

# North Davis Preparatory Academy

## Board Meeting Minutes

### Wednesday, October 6, 2021

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



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

Others in Attendance: Trent Brown, Ryan Robinson, Dawn Kawaguchi, Cole Arnold, Trish Lester, Janey Stoddard (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

### 6:07 PM – INTRODUCTORY ITEMS

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

*Monte took a minute to discuss moving forward by coming to the board meeting prepared so that we can move through our voting items quickly so that we can discuss some big picture items as discussed in our retreat. We will be able to discuss what we want to do to take NDPA to the next level.*

**There was no PUBLIC COMMENT.**

### BOARD TRAINING

- AW Reporting & Compliance (Aspire) – Trish Lester introduced herself to the board. She gave an overview of the data gateway which is the student information system that includes

data support, Aspire, UTREx, clearinghouse submission, and coordination of training to new secretaries. *Trish Lester was excused at 6:27 p.m.*

- Annual Open & Public Meetings Act Training – Trent Brown led the Annual Open and Public Meetings Act that included definitions, notice of requirements, electronic meetings, required open meeting records, and closed session requirements. He also reviewed the new requirements that includes the exception to the anchor locations, approved meeting minutes, materials and recording must be posted within 3-business days and closing a closed session inside the meeting. Trent passed around an affirmation of training for the members to sign.
- Review Board Member Agreement – Monte Poll passed out the Board Member Agreement for each member to sign annually and reviewed the agreement.

## REPORTS

- **Administration**
  - State of the School – Ryan Robinson restated that since the evaluation last June, he has would like to report on a couple of the five categories that he is evaluated on.
    - ✓ Retention of Students – Ryan discussed the October 1 count and being down 13 students from last year and making adjustments to increase our enrollment. There was a discussion on several reason why enrollment would be down, and free and reduced lunch numbers.
    - ✓ Compliance – Ryan stated that Trish discussed October 1 and how this affects the school.
- **Board of Directors**
  - Financial Review – Clint Heiner stated that he has met with Cole and he doesn't have any concerns. He has oversight on large purchases and hasn't seen anything concerning. Clint asked Cole to give a deeper dive into the financials. Cole stated that we have had the auditors in our office for a few months and it is finally complete. October 1 is the big financial deadline to the state and all numbers have been uploaded to the state. Cole reviewed the statement of financial position and the statement of activities including expenses, surplus, PTIF, restricted/unrestricted funds and cash on hand.

## CONSENT ITEMS

- September 1, 2021 Electronic 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**
  - Dale Pfister – Aye**

**Motion passed unanimously.**

## VOTING ITEMS

- Spain Trip Expenditures – Ryan Robinson stated the Spain trip expense is based on 50 student/chaperones and we don't anticipate having more than 50 people. We have

vouchers from three years ago with hotels, airfare, etc. This is all contingent on the requirements to travel.

- LEA-Specific Educator Licenses – Ryan Robinson reviewed the four teachers who currently require an LEA-Specific license to teach their current assignments.
- Amended Special Education Policies & Procedures Manual – Ryan Robinson stated that these changes were state required and the manual has been pre-approved by the state.
- Snow Removal Rate Sheet – Ryan Robinson stated that we review our snow removal every year. We have been very happy with Extreme Green.

**Monte Poll made a motion to:**

- **Approve the 9th Grade Spain Study Abroad Trip not to exceed \$235,000; approve the request for an LEA-specific educator license for Yenifer Garcia Hermoza for a secondary license with a dual immersion endorsement and a Spanish endorsement; Austin Gypp for a science core (6-8) endorsement and an earth science 2 endorsement; Gary Paul for a health education endorsement and a visual art (6-12) endorsement; and Christiana Szymanski for a secondary license with a language arts endorsement; all for a period of 3 years;**
- **Approve the amended Special Education Policies & Procedures Manual; and**
- **Approve the Extreme Green's snow removal rates of \$365 per push for the Elementary and \$525 per push for the Jr high. The votes were as follows:**

Monte Poll – Aye

Maggie Arave – Aye

Clint Heiner – Aye

Rita Brock – Aye

Dale Pfister – Aye

**Motion passed unanimously.**

## **DISCUSSION ITEMS**

- Calendaring Items – Monte Poll
  - Holiday Social – November 10<sup>th</sup>
  - Next PreBoard Meeting – November 16<sup>th</sup> @ 1 p.m.
  - Next Meeting – December 1<sup>st</sup>
  - NCSC22 Washington DC June 19-22
- BIG Ideas – Monte explained where the big ideas discussion came from by providing opportunities and growth for our students and faculty. Ryan led a discussion on how to grow and expand the school which doesn't necessarily mean another location. Some of things discussed were how can they expand NDPA's influence and brand throughout Northern Utah and what role the board would have in it. We want to make sure that whatever we do, it enhances NDPA as a school. These ideas need to complement the school vision. Next steps discussed would be for Ryan and his team to continue to "think big" and bring these big ideas back to the board.

**7:52 PM – Monte Poll made a motion to enter into 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) located in the elementary library. The roll call votes were as follows:**

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

**Motion passed unanimously.**

**8:08 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**  
**Dale Pfister – Aye**

**Motion passed unanimously.**

**North Davis Preparatory Academy**

**Board of Directors**

**Closed Session Statement**

**Wednesday, October 6, 2021**

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



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**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 16<sup>th</sup> day of November, 2021, at Layton, Utah.

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**Monte Poll**  
*Board Chair*