

North Davis Preparatory Academy

Board Meeting Minutes

Wednesday, October 7, 2026

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

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

Excused: Rita Brock,

Others in Attendance: Dawn Kawaguchi, Jon McQueary, Ryan Robinson, 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

6:12 PM – INTRODUCTORY ITEMS

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

There was no PUBLIC COMMENT.

REPORTS

➤ Administration

- State of the School

✓ Trust in School

- ★ Jr. High Field Update – Ryan Robinson discussed updates on the new turf field, reporting positive feedback and usage, though some minor issues with neighbors regarding water flow were addressed.

- ★ Satellite Update – Ryan reviewed plans for a satellite school, including architectural designs and marketing efforts through Strategica, with a grant application in progress that could provide the school up to \$2 million which focuses on one time start-up costs. There was a brief discussion regarding an Impact Aid Grant for military students.
- ★ Grade/DLI Configuration – Ryan addressed declining enrollment across grades, particularly noting that 5th grade currently has the lowest enrollment, with COVID potentially being a contributing factor. He proposed offering all-day kindergarten as a potential solution to address enrollment challenges, suggesting converting one kindergarten classroom to full-day while maintaining half-day options in other rooms, though she acknowledged this would require finding 25% more students for 1st grade. Ryan discussed the possibility of restructuring the school's DLI program to focus more on full Spanish immersion by potentially reducing the number of exposure classes and increasing immersion classes. He raised concerns about how this change might affect new student placement, existing families, and enrollment numbers, while also considering the financial implications and the need for strategic planning. Ryan suggested consulting with experts to analyze the potential impact and feasibility of such a change, emphasizing the importance of aligning the school's mission with its enrollment and program decisions.

✓ **Retention of Students**

- ★ Enrollment – Enrollment numbers as of Monday were discussed.

➤ **Board of Directors**

- Financial Update – Jon McQueary presented the financials as of August 31, 2026. He provided a financial update as of August 31, explaining that the organization was approximately 17% through the fiscal year and generally performing in line with budget expectations. Jon noted some elevated expenses in professional and technical services, property services, and debt payments, while highlighting that cash reserves appeared strong with approximately 250 days cash on hand.

➤ **Administration (Continued)**

- State of the School (Continued)

✓ **Compliance**

- ★ Amended Bullying & Hazing Administrative Procedures – Heidi reviewed the amended Bullying & Hazing procedures which aligns with the state's model policy, adding guidance on accountability and restorative justice practices, strengthening parent communication requirements, and requiring schools to consider a student's age and developmental level when determining disciplinary actions. The changes are intended to provide clearer processes and more appropriate responses to bullying and hazing incidents.
- ★ Amended Procurement, Purchasing & Disbursement Administrative Procedures – Heidi reviewed the amended Procurement, Purchasing

& Disbursement procedures which updates the quotation requirements for purchases between \$5,000 and \$50,000, specifically affecting professional services and construction projects. No other substantive changes were discussed.

- ★ Amended Student Conduct & Discipline Policy Administrative Procedures – Heidi reviewed the Student Conduct & Discipline procedures. Based on recent state legislation, require schools to develop reintegration plans for students returning after disciplinary issues, ensuring clear expectations and support for their return. The changes also establish standards for seclusion rooms, where applicable, including safety and facility requirements. The discussion noted that schools generally avoid isolating students and instead typically have an adult remain with a student who needs support or de-escalation to ensure their safety.

CONSENT ITEMS

- September 22, 2026 Electronic Board Meeting Minutes
 - Ratifying the requests for an LEA-specific educator license for the following: Mary Ahistrom for a Dance (K-12) Endorsement; Naomi Campbell for a Family & Consumer Sciences Comprehensive Endorsement; Toni Leora for an Elementary License; Marieicira Parra de Arocha for a Secondary License with a Spanish Endorsement; and Doreana Cedenas Hernandez for an Elementary License all for 3-years – Dawn clarified that Doreana Cedenas Hernandez had been excluded from the original motion, although Ryan had discussed her need for an elementary license. The Board is ratifying the motion to ensure that her name is properly included.

Monte Poll made a motion to approve the consent items. The votes were as follows:

Monte Poll – Aye

Maggie Arave – Aye

Tyler O'Brien – Aye

Clint Heiner – Aye

Motion passed unanimously.

VOTING ITEMS

- Amend TSSA Framework – Ryan Robinson reviewed the TSSA Framework which includes new requirements tied to early literacy outcomes. Under the updated guidance, if a certain percentage of students are not reading at grade level by the end of third grade, at least 50% of the related TSSA funding must be used to support reading improvement efforts. Ryan noted that he is already allocating funding in a way that largely aligns with this requirement, and the update primarily formalizes that expectation in policy language.
- Amend Attendance Policy (Administrative Procedures) – Ryan Robinson reviewed the amended Attendance Policy and procedures which primarily clarify key terms such as chronic absenteeism and instructional time, define valid reasons for student absences, and outline how attendance may affect grades. The policy also specifies the School's responsibility to notify parents when a student has missed 10% or more of school days and

emphasizes the School's role in working with families to improve student attendance and support regular school participation.

- Amend Capitalization & Expense Policy – Jon McQueary stated that the only change was an increase in the capitalization threshold for assets, raising it from \$5,000 to \$10,000.
- Amend Enrollment & Lottery Policy – Ryan Robinson reviewed the Enrollment and Lottery Policy which provide schools with the authority to deny admission to students who have significant prior disciplinary or misconduct issues, including expulsions. The intent is to prevent students from avoiding consequences by transferring between schools and to help schools maintain a safe and productive learning environment. The discussion also included a review of the school's lottery timeline, confirming that holding the enrollment lottery in January or February.
- Amend Fee Waiver Policy – Ryan Robinson reviewed the amended Fee Waiver Policy which clarifies that students may receive fee waivers for up to two school-sponsored trips per year, though approval of a second waiver is not required. The discussion focused on how this could apply to major school trips and emphasized the school's commitment to ensuring that financial hardship does not prevent students from participating. Ryan noted that substantial scholarship funding already offsets most trip costs, and while fee waivers may occasionally be needed, the School works closely with families to find alternative funding sources so students can benefit from these valuable educational experiences.
- Amend Financial Reporting, Debt & Risk Management Policy – Ryan Robinson reviewed the amended Financial Reporting, Debt & Risk Management Policy which the proposed changes to the financial reporting policy are primarily clarifications rather than substantive revisions. The updates specify that the school's financial reporting must comply with applicable funding and auditing procedures and replace references to Generally Accepted Auditing Standards (GAAS) with Generally Accepted Government Auditing Standards (GAGAS). These changes are intended to provide clearer guidance and ensure alignment with appropriate governmental auditing requirements.

Monte Poll made a motion to approve the following items:

- **Approve the Amended Teacher Student Success Act Framework;**
- **Approve the Amended Attendance Policy;**
- **Approve the Amended Capitalization and Expense Policy;**
- **Approve the Amended Enrollment & Lottery Policy;**
- **Approve the Amended Fee Waiver Policy; and**
- **Approve the Amended Financial Reporting, Debt & Risk Management Plan Policy.**

The votes were as follows:

Monte Poll – Aye

Maggie Arave – Aye

Tyler O'Brien – Aye

Clint Heiner – Aye

Motion passed unanimously.

DISCUSSION ITEMS

- Calendar Items – ALL
 - **Holiday Social – November 4th @ Timbermine**

- Next PreBoard Meeting – November 17th @ 1 p.m.
- Next Board Meeting – December 2nd
- NCSC27 June 28-30 in Columbus, OH

There was no CLOSED SESSION.

7:33 PM – Monto Poll made a motion to ADJOURN. The votes were as follows:

Monte Poll – Aye

Maggie Arave – Aye

Tyler O’Brien – Aye

Clint Heiner – Aye

Motion passed unanimously.

DRAFT