HOME OF THE LIONS

NORTH DAVIS PREPARATORY ACADEMY

Board Meeting Materials

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.

June 29, 2026

North Davis Preparatory Academy
Electronic Board of Directors Meeting Agenda
Wednesday, June 29, 2026

Zoom Meeting: https://us02web.zoom.us/j/81461860809?from=addon
Meeting ID: 814 6186 0809
Mobile: (669) 900-9128

VISION:

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AGENDA

9:00 AM – INTRODUCTORY ITEMS

- Welcome and Roll Call – Monte Poll

PUBLIC COMMENT (Comments will be limited to 3 minutes each)

CONSENT ITEMS

- May 27, 2026 Annual Board Meeting Minutes

VOTING ITEMS

- Amended & Annual Budgets – Jon McQueary
- Schedule A – Ryan Robinson

DISCUSSION ITEMS

- Update on Jr. High Field – Ryan Robinson
- Calendaring Items – Monte Poll
  - Next PreBoard Meeting on July 21st
  - Next Board Meeting on August 5th

NOTE: Times on this agenda are estimated as a courtesy only. Actual times may vary.

In compliance with the Americans with Disabilities Act, persons needing accommodations for this meeting should call (801) 444-9378 to make appropriate arrangements.

CLOSED SESSION to discuss the purchase, exchange, or lease of real property pursuant to Utah Code 52-4-205(1)(d) (IF NEEDED)

ADJOURN

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North Davis Preparatory Academy
Annual Board of Directors Meeting Minutes
Wednesday, May 27, 2026

Location: AW Services, 290 N. Flint Street, Kaysville, UT 84037

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

Excused: Tyler O'Brien,

Others in Attendance: Jon McQueary, Dawn Kawaguchi, Cathie Hurst, Ryan Robinson, Heidi Bauerle, Jessica Bryant, Misty Meacham,

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MINUTES

5:36 PM – INTRODUCTORY ITEMS

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

There was no PUBLIC COMMENT.

5:39 PM – Monte Poll made a motion to enter a CLOSED SESSION to discuss the purchase, exchange, or lease of real property pursuant to Utah Code 52-4-205(1)(d) at AW Services. The roll call votes were as follows:

Monte Poll – Aye
Rita Brock – Aye

Maggie Arave – Aye
Clint Heiner – Aye
Motion passed unanimously.

5:44 PM – Monte Poll made a motion to RECONVENE the meeting. The votes were as follows:
Monte Poll – Aye
Maggie Arave – Aye
Clint Heiner – Aye
Rita Brock – Aye
Motion passed unanimously.

REPORTS

- **Administration**
  - *State of the School* – Ryan Robinson discussed the school in the following areas:
    - ✓ Trust in School – Ryan Robinson reported that the school successfully completed hiring for next year, including all teachers and two floating teachers to support the current school while helping with the new expansion. The administrative team was promoted from within, with Diana Dearden moving into an assistant principal role and Yennifer Garcia taking on an administrative position. The school selected a marketing company called Strategica to help with enrollment growth, as they had never done marketing before. Ryan also mentioned positive feedback from state DLI representatives and connections with Spanish education authorities, noting that the expansion timing aligns well with the school's stable and purposeful direction.
    - ✓ Retention of Students – Ryan asked Jessica Bryant to go over the enrollment. Jessica presented enrollment data showing 947 currently enrolled students with 21 in the registration process, with Ryan noting concerns about kindergarten enrollment numbers and plans to offer full-day kindergarten options at the main site.
    - ✓ Compliance – Ryan reviewed various compliance reports including Title IX Athletics Reporting, Positive Behavior intervention plans, and Triennial Progress Assessment.
  - *Annual Comprehensive Guidance Data Review* – Ryan Robinson reviewed the comprehensive guidance data review highlighting the school's social-emotional learning initiatives and counseling programs that focus on teaching social skills to students. He emphasized the importance of these programs in helping students develop necessary life skills and noted that many of the reported activities are now standard parts of NDPA's educational approach. There was a discussion on what the school does for SEL.
- **Board of Director**
  - *Financial Review* – Cathie Hurst introduced Jon McQueary who has been with AW for six years and he came to us from USBE so he has worked with Rita. She went on to review the financials as of April 30, 2026, noting that they are financially

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stable with a substantial surplus expected this year due to bond proceeds and additional funding. Cathie explained that some expenses, particularly for land and construction, were budgeted in different line items than initially anticipated, and highlighted the need to adjust certain budget allocations. She also addressed questions about salary expenses and explained that the current lower percentage was due to teacher contracts extending beyond the fiscal year and upcoming payroll accruals. Cathie concluded by discussing the timing of revenue recognition for the new school building, explaining that state funding adjustments would not occur until after the October 1 count. She also mentioned there was a transfer of $500k into the PTIF last month and explained how the PTIF can cover initial costs of the satellite campus until enrollment funds are received. *Jessica Bryant was excused at 6:24 p.m.*

BOARD TRAINING

- *Review Ethics Policy* – Cathie Hurst reviewed the Ethics Policy highlighting the importance of maintaining high ethical standards and proper disclosure of confidential information. She had the Board sign Annual Commitment to Ethical Behavior.
- *Annual Fraud Risk Assessment** – Cathie Hurst reviewed the Fraud Risk Assessment, noting that the board scored 375 out of 395, indicating very low risk. She highlighted the separation of duties controls specific to government entities. The school does not have a formal internal audit function requirement because this applies only to schools with more than 10,000 students, which would have earned additional points. Cathie noted that Ryan and Clint are required to sign the assessment and the completed assessment will be uploaded to the State Auditor's website.
- *Annual Policies, Plans & Procedures Training & Review* – Heidi Bauerle led a discussion on required policy reviews, noting that most items due this year had already been completed, with the main outstanding items being the Sex Education Instruction Policy review and county health data analysis, which must be documented but not voted on. Dawn noted that the county data was emailed to the board earlier this week.
- *Review & Sign Board Member Agreement** – Monte Poll passed out copies of the agreement to each member to sign which is done annually. He reviewed member responsibilities and expectations, emphasizing the importance of supporting decisions once made, maintaining confidentiality, and acting as advocates for the school. Monte also clarified that background checks are required for all volunteers associated with the school.
- *Review Board Communication Guidelines* – Monte Poll discussed board communication protocols and confidentiality requirements. He explained that informal discussions between board members don't require official meetings, but any issues involving law enforcement, media, or potential financial impact should be reported to the board. Monte emphasized that sensitive information should not be shared via email and reminded board members that all board meetings are recorded, requiring careful use of personal identifiable information. He also requested that board members inform him of any information they hear from parents or community members.

CONSENT ITEMS

- *<u>May 6, 2026 Electronic Board Meeting Minutes</u>* – 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

- *<u>Marketing Services Agreement</u>* – Ryan Robinson presented Strategica's Marketing Services Agreement, noting that although their $4,000-per-month rate was the lower of the two proposals, cost was not the primary deciding factor. A key advantage of Strategica is their flexibility—they are willing to let the administration assume responsibility for marketing strategies once the team feels prepared, which is expected to take at least a year. The competing firm required a strict year-to-year commitment. Strategica's strongest asset, however, is their deep connection to the Latin and Hispanic community and their experience in charter education. Additional advertising expenses will be determined once the marketing strategy is finalized, will require prior approval from the Director, and will be billed separately from the monthly fee.
- *<u>2026-2027 Sex Education Instruction Committee</u>* – Ryan Robinson reviewed the composition of the Sex Ed Instruction Committee, noting that its membership has remained consistent over the years. The committee will include the principal, the health teacher, the school nurse, one Board member, and two parents of current students.
- *<u>Amend Tech Purchase</u>* – While Ryan Robinson was reviewing the amended tech purchase, Dawn Kawaguchi acknowledged an error in the previously approved total for the technology purchase and recommended that the Board amend the authorization to an amount not to exceed $105,000.
- *<u>Re-Approve Parent & Family Engagement Policy</u>* – Ryan Robinson reviewed the Parent & Family Engagement Policy, noting that it is required due to the school's participation in Title I funding and is included each year in the annual registration packet.
- *<u>Ratify Board Members & Their Terms</u>* – Monte Poll reviewed the current Board members and their terms, noting that Maggie Arave is eligible for a new four-year term, which would extend through June 2030.
- *<u>Ratify Board Officers</u>* – Monte Poll led a discussion regarding the current Board officers, opening the floor for any proposed changes. Clint recommended that Tyler assume the role of financial coordinator, noting that Tyler's financial background gives him a stronger understanding of the responsibilities and makes him an ideal candidate for the position.

  Ryan Robinson expressed his deep appreciation for the Board, noting that he is continually impressed by their commitment—not only in the time they volunteer, but in the genuine interest they maintain in the school as community members. He acknowledged that while many once had students enrolled, their lives are no less busy than anyone else's, yet they continue to give focused, thoughtful attention to the school. He described their service as both meaningful and honorable.

Monte Poll made a motion to approve the following:

- **Approve the Strategica Marketing Agency Service Agreement and allow the Director to execute the agreement on behalf of the School;**
- **Approve the 2026-2027 Sex Education Instruction Committee composition with positions as follows: the Principal, Health Teacher, School Nurse, Board Member and two parents of current students;**
- **Approve the amended technology purchase from not to exceed $93,000 to not to exceed $105,000;**
- **Re-approve the Parent & Family Engagement Policy;**
- **Approve Maggie Arave with a new term to expire June 2030 and ratify Tyler O'Brien and Monte Poll for a term to expire June 2029, Rita Brock with a term to expire June 2028, and Clint Heiner with a term to expire June 2027; and**
- **Approve the Board officers as follows:**
    - ✓ **Monte Poll – Board President**
    - ✓ **Maggie Arave – Board Vice President**
    - ✓ **Tyler O'Brien – Board Financial Coordinator**
    - ✓ **Rita Brock – Board Secretary**

The votes were as follows:

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

Motion passed unanimously.

DISCUSSION ITEMS

- *Schedule 2026-2027 Board Meeting Dates* – Dawn Kawaguchi presented the proposed board meeting dates for the upcoming year, noting that the schedule mirrors the current year's calendar. Dawn will send out calendar invitations, ideally within the next week.
- *Calendaring Items* – ALL
    - NCSC26 New Orleans, LA June 24-26 (Wed-Fri)
    - Next PreBoard Meeting on June 16th @ 1 p.m. via Zoom
    - Electronic Board Meeting on June 29th @ 9:00 a.m.

7:26 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) at AW Services. The roll call votes were as follows:

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

Motion passed unanimously.

Ryan Robinson and Misty Meacham were excused at 7:33 p.m.

7:47 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
Tyler O'Brien – Aye

Motion passed unanimously.

North Davis Preparatory Academy
Board of Directors
Closed Session Statement
Wednesday, May 27, 2026

Location: AW Services, 290 N. Flint Street, Kaysville, UT 84037

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 27th day of May, 2026.

Monte Poll

Monte Poll
Board Chair

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NDPA Board of Director's Meeting
Monday, June 29, 2026

Action Item: *Amended and Proposed Budgets*

Background:

An annual budget for North Davis Preparatory Academy must be approved by the Board of Directors. Any adjustments made to the annual budget must also be approved by the Board before the end of the fiscal year.

Action Item:

Approval of a final amended 2025-2026 operating budget is needed to comply with state law prohibiting actual expenditures from exceeding budgeting expenditures. USBE (Utah State Office of Education) evaluates charter school performance on a number of financial metrics, one of those is expense budget variance. In order to maintain compliance, schools are not allowed to have total expenditure exceed budget. Additionally, schools cannot overspend their budget.

The current operating budget is the original budget that was prepared and adopted in the June 2025 board meeting. Since that time, there have been additional revenues and expenses, approved by the board, necessitating a final amended budget to comply with state law. The proposed final amended budget for North Davis Preparatory Academy is reflective of to date actual revenue and expenses plus projections for the remainder of the school year.

An operating budget for the 2026-2027 school year is required by state law to be adopted by the North Davis Preparatory Academy Board of Directors in the June meeting. Working closely with the administration, the proposed 2026-2027 budget is conservatively prepared with focus on teacher retention, student needs, and technology. The proposed operating budget for North Davis Preparatory Academy is reflective of conservatively forecast revenues and expected annual expenses for the coming fiscal year.

Recommendations:

It is recommended the Board approve the 2025-2026 Final Amended Budget and approve the proposed 2026-2027 Annual Operating Budget as presented.

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North Davis Preparatory Academy
Profit and Loss
FY26-27 Preliminary Budget

	Year Ending 6/30/25	Annual 6/30/26	Annual 6/30/26	Year Ending 6/30/27	7/01/2025 - 4/30/26
	PY Actuals	CY Approved	CY Final Budget	26-27 Prelim Budget	CY Actuals YTD
Net Income					
Income					
Revenue From Local Sources	483,617	431,500	424,596	404,597	386,795
Revenue From State Sources	10,049,948	10,662,496	10,585,145	11,004,200	8,890,632
Revenue From Federal Sources	557,635	413,194	453,132	552,612	157,019
Revenue From Other Financing Sources	-	250,000	1,776,407	350,000	1,776,407
Total Income	11,091,201	11,757,190	13,239,280	12,311,409	11,210,853
Expenses					
Instruction/Salaries	5,600,905	6,306,058	6,174,000	6,301,392	4,299,557
Employee Benefits	1,490,787	1,615,580	1,628,644	1,670,400	1,130,687
Purchased Prof & Tech Serv	878,967	747,660	761,500	725,000	606,621
Purchased Property Services	405,704	299,500	1,083,500	363,500	507,774
Other Purchased Services	241,727	269,000	334,500	272,500	267,636
Supplies & Materials	1,234,193	971,297	937,000	871,000	581,524
Property	1,932,705	665,000	165,000	1,055,000	103,923
Debt Services & Miscellaneous	968,810	869,825	1,122,711	933,895	1,110,825
Total Expenses	12,753,799	11,743,920	12,206,855	12,192,687	8,608,548
Total Net Income	**(1,662,598)**	**13,270**	**1,032,425**	**118,722**	**2,602,305**

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NDPA Board of Directors Meeting
Monday, June 29, 2026

Action Item: *Schedule A*

Issue:

The Board is going to submit a Schedule A to the State Charter School Board and will need to approve the document which includes the charter agreement prior to submission.

Background:

The State Charter School Board has released the newest version of the charter agreement, which now includes Schedule A, formerly known as Exhibit A. Schedule A is a critical component of the agreement that outlines key elements unique to a charter school. Also included in Schedule A are details regarding the structure and makeup of the governing board as well as any enrollment preferences.

Schedule A serves as the foundation for how a charter school will be held accountable to the state moving forward. It defines the essential components of the charter school's model and operations.

It is important to note that Schedule A will be a primary reference during charter fidelity reviews conducted by the state. This review assesses the school's adherence to its approved charter, ensuring alignment between what is outlined in Schedule A and the school's practices.

Recommendation:

It is recommended that the board approve Schedule A as presented.

SCHEDULE A

Name of Charter School:	North Davis Preparatory Academy
Location of Charter School:	1765 W Hill Field Rd, Layton, Utah, 84041
Charter School's Mission Statement:	The mission of North Davis Preparatory Academy is to instill in our students a love of learning through enjoyable learning experiences, a progressive educational program in core subjects and a bi-literate curriculum, all in an environment of respect, parental involvement, and a strong sense of community.
Charter School's Purpose:	**Encouraging the use of different and innovative teaching methods;** through the use of DLI curriculum and inclusion of experiences based on the culture of worldwide Spanish speaking countries.
Key Elements of the Charter School:	1. Spanish Dual Language Immersion and Biliteracy NDPA's signature program is its comprehensive Spanish Dual Language Immersion model, serving students in first through ninth grade. Students receive instruction in both English and Spanish with the goal of developing high levels of bilingualism, biliteracy, academic achievement, and cross-cultural competency. 2. International and Cultural Learning Opportunities As an International Spanish Academy (ISA) affiliated with the Ministry of Education of Spain, NDPA provides students with authentic cultural experiences, including exposure to international guest teachers, global perspectives, and opportunities that extend learning beyond the classroom. Students develop cultural understanding, empathy, and appreciation for diverse perspectives. 3. Spanish Dual Language Immersion and Advanced Biliteracy NDPA's signature program is its comprehensive Spanish Dual Language Immersion model, serving students in first through ninth grade. Through sustained instruction in both English and Spanish, students develop high levels of bilingualism, biliteracy, academic achievement, and cross-cultural competency. A defining outcome of the program is the expectation that all participating ninth-grade DLI students complete the AP Spanish Language and Culture course and sit for the AP Spanish exam. This rigorous academic experience demonstrates students' advanced proficiency in reading, writing, speaking, and listening in Spanish while preparing them for future academic, professional, and global opportunities. NDPA's long-term immersion model is intentionally designed to help students achieve language proficiency levels uncommon at the middle school level.

	4. Strong School Culture and Character Development NDPA intentionally develops student character through its R.O.A.R. philosophy: Respect, Ownership, Achievement, and Resilience. These principles guide student behavior, decision-making, leadership, and interactions throughout the school community. The school prioritizes positive relationships, clear expectations, and consistent support for student success. 5. Continuity and Long-Term Relationships Serving students from kindergarten through ninth grade allows NDPA to foster long-term relationships among students, families, and staff. This continuity strengthens school culture, supports student belonging, and creates a collaborative partnership focused on each child's academic and personal growth over time.
Opening date of Charter School:	2004-2005 SY
Grade Levels Served:	K-9
Maximum Enrollment: **If the Charter School has satellite Charter Schools, the maximum number of students that will be collectively served by the Charter School is reflected as the Maximum Enrollment number.*	1,880 K-9 = 1,108 Satellite = 772
The Charter School's enrollment preferences shall be as follows:	1-Siblings of current students 1-Children of Faculty and staff 1-Students who transfer from other DLI Spanish programs 1-Children of a military service member as defined in Utah Code § 53B-8-102 1-Students articulating between the school's campuses (starting FY28)
The structure of the governing board shall be as follows:	**Number of members:** up to 7 members; majority quorum **How members are appointed:** elected by current board **Term of office:** 1 to 4-year terms; eligible for re-election
The Utah State Board of Education has waived the following administrative rules for the Charter School:	None