

North Davis Preparatory Academy

Board Meeting Minutes

Wednesday, December 6, 2023

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

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

Others in Attendance: Dawn Kawaguchi, Tyler O'Brien, Ryan Robinson, Ken Jeppesen [via Zoom]



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

6:03 PM – INTRODUCTORY ITEMS

- Welcome and Roll Call – Monte Poll
- Pledge of Allegiance – Clint
- School Vision – Rita
- Board Constitution – Maggie

There was no PUBLIC COMMENT. This was the first public comment period for the 2024-2025 School Fee Schedule and the Fee Waiver Policy.

REPORTS

- **Eide Bailly**
 - *Review FY23 Final Financial Statement* – Ken Jeppesen informed the Board that it was a clean audit. The standard letter is the same from each year which reiterates our (Eide Bailly's) independence. There were no journal entries identified this year and no unusual policies or procedures. Ken reviewed the first audit report which is essentially the numbers. This was a clean report. They are presented in three different ways. The School's total net position increased from \$3.6 million to \$5.2 million from FY22 to FY23. Ken reviewed the six notes which included Summary

of Significant Accounting Policies, Cash Investments (PTIF), Capital Assets, Long-Term Liabilities, Concentrations, and Benefit Plan. The second audit report checks the School's internal controls. This is also a clean report. The third and final report is required by the State Compliance Audit. Items that they tested were budget compliance, fraud risk assessment, cash management, Open and Public Meetings Act, internal control system (procurement), and public education programs (school fees). Three reports were all clean. Ken also reviewed a separate letter that was issued regarding the School's debt covenants with the Utah Charter School Finance Authority. It states that the School is in compliance with those. Ken thanked the management, Board and AW for their assistance and support through this process. There were no additional questions by the board. *Ken Jeppesen was excused at 6:20 p.m.*

➤ **Administration**

- State of the School – Ryan Robinson

✓ **Student Achievement**

- ★ TSI Goals/MOY Assessment Scores – Ryan stated that they have CPR (Content, Pedagogy and Relationships) meetings with every grade level where they have been discussing the MOY assessment scores. He thought that they would be ready for this meeting but didn't realize how long it took to get the data. They have been looking at the raw data and it looks really, really good. Ryan will share the information at the next meeting.

✓ **Compliance**

- ★ Title 1 and SpEd audit/review – We recently had two state audits and they went really well. Ryan will share the final reports from the state for the board. Both audits were online but the amount of items that we provide them prior to the meeting so that they can look into things and see how were using them is a lot. I can

✓ **Retention of Students**

- ★ Frogtummy – We have recently engaged services for lottery, marketing & website from Frogtummy. Currently, ETS maintains our website. Frogtummy will redesign our website and then maintain it. This does not exceed the purchasing threshold

✓ **Budget**

- ★ Extend ETS Agreement 2-yrs – We will be pulling out the website piece out but we will extend our agreement the 2-years.
- ★ Utah School Safety Grant – The School was awarded \$175k from this grant. We were very vague in our plan but now that we have been awarded the grant we will come up with a more concrete plan. Currently, this is a one-time grant but we are hoping that the legislature may extend the grant. We would like to put up more safety glass and card access door readers.

➤ **Board of Directors**

- Financial Review – Clint Heiner stated that he met with Tyler today and went over the finances. He did mention that the rentals line item is over budget which is due to the increase in the HOA parking lot rental and had the old amount of the rent.

Tyler explained that some of the other line items are changed due to the State requesting reclassing/breakout unemployment insurance, electricity and gas. An email this week requested that we breakout lawn care, snow removal and custodial. Tyler stated now that we have the updated enrollment numbers, he's recommending a budget amendment for the February board meeting. There was discussion on the supplies line item which is due to the furniture purchase being split between last year and this year's budget.

CONSENT ITEMS

- October 4, 2023 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**
 - Maggie Arave – Aye**
 - Clint Heiner – Aye**
 - Rita Brock – Aye**
 - Dale Pfister – Aye**
- Motion passed unanimously.**

VOTING ITEMS

- PTIF Resolution – Tyler O'Brien explained that this resolution just needs to be updated and they are the people who oversee the account.
- Update Zions Check Signers – Tyler O'Brien stated that this will be updated to positions of people on the board and not names. That way when there is a change in board officers, we won't have to bring it back to the board for approval. We will only need new signature cards. Dawn stated that the PTIF resolution will need to come back to the board if there are changes.
- Award IFB for Cultural Gym Décor – Ryan Robinson reviewed the timeline of the cultural gym décor discussion. Once we got the go ahead, we had to put out an IFB for this and we received one bid from Bigfoot Grafix. Dale noticed that they charged tax on the bid so Ryan will reach out to them to inform them.
- Gym Divider Curtain Project – Ryan Robinson stated that they use both gyms for PE class. LaRetta has some surplus in her budget that she has gotten approval to pay for half of a gym divider curtain for both lunch rooms/gyms. This will be a curtain that will come down at half court.
- Amend Sex Education Instruction Committee – Ryan Robinson stated that this is to amend the Sex ed instruction committee so that it is two parents instead of the POET representatives. It will be the principal, health teacher, school nurse, parent board member, and two parents of current students.
- Amend Selection & Purchase of Instructional Materials Policy – Ryan Robinson reviewed the changes in the amended Selection, Approval & Purchase of Instructional Materials Policy. There was a discussion on the required two public comment periods and if it is all curriculum or just new curriculum. Ryan will work with Platte for clarification to make sure that he is following the law.
- Rescind Reuse and Disposal of Textbook Policy – Ryan Robinson stated that because you purchased books with tax payer money, you were required to go through a process to see if anyone wanted the books before you disposed of it and now you don't. Dawn added that

they changed the law and the law doesn't required you to do this so we don't need this policy.

- Rescind Learner Validated Program Policy – Dawn explained that this policy was created during COVID for schools to do digital learning for two years. It's no longer valid.

Monte Poll made a motion for the following:

- **Approve the PTIF Resolution;**
- **Approve the Board Chair, Board Financial Coordinator, Jed Stevenson and Sheldon Killpack as check signers for the Zions operating account;**
- **Award the IFB purchase of cultural gym décor to Bigfoot Grafix not to exceed \$125,000;**
- **Approve the Gym Curtain Divider Project not to exceed \$40,000;**
- **Approve the 2023-2024 Sex Ed Instruction Committee as follows: Principal, Health Teacher, Counselor, School Nurse, a Parent Board Member, and two parents of current students;**
- **Approve the amended Selection, Approval & Purchase of Instructional Materials Policy including the name change to include "Approval" in the policy name;**
- **Rescind the Learner Validated Program Policy; and**
- **Rescind the Reuse & Disposal of Textbooks Policy.**

The votes were as follows:

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

Motion passed unanimously.

DISCUSSION ITEMS

- Calendaring Items – Monte Poll
 - Next PreBoard Meeting – January 23rd @ 1 p.m.
 - Next Board Meeting – February 7th
 - NCSC24 Boston, MA – June 30 – July 3
- Thanks and Appreciation – Monte thanked Ryan for his never ending effort and presented him with a winter bonus. Maggie thanked Ryan for all his email updates. Ryan mentioned that he would like to have a discussion at an upcoming board meeting about all day kindergarten.

7:04 PM – Monte Poll made a motion to enter 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) in the library. The votes were as follows:

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

Motion passed unanimously.

7:35 PM – Monte Poll made a motion to exit the CLOSED SESSION and ADJOURN. The votes were as follows:

Monte Poll – Aye

Maggie Arave – Aye

Clint Heiner – Aye

Rita Brock – Aye

Dale Pfister – Aye

Motion passed unanimously.

DRAFT

**North Davis Preparatory Academy
Board of Directors
Closed Session Statement
Wednesday, December 6, 2023**

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



CLOSED SESSION SWORN STATEMENT:

*At a duly noticed public meeting held on the date listed above, the board of directors for **NORTH DAVIS PREPARATORY ACADEMY** entered into a closed session for the sole purpose of discussing the character, professional competence, or physical or mental health of an individual in accordance with Utah Code Ann. 52-4-2(1)(a).*

I declare under criminal penalty under the law of Utah that the foregoing is true and correct.

Signed on the 6th day of December, 2023.

Monte Poll
Monte Poll
Board Chair

DRAFT