

North Davis Preparatory Academy

Board Meeting Minutes

Wednesday, March 27, 2024

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



Others in Attendance: Maggie Arave, Dale Pfister, Clint Heiner, Rita Brock (via Zoom)

Excused: Monte Poll

Others in Attendance: Ryan Robinson, Tyler O'Brien, Dawn Kawaguchi, Abby Moss, Annie Newman, Truman Minner, Audrey Moon

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 Roll Call – Maggie Arave
- Pledge of Allegiance – Maggie
- School Vision – Dale
- Board Constitution – Clint

There was no PUBLIC COMMENT. This was the first public comment period for [Amplify CKLA](#) curriculum purchase.

REPORTS

- **Student** – Ryan stated that these two trips were very close to each other. He informed the students that this Board makes the decisions that allow the students to participate in the Spain trip and they also approve the funding for the Spain trips.
 - Cineca in Utah – Truman stated that his science project was about “Finding Life on Mars”. He also presented with a partner (Daniel). Truman is more confident

and talkative. Daniel is shier but his Spanish is better than Trumans. It was good to present together and to share the load. It was fun to present throughout Utah but his favorite was presenting in Spain because the people there are so nice. One day Daniel was sick and Truman had to present alone. They didn't care how bad his Spanish was. They only cared about the project. He shared all the places that he really enjoyed in Spain. Audrey also reported that Spain was such a great opportunity and she learned so much from the culture. Ryan asked the students if they are planning on doing the 9th grade trip.

- 9th Grade Spain Trip – Annie and Abby both shared their experiences on the 9th grade Spain trip. Their host families were very nice. Annie's host family threw here a surprise birthday party. The students were also so nice. They got to know the culture and were able to visit a lot of the places that they learned about in their Spain Study Abroad class. Abby realized that she speaks Spanish better than she thought. The students are loud in class just like they are here. It was a great learning experience. The food was so good. They all exchanged social media with the students that they met. The board asked questions about the place that they visited and what was their favorite. *The students were excused at 6:15 p.m.*

➤ **Administration**

- **State of the School** – Ryan Robinson stated that when they get their video montage of the Spain trip done, he will send it out to the board. He also informed the Board that they will be having their Spain debriefing meeting tomorrow morning where they talk about what worked and what they might change. Ryan shared how 52 students were a lot and how he is thinking of making some changes to keep the number closer to 35 which is more manageable.
 - ✓ Retention of Students
 - ★ Comprehensive Guidance Review
 - ★ Our enrollment numbers for next year are looking good. Our open houses and Kindergarten Round Up have been completed and were very well attended.
 - ✓ Compliance
 - ★ Amended Equipment & Other Capital Assets Acquired with Federal Funds Administrative Procedures – There was no further discussion.
 - ★ Child Nutrition Program Audit – It was a good audit. There were some findings, but they were minimal. We are working on going through the findings and fixing them.
 - ✓ Student Achievement
 - ★ Ryan stated that last month he shared the MOY assessment scores and the growth looks really good. He will be sharing the EOY assessments at the June meeting.
 - ✓ Ryan reviewed the process of the evaluation that he has being every board meeting. He stated that he has working on the communication with the board with police reports, etc. that was asked of him last year. The board thanked Ryan for the great communication and expressed their appreciation. There was a discussion on hall passes and cell phones.

➤ **Board of Directors**

- Financial Review – Clint Heiner stated that there will be a final amended budget in June. He briefly discussed the projected amended budget and explained that the projected net income will be significantly lower than usual. Clint stated that he has asked Platte at AW to put together a training for the board about insurance policies, liability and some of the School’s policies. There was a discussion on the 3rd party building rentals. Tyler O’Brien added that overall, the School is financial healthy. Tyler reviewed some of the highlights that have affected the overall budget. They are one-time costs/purchases that don’t happen every year like the furniture and HVAC purchases that were spread over two fiscal budgets. Tyler also reviewed the Schools tax return (990 form) that is given to the IRS. It has been reviewed by Tyler and Ryan Smith but put together Eide Bailly. It will also need to be signed by Monte. There was a discussion on WPU and salaries for next year and 32-hour teacher professional development.

BOARD TRAINING

- School LAND Trust Training Assurances – Maggie Arave asked if everyone has watched the SLT training videos that Dawn sent out via email. All present board members have completed the SLT training. Monte has completed the training even though he was not present.
- Open & Public Meetings Act Training – Tyler O’Brien asked everyone to get out their cell phone and scan the QR code he provided. Everyone was able to take a 11-question quiz on the Open and Public Meetings Act. Tyler read each question and the four possible answers. Each question that had incorrect answers generated discussion on that item. All members had at least 70% correct.

CONSENT ITEMS

- February 7, 2024 Board Meeting Minutes – There was no further discussion. **Maggie Arave made a motion to approve the consent items. The votes were as follows:**
Maggie Arave – Aye
Clint Heiner – Aye
Rita Brock – Aye
Dale Pfister – Aye
Motion passed unanimously.

VOTING ITEMS

- Award RFP for Janitorial Services – Ryan Robinson stated that it is time to renew their janitorial services. They issued an RFP and scored the bids. A third bid was missed but it was over three times as much. They have been with Toone Cleaning and they will be staying with them.
- 2024-2025 School LAND Trust Plan – Ryan Robinson stated that they use these funds to purchase their tech for the year and then a small portion of the funds go to Cami Johnson’s salary and benefits. She is the tech person who also proctors testing. Ryan reviewed the goal.
- Amend Wellness Policy – Ryan Robinson stated that these updates were initiated by the CNP audit. These changes were recommended by the state. Some of the changes were adding an assessment tool, adequate exercise time, feed them healthy food and teach them

about their body and nutrition. There was a discussion on selling candy and pop machines during lunch.

Maggie Arave made a motion to approve the following:

- **Award the contract on NDPA's RFP for Janitorial Services Provider to Toone Cleaning and authorize Ryan Robinson to sign, on behalf of NDPA, an up to 5-year written contract with Toone Cleaning consistent with Toone Cleaning's proposal;**
- **Approve the 2024-2025 School LAND Trust Plan; and**
- **Approve the Amended Wellness Policy**

The votes were as follows:

Maggie Arave – Aye

Clint Heiner – Aye

Rita Brock – Aye

Dale Pfister – Aye

Motion passed unanimously.

DISCUSSION ITEMS

➤ Calendaring Items – ALL

- Electronic Board Meeting is May 1st @ 9 a.m. – We will need this meeting to approve the LA curriculum. There was a discussion on the possible construction projects coming up and the safety grants attached to it.
- Next PreBoard Meeting is May 21st @ 1 p.m.
- Annual Board Meeting is June 5th @ 5 p.m. – There was a discussion on rescheduling this meeting because Ryan will be out of town but there wasn't a day that everyone could be present. As long as the board is fine with Ryan having one of the other administrators present the assessment scores and report on the school, we can keep the same day since it was hard finding a day that works.
- NCSC24 Boston, MA – June 30 – July 3 – Dawn reviewed the schedule for Boston. Ryan would like the school to pay for the ballgame if board members wanted to attend.
 - ✓ Ballgame – Sunday, June 30th @ 1:35 p.m.
 - ✓ AW Dinner – Sunday, June 30th TBD (with LLA)
 - ✓ AW Evening Social – Monday, July 1st TBD

Tyler O'Brien was excused at 7:32 p.m.

There was no CLOSED SESSION.

7:41 PM – Maggie Arave made a motion to ADJOURN. The votes were as follows:

Maggie Arave – Aye

Clint Heiner – Aye

Rita Brock – Aye

Dale Pfister – Aye

Motion passed unanimously.