



HOME OF THE LIONS
NORTH DAVIS PREPARATORY ACADEMY

Board Meeting Materials

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.

June 25, 2025

North Davis Preparatory Academy

Electronic Board Meeting Agenda

Wednesday, June 25, 2025

Zoom Meeting: <https://us02web.zoom.us/j/85305089842?from=addon>

Meeting ID: 853 0508 9842

Mobile: (669) 900-9128



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AGENDA

9:00 AM – INTRODUCTORY ITEMS

- Welcome and Roll Call – Monte Poll

PUBLIC COMMENT (Comments will be limited to 3 minutes each)

CONSENT ITEMS

- [June 4, 2025 Board Meeting Minutes](#)

VOTING ITEMS

- [2024-2025 Final Amended Budget](#) – Cathie Hurst
- [2025-2026 School Budget](#) – Cathie Hurst

DISCUSSION ITEMS

- Calendaring Items – Monte Poll
 - Next PreBoard Meeting – July 22nd @ 1 p.m.
 - Next Board Meeting – August 6th

ADJOURN

NOTE: Times on this agenda are estimated as a courtesy only. Actual times may vary.

In compliance with the Americans with Disabilities Act, persons needing accommodations for this meeting should call (801) 444-9378 to make appropriate arrangements.

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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.)

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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
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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.

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- 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

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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.

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- 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.

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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.

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**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 cursive script, appearing to read "Monte Poll".

Monte Poll
Board Chair

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NDPA's Board of Director's Meeting Wednesday, June 25, 2025

Action Item: *2024-2025 Final Amended Budget*

Background:

A final amended 2024-2025 operating budget is needed to comply with state law prohibiting actual expenditures exceeding budgeting expenditures.

Action Item:

USBE (Utah State Office of Education) evaluates charter school performance on a number of financial metrics, one of those is expense budget variance. To maintain compliance, schools are not allowed to have total expenditures in excess of budget.

The current operating budget is the original budget that was prepared and adopted in June 2024. Since that time, there have been changes in actual expenses originally approved by the board, necessitating a final amended budget to comply with state law. The proposed final amended budget for NDPA is reflective of actual revenue and expenses to date plus projections for the remainder of the school year.

Recommendations:

It is recommended that the Board approve the 2024-2025 Final Amended Budget.

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North Davis Preparatory Academy
Profit and Loss
FY25-26 Preliminary Budget

	Year Ending 6/30/24	Annual 6/30/25	Annual 6/30/25	Year Ending 6/30/26	7/01/2024 - 5/31/25
	PY Actuals	CY Approved	CY Final Budget	25-26 Prelim Budget	CY Actuals YTD
Net Income					
Income					
Revenue From Local Sources	619,484	474,550	454,550	431,500	458,049
Revenue From State Sources	9,606,352	10,006,283	10,143,081	10,662,496	9,105,066
Revenue From Federal Sources	974,308	330,981	506,961	413,194	275,245
Revenue From Other Financing Sources	-	-	2,800,000	250,000	-
Total Income	11,200,144	10,811,814	13,904,592	11,757,190	9,838,360
Expenses					
Instruction/Salaries	5,548,019	6,084,220	5,644,535	6,306,058	4,580,713
Employee Benefits	1,506,022	1,441,416	1,432,416	1,615,580	1,223,812
Purchased Prof & Tech Serv	727,919	759,215	774,215	747,660	696,949
Purchased Property Services	267,880	309,328	417,119	299,500	353,660
Other Purchased Services	292,959	272,000	272,833	269,000	247,570
Supplies & Materials	1,227,657	858,500	1,340,381	971,297	1,263,448
Property	258,125	180,000	3,003,964	665,000	1,986,560
Debt Services & Miscellaneous	860,848	866,625	970,125	869,825	869,326
Total Expenses	10,689,429	10,771,304	13,855,588	11,743,920	11,222,038
Total Net Income	510,715	40,510	49,004	13,270	(1,383,678)

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NDPA Board of Director's Meeting Wednesday, June 25, 2025

Action Item: *2025-2026 Proposed Budget*

Background:

An annual operating budget is needed to guide the school's financial course for the upcoming school year. It must be approved by June 30, 2025.

Action Item:

An operating budget for the 2025-2026 school year is required by state law to be adopted by the North Davis Preparatory Academy Board of Directors by June 30, 2025. Working with the administration, the proposed 2025-2026 budget is conservatively prepared with a focus on student needs, teacher retention, technology, and land improvements. The proposed operating budget for NDPA is reflective of conservatively forecasted revenues and expected annual expenses for the coming fiscal year.

Recommendations:

It is recommended the Board approve the Proposed Annual Operating Budget for the 2025-2026 School Year.

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