

North Davis Preparatory Academy

Board of Directors Meeting Minutes

Wednesday, October 29, 2025

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



In Attendance: Monte Poll, Rita Brock, Maggie Arave, Dale Pfister (6:05 p.m. via Zoom), Clint Heiner (6:43 p.m. Zoom),

Others in Attendance: Ryan Robinson, Jessica Bryant, Misty Meacham, Dawn Kawaguchi, Cathie Hurst, Heidi Bauerle, Brandon Fairbanks, Cassie Grether, Ashley Kobe, Audrey Kobe,

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 – Monte Poll
 - Pledge of Allegiance – Rita
 - School Vision – Misty
 - Board Constitution – Jessica

There was no PUBLIC COMMENT.

REPORTS

- Administration

- *State of the School* – Ryan Robinson highlighted the Science in Utah exhibit for the 4-7 grades. Seven students and their families recently returned from Spain. The main focus was a presentation by Aubrey Kobe and her mom Ashley, who recently returned from a trip to Spain as part of a science exposition project. The Kobe's shared their experiences, including a successful presentation of their optical

illusions research at a Spanish school and Aubrey's ability to communicate in Spanish. The board heard how the school's Spanish language focus has helped students connect with the local culture and improve their language skills. Ryan invited the board to attend the Science in Action exhibition this year on April 23rd.

- ✓ **Student Achievement** – Ryan shared the report of the recent State Comprehensive Charter Review showing significant growth in English language learner student population from 1.6% to 18.4%, with the school achieving a commendable 98% graduation rate compared to the state average of 86%. Ryan proceeded to highlight the positive feedback from the comprehensive review meeting where NDPA was praised for its strong commitment to its educational charter and governance structure.
- ✓ **Compliance** – Ryan also reviewed the Amended Bullying & Hazing Administrative Procedures which are amendments from 2025 legislative session and defines "student bullying" and "staff bullying" and gives more clarity. Heidi Bauerle explained that the toilet training policy has been expanded to apply to all students, with exceptions for students with disabilities, and discussed a new state grant program that allows schools to recover costs associated with providing free or reduced lunches. Ryan also mentioned that faculty meetings now include presentations on various policies and procedures throughout the year to keep staff informed. The discussion also addressed the challenge of recovering outstanding student lunch balances. Despite offering free and reduced-price meal applications, parental response has been limited. The team agreed to continue providing alternate meals while maintaining efforts to recover the accrued debt.

➤ **Board of Director**

- Financial Review – Cathie Hurst provided a financial update, highlighting that bond compliance audits were due by the end of November, with NDPA being one of the early completers. She mentioned a \$1.5 million PTIF transfer and explained upcoming bond-related entries that would increase revenue from other sources and purchased property services under construction. The school's financial statements were generally in line with expectations, with only minor adjustments needed for bond-related entries.

6:37 PM – Monte Poll made a motion to enter a CLOSED SESSION to discuss strategy sessions to discuss the purchase, exchange, or lease of real property, including any form of a water right or water shares pursuant to Utah Code 52-4-205(1)(d) in the library. The roll call votes were as follows:

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

Motion passed unanimously.

7:16 PM – Monte Poll made a motion to exit the CLOSED SESSION. The votes were as follows:

Monte Poll – Aye

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

Motion passed unanimously.

CONSENT ITEMS

➤ September 24, 2025 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
Rita Brock – Aye
Dale Pfister – Aye

Motion passed unanimously.

VOTING ITEMS

➤ Satellite Application – Brandon Fairbanks provided an overview of the satellite campus proposal for grades K–6, with an enrollment of 772 additional students. The proposed target area is located south of the existing campus, within a two-and-a-half-mile radius.
Monte Poll made a motion to approve Satellite Application as discussed. The votes were as follows:

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

Motion passed unanimously.

➤ Award RFP for IT Services – Ryan Robinson reminded the board that IT services must be put out to bid every five years. A Request for Proposals (RFP) was issued, and ETS was the sole respondent. Given the school's longstanding relationship with ETS and continued satisfaction with their performance, Ryan recommended renewing the contract with ETS.

➤ Hotline Complaint Policy – Heidi Bauerle presented an overview of the newly implemented Hotline Complaint Policy, which mandates that schools maintain a dedicated link on their website allowing parents to submit concerns directly to the state. Dawn has ensured the link is now active on the school's website. Heidi emphasized that the policy prohibits individuals from using the hotline as a means to bypass the school's established grievance policy. Additionally, the policy includes mandatory training for board members and administrators, which Dawn distributed earlier this month. Dawn also facilitated the signing of the training acknowledgment by the board and Ryan.

➤ Policy Amendments – Heidi Bauerle presented the revised Child Abuse and Neglect Reporting Policy and accompanying Administrative Procedures, updated to reflect recent legislative changes and align with USBE regulations. The amendment include new language outlining the considerations schools must take into account when such incidents are reported to them or to law enforcement. In cases where there is reason to believe a student has been abused by a school employee, the school is required to report the incident

both to law enforcement and the Utah State Board of Education. The procedures also incorporate updated training requirements mandated by HB 40 from the 2025 legislative session. Heidi then reviewed the amended School LAND Trust (SLT) Council Membership and Election Procedures, which have been revised to align with the state's model guidelines.

Monte Poll made a motion to approve the following:

- **Approve to award the contract for IT services to ETS and authorize Ryan Robinson to execute an agreement for those services with a term of up to five years;**
- **Approve the Hotline Complaint Policy;**
- **Approve the Amended Child Abuse and Neglect Reporting Policy; and**
- **Approve the Amended School LAND Trust Council Membership & Election Procedures**

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 – ALL**

- Winter Social – November 5th
- Next PreBoard Meeting – November 18th
- Next Board Meeting – December 3rd
- Science in Utah on April 23rd
- NCSC26 New Orleans, LA June 24-26 (Wed-Fri)

7:28 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 and/or to discuss deployment of security personnel, devices, or systems pursuant to Utah Code 52-4-205(1)(a)(f) in the library. The roll votes were as follows:

Monte Poll – Aye

Maggie Arave – Aye

Rita Brock – Aye

Dale Pfister – Aye

Clint Heiner – Aye

Motion passed unanimously.

7:38 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.

DRAFT

North Davis Preparatory Academy

Board of Directors

Closed Session Statement

Wednesday, October 29, 2025

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 29th day of October 2025.


Monte Poll
Board Chair