

# North Davis Preparatory Academy

## Board of Directors Meeting Minutes

### Wednesday, December 3, 2025

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



**In Attendance:** Monte Poll, Maggie Arave, Rita Brock, Dale Pfister, Clint Heiner (via Zoom, 7:04 p.m.)

**Others in Attendance:** Ryan Robinson, Dawn Kawaguchi, Cathie Hurst, Heidi Bauerle, Brandon Fairbanks,

#### 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

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### 6:04 PM – INTRODUCTORY ITEMS

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

**There was no PUBLIC COMMENT.**

### REPORTS

- **Eide Bailly**

- Review FY25 Financial Statement – Ken Jeppesen discussed the School's financial statements, highlighting a significant increase in capital assets due to land acquisition, a decrease in liabilities, and an improvement in the profit margin. He noted that the School's unrestricted funds and investments were in a healthy position, with a low level of non-debt service restrictions. The discussion also covered the School's debt service, depreciation expenses, and future payment schedules, with Ken mentioning a balloon payment due in 2031. Ken discussed the

financial statements and one audit finding for the school which was a very common finding regarding depositing funds within three business days from receiving the funds. He reviewed key notes and disclosures, including contributions to benefit plans and new bonds issued after year-end. Ken advised the Board to carefully review monthly financial statements and emphasized the importance of internal controls. He also discussed enrollment trends, noting a slight decline but maintaining a large student body. Ken thanked Ryan, AW and the board for their continued strong working relationship through the audit. Cathie thanked Ryan and the Board for having very little excess restricted money. *Ken Jeppesen was excused at 6:23 a.m.*

➤ **Administration**

- *State of the School* – Ryan Robinson
  - ✓ **Trust in School**
    - ★ *Purple Star School Letter* – Ryan stated that he is involved with the Davis Education Network. HAFB is included in this group and they have been encouraging the charter schools to apply to be a Purple Star School. He has created a letter which Monte needs to sign.
  - ✓ **Retention of Students** – Ryan reviewed the enrollment which as Ken stated, it is down from last year. There was a discussion on how a lot of schools are down in kinder.

Ryan has been thinking about the structure of the school as we consider moving forward with the satellite. Ryan shared insights on special education and student demographics, highlighting a high percentage of English language learners and minority students. The conversation concluded with updates on security measures, including window film and potential Guardian implementation, though progress was slow due to funding challenges. The meeting discussed several topics related to school safety and operations. Ryan talked about the lack of on-site SROs and the use of emergency buttons in classrooms. There was also a discussion the need for audio enhancement systems in classrooms, which they learned could be upgraded at a lower cost than a new system.

➤ **Board of Director**

- *Update on Satellite Application* – Heidi Bauerle stated that there is no update. Ryan has reached out to SCSB and they haven't got a date yet.

**CONSENT ITEMS**

- *October 29, 2025 Board Meeting Minutes* – There was no further discussion.
- *Ratify Amended Armitek Security Window Film Purchase from not to exceed \$42,500 to not to exceed \$58,000* – Monte gave a brief update on the window film. Ryan added that they originally did very minimal window film due to the state continually changing the thickness requirement. They are now ready to do the window film and with the thickness increasing, so has the cost. However, there was a down payment made way back when they first started this process. This is for all ground level exterior windows which is not bulletproof but does slow down the process of trying to access entry. **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**

- 2026-2027 School Calendar – Ryan Robinson presented the 2026–2027 school calendar, noting that it aligns closely with the DSD schedule. The group also discussed the Spanish teachers, in regards that those who return home for the holidays typically remain through Three Kings Day on January 6.
- Bathroom Remodel Project – Ryan Robinson requested that the item be tabled. He informed the board of his plan to remodel the junior high bathrooms with floor-to-ceiling stalls. The proposed design would allow the restrooms to function as unisex facilities; however, they will not be designated as such, and the school will continue to maintain separate boys' and girls' restrooms.
- Amend Instructional Materials Policy – Heidi Bauerle reviewed the amended Instructional Materials Policy which includes updates from the 2025 Legislative session. They have separated two definitions of “objective sensitive material” and “subjective sensitive material” and have renumbered the state code. The proposed revisions to the policy include only the updated code citations. No other changes have been made to the policy.
- Amend Paid Parental & Postpartum Recovery Leave Policy – Heidi Bauerle reviewed the amended Paid Parental and Postpartum Recovery Leave Policy. She explained that schools have discretion in determining the structure of parental and postpartum recovery leave. NDPA has elected to provide three calendar weeks, rather than 15 contracted days, for both parental leave and postpartum recovery leave, beginning at the time of childbirth.

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

- **Approve the 2026-2027 School Calendar;**
- **Table the Bathroom Remodel Project;**
- **Approve the Amended Instructional Materials Policy; and**
- **Approve the Amended Paid Parental & Postpartum Recovery Leave Policy**

**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
  - Schedule a January Work Session to prepare for USBE presentation but will hold until we know
  - Next PreBoard Meeting – January 20<sup>th</sup>
  - Next Board Meeting – February 4<sup>th</sup> – Dale has asked to be excused
  - NCSC26 New Orleans, LA June 24-26 (Wed-Fri)

**7:02 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) located in the elementary library. The roll call votes were as follows:**

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

**Motion passed unanimously.**

**7:24 PM – Monte Poll made a motion to exit the CLOSED SESSION and ADJOURN. The votes were as follows:**

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

**Motion passed unanimously.**

**North Davis Preparatory Academy**

**Board of Directors**

**Closed Session Statement**

**Wednesday, December 3, 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 3rd day of December, 2025.

Monte Poll  
Board Chair