



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.

# September 24, 2025

# North Davis Preparatory Academy

## Electronic Board Meeting Agenda

### Wednesday, September 24, 2025

Zoom Meeting: <https://us02web.zoom.us/j/81005221029?from=addon>

Meeting ID: 810 0522 1029

Mobile: (669) 900-9128



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## **AGENDA**

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### **9:00 AM – INTRODUCTORY ITEMS**

- Welcome and Roll Call – Monte Poll

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

### **CONSENT ITEMS**

- [August 6, 2025 Board Meeting Minutes](#)

### **VOTING ITEMS**

- [LEA-Specific Educator License\(s\)](#) – Ryan Robinson

### **DISCUSSION ITEMS**

- Calendaring Items – Monte Poll
  - Next Board Meeting – October 1<sup>st</sup>
  - Holiday Social – November 5<sup>th</sup>
  - Next PreBoard Meeting – November 18<sup>th</sup>
  - Board Meeting – December 3<sup>rd</sup>

### **ADJOURN**

**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.

[Back to Agenda](#)

## North Davis Preparatory Academy

### Board Meeting Minutes

**Wednesday, August 6, 2025**

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



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

**Excused:** Clint Heiner,

**Others in Attendance:** Heidi Bauerle, Dawn Kawaguchi, Cathie Hurst, Ryan Robinson,

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## MINUTES

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### 6:06 PM – INTRODUCTORY ITEMS

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

**There was no PUBLIC COMMENT.**

### REPORTS

- Administration
  - State of the School – Ryan Robinson
    - Student Achievement

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- Early Learning Plan Report – Ryan stated that nothing has changed from the progress of the 2024-2025 plan he reviewed at the June meeting. He reviewed the 2025-2026 Plan which has been approved by the state.
  - **Retention of Students**
    - FY26 Enrollment – We currently have 1,002 registered in Aspire as of Monday.
  - **Trust in School**
    - Update on the Construction – Ryan stated that the construction projects are underway, including interior security updates and a field project. He provided an update on the ongoing construction project, noting that while 90% of the work is complete, some tasks like door elimination and tile work remain. Ryan expressed frustration with the slow progress on the interior work, which was supposed to be finished by July 15th but is still not complete. He mentioned that the property development has not yet started and is now likely to be ready by this time next year. Ryan also discussed the challenges of coordinating with contractors and the impact of delays on school activities, including new teacher orientation and library renovations.
    - Teacher Updates – Ryan stated that the new teachers started today and there is only one new Spain teacher this year which means next year may have a large number of new Spanish teachers.
- **Board of Director**
- Financial Review – Cathie Hurst explained the current status of financial statements, noting that while the books are not yet closed for July, the school is in good financial health despite showing a loss due to timing of land purchase and bond closure. She outlined the process for preparing trial balances for auditors, which includes accrual of payrolls and fixed asset identification. Cathie also discussed the Department of Education's handling of Title funds, clarifying that while some were initially paused, most have been received and Title 2 funding is not a concern.
  - Conflict of Interest Disclosure – Dale Pfister discussed a potential conflict of interest related to he and his wife being called to be seminary teachers for NDPA students, which he addressed by disclosing the situation and ensuring transparency.
  - Review Bios on Website – Monte Poll asked the members to look at their bio on the website and send an updated bio to Dawn if needed.

## CONSENT ITEMS

- June 25, 2025 Electronic Board Meeting Minutes – There was no further discussion.
- Amended 2025-2026 School Calendar – 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**

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**Dale Pfister – Aye**  
**Motion passed unanimously.**

## **VOTING ITEMS**

- *Science In Action Trip Expense* – Ryan Robinson discussed the budget challenges for the 6th grade Science in Action trip noting that while the overall budget remains the same, rising costs, particularly in airfare, have made it necessary to increase the budget to \$35,000 from \$30,000.
- *9<sup>th</sup> Grade Spain Study Aboard Trip Expense* – Ryan Robinson stated that we will have 31 students and 6 chaperones going to Spain this year. He explained that the school pays \$125 per student, with students fundraising to cover the rest, and predicted that as expectations become clearer, more students will be able to participate. Ryan also highlighted difficulties in booking hotels and flights in Madrid due to changes in booking policies, and mentioned concerns about potential issues with tourists in Barcelona, though he believed these would not affect student group activities. The cost is \$3,400 per person but would like the approval amount to be not to exceed \$140k just in case they have any unforeseen expenses.
- *Property and Liability Insurance Renewal* – Ryan Robinson presented a renewal quote for insurance of \$32,000 for umbrella and non-owned auto coverage.
- *Amend Electronic Resources Policy* – Heidi Bauerle reviewed the amended Electronic Resources Policy. The changes included the code numbers in the policy. The big changes were in the administrative procedures which are also included in the packet for the board to review.
- *Amend Kindergarten Toilet Training Policy* – Heidi Bauerle reviewed the Kindergarten Toilet Training Policy which includes removing the word Kindergarten in the policy name. This policy has now expanded K-12 students instead of just kindergarteners.

**Monte Poll made a motion to approve the following:**

- **Approve the Ciencia En Utah Spain trip expenditures not to exceed \$35,000;**
- **Approve the 9<sup>th</sup> Grade Spain Study Abroad Trip not to exceed not to exceed \$140,000;**
- **Approve the renewal of the school's insurance policies with Cincinnati Insurance Company;**
- **Approve the Amended Electronic Resources Policy; and**
- **Approve the Amended Kindergarten Toilet Training Policy including updating the policy name to "Toilet Training Policy".**

**The votes were as follows:**

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

**Motion passed unanimously.**

## **DISCUSSION ITEMS**

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➤ Calendaring Items – ALL

- Schedule an Electronic Board Meeting in September (if needed for LEA-S). Ryan will check to see if we will need an electronic board meeting.
- Next PreBoard Meeting – September 16<sup>th</sup>
- Next Board Meeting on October 1<sup>st</sup>. Dale & Maggie will not be able to attend this meeting. Depending on Clint's schedule, we may need to reschedule this meeting.

**6:50 PM – CLOSED SESSION to discuss the character, professional competence, or physical or mental health of an individual and/or to discuss deployment of security personnel, devices, or systems pursuant to Utah Code 52-4-205(1)(a)(f) in the elementary library. The roll call votes were as follows:**

**Monte Poll – Aye**

**Rita Brock – Aye**

**Maggie Arave – Aye**

**Dale Pfister – Aye**

**Motion passed unanimously.**

**7:20 PM – Monte Poll made a motion to exit the CLOSED SESSION and ADJOURN. The votes were as follows:**

**Monte Poll – Aye**

**Maggie Arave – Aye**

**Rita Brock – Aye**

**Dale Pfister – Aye**

**Motion passed unanimously.**

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**North Davis Preparatory Academy  
Board of Directors  
Closed Session Statement  
Wednesday, August 6, 2025**

**Location:** 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 and/or to discuss deployment of security personnel, devices, or systems in accordance with Utah Code Ann. 52-4-2(1)(a)(f).*

I declare under criminal penalty under the law of Utah that the foregoing is true and correct.

Signed on the 6<sup>th</sup> day of August, 2025.

A handwritten signature in cursive script, appearing to read "Monte Poll", is written above a horizontal line.

**Monte Poll**  
Board Chair

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## NDPA Board of Director's Meeting Wednesday, September 24, 2025

### Action Item: *LEA-Specific Educator Licenses*

#### **Issue:**

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The School's administration is requesting the following be a candidate(s) for an LEA-specific educator license.

##### **3-Year License**

1. Kajsa Berlin – Social Studies Composite Endorsement
2. Noal Loertscher – Physical Education K-12 Endorsement
3. Corrin McCord – Biology 1 Endorsement
4. Andra Zook – Math Level 4 Secondary Math Endorsement

#### **Background:**

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Under the School's LEA-Specific Educator License Policy, the School's administration proposes to the Board of Directors individuals the administration feels are good candidates for an LEA-specific educator license. An LEA-specific educator license is a temporary license that teachers may teach under while they are in the process of completing the requirements for an associate or professional license. An LEA-specific educator license can be valid for one, two, or three years.

The School's administration has followed the processes and considered the criteria outlined in the Policy with respect to proposing the candidate named above to the Board, including vetting and interviewing the candidate. The School's administration has also provided the Board with an explanation and rationale for requesting an LEA-specific educator license for the candidate. See attached spreadsheet for rationale on each candidate.

The Board believes that it is appropriate under the policy to approve the administration's request for an LEA-specific educator license for the candidate named above.

#### **Recommendation:**

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It is recommended that the Board approve the requests for an LEA-specific educator license for the following: *Kajsa Berlin for a Social Studies Composite Endorsement; Noal Loertscher for a Physical Education K-12 Endorsement; Corrin McCord for a Biology 1 Endorsement; and Andra Zook for a Math Level 4 Secondary Math Endorsement* all for 3-years.

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# SY25-26 LEA-S(pecific) Requests

Effective 8/2021, the following are NOT allowed for LEA-S: Audiologist, Deaf Education, Preschool Special Ed., School Psychologist, School Social Worker, Special Ed (K-12), Speech Language Pathologist, Speech Language Therapist

LEA (District or Charter) Name	Date LEA's Board Met	CACTUS ID	Last Name	First Name	Is this a RENEWAL Request from SY24-25? (Y/N)	License Area 1	Endorsement 1	Rational/Motions	Is Educator's Assignment in CACTUS? (Y/N)	Has LEA Specific tab in CACTUS been completed? (Y/N)	Does Educator Have a current BACKGROUND check? (Y/N)	Does Educator Have a current ETHICS check? (Y/N)	Pedagogical Modules Completed and certificate received? (Y/N)	LEA Application Received? (Y/N)	PE ONLY: CPR Cert #
<i>Granite SD</i>	<i>1/5/21</i>	<i>999999</i>	<i>Example</i>	<i>Educator</i>	<i>N</i>	<i>Secondary</i>	<i>Math Level 3</i>	<i>Educator is enrolling in EPP Fall 2021</i>	<i>Y</i>	<i>Y</i>	<i>Y</i>	<i>Y</i>	<i>Y</i>	<i>Y</i>	
North Davis Preparatory Academy	9/24/25	795495	Berlin	Kajia	N	N/A	Social Studies Composite	Currently persuing AEL and eventually a Professional License.	Y	PN Will Enter	Y	Y	Y	Y	N/A
North Davis Preparatory Academy	9/24/25	772943	Loertscher	Noal	N	N/A	Physical Education K-12	In APPEL program, will work on adding PE	Y	PN Will Enter	Y	Y	N/A	Y	Y
North Davis Preparatory Academy	9/24/25	785819	McCord	Corrinn	N	N/A	Biology 1	She is working on completing requirements to add Biology endorsement	Y	PN Will Enter	Y	Y	N/A	Y	N/A
North Davis Preparatory Academy	9/24/25	762330	Zook	Andra	N	N/A	Math Level 4 Secondary Math	Andra has a Masters in Education and has gone back to school to become qualified for her assignment	Y	PN Will Enter	Y	Y	N/A	Y	N/A