

# North Davis Preparatory Academy Board of Directors Meeting Minutes Wednesday, March 25, 2026

**Location:** Jr. High Library, 1591 W Hill Field Rd, Layton, UT 84041



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

**Others in Attendance:** Ryan Robinson, Dawn Kawaguchi, Cathie Hurst, Heidi Bauerle, Tyler O'Brien, Vicente Ferrer,

## 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

---

### 6:06 PM – INTRODUCTORY ITEMS

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

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

**6:08 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 Jr. High Library. The roll call votes were as follows:**

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

**Motion passed unanimously.**

**6:35 PM – Monte Poll made a motion to exit the closed session. The roll call votes were as follows:**

**Monte Poll – Aye**

**Clint Heiner – Aye**

**Maggie Arave – Aye**

**Dale Pfister – Aye**

**Rita Brock – Aye**

**Motion passed unanimously.**

## **REPORTS**

### **➤ Administration**

- State of the School – Ryan Robinson

- ✓ Retention of Students

- ★ *Enrollment* – Ryan presented enrollment data showing positive trends for next year. Though some schools are struggling with kindergarten enrollment due to lower birth rates, NDPA is showing full kinder classes. He discussed their use of Froggummy’s software for tracking numbers and data analysis. Ryan outlined plans for an upcoming open house in April to finalize potential families, with a strategy to bring in new students if needed.

- ✓ Trust in School

- ★ *Present Recommended Administrative Structure* – Ryan presented a checklist of requirements and emphasizing the importance of hiring appropriate administrative staff. He explained that while the board would be involved through committees, the administration would handle most of the heavy lifting and report back to the board. Ryan discussed the process of planning and selecting properties for a new school. He explained that the facilities committee would present options to the board for consideration, with a focus on ensuring adequate space and avoiding past mistakes of having to restructure buildings. Ryan also highlighted the importance of hiring the right staff in coordination with enrollment projections, emphasizing the need to balance staffing levels with expected student numbers and timing of the new school opening in August 2027. Ryan discussed plans to restructure administration across two campuses, proposing to maintain current staff while adding a new administrative position to oversee the satellite campus. He outlined a plan where he would oversee both locations initially, with support from internal candidates who would transition to the new campus. Ryan emphasized the importance of maintaining cultural consistency and avoiding overloading the current administrator with additional responsibilities. Ryan discussed plans to open an administration position immediately and potentially hire additional full-time teachers to support the current site and prepare for future expansion

starting this August. He emphasized the importance of maintaining a strong administrative team to support teachers and ensure a smooth transition when opening a new building. Ryan estimated approximately \$500,000 in additional staffing costs for the expansion, including hiring an administrator and several teachers, with most funding to come from their PTIF. The discussion also covered funding details, including per-student funding amounts for fiscal years 26 and 27, with Cathie confirming these figures would not significantly impact overall affordability. Ryan concluded by updating the board on the facilities committee's approval to begin looking for land, with Sheldon tasked to start the process.

➤ **Board of Director**

- Facility Committee Update – Monte /Ryan
  - ✓ Satellite Timeline – Ryan discussed forming committees for the satellite. The facilities committee will be Ryan, Jessica, Misty, Monte and Maggie. The marketing committee will be Ryan, Jessica, Misty, Clint and Rita. The meeting touched on maintaining similarities between the new and existing school facilities, including carpet and furniture.
- Financial Review – Clint Heiner turned the time over to Cathie Hurst. Cathie presented the financials as of February 28, 2026. She introduced a new financial summary narrative that is included in the board packet. Cathie reviewed the financial status, noting that while revenues were low, expenses were well within budget, and operating cash remained higher than needed for payroll and operating expenses. She explained that a \$5 million transfer and bond expenses contributed to higher debt service numbers.
- Ryan gave a quick update on the turf field construction project is scheduled to begin in April 2027, explaining that winter construction was avoided to prevent weather-related delays. He addressed neighborhood concerns about traffic and drop-off/pick-up procedures, clarifying that the school will have a locked gate during school hours to minimize impact on nearby residents. Ryan also mentioned ongoing issues with the property platting process and utility installations, noting that Academic West has been handling the construction work.

**CONSENT ITEMS**

- February 4, 2026 Board Meeting Minutes – There was no further discussion. **Monte Poll made a motion to approve the consent items. The roll call votes were as follows:**
- Monte Poll – Aye**
  - Maggie Arave – Aye**
  - Rita Brock – Aye**
  - Clint Heiner – Aye**
  - Dale Pfister – Aye**
- Motion passed unanimously.**

**VOTING ITEMS**

- 2026-2027 School LAND Trust Plan – Ryan Robinson stated that SLT plan has been the same for the past few years. We will be awarded approximately \$176k for the 2026-2027

school year. We spend the money on technology and a portion of salary for tech and assessment support for gains in math, reading, and science. The discussion ended with questions about implementing a "bell-to-bell" policy regarding cell phones in schools, though the details were not fully resolved.

- 2026-2027 School Fee Schedule – Ryan Robinson reviewed the 2026-2027 fee schedule which remains generally consistent with previous years, including a new \$55-60 monthly option for school soccer clubs with an opt in or opt out from month to month.
- Amend Fee Waiver Policy – Ryan Robinson outlined the amended Fee Waiver Policy which aligns with state direction to make more activities free for students who cannot participate otherwise.
- Amend Administration of Medication Policy – Ryan Robinson reviewed the amended Administration of Medication Policy as it relates to epi pens but are now called “injectable epinephrine rescue medication”. New legislation added provisions with respect to the storage and administration of glucagon kits in schools.
- Block Seal & Caulking Replacement Project – Ryan Robinson presented the block seal and caulking replacement project, explaining that the work is overdue. After the last storm, we experienced rain intrusion that caused damage requiring repairs. This project will seal all of the cinderblock on the junior high building, re-caulk every door and window, and repaint the awnings above all windows and entrances. We received two bids and selected the lower one; however, because the second bid was more than double the cost, we want to ensure the lower bid was calculated correctly. For that reason, we are requesting a small amount above the bid total.
- LEA-Specific Educators License for Dana Francis – Ryan Robinson asked to table this item but we may bring it back in May.
- Appoint New Board Member (June 2029) – Monte Poll stated that we are replacing Dale Pfister’s board position with Tyler O’Brien in which Dale’s term will be effective as of the meeting's adjournment.

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

- **Appoint Tyler O’Brien as a new board member to fulfill the remainder of Dale Pfister’s term ending June 2029;**
- **Approve the 2026-2027 School LAND Trust Plan including the signature page as presented;**
- **Approve the 2026-2027 School Fee Schedule;**
- **Approve the Amended Fee Waiver Policy;**
- **Approve the Amended Administration of Medication Policy;**
- **Approve the Block Seal & Caulking Replacement Project not to exceed \$50,000; and**
- **Table the LEA-Specific Educators License for Dana Francis.**

**The votes were as follows:**

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

**Motion passed unanimously.**

## **DISCUSSION ITEMS**

### ➤ Calendaring Items – ALL

- Next PreBoard Meeting on April 21<sup>st</sup>
- Electronic Board Meeting on May 6<sup>th</sup> [IF NEEDED] – No Rita
- PreBoard Meeting on May 19<sup>th</sup> – Rescheduled to May 12<sup>th</sup>
- Annual Board Meeting on June 3<sup>rd</sup> – Rescheduled to May 27<sup>th</sup> – Tyler will need a zoom link
- Electronic Board Meeting on June 24<sup>th</sup> – Reschedule to June 29<sup>th</sup> @ 9 a.m.
- NCSC26 New Orleans, LA June 24-26 (Wed-Fri) – Monte would like everyone attending to plan some kind of activity on Friday evening.

**There was no CLOSED SESSION.**

**7:59 PM – Monte Poll made a motion to ADJOURN. The roll call votes were as follows:**

**Monte Poll – Aye**

**Maggie Arave – Aye**

**Rita Brock – Aye**

**Clint Heiner – Aye**

**Dale Pfister – Aye**

**Motion passed unanimously.**

**North Davis Preparatory Academy  
Board of Directors  
Closed Session Statement  
Wednesday, March 25, 2026**

**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 25<sup>th</sup> day of March, 2026.

A handwritten signature in blue ink that reads "Monte Poll". The signature is written in a cursive style.

---

**Monte Poll**  
Board Chair