

# North Davis Preparatory Academy

## Board Meeting Minutes

### Wednesday, August 7, 2024

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



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

**Excused:** Rita Brock

**Others in Attendance:** Tyler O'Brien, Dawn Kawaguchi, Ryan Robinson, Heidi Bauerle (6:19 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.

## AGENDA

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### 6:00 PM – INTRODUCTORY ITEMS

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

There was no PUBLIC COMMENT.

### REPORTS

- Administration

- *State of the School* – Ryan Robinson
  - ✓ **Retention of Students** – We have been working hard to keep our students. We are currently at 1,022 students. This is the first year that we have seen an increase since COVID. There was a discussion on what things they are doing that have may have contributed to the increase.

✓ **Compliance**

- ★ Sex Education/Maturation Curriculum – The committee hasn't met yet so there is no update.
- ★ Amended Administrative Procedures – Ryan reviewed the amended administrative procedures for Attendance and Student Conduct & Discipline. These changes stem from the recent legislative session.

• **Board of Directors**

- ✓ Review/Update Board Member Bios on Website – Monte Poll asked the board to review their bio on the website and if there are changes, please send to Dawn. If you want a new picture for the website, school pictures will be tomorrow at the jr. high from 4:30-7:00 p.m.
- ✓ Financial Update – Clint Heiner stated that he and Tyler did not meet this month because there isn't a lot of movement. The financials included in the board packet were year-end trial balance. This is what will be turned into the auditors. The goal is to be done with the audit by the end of October in accordance with your bond.

## CONSENT ITEMS

- June 26, 2024 Electronic 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**

**Dale Pfister – Aye**

**Motion passed unanimously.**

## VOTING ITEMS

- 2024-2025 Early Learning Plan – Ryan Robinson reviewed the history and process of the Early Learning Plan. This plan has been pre-approved by the state. Ryan stated that it includes math and literacy goals and how they are going to achieve it. There was a discussion on the new curriculum and if it is helping increase our scores.
- Spain Study Aboard Trip Expenses – Ryan Robinson stated that they have increased the student fee this year for the Spain trip due to increase of cost. These costs have continued to increase. Changes have been made to the standards and expectations for the trip which we feel is already helping. We anticipate 43 students going on this trip. Ryan discussed the positive behavior intervention system (PBIS) that they implemented last year that has definitely helped.
- Amend Arrest Reporting Policy – Ryan Robinson reviewed the amended Arrest Reporting Policy and administrative procedures. This includes staff members, parent volunteers and board members. This policy is included in our annual onboarding packet for our employees.
- Amend Selection, Approval, and Purchase of Instructional Materials Policy – Ryan Robinson reviewed the Selection, Approval and Purchase of Instructional Materials Policy. It gives you a process on how parents can review it. It also includes the name change to Instructional Materials Policy. Because this policy now includes library books and has a

sensitive materials review procedure, we will be recommending rescinding the Library Materials Policy. There was a discussion on the list of banned books.

- Amend Bigfoot Grafix Purchase – Ryan Robinson reported that once this got started it ended up going over the original cost of the RFP approval so we are requesting a slight increase of this purchase. There was a discussion on the elementary project and if the cost should be included with this. Ryan reported that the elementary won't be nearly as extensive as the jr. high project. However, we should be able to make it happen sometime this year.

**Monte Poll made a motion to approve the following:**

- **Approve the 2024-2025 Early Learning Plan;**
- **Approve the Spain Study Abroad Trip expenses not to exceed \$175,000;**
- **Approve the amended Arrest Reporting Policy;**
- **Approve the amended Selection, Approval, & Purchase of Instructional Materials Policy including the name change to Instructional Materials Policy and rescind the Library Materials Policy; and**
- **Approve the amended Bigfoot Grafix purchase not to exceed \$130,000.**

The votes were as follows:

**Monte Poll – Aye**

**Maggie Arave – Aye**

**Clint Heiner – Aye**

**Dale Pfister – Aye**

**Motion passed unanimously.**

## **DISCUSSION ITEMS**

- Calendaring Items – ALL

- Picture Day – August 8<sup>th</sup> from 4:30 to 7 p.m. Text Ryan if going to be coming closer to 7 p.m.
- Scheduled Electronic Meeting for LEA-Specific Educator Licenses on Wednesday, September 25<sup>th</sup> @ 9:00 a.m. Dawn will send out a calendar invite.
- Next PreBoard Meeting – September 17<sup>th</sup> @ 1 p.m.
- Next Board Meeting – October 2<sup>nd</sup>
- Holiday Social – November 6<sup>th</sup>

**There was no CLOSED SESSION.**

**6:40 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.**