **Auditor** – Ken Jeppesen [*Eide Bailly*]
 - 2013-2014 Audit Review – Ken passed out a letter issued to the board from his firm. He reviewed the letter including the following: significant audit findings, difficulties encountered in performing the audit, corrected and uncorrected misstatements, disagreements with management, management representations, management consultations with other independent accountants, and other audit findings issued. Ken reported that NDPA had a clean audit and there were no

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findings. He reviewed the financial statement for 2014 (2013) page by page. There was a brief discussion on the general accounting policies. There are many disclosures for the reader. Ken stated that the general accounting policies are sometimes different from the state policies. The restricted net assets are for the Spain monies. The state issues the third report and it was a clean report. Debby asked Ken to explain the bonds payable section in the financial statement. Ken explained that it is only the principal amount for the next five years. Ken was excused at 6:20 p.m.

Jen Bazzano changed the order of the agenda because Ryan A. has asked to be excused early.

BUSINESS ITEMS (To Be Voted Upon During Board Meeting)

- ❖ *Discuss & Vote on Amended 2014-2015 Budget as of January 15, 2015* – Ryan A. reviewed the amended budget as of January 15th. He explained that the changes are in the salaries to reflect what the actual salaries are being paid. With these changes, the decrease to the general budget surplus is \$2,634. This brings the total surplus for the year from \$230,561 to \$227,927. Ryan stated that he has been meeting with the administration on a regular basis. He noted that this budget shows 54% of the school year's spending. Because this is a mid-month report the January allotment has not been received. The instructional expense sub-total is only at 38% because of the accrued liability (when the teachers are paid during the summer months.) The operations & maintenance expense is right on par even though Ryan would expect this to be higher since there are timing items that are typically paid at the beginning of year. He did mention that making a change on the property and casualty insurance has been saving the school some money. Debby stated that there will be some clean up that needs to be done by next board meeting like reclassifying expenses. Debby briefly explained the format of the budget spreadsheet to the board. **Jennifer Bazzano made a motion to approve the amended 2014-2015 budget as of January 15, 2015 per the changes above which brings the total surplus from \$230,561 to \$227,927. Motion passed unanimously.** Ryan A. was excused at 6:30 p.m.
- ❖ *Discuss & Vote on Amended Human Sexuality Instruction Policy* – Debby stated that the State Board of Education has recommended some changes to the Human Sexuality Instruction Policy. This policy is the umbrella policy. The administration will work with the community council to work out the administration policy. Debby explained that the 5th grade does a brief maturation and the 8th grade has a unit on human sexuality. **Jennifer Bazzano made a motion to approve the amended Human Sexuality Instruction Policy. Motion passed unanimously.**
- ❖ *Discuss & Vote on 2015-2016 School Calendar* – Debby reviewed the school calendar. It is very similar to the current year. Debby stated that the state will most likely allow four professional development days but she is only taking two. There was a discussion on counting recess for the elementary as instructional time. Debby stated that we can still take a two more professional development days. School will be out before Memorial Day and that makes Monte happy. **Jennifer Bazzano made a motion to approve the 2015-2016 school calendar. Motion passed unanimously.**
- ❖ *Discuss & Vote on 2015-2016 School Fees* – Debby reviewed the 2015-2016 school fees. She explained that there were fees that were taken off due to the fact that we no longer

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offer them. There are also course name changes but the fee is the same. Debby stated that our fees are a little lower than DSD unless the student took every single expensive elective. However, if they took those courses in DSD it would still be more.

Jennifer Bazzano made a motion to approve the 2015-2016 school fees. Motion passed unanimously.

REPORTS (cont.)

- ❖ **Administration** – Debby asked if she could start the Spain trip discussion.
 - *Discuss Board Scholarships for Spain* – Debby gave a brief summary of how the board scholarships for Spain came to fruition (which was started by Monte). Jen wanted to have a discussion with the board regarding the board scholarship since the amount hasn't changed but the amount of students fluctuates from year to year. Debby reviewed the expenses by year for the Spain trip. There was a discussion on the total amount of board scholarships because it doesn't match the budget. There was a discussion on whether or not the board would like to change the format of the board scholarship. Several different ideas were brought up by the board. Jen would like to have a board member or two on the scholarship committee. No decisions were made on this since this year's scholarships have already been awarded. Jen also asked the board to just think about the scholarships. Jen would like Ryan to give the board a wrap up of the Spain trip.

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

- ❖ Approve December 3, 2014 Board Meeting Minutes

Debby stated that there are no new hires but as of today there will be one that she will bring it to the next board meeting. There was also discussion on the 2014 school report. There was a discussion on the school having a foreign exchange program.

OTHER BUSINESS ITEMS (Items for Discussion Only)

- ❖ **Calendaring Items** – Jennifer Bazzano
 - Electronic Board Meeting – March 10th
 - Next Board Meeting – March 25th
 - Debby added that she is receiving an award for foreign language.

7:30 PM – Jennifer Bazzano 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). The votes were as follows:

Jennifer Bazzano – Aye

Monte Poll – Aye

Rita Brock – Aye

Maggie Arave – Aye

Motion passed unanimously.

8:19 PM – Jennifer Bazzano made a motion to exit the CLOSED SESSION and ADJOURN the meeting. The votes were as follows:

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Jennifer Bazzano – Aye
Monte Poll – Aye
Rita Brock – Aye
Maggie Arave – Aye
Motion passed unanimously.

February Action Items:

1. Jen would like a Spain trip wrap up presentation once Ryan returns – **Ryan R.**
2. Change the Public Comment to the end of the agenda – **Dawn**
3. Created a Hiring Committee consisting of Jen, Monte, Debby, & AW folks

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