

# North Davis Preparatory Academy Board of Directors Meeting Minutes Wednesday, February 4, 2026

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

**In Attendance:** Monte Poll, Clint Heiner, Maggie Arave, Rita Brock (via Zoom),

**Excused:** Dale Pfister,

**Others in Attendance:** Ryan Robinson, Dawn Kawaguchi, Cathie Hurst, Heidi Bauerle (via Zoom)



## 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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### 6:10 PM – INTRODUCTORY ITEMS

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

**There was no PUBLIC COMMENT.** This was the first public comment period for the 2026-2027 School Fee Schedule and the Fee Waiver Policy.

### REPORTS

- **Administration**
  - State of the School – Ryan Robinson
    - ✓ **Student Achievement**
      - ★ MOY Assessment Data – Ryan reviewed the beginning of year (BOY) vs. middle of year assessment data (MOY). He explained

the changes in the reporting platform and the patterns to look for in the bar graphs, highlighting increases in students performing at or above grade level and decreases in those below grade level. Ryan discussed student progress patterns, noting that while achievement levels may not always meet expectations, growth is typically observed over time. There was a discussion on 7<sup>th</sup> and 8<sup>th</sup> grade scores. There was also a discussion on NDPA's graduation rates which is higher than the state's average.

✓ **Retention of Students**

★ Enrollment & Lottery – Ryan reviewed the reviewed enrollment numbers, with 903 current students and 922 registered for the upcoming year. We haven't gotten all our kindergarteners registered in Aspire.

✓ **Compliance**

★ SLT FY25 Final Report – Ryan reviewed the FY25 final report which shows that we stayed on plan and spent what we said we were going to spend,

★ Student Conduct & Discipline Administrative Procedures – Ryan reviewed the changes on the Student Conduct & Discipline Administrative Procedures which are changes from the 2025 legislative session including updates and clarifications to increase its compliance with new and existing laws and updates to USBE rules, including new rules regarding seclusion of students, et al.

➤ **Board of Director**

• Financial Review – Clint Heiner stated that he and Cathie met yesterday and he didn't have any questions which is a testament that the administration and AW are doing a great job with the budget. Cathie also explained that she is including a new financial summary in the packet and requested feedback.

• Board Vacancies – Monte Poll stated that we will be seeking a replacement for Dale, who has resigned, and discussed strategies for advertising the vacancy while maintaining discretion if the administration wanted to ask parents to apply for the open position. Dawn will send out an updated open board position announcement to the members this week. Timelines were discussed with aiming to post and accept applications for a month, a week to narrow down candidates to interview and a week to get the interviews set up at the March 25<sup>th</sup> board meeting.

**BOARD TRAINING**

➤ SLT Training Assurances – Monte Poll reviewed board training requirements for School LAND Trust and confirmed all members had completed watching the necessary videos.

➤ Open & Public Meetings Act Training – Dawn Kawaguchi conducted a quiz on the Open and Public Meetings Act. Dawn read the questions aloud while timing the responses. All members participating and answering questions on public meeting procedures, answering questions about board meeting requirements and testing their knowledge on topics like quorum, public notice, and meeting minutes. The session concluded with a discussion about recording requirements for closed sessions, though some participants expressed uncertainty about specific aspects of the recording rules.

## CONSENT ITEMS

- December 3, 2025 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****Motion passed unanimously.**

## VOTING ITEMS

- Amend 2026-2027 School Calendar – Ryan Robinson stated that the only changes on the calendar are a date correction in the “year at a glance” section and moving Spring Break back a week to align with Davis School District’s calendar. **Monte Poll made a motion to approve the Amended 2026-2027 School Calendar. The votes were as follows:**
  - Monte Poll – Aye**
  - Maggie Arave – Aye**
  - Clint Heiner – Aye**
  - Rita Brock – Aye****Motion passed unanimously.**
- Technology Purchases – Ryan Robinson explained that these funds are connected to the School LAND Trust Plan, noting that it is the same plan the school has followed for years, and the funds are being used to support our ongoing annual needs for technology. The board also briefly touched on a potential state legislation regarding electronic devices in K-3 classrooms, with Ryan clarifying that the legislation would likely not affect their current technology plans. **Monte Poll made a motion to approve the Technology Purchase not to exceed \$93,000. The votes were as follows:**
  - Monte Poll – Aye**
  - Maggie Arave – Aye**
  - Clint Heiner – Aye**
  - Rita Brock – Aye****Motion passed unanimously.**
- Helpside Professional Employer Agreement – Ryan Robinson noted that our five-year contract is up for renewal. He stated that we have been satisfied with their services and recommend extending the agreement for an additional five years. **Monte Poll made a motion to approve the Professional Employer Agreement with Helpside and authorize the Board President to execute the agreement on behalf of the school. The votes were as follows:**
  - Monte Poll – Aye**
  - Maggie Arave – Aye**
  - Clint Heiner – Aye**
  - Rita Brock – Aye****Motion passed unanimously.**
- Capital Improvement Plan – Ryan Robinson discussed capital improvement projects, focusing on playground replacement and junior high parking lot repairs. He also discussed the need to replace thermostats and potentially update elementary bathrooms, though these

were not prioritized for immediate action. The board decided to table the full capital improvement plan for further information, particularly regarding the parking lot replacement options. **Monte Poll made a motion to table the Capital Improvement Plan. The votes were as follows:**

**Monte Poll – Aye**  
**Maggie Arave – Aye**  
**Clint Heiner – Aye**  
**Rita Brock – Aye**

**Motion passed unanimously.**

- Playground Replacement Project – Ryan Robinson discussed the playground replacement project in his capital improvements while noting that the current playground is 20 years old and not sustainable. The playground equipment they are considering will cost just over \$150,000, and the surrounding pit that must be constructed is expected to add no more than a total cost of \$200,000. **Monte Poll made a motion to approve the Playground Replacement Project not to exceed \$200,000. The votes were as follows:**

**Monte Poll – Aye**  
**Maggie Arave – Aye**  
**Clint Heiner – Aye**  
**Rita Brock – Aye**

**Motion passed unanimously.**

#### **DISCUSSION ITEMS**

- Calendar Items – ALL
- Next PreBoard Meeting – March 10<sup>th</sup>
  - Next Board Meeting – March 25<sup>th</sup>
  - NCSC26 New Orleans, LA June 24-26 (Wed-Fri) – Clint will not be attending the conference this year. Ryan would like the board to reach out to Karyn to handle the registration and coordinating hotels.

**There was no CLOSED SESSION.**

**7:52PM – Monte Poll made a motion to ADJOURN. The votes were as follows:**

**Monte Poll – Aye**  
**Maggie Arave – Aye**  
**Clint Heiner – Aye**  
**Rita Brock – Aye**

**Motion passed unanimously.**