

North Davis Preparatory Academy

Annual Board Meeting Minutes

Wednesday, June 4, 2025

Location: Academica West, 290 N. Flint Street, Kaysville, UT 84037



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

Others in Attendance: Ryan Robinson, Jessica Bryant, Misty Meacham, Dawn Kawaguchi, Cathie Hurst, Matt Mouritsen, Platte Nielson (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

5:11 PM – INTRODUCTORY ITEMS

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

There was no PUBLIC COMMENT.

REPORTS

- **Administration**
 - State of the School – Ryan Robinson
 - ✓ **Student Achievement**
 - ★ 2024-2025 Assessment Scores – Ryan reviewed the BOY for K-9 reading and math as well as the Aspire + for the 9th graders. He highlighted preliminary assessment results showing growth in various grades, with notable improvements in kindergarten through

third grade reading scores. Ryan noted that while some areas showed positive progress, others, such as sixth grade, struggled more than usual this year. The board discussed the overall trend of improving student performance, with a focus on maintaining growth and addressing specific challenges in certain grades.

✓ **Retention of Students**

- ★ FY26 Enrollment – Ryan shared that Emily Bejarano at AW is a wiz at numbers. He went through the student retention noting an overall increase in student numbers over the past few years. They analyzed retention rates across different grade levels, finding that while Post School's numbers were slightly above or on par with other charter schools in the area, there were similar dips in retention rates across all schools. Ryan expressed satisfaction with having comprehensive historical enrollment data to better track trends and make informed comparisons, while also appreciating Emily's enthusiasm for analyzing numbers and her unique approach to accessing databases.

✓ **Compliance**

- ★ Title IX Athletics Reporting – Ryan presented the Title IX Athletics Reporting which shows that they have equal sports for both boys and female students. Ryan explained their approach of keeping fees minimal and maintaining even participation numbers between male and female athletes. He noted that while they try to offer equal support across sports, they sometimes struggle to find coaches, as was the case with boys' volleyball which had to be discontinued when the coach left.
- ★ Employees Engaging in Private Activities Related to Public Education Administrative Procedures – Ryan reviewed the Employees Engaging in Private Activities Related to Public Education Administrative Procedures emphasizing that employees cannot run businesses within the school or use school resources for personal gain, particularly if the primary clients are students. He clarified that activities like tutoring or coaching are subject to the policy, but general advertising is not allowed during school hours, and employees must disclose such activities to administration. Ryan also mentioned that the policy applies to both academic and non-academic activities, and he planned to review it further to ensure clarity.

BOARD TRAINING

- Review Ethics Policy – Cathie Hurst reviewed the Ethics Policy which include maintaining high ethical standards, abiding by state laws, and avoiding conflicts of interest. Cathie also had the Board sign Annual Commitment to Ethical Behavior.
- Annual Fraud Risk Assessment* – Cathie Hurst reviewed the Annual Fraud Risk Assessment in which the school scored 375/395 indicating a low risk level. She noted that the school received points for having proper separation of duties and CPA requirements.

Cathie also discussed the school's credit card policies and approval processes, which she praised for having multiple levels of controls and oversight.

6:04 PM – Monte Poll made a motion to BREAK. The votes were as follows:

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

Motion passed unanimously.

6:52 PM – Monte Poll made a motion to RECONVENE the board meeting. The votes were as follows:

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

Motion passed unanimously.

BOARD TRAINING (Cont.)

- *Review & Sign Board Member Agreement** – Monte Poll handed out the board member agreement for each board member to review, sign and date. He reviewed the five areas of the agreement including advocating for the school, contributing to effective operations with the board constitution, attending board meetings, conflicts of interests, and reviewing the board materials. Monte also stressed the importance of recognizing the board's role as the governing body, distinct from the administrative team, and encouraged members to understand this distinction. Ryan took the opportunity to thank the board for understanding their role as a governing board. He also appreciates the way the board collaborates with him to solve challenges or obstacles without judgement. It makes a big part of his job easy and enjoyable.
- *Review Board Communication Guidelines* – Monte Poll reviewed the board communication guidelines. He reminded the board on the email and keeping it to just information and not discussions. The board discussed when it would be appropriate for information that wouldn't be shared with the entire board. Platte clarified that Ryan may seek advice from the board chair without involving the entire board but emphasized that any significant or potentially controversial matters should be disclosed to the full board. Platte addressed concerns about transparency and open meeting laws, noting that committees can be used for preliminary discussions that don't require a full board meeting. Clint discussed the balance between maintaining confidentiality and ensuring board members are well-informed, recommending amending communication guidelines to include requirements under the Open Meetings Act.
- *Annual Policies, Plans & Procedures Training & Review* – Platte Nielson stated that the only policy that is required to be reviewed is the Arrest Reporting Policy. He explained the policy requirements for employees and non-employees which includes board members to report certain incidents within 48 hours, noting that the administration decides the

appropriate action based on the nature of the incident. Platte clarified that convictions, including plea deals, are considered, while infractions like speeding tickets are not, and outlined the due process rights employees have when concerning information arises from background checks. He also discussed the mandatory reporting of allegations involving arrests or offenses against persons, emphasizing that it applies broadly and does not require an arrest to trigger reporting.

CONSENT ITEMS

- May 15, 2025 Electronic Board Meeting Minutes – There was no further discussion.
- Ratify the School-Based Mental Health Qualified Grant – Ryan explained a grant for hiring mental health workers, including a social worker, to address chronic absenteeism and disruptive behavior, replacing two guidance counselors with one counselor and a social worker. The grant will cover the salary for these positions, which were planned to be hired anyway. **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

- 2025-2026 Sex Ed Instruction Committee – Ryan Robinson reviewed the Sex Ed committee which is approved by position instead of name of people in case they change mid-year. There was a discussion on Clint's position since he will no longer be a parent board member. Dawn mentioned that we are looking at changing that with Schedule A. It was changed to just board member. **Monte Poll made a motion to approve the 2025-2026 Sex Education Instruction Committee composition with positions as follows: the Principal, Health Teacher, School Nurse, Board Member and two parents of current students. The votes were as follows:**

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

Motion passed unanimously.

- Ratify Board Members & Terms – Monte Poll reviewed the board members and their terms stating that he and Dale have expiring terms but have both chosen to stay on for another 4-year term. **Monte Poll made a motion to approve Dale Pfister and Monte Poll for a new 4-year term to expire June 2029 and ratify Rita Brock with to expire June 2028, Clint Heiner with a term to expire June 2027, and Maggie Arave with a term to expire June 2026. The votes were as follows:**

Monte Poll – Aye
Maggie Arave – Aye
Clint Heiner – Aye

Rita Brock – Aye

Dale Pfister – Aye

Motion passed unanimously.

- *Ratify Board Officers* – Monte Poll opened the board officers up for discussion. The board collectively decided to keep the positions the same. **Monte Poll made a motion to approve the Board officers as currently constituted. 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

- *Schedule 2025-2026 Board Meeting Dates* – Dawn Kawaguchi stated that the board meeting schedule is the same as this year with the exception that she added Zoom preboard meetings before the electronic board meetings in May and June. Maggie and Dale would not be available for the October 1st board meeting, so it was moved to October 8th.
- *Calendaring Items* – ALL
- Electronic Board Meeting – June 25th @ 9:00 a.m.
 - Next PreBoard Meeting – July 22nd @ 1 p.m. [PROPOSED]
 - Next Board Meeting – August 6th [PROPOSED]

7:48 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 conference room. The roll call votes were as follows:

Monte Poll – Aye

Dale Pfister – Aye

Rita Brock – Aye

Clint Heiner – Aye

Maggie Arave – Aye

Motion passed unanimously.

Maggie Arave was excused at 8:00 p.m.

9:18 PM – Monte Poll made a motion to exit the CLOSED SESSION and ADJOURN. The votes were as follows:

Monte Poll – Aye

Clint Heiner – Aye

Rita Brock – Aye

Dale Pfister – Aye

Motion passed unanimously.

**North Davis Preparatory Academy
Board of Directors
Closed Session Statement
Wednesday, June 4, 2025**

Location: Academica West, 290 N. Flint Street, Kaysville, UT 84037



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 4th day of June, 2025.

A handwritten signature in black ink, appearing to read "Monte Poll", is written over a horizontal line.

Monte Poll
Board Chair