

# North Davis Preparatory Academy Electronic Board of Directors Meeting Minutes Wednesday, May 6, 2026



Zoom Meeting: <https://us02web.zoom.us/j/88273646315?from=addon>

Meeting ID: 882 7364 6315

Mobile: (669) 900-9128

**In Attendance:** Monte Poll, Maggie Arave, Tyler O'Brien, Clint Heiner,

**Excused:** Rita Brock

**Others in Attendance:** Ryan Robinson, Dawn Kawaguchi, Heidi Bauerle, Cathie Hurst (9:07 a.m.),

## 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

---

### 9:03 AM – INTRODUCTORY ITEMS

- Welcome and Roll Call – Monte Poll

**There was no PUBLIC COMMENT.**

### CONSENT ITEMS

- March 25, 2026 Board Meeting Minutes – There was no further discussion.
- Ratify 2026-2027 Amended School Fee Schedule (typo maximum fee amounts) – 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**
  - Clint Heiner – Aye**
  - Tyler O'Brien – Aye****Motion passed unanimously.**

## VOTING ITEMS

- 2026-2027 TSSA Plan – Ryan Robinson presented the TSSA Plan for 2026-2027, which was first approved in 2019 and aims to increase test scores by 2% in language arts and 1% in math using end-of-year assessments. The plan allocates 40% of TSSA funds for staff and 60% for professional development and instructional training. Ryan would like to keep the existing plan as it has been effective, noting that final achievement numbers may be available by June following the current end-of-year testing.
- Science in Action Expenditures – Ryan Robinson expressed how impressed he was with both the strong attendance and the high quality of student projects at this year’s Science in Action showcase, where all presentations are delivered in Spanish. Selected winners are invited to travel to Spain to present their projects at a partner school in Gran Canaria. The budget for this trip has been \$30,000, which determines how many students can participate—typically between five and seven.
- FASTA Trip Expenditures – Ryan Robinson reviewed the origins of the FASTA trip, explaining that it was created as part of a teacher-retention effort. After a teacher has worked at the School for at least three years, they become eligible for a professional development experience in Spain, provided they also sign a commitment to remain at the School for two additional years after the trip. All participating faculty meet six times on Fridays, completing roughly 15–20 hours of pre-work. As part of their preparation, they read Fountains of Silence, a historical fiction novel set in 1957 Madrid under dictator Francisco Franco, using it as a cultural and historical reference point. We have been able to offer this experience at a cost of \$3,000 per person, but due to rising costs across travel, lodging, etc., we are requesting an increase to \$3,200 per person. With 23 employees currently participating, the total cost is \$73,600, which we are rounding to \$75,000.
- Elementary Asphalt Resurface Project – Ryan Robinson explained that because the resurfacing of the junior high asphalt has been delayed, the project has now grown into a larger and more expensive undertaking, so it will be moved to next year. For that reason, he would like to move forward with resurfacing the elementary asphalt now, before it also becomes a bigger project. Ryan also noted that AW—specifically Kirk—maintains a facilities replacement schedule spreadsheet that outlines the expected lifespan of various items, their replacement costs, and the amount we should be setting aside each year. This aligns closely with our annual surplus, ensuring funds are available when replacements are needed. However, in practice, we typically have sufficient resources to incorporate these projects into our regular budget, which is a result of an increasing PTIF. With that we would like to resurface the elementary parking lot this summer in an amount not to exceed \$45,000.
- Eide Bailly Statement of Work Letter – Cathie Hurst presented the Eide Bailly statement of work letter, formerly known as the audit engagement letter. The content remains essentially the same as the previous engagement letter. She noted that we solicited bids last year, as we do every three years, and Eide Bailly offered the best price while also being a firm we prefer to work with. The cost has increased by \$600 from last year. This letter will require Monte’s signature via DocuSign.

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

- **Approve the 2026-2027 Teacher Student Success Act Plan;**

- **Approve the Statement of Work Letter provided by Eide Bailly for the year ending June 30, 2026, and allow the Board President to sign on behalf of the school;**
- **Approve the Science in Action Spain trip expense not to exceed \$30,000;**
- **Approve the FASTA Trip Expenditures not to exceed \$75,000; and**
- **Approve the Elementary Asphalt Resurface Project not to exceed \$45,000.**

**The roll call votes were as follows:**

**Monte Poll – Aye  
Maggie Arave – Aye  
Clint Heiner – Aye  
Tyler O’Brien – Aye**

**Motion passed unanimously.**

## **DISCUSSION ITEMS**

- Update on Jr. High Field and Timeline – Ryan Robinson Ryan provided an update on the junior high field project, explaining that the new timeline for starting construction is May 15th due to challenges with Layton City, including misspelled utility company names and difficult homeowners association communication. Despite these issues, the project is still expected to be completed by July 30th before the start of next school year
- Update on Satellite Expansion (Personnel) – Ryan Robinson gave an update on the satellite expansion stating that Sheldon had shared potential property locations for a new school, with initial conversations ongoing with a few potential sellers. Ryan also reported that while they have looked at a few properties, they are still in the option-gathering phase and waiting for more specific information to share. On the academic front, they successfully hired additional teachers, particularly from the Davis School District where restructuring is occurring, with these teachers expressing enthusiasm about joining for a year and potentially being part of future expansion.
- Calendar Items – Monte Poll
  - PreBoard Meeting on May 12<sup>th</sup>
  - Annual Board Meeting on May 27<sup>th</sup> @ AW
  - NCSC26 New Orleans, LA June 24-26 (Wed-Fri)
  - Electronic Board Meeting on June 29<sup>th</sup> @ 9:00 a.m.

**9:21 AM – Monte Poll made a motion to ADJOURN. The votes were as follows:**

**Monte Poll – Aye  
Maggie Arave – Aye  
Clint Heiner – Aye  
Tyler O’Brien – Aye**

**Motion passed unanimously.**