

# North Davis Preparatory Academy

## Board Meeting Minutes

### Wednesday, February 2, 2022

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

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

**Others in Attendance:** Cole Arnold, Ryan Robinson, Kim Dohrer, Trent Brown, Dawn Kawaguchi, Ammon Campbell (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

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### 6:03 PM – INTRODUCTORY ITEMS

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

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

### REPORTS

#### ➤ Administration

- *State of the School* – Ryan Robinson
  - ✓ **Student Achievement** – Ryan stated that we recently had a professional development in which we went over our school assessment data. Teachers were able to meet and go through their own data. The trend over the past three years have been very similar scores.
  - ✓ **Retention of Students** – We are still pulling numbers for our lottery. There was a discussion on student enrollment.

- ✓ **Compliance** – The school received a notice of concern today. Dawn has responded to the email and it has already been taken care of and has been closed.

➤ **Board of Directors**

- Financial Review – Clint Heiner has met with Cole and he turned the time over to him to go over the financials. Cole reviewed the statement of financial position and the statement of activities. He reviewed the PTIF account and operating account. There hasn't been movement this year from the operating account to the PTIF account. Ryan is working with Cole to come up with some ideas to use some of these funds and they will be bringing some items to the board. There was a discussion on the federal lunch program and how the transition from free lunch for all students to paying for lunch might affect the lunch program. Salary expenses are increased this year due to the large number of substitute teachers needed. Cole doesn't see any areas of concern. We are on target for this time of year.

**CONSENT ITEMS**

- January 24, 2022 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.**

**BUSINESS ITEMS (To Be Voted Upon During Board Meeting)**

- 2022-2023 School Fee Schedule – Ryan Robinson explained to the board that there are new lower fees for next year due to the legislature changes. Ryan reviewed the fee schedule. There was a discussion on some of the current legislation bills on fees and the possibility of having no fees. **Monte Poll made a motion to table the 2022-2023 School Fee Schedule until the next board meeting allowing time for input. The votes were as follows:**  
**Monte Poll – Aye**  
**Maggie Arave – Aye**  
**Clint Heiner – Aye**  
**Rita Brock – Aye**  
**Dale Pfister – Aye**  
**Motion passed unanimously.**
- Re-Approve Fee Waiver Policy – Ryan Robinson reviewed the Fee Waiver Policy. There are no changes made to this policy but the board is required to review and approve this policy annually. **Monte Poll made a motion to re-approve the Fee Waiver Policy. The votes were as follows:**  
**Monte Poll – Aye**  
**Maggie Arave – Aye**  
**Clint Heiner – Aye**  
**Rita Brock – Aye**

**Dale Pfister – Aye**

**Motion passed unanimously.**

- LEA-Specific Educator Licenses – Ryan Robinson reviewed the reason why our school must apply for an LEA-Specific license. We have had a teacher go on maternity leave so Kirsten is our long-term sub. Noal is taking over the PE for the rest of the year and needs an LEA-specific license. **Monte Poll made a motion to approve the request for an LEA-specific educator license for Kirsten Forthman for a secondary license with a language arts endorsement; and Noal Loertscher for a secondary license with a physical education (k-12) endorsement; both for a period of 3 year(s). The votes were as follows:**

**Monte Poll – Aye**

**Maggie Arave – Aye**

**Clint Heiner – Aye**

**Rita Brock – Aye**

**Dale Pfister – Aye**

**Motion passed unanimously.**

#### **OTHER BUSINESS ITEMS (Items for Discussion Only)**

- Calendarizing Items – Monte Poll

- Electronic Board Meeting on March 9<sup>th</sup> @ 9 a.m. is CANCELED – *Dawn will send out cancellation.*
- Next PreBoard Meeting – March 15<sup>th</sup> @ 1 p.m.
- Next Meeting – March 30<sup>th</sup>
- NCSC22 Washington DC June 19-22 – Early Bird deadline is Feb 22<sup>nd</sup>.

**6:53 PM – Monte Poll made a motion to move 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) in the elementary library. The roll call votes were as follows:**

**Monte Poll – Aye**

**Clint Heiner – Aye**

**Maggie Arave – Aye**

**Dale Pfister – Aye**

**Rita Brock – Aye**

**Motion passed unanimously.**

**8:21 PM – Monte Poll made a motion to come out of 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, February 2, 2022**

**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 2nd day of February, 2022, at **Layton, Utah.**

A handwritten signature in black ink that reads "Monte Poll". The signature is written in a cursive style.

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**Monte Poll**  
Board Chair