

# North Davis Preparatory Academy

## Board Meeting Minutes

### Wednesday, December 1, 2021

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



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

Others in Attendance: Trent Brown, Ryan Robinson, Dawn Kawaguchi, Cole Arnold, Ken Jeppesen

#### 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

---

### 6:04 PM – INTRODUCTORY ITEMS

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

**There was no PUBLIC COMMENT.** This was the first public comment period for the 2022-2023 School Fee Schedule and Fee Waiver Policy.

## REPORTS

### ➤ Eide Bailly

- FY21 Audit Review – Ken Jeppesen from Eide Bailly was present to report on the FY21 audit. The first of three audit was clean. This year is the first year that the school has gone from GASB to FASB. Ken reviewed the financial statement including the statement of net position; statement of activities; balance sheet – governmental funds; reconciliation of governmental funds balance sheet to the statement of net position; statement of revenue, expenditures, and charges in fund balance – governmental funds; reconciliation of governmental funds statement

revenue, expenditures, and changes in the fund balance to the statement of activities; and (8) notes to the financial statements. Ken also went through the process of how they test samples of the audit. *Ken Jeppesen was excused at 6:26 p.m.*

➤ **Principal**

- *State of the School* – Ryan Robinson reported on the five main areas that they board has identified should enhance the viability of the school including student achievement, trust in school, retention of students, budget, and compliance. There was a discussion on fundamental attribution error and student enrollment being down statewide. We have our accreditation visit this year in February which Kim Lovell is taking the lead on this.
- *Update on BIG Ideas* – Our goal is to promote NDPA to be at the forefront with the DLI program in Utah. We are planning a DLI social event on Friday. Update on Spain trip is that they are still planning on going.

➤ **Board of Directors**

- *Financial Review* – Clint Heiner reported that he and Cole met and he doesn't see anything concerning. There is one line item that was coded incorrectly and will be fixed by next month. Any items that were a little off, Cole was able to explain the reason of the difference. Cole has been working closely with the administration to spend the federal funding from COVID.

## **CONSENT ITEMS**

➤ *October 6, 2021 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**

**Rita Brock – Aye**

**Clint Heiner – Aye**

**Dale Pfister – Aye**

**Motion passed unanimously.**

## **VOTING ITEMS**

➤ *2022-2023 School Calendar* – Ryan reviewed the calendar and the major dates compared to DSD. The calendar is similar to the current year. The winter break goes to January 3<sup>rd</sup>. There was a discussion on observing New Year's. **Monte Poll made a motion to approve the 2022-2023 school year calendar. The votes were as follows:**

**Monte Poll – Aye**

**Maggie Arave – Aye**

**Rita Brock – Aye**

**Clint Heiner – Aye**

**Dale Pfister – Aye**

**Motion passed unanimously.**

➤ *401k Contract* – Ryan stated that every six years the IRS requires that qualified 401k plans be completely amended and restated. There are no changes and it is exactly the same as the current plan. Monte gave his permission to use his electronic signature on this contract. **Monte Poll made a motion to approve the 401(k) Contract. The votes were as follows:**

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

**Motion passed unanimously.**

- Amended Budgeting Policy – Cole Arnold reviewed the amended Budgeting Policy. It is just adding the maintenance of effort language which is something that we are already doing. There was a discussion on the difference between supplement and supplant. **Monte Poll made a motion to approve the amended Budgeting Policy. The votes were as follows:**

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

**Motion passed unanimously.**

- Amended Parent Compact – Ryan stated that we needed to remove the reference to a specific number of parent volunteer hours. The reference to volunteering 30 hours was removed. There was a discussion on how it will affect the immersion lottery and POET. **Monte Poll made a motion to approve the amended Parent Compact. The votes were as follows:**

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

**Motion passed unanimously.**

- Elementary Roof Repairs – Ryan stated that every time it rains the roof leaks. We will need to replace the roof membrane. We are working on getting hard copy bids. **Monte Poll made a motion to approve the elementary roof repairs not to exceed \$95,000. The votes were as follows:**

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

**Motion passed unanimously.**

- Technology Purchase – Ryan reviewed the technology that they will be purchasing to replace old and outdated tech and some new infrastructure. They are also looking at updating their current website. **Monte Poll made a motion to approve the technology purchase not to exceed \$145,000. 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**

- Sincere appreciation and thanks to Ryan by the board.
- Calendaring Items – Monte Poll
  - DLI Social – December 3<sup>rd</sup> in the Jr. High building
  - Next PreBoard Meeting – January 18<sup>th</sup> @ 1 p.m.
  - Next Meeting – February 2<sup>nd</sup>
  - NCSC22 Washington DC June 19-22

**7:18 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**  
**Rita Brock – Aye**  
**Maggie Arave – Aye**  
**Dale Pfister – Aye**  
**Clint Heiner – Aye**

**Motion passed unanimously.**

**8:02 PM – Monte Poll made a motion to exit CLOSED SESSION and ADJOURN. The 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, December 1, 2021**

**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 1<sup>st</sup> day of December, 2021, at Layton, Utah.

Monte Poll

---

**Monte Poll**  
*Board Chair*