



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.

August 5, 2026

North Davis Preparatory Academy

Board Meeting Agenda

Wednesday, August 5, 2026

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



NOTE: It is possible that the NDPA Board of Directors may be utilizing an electronic meeting component with one or more of their members.

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AGENDA

6:00 PM – INTRODUCTORY ITEMS

- Welcome and Roll Call – Monte Poll (5 minutes)
 - Pledge of Allegiance
 - School Vision
 - Board Constitution

6:05 PM – PUBLIC COMMENT (Comments will be limited to 3 minutes each)

6:05 PM – CLOSED SESSION to discuss the purchase, exchange, or lease of real property pursuant to Utah Code 52-4-205(1)(d) (15 minutes)

6:20 PM – REPORTS

- Administration
 - State of the School – Ryan Robinson (20 minutes)
 - ✓ Student Achievement

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.

- ★ [Assessment Data](#)
- ✓ Trust in School
- ✓ Retention of Students
- ★ [Enrollment](#)
- ★ Update on Marketing Plan
- ✓ Compliance
- Board of Directors
 - ✓ Financial Update – Tyler O’Brien/Jon McQueary (2 minutes)

6:42 PM – CONSENT ITEMS

- [June 29, 2026 Electronic Board Meeting Minutes](#)

6:43 PM – VOTING ITEMS

- [Amend Electronic Resources Policy & Procedures](#) – Ryan Robinson (2 minutes)
- [Amend Paid Parental & Postpartum Leave Policy](#) – Ryan Robinson (2 minutes)
- [Amend SHiNE Policy](#) – Ryan Robinson (2 minutes)
- [Amend Sex Education Instruction Policy & Procedures](#) – Ryan Robinson (2 minutes)
- [P&L Insurance Renewal](#) – Jon McQueary (2 minutes)
- [9th Grade Study Abroad Trip Expense](#) – Ryan Robinson (2 minutes)
- [Science in Action Trip Expense](#) – Ryan Robinson (2 minutes)

6:57 PM – DISCUSSION ITEMS

- Calendaring Items – ALL (5 minutes)
 - Next PreBoard Meeting – September 22nd @ 1 p.m.
 - Next Board Meeting – October 7th
 - NCSC27 June 28-30 in Columbus, OH

7:02 PM – 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) [IF NEEDED]

7:02 PM – ADJOURN

UPCOMING CALENDAR ITEMS

October

LEA-Specific Educator Licenses
 Coldwater Creek Annual Payment (Due Nov 1)
 SLT Committee Membership (Due Oct 20)
 Winter Bonus
Sex Ed/Maturation Curriculum [if changing]

December

Audit Review
 2027-2028 School Calendar

February

Annual Open Meetings Act Training
 Board Vacancies
 Technology Purchases
 Annual Helpside PEO Agreement
 NEW Curriculum Purchases (2 Public Comment Periods)

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March

2027-2028 School Fee Schedule (1st Public Viewing & Notice to Parent)
School LAND Trust Plan [*incl. signature page*]
SLT Training Assurances
Comprehensive Guidance Data Review
Positive Behavior Plan Review*

May

2027-2028 School Fee Schedule (2nd Public Viewing)
Eide Bailly Statement of Work Letter
2027-2028 TSSA Plan
Capital Improvements
Curriculum Renewals
Prepare for Principal's Evaluation
Science-In-Action Expenditures
Lexia Learning (3-yr Exp. June 2027) 2 public comment periods
Property & Liability Insurance Renewal
Principal Bonus/Salary

June

2026-2027 Final Amended Budget
2027-2028 Annual Budget
2027-2028 Sex Ed Instruction Committee
Title IX Athletics Reporting [if you have athletics in your Jr. High]
Mental Health Screening Determination
Annual Policies Review
Fraud Risk Assessment/Ethical Behavior
Set 2027-2028 Board Meeting Schedule
Ratify Board Members & Terms
Ratify Board Officers
Board Member Agreement
Principal/AW Evaluation

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Student Data

Test Grades ↑↓	Program Content Areas ↑↓	Test Window ↑↓	↑↓	UTAH Aspire Plus % Proficient ↑↓	Utah Aspire Plus Proficiency ↑↓	ACT Readiness Prediction % Proficient ↑↓	ACT Postsecondary Readiness Prediction ↑↓
09	Math	Spring 26		32%		41%	
	Reading	Spring 26		28%		39%	
	Science	Spring 26		35%		40%	

Grade 9 ACT Composite Prediction 3 Units		AVG ACT PREDICTIVE SCORE  19	
Grade 9 Math Dec 3, 2025 - Nov 20, 2026		AVG UTAH ASPIRE PLUS SCALE SCORE  189	⋮
Grade 9 Reading Dec 3, 2025 - Nov 20, 2026		AVG UTAH ASPIRE PLUS SCALE SCORE  191	⋮
Grade 9 Science Dec 3, 2025 - Nov 20, 2026		AVG UTAH ASPIRE PLUS SCALE SCORE  195	⋮

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Spanish AP Test

Our % is passing with 3,4 or 5. Only 3 of 29 students did not pass.



% SCORES 3 OR HIGHER

YOUR GROUP

89.3%

SCHOOL

89.3%

UT

71.7%

GLOBAL

81.7%



MEAN SCORE

YOUR GROUP

3.46

SCHOOL

3.46

UT

3.17

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North Davis Preparatory Academy

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2026

2027

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✉ School

Enrollment	Status	Race	Sex	Advisors	+ Registered 22						+ Enroll	
Grade:		K	1	2	3	4	5	6	7	8	9	Total
Active		99	96	100	100	97	88	102	108	79	89	958
Effective 8/19/2026												

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North Davis Preparatory Academy

Electronic Board of Directors Meeting Minutes

Wednesday, June 29, 2026

Zoom Meeting: <https://us02web.zoom.us/j/81461860809?from=addon>

Meeting ID: 814 6186 0809

Mobile: (669) 900-9128



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

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

VISION:

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MINUTES

9:05 AM – INTRODUCTORY ITEMS

- Welcome and Roll Call – Monte Poll

There was no PUBLIC COMMENT.

CONSENT ITEMS

- May 27, 2026 Annual Board Meeting Minutes – There was no further discussion. **Monte Poll made a motion to approve the consent items. The roll call votes were as follows:**
 - Monte Poll – Aye**
 - Maggie Arave – Aye**
 - Rita Brock – Aye**
 - Clint Heiner – Aye**
 - Tyler O'Brien – Aye****Motion passed unanimously.**

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VOTING ITEMS

- Amended & Annual Budgets – Jon McQueary presented the final FY26 budget and the preliminary FY27 budget. He explained the FY26 budget changes, including adjustments for the new field project, and additional expenses for teacher travel to Spain. Jon explained that for FY27 there are increased salaries and benefits due to employee raises and noted that future school construction and land purchases may require budget amendments as details become finalized. Rita inquired about the restrictions on federal funding from the school improvement grant, and Jon and Ryan clarified that while the funds are restricted to low-income students, there is flexibility in how they can be used.

NOTE: Ryan provided a progress report on the junior high field project, noting that surveying has been completed and work is underway on cement pouring, plumbing, and the installation of foundation cinder blocks for the restroom facility. The project is progressing well, and it's exciting to see the final elements coming together.

- Schedule A – Ryan Robinson explained the new Schedule A document, which is a 15-page consolidation of charter school requirements replacing the previous annual application process. He focused on the last two pages which outlined the school's purpose, key elements including dual language immersion and biliteracy, international cultural learning opportunities, Spanish DLI and advance biliteracy, strong cultural character development and continuity and long-term relationships. Other areas on this document covered were maximum enrollment that includes the new satellite for a total of 1,880, lottery preferences; up to 7 board members, and 1-4 years board terms. The updated Schedule A document will be submitted to the state charter school board and authorizing committee for approval.

Monte Poll made a motion to approve the following items:

- **Approve the 2025-2026 Final Amended Budget and approve the proposed 2026-2027 Annual Operating Budget as presented; and**
- **Approve Schedule A as presented.**

The roll call votes were as follows:

Monte Poll – Aye

Maggie Arave – Aye

Rita Brock – Aye

Clint Heiner – Aye

Tyler O'Brien – Aye

Motion passed unanimously.

DISCUSSION ITEMS

- Update on Jr. High Field – See above for update on the Jr. high field.
- Calendaring Items – Monte Poll
 - Next PreBoard Meeting on July 21st
 - Next Board Meeting on August 5th

Ryan reported that there is more positive communication regarding the new building purchase, with Sheldon aware of the tight timeline and confident about maintaining the fall opening schedule.

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Monte Poll made a motion to table the CLOSED SESSION. The roll call votes were as follows:

Monte Poll – Aye

Maggie Arave – Aye

Rita Brock – Aye

Clint Heiner – Aye

Tyler O'Brien – Aye

Motion passed unanimously.

9:38 AM – Monte Poll made motion ADJOURN. The roll call votes were as follows:

Monte Poll – Aye

Maggie Arave – Aye

Rita Brock – Aye

Clint Heiner – Aye

Tyler O'Brien – Aye

Motion passed unanimously.

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NDPA Board of Director's Meeting Wednesday, August 5, 2026

Action Item: *Amending Electronic Resources Policy*

Issue:

Amending the Electronic Resources Policy.

Background:

This policy and the corresponding administrative procedures have been revised to comply with the changes to law, including those in SB 88 from the 2026 legislative session. The changes include specifying that the policy must be reviewed and approved at least every three years, that all rules and procedures applicable to the policy must be available for review at the school, that AI glasses are now included in the definition of “electronic device,” and that parents may request administration to allow their student to briefly use a privately-owned electronic device during non-instructional time at a specified location designated by the school. The changes also include clarifying the definition of “obscene” and “harmful to minors” and explaining that the school’s technology protection measures include a parent-accessible monitoring system that allows parents to review the activity of their children on school-owned electronic devices.

Recommendation:

It is recommended that the Board approve the amended Electronic Resources Policy.

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North Davis Preparatory Academy

Electronic Resources Policy



PURPOSE

North Davis Preparatory Academy (the “School”) recognizes the value of computer and other electronic resources to facilitate student learning and help the School’s employees accomplish the School’s mission. The School has therefore made substantial investments to establish a network and provide various electronic resources for its students’ and employees’ use. Because of the potential harm to students and the School from misuse of these resources, the School requires the safe and responsible use of computers; computer networks, including e-mail and the Internet; and other electronic resources. This policy is intended to ensure such safe and responsible use and to comply with Utah Administrative Code Rule R277-495, Utah Code § 53G-7-227, Utah Code § 53G-7-1001 *et seq.*, the Children’s Internet Protection Act, and other applicable laws.

Electronic Devices and School Electronic Resources

The School recognizes that various forms of electronic devices are widely used by both students and employees and are important tools in today’s society. The School seeks to ensure that the use of electronic devices, both privately-owned devices and devices owned by the School, does not cause harm or otherwise interfere with the learning, safety, or security of students or employees. The Principal shall therefore establish reasonable rules and procedures regarding the use of electronic devices at School and School-sponsored activities in compliance with applicable laws.

Internet Safety

It is the policy of the School to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children’s Internet Protection Act (47 U.S.C. § 254(h)). The Principal shall establish rules and procedures to accomplish these objectives and ensure compliance with applicable laws.

Student Acceptable Use of School Electronic Resources

The School makes various electronic resources available to students. These resources include computers and other electronic devices and related software and hardware as well as the School’s network and access to the Internet. The School’s goal in providing such electronic resources to students is to enhance the educational experience and promote the accomplishment of the School’s mission.

Electronic resources can provide access to a multitude of information and allow communication with people all over the world. Along with this access comes the availability of materials that may be considered inappropriate, unacceptable, of no educational value, or even illegal.

The Principal shall ensure that rules and procedures regarding students' use of the School's electronic resources are established and clearly communicated to students and their parents/guardians. The Principal will ensure that safeguards are in place to restrict access to inappropriate materials and that the use of the Internet and other electronic resources is monitored. The Principal shall ensure that students receive appropriate training regarding these rules and procedures.

Staff Acceptable Use of School Electronic Resources

Improper use of the School's electronic resources by employees has the potential to negatively impact students, damage the School's image, and impair the School's electronic resources. Therefore, this policy is intended to govern employees' and volunteers' use of the School's electronic resources, and employees must agree to these terms as a condition of employment. The Principal shall establish rules and procedures regarding employees' use of the School's electronic resources.

Availability of Rules and Procedures

The Principal shall ensure that all rules and procedures established pursuant to this policy are available for review at the School.

Review and Approval

The School shall review and approve this policy ~~regularly~~ at least every three years to ensure that it continues to meet the School's needs.



Electronic Resources

Administrative Procedures

These procedures are established in order to comply with and implement the Electronic Resources Policy adopted by the School's Board of Directors.

Electronic Devices/Resources

Definitions

"Electronic device" means a device that is used for audio, video, or text communication or any other type of computer or computer-like instrument including but not limited to: a cellphone or smartphone, a smart or electronic watch, a tablet, ~~or~~ a virtual reality device, or AI glasses.

~~**"Instructional time"** means the hours during the School day designated by the School for class instruction.~~

"Privately-owned electronic device" means an electronic device that is not owned or issued by the School to a student or employee, including any emerging technology (which includes any device that has or will be able to act in place of or as an extension of an individual's cellphone).

"School Electronic Resources" means resources that include computers and other electronic devices and related software, hardware, the School's network and access to the Internet.

"School" means North Davis Preparatory Academy (NDPA) charter school

"School ~~day~~ hours" means the ~~hours that make up~~ time from the beginning of the School day, as designated by according to the School's bell schedule, until the end of the School day, as designated by the School's bell schedule, including all instructional time, lunch periods, recess, and transition times between classes.

"School-owned electronic device" means an electronic device that is owned, provided, issued, or lent by the School to a student or employee.

"School-sponsored activities" means field trips, curricular and extracurricular activities, and extended School-sponsored trips or activities, including School-provided transportation to and from such activities.

Responsible/Appropriate Student Use of Electronic Resources

- Students may possess or use privately-owned electronic devices at School during ~~the~~ School ~~day~~hours and at School-sponsored activities to access information and communicate with others in a way that enhances the educational environment. However, teachers or advisors shall determine if privately-owned electronic devices are allowed to be possessed and/or used in their individual classrooms.
- An individual other than a student that finds or confiscates a privately-owned electronic device may search the device for the purpose of determining the device's owner.

Irresponsible/Inappropriate Student use of Electronic Resources

- Electronic devices may not be used to view, access, download, store, or transmit pornography or other obscene or inappropriate material.
- Electronic devices may not be used to bully, threaten, humiliate, embarrass, harass, or intimidate other students, teachers, volunteers, School guests, or School employees. See NDPA Bullying and Hazing Policy for additional details.
- Electronic devices may not be used in ways that violate local, state, or federal laws.
- Electronic devices may not be used during quizzes, tests, and standardized assessments except as otherwise provided herein.
- Picture taking or sound or video recording by students is prohibited in School unless authorized by a teacher or the Principal. Picture taking or sound or video recording by students is prohibited in private areas of the School such as locker rooms, counseling sessions, washrooms, and dressing areas.
- Students may not invade the privacy of others by accessing private information on others' electronic device without permission.
- Students may not send communications from another individual's personal electronic device or personal account at School or a School-sponsored activity with the intent of deceiving the receiver as to the identity of the sender.
- Students may not use School electronic resources to send communications with the intent of deceiving the receiver as to the identity of the sender.
- Students who participate in electronic communication that takes place outside the regular School day may be subject to disciplinary action if that communications substantially disrupts the educational process at school.
- In the event that one student's electronic device has been misused by another student, both students may be subject to disciplinary action.

Exceptions

The Principal may give permission for a student to possess and use a privately-owned electronic device during ~~the~~ School ~~day~~hours and during School-sponsored activities for good cause, including medical reasons, if the device does not distract from the instructional or educational process and is not otherwise used inappropriately.

Parents may request that the Principal allow a student to briefly use a privately-owned electronic device during non-instructional time in a specified location designated by the School.

Students may use a privately-owned electronic device to address a medical necessity.

A student may possess and use a privately-owned electronic device on active mode during ~~the regular~~ School ~~day~~hours and during School-sponsored activities, including during assessments, if such an accommodation is specified in a written Section 504 plan, an Individualized Education Plan, or in connection with other legitimate circumstances determined by the Principal.

Privately-owned electronic devices may be possessed and used in the event of an emergency during the limited period of the emergency in order to protect the safety of a student or School employee, visitor or volunteer. This includes using a privately-owned electronic device to respond to an imminent threat to health or safety of an individual or to respond to a School-wide emergency.

Students may also use a privately-owned electronic device during ~~the~~School ~~day~~hours and during School-sponsored activities to use the SafeUT Crisis Line.

Parents may make other individualized requests for exceptions to ~~this policy~~these procedures by contacting the Principal.

Procedures for determining appropriate/inappropriate use

- The Principal or designee shall conduct an appropriate investigation into alleged misuse of electronic devices.
- Privately-owned electronic devices that are used inappropriately may be subject to search by the Principal or other individuals designated by the Principal if there is a reasonable suspicion that the device contains obscene or pornographic material or has been used to cheat or to threaten, embarrass, harass, or intimidate other students, teachers, volunteers, School guests, or School employees. School-owned electronic devices may be searched at any time by School officials, with or without cause.

Consequences for Irresponsible or Inappropriate Use of Electronic Resources

Consequences for misuse of electronic devices will be handled in accordance with the NDPA Bullying Policy and/or the NDPA Student Conduct and Discipline Policy. Both policies are clearly posted on the NDPA website. In addition, students who possess or use their privately-owned electronic device in violation of ~~this policy~~these procedures may have their privately-owned electronic device confiscated, labeled, and held in a secure location by the School. The Principal, teachers, and other individuals designated by the Principal may confiscate a student's privately-owned electronic device as a result of a student's violation of ~~this policy~~these procedures.

The School may contact law enforcement if School employees believe that a student has used School electronic resources in connection with a violation of criminal law.

Students are personally responsible for School electronic resources provided to them. Students and their parents/guardians may be held responsible for loss or damage to such electronic resources.

Loss or Damage of Privately-Owned Electronic Devices

The School is not responsible for loss, damage or theft of any privately-owned electronic devices. The School will make reasonable efforts to notify parents/guardians if the School has confiscated a student's privately-owned electronic device. Parents/guardians who show identification may retrieve confiscated electronic devices during School hours or by appointment. The School will retain un-retrieved privately-owned electronic devices until the end of the School year, at which the devices will be disposed of in a manner that ensures that no data stored on the device may be retrieved.

Notice of the Policy and these Procedures

The School will make the Electronic Resources Policy and these procedures accessible on the School's website, including in the same location as the School's Data Governance Plan required in R277-487.

~~Complaints about the School's Electronic Resources Policy and these procedures or their enforcement, or complaints about observed behavior regarding the policy or these procedures, should be addressed in accordance with the School's grievance policies~~

Internet Safety

Definitions

Key terms are as defined in the Children's Internet Protection Act.

"Technology Protection Measure" means a specific technology that blocks or filters Internet access to visual depictions that are:

1. Obscene, which means material that is obscene under as that term is defined in section 1460 of title 18, United States Code, and applicable United States Supreme Court precedent.
2. Child Pornography, as that term is defined in section 2256 of title 18, United States Code; or
3. Harmful to minors.

"Harmful to Minors" means, as set forth in section 254 of title 47, United States Code, any picture, image, graphic image file, or other visual depiction that:

1. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
2. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
3. Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

"Sexual Act" and **"Sexual Contact"** have the meanings given such terms in section 2246 of title 18, United States Code.

Access to Inappropriate Material

~~To the extent practical, t~~Technology protection measures (or “Internet filters”) shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information. These technology protection measures constitute the School’s preapproved content filtering system as described in Utah Code § 53G-7-1003, and they are employed by the School regardless of whether a parent requests them or not. The School also employs a parent-accessible monitoring system, which is a technology platform that enables a parent to review the activity of the parent’s student on School-owned electronic devices.

Specifically, as required by the Children’s Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors.

Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes.

Inappropriate Network Usage

To the extent practical, steps shall be taken to promote the safety and security of users of the School online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications.

Specifically, as required by the Children’s Internet Protection Act, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called “hacking” and other unlawful activities and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

Education, Supervision and Monitoring

It shall be the responsibility of all members of the School staff to educate, supervise and monitor appropriate usage of the online computer network and access to the Internet in accordance with ~~this~~the Electronic Resources p~~Policy~~and these procedures, the Children’s Internet Protection Act, the Neighborhood Children’s Internet Protection Act, and the Protecting Children in the 21st Century Act. This includes educating students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms as well as cyberbullying awareness and response.

Procedures for disabling or otherwise modifying any technology protection measures shall be the responsibility of the Principal or designated representatives.

Student Acceptable Use of School Electronic Resources

In order to use the School’s electronic resources, students must be willing to abide by the rules of acceptable use. Use of the School’s electronic resources is a privilege, and students have no expectation of privacy in connection with their use of the School’s electronic resources.

Students who abuse this privilege by actions such as damaging the School's electronic resources; violating copyrights; bullying, hazing, intimidation, humiliation, harassment and threats; accessing pornography or other obscene or inappropriate material; inappropriate language; gambling; unauthorized games; hacking; invasion of the reasonable expectations of privacy of students or employees; or other unauthorized or inappropriate use, will be subject to discipline. Violation of policies and rules regarding use of the School's electronic resources may also result in confiscation of School-issued devices and denial of access to the School's electronic resources. This may result in missed assignments, inability to participate in required assignments and assessments, and possible loss of credit or academic grade consequences.

The School may contact law enforcement if School employees believe that a student has used School electronic resources in connection with a violation of criminal law, and criminal penalties may arise from inappropriate use of electronic resources. This applies to use of the School's electronic resources at any time and place, whether on or off School grounds.

Students are personally responsible for School electronic resources provided to them and the students and their parents/guardians may be held responsible for loss or damage to such electronic resources.

Parents play an important role in helping students understand what does and does not constitute acceptable use.

The School may establish agreements for students to sign acknowledging that they understand the rules for use of the School's electronic resources.

Staff Acceptable Use of School Electronic Resources

These procedures apply to employees' and volunteers' use of the School's electronic resources, and employees must agree to these terms as a condition of employment.

At-Will Employment

Nothing in ~~this~~ the Electronic Resources Policy or these procedures is intended to create additional rights for any employee or to otherwise alter or amend the at-will nature of the employment relationship between the School and any employee.

The School's Rights

It is the School's policy to maintain an environment that promotes safe, ethical and responsible conduct in all activities involving the use of the School's electronic resources. The School recognizes its legal and moral obligation to protect the well-being of students and to preserve the integrity of its electronic resources. The School's rights in connection with its electronic resources include but are not limited to the following:

1. All data, files, programs, and materials downloaded with or used, sent, received, or stored upon the School's electronic resources are the School's property, and the School may deal with such items as it deems appropriate.
2. The School may log network use and monitor server space utilization by users and assumes no responsibility or liability for files deleted due to violation of server space allotments.
3. The School may remove a user account on the network with or without notice.
4. The School may monitor all user activities on the School's electronic resources, including but not limited to real-time monitoring of network activity and/or maintaining a log of Internet activity for later review.
5. The School may provide internal and external controls of network usage as appropriate and feasible, including but not limited to restricting online destinations through software or other means.
6. The School may limit or restrict, with or without notice, access to the School's electronic resources for those who do not abide by ~~this policy~~ these procedures or other direction governing the use of the School's electronic resources.
7. The School may determine, in its sole discretion, what materials, files, information, software, communications, and other content or activity are permitted or prohibited.
8. The School may delete or remove, with or without notice, any files, programs, data or other materials from any of the School's electronic resources.
9. The School may provide additional policies or guidelines regarding acceptable use of electronic resources.

Employees' Responsibilities Regarding Students' Use of Electronic Resources

Employees who supervise students, control electronic resources, or otherwise have the ability to observe student use of School electronic resources are responsible for educating students on appropriate use of the School's electronic resources. Such employees shall make reasonable efforts to monitor such use to ensure that it is consistent with applicable rules. Employees should make reasonable efforts to become familiar with the Internet and the use of the School's electronic resources to help ensure effective monitoring, instruction, and assistance.

User Responsibilities

Use of the School's electronic resources is a privilege intended to help employees fulfill their responsibilities and promote the School's mission. In order to maintain this privilege, users must agree to comply with ~~the~~ is Electronic Resources Policy and these procedures. Users who are aware of any violation of ~~the~~ is policy or these procedures by any employee must report the violation to the Principal. Employees are responsible for any School electronic resources issued to them at all times and may be held responsible for any inappropriate use, regardless of the user.

Employees may use privately-owned electronic devices at School or at School-sponsored activities in accordance with rules and procedures established by the Principal. Employees may not use privately-owned electronic devices at School or at School-sponsored activities to access inappropriate matter.

Violation of ~~the~~is policy or these procedures is grounds for discipline, up to and including termination. The School may also notify law enforcement as appropriate, and such actions may subject an employee to criminal penalties.

Acceptable Use

Standards for acceptable use of the School's electronic resources include but are not limited to the following:

1. All use of the School's electronic resources, including but not limited to use of computers and other electronic devices, use of e-mail, and network and Internet access must be consistent with the School's mission.
2. Network accounts are to be used only by the authorized user of the account for the authorized purpose.
3. Users must take reasonable steps to protect the privacy of students. School employees and other members of the School community and must strictly maintain the confidentiality of information regarding such individuals.
4. Use of the School's electronic resources, whether inside or outside the School, must comply with the School's employee handbook, as established from time to time.
5. Employees must comply with applicable copyright laws, ethical rules, and other applicable laws and regulations.
6. Users must exercise appropriate professional judgment and common sense when transporting files to and from school, keeping in mind copyright and other legal issues, as well as ensuring that the non-School computers to or from which files are being transferred are employing appropriate virus-control technologies.
7. Users must exhibit professionally appropriate behavior when using the School's electronic resources in order to professionally represent and preserve the image the School.
8. Users must take reasonable precautions to protect the School's electronic resources in order to reduce repair costs, maintain the integrity of the network, and protect the School's assets. Employees who damage School electronic resources may be financially responsible for the cost of repair or replacement.
9. From time to time, the School will make determinations on whether specific uses of the School's electronic resources are consistent with the intent of ~~the~~is Electronic Resources Policy or these procedures.

Unacceptable Use

The following uses of the School's electronic resources are prohibited:

1. Excessive use of the School's electronic resources for personal matters. "Excessive use" includes but is not limited to use of electronic resources in a manner that interferes with an employee's performance of work-related responsibilities or with the functioning of the School's electronic resources.
2. Use of the School's electronic resources in connection with social networking sites for non-academic purposes is prohibited.
3. Use of the School's electronic resources for commercial or for-profit purposes.

4. Use of the School's electronic resources for product advertisement or political lobbying.
5. Personal electronic devices may only be connected to the School's network with appropriate authorization.
6. Intentionally seeking information on, obtaining copies of, or modifying files, other data, or passwords belonging to other users, or impersonating or misrepresenting other users of the School's network.
7. Unauthorized use or disclosure of personal student information in violation of R277-487 and the Family Educational Rights and Privacy Act, 34 CFR, Part 99.
8. Use of the School's electronic resources in a manner that disrupts the use of the network by others.
9. Destroying, modifying, or abusing the School's electronic resources in any way.
10. Use of the School's electronic resources in a manner that threatens or impairs the integrity or security of the network.
11. Use of the School's electronic resources for hate mail, chain letters, harassment, discriminatory remarks, and other antisocial behaviors.
12. Downloading or installation of any software, including shareware and freeware, for use on the School's electronic resources without the approval of the Principal or designee.
13. Use of any software on the School's electronic resources in violation of the applicable license or use agreement.
14. Use of the School's electronic resources to access, process, store, send or receive pornographic, sexually explicit or otherwise inappropriate material (as determined by the Principal).
15. Use of the School's electronic resources for downloading entertainment software, files or other material not related to the mission of the School. This prohibition pertains to freeware, shareware, copyrighted commercial and non-commercial software, and all other forms of software and files not directly related to the instructional and administrative purposes of the School.
16. Downloading, copying, otherwise duplicating, and/or distributing copyrighted materials without the specific written permission of the copyright owner, except that duplication and/or distribution of materials for educational purposes is permitted when such duplication and/or distribution would fall within the Fair Use Doctrine of federal copyright law.
17. Use of the School's electronic resources for any unlawful purpose.
18. Use of the School's electronic resources to intentionally access, process, store, send or receive materials containing profanity, obscenity, racist terms, or other harassing, abusive, intimidating, threatening, discriminatory or otherwise offensive language or images.
19. Use of the School's electronic resources for playing games unless it is for instructional purposes or otherwise approved by the Principal or designee.
20. Participating in activities, including but not limited to the preparation or dissemination of content, which could damage the School's professional image, reputation and/or financial stability.
21. Permitting or granting access to the School's electronic resources, including but not limited to granting use of an e-mail or network account or password, to another individual, including but not limited to someone whose access has been denied or terminated.

22. Portable data storage devices may only be used to backup or transport files and data between computers and use of such devices for the operation of unauthorized portable applications is prohibited.
23. Establishing connections to live communications, including text, voice, or video, may only be done in a manner approved by the Principal or designee.
24. Malicious use of the School's electronic resources to develop programs that harass other users or infiltrate a computer or computing system and/or damage the software components of a computer or computing system.

Disclaimer

1. The School cannot be held responsible for information that is retrieved via the network.
2. Pursuant to the Electronic Communications Privacy Act of 1986 (18 U.S.C. § 2510, et seq.), notice is hereby given that there are no facilities provided by the School's system for sending or receiving private or confidential electronic communications. System administrators have access to all mail and will monitor messages. Messages relating to or in support of illegal activities will be reported to the appropriate authorities.
3. The School is not responsible for any damage users may suffer, including loss of data resulting from delays, non-deliveries, or service interruptions caused by the School's negligence or your errors or omissions.
4. Use of any information obtained is at the user's own risk.
5. The School makes no warranties (expressed or implied) with respect to:
 - The content of any advice or information received by a user, or any costs or charges incurred as a result of seeing or accepting any information;
 - Any costs, liability, or damages caused by the way the user chooses to use his or her access to the network.
6. The School reserves the right to change its policies and rules at any time.

Privacy

Use of and access to the School's electronic resources is provided to employees as a tool for the School's business. The School reserves the right to monitor, inspect, copy, review, store or remove, at any time, without prior notice, any and all usage of the School's electronic resources such as the network and the Internet, including but not limited to e-mail, as well as any and all materials, files, information, software, electronic communications, and other content transmitted, received or stored in connection with this usage. All such information, content, and files are the property of the School. Employees should have no expectation of privacy regarding them. Network administrators may review files and intercept communications for any reason, including but not limited to maintaining system integrity and ensuring employees are using the system consistently with the [Electronic Resource Policy](#) and [these procedures](#).

Training

The School will provide, within the first 45 days of each school year, a school-wide or in-classroom training to employees and students that covers:

- The contents of the Electronic Resources Policy and these procedures;

- The importance of digital citizenship;
- The School's conduct and discipline related consequences as related to a violation of the Electronic Resources Policy and these procedures;
- The School's general conduct and discipline policies;
- The benefits of connecting to the Internet and utilizing the School's Internet filters while on School property; and
- Any specific rules governing the permissible and restricted uses of privately-owned electronic devices while in a classroom.

Each educator who allows the use of a privately-owned electronic device in the classroom must clearly communicate to parents and students the conditions under which the use of such a device is allowed.

The School will provide an annual notice to all parents of the location of information for in-home network filtering options (<https://consumerprotection.utah.gov/edu/filtering.html>) as provided for in Utah Code § 76-5c-402.

Complaints

Complaints about the School's Electronic Resources Policy and these procedures or their enforcement, or complaints about observed behavior regarding the policy or these procedures, should be addressed in accordance with the School's grievance policies.

NDPA Board of Director's Meeting Wednesday, August 5, 2026

Action Item: *Amend Paid Parental & Postpartum Recovery Leave Policy*

Issue:

Amending Paid Parental and Postpartum Recovery Leave Policy.

Background:

HB 329 from the 2026 legislative session expanded paid leave benefits for qualified LEA employees. The bill requires LEAs to provide an additional three (3) weeks of paid leave to a qualified employee who adopts a child under six (6) years of age (this leave is in addition to the three (3) weeks of parental leave already available to a qualified employee who adopts a child). The bill also creates a separate category of foster leave, requiring LEAs to provide four (4) weeks of paid leave to a qualified employee who becomes a foster parent of a child. Unlike adoption leave, foster leave is not in addition to parental leave because the bill removes foster leave from the parental leave category and establishes it as a separate leave benefit. The Paid Parental and Postpartum Recovery Leave Policy has been revised to incorporate these changes, and its title has been updated to the Paid Parental, Postpartum Recovery, Adoption, and Foster Leave Policy.

Recommendation:

It is recommended that the Board approve the amended Paid Parental and Postpartum Recovery Leave Policy and change its title to Paid Parental, Postpartum Recovery, Adoption, and Foster Leave Policy.

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.

North Davis Preparatory Academy

Paid Parental, ~~and~~ Postpartum Recovery, Adoption, and Foster Leave Policy



In accordance with Utah Code § 53G-11-209, the School offers qualified employees paid parental leave, ~~and~~ postpartum recovery leave, adoption leave, and foster leave ~~to enable employees to care for and bond with their new child and to recover from childbirth.~~ This policy is effective July 1, ~~2025~~2026.

Definitions

For purposes of this policy:

“Adoption leave” means paid leave hours the School provides to an adoption leave eligible employee.

“Adoption leave eligible employee” means a School employee who:

- (a) receives regular paid personal time off (PTO) benefits from the School; and
- (b) is legally adopting a young child, unless the employee is the spouse of the young child’s pre-existing parent.

“Child” means an individual younger than 18 years old.

“Foster leave” means paid leave hours the School provides to a foster leave eligible employee.

“Foster leave eligible employee” means a School employee who:

- (a) receives regular paid personal time off (PTO) benefits from the School; and
- (b) is the foster parent of a child.

“Parental leave” means paid leave hours the School provides to a parental leave eligible employee to bond with a child or incapacitated adult, including a child or incapacitated adult for whom the parental leave eligible employee is appointed the legal guardian.

“Parental leave eligible employee” means a School employee who receives regular paid personal time off (PTO) benefits from the School and is:

- (a) a birth parent as defined in Utah Code § ~~78B-6-103~~81-13-101;
- (b) legally adopting a ~~minor~~ child, unless the ~~individual~~employee is the spouse of the child’s pre-existing parent;
- (c) the intended parent of a child born under a validated gestational agreement in accordance with Title 81, Chapter 5, Part 8, Gestational Agreement; or
- (d) appointed the legal guardian of a ~~minor~~ child or incapacitated adult; ~~or~~
- ~~(e) a foster parent of a minor child.~~

“Postpartum recovery leave” means paid leave hours the School provides to a postpartum recovery leave eligible employee to recover from childbirth that occurs at 20 weeks or greater gestation.

“Postpartum recovery leave eligible employee” means ~~an~~ School employee who:

- (a) ~~who~~ receives regular paid personal time off (PTO) benefits from the School; and
- (b) ~~who~~ gives birth to a child.

“Qualified employee” means:

- (a) a parental leave eligible employee; ~~or~~
- (b) a postpartum recovery leave eligible employee;
- (c) an adoption leave eligible employee; or
- (d) a foster leave eligible employee.

“Qualified leave” means:

- (a) parental leave;
- (b) postpartum recovery leave;
- (c) adoption leave; or
- (d) foster leave.

“Retaliatory action” means to do any of the following regarding an employee:

- (a) dismiss the employee;
- (b) reduce the employee’s compensation;
- (c) fail to increase the employee’s compensation by an amount to which the employee is otherwise entitled to or was promised;
- (d) fail to promote the employee if the employee would have otherwise been promoted; or
- (e) threaten to take an action described immediately above.

“Young child” means an individual younger than six years old.

Paid-Postpartum Recovery Leave

The School allows a postpartum recovery leave eligible employee to use up to three calendar weeks of ~~paid~~ postpartum recovery leave for recovery from childbirth that occurs at 20 weeks or greater gestation.

Postpartum recovery leave as described above:

- (a) shall be used starting on the day on which the postpartum recovery leave eligible employee gives birth, unless a health care provider certifies that an earlier start date is medically necessary;
- (b) shall be used in a single continuous period, unless otherwise authorized in writing by the Principal; and
- (c) runs concurrently with FMLA leave, if applicable to the postpartum recovery leave eligible employee; ~~and~~
- ~~(d) runs consecutively to parental leave.~~

A postpartum recovery leave eligible employee's ~~paid~~ postpartum recovery leave does not increase if the postpartum recovery leave eligible employee has more than one child born from the same pregnancy.

Paid-Parental Leave

The School allows a parental leave eligible employee to use up to three calendar weeks of ~~paid~~ parental leave for:

- (a) the birth of the parental leave eligible employee's child;
- (b) the adoption of a child; or
- ~~(e) the appointment of legal guardianship of a child or incapacitated adult; or~~
- ~~(d)(c) the placement of a foster child in the parental leave eligible employee's care.~~

Parental leave as described above:

- (a) may not be used before the day on which:
 - (1) the parental leave eligible employee's child is born;
 - (2) the parental leave eligible employee adopts a child; or
 - ~~(3) the parental leave eligible employee is appointed legal guardian of a child or incapacitated adult; or~~
 - ~~(4)(3) a foster child is placed in the parental leave eligible employee's care;~~
- (b) may not be used more than six months after the date described immediately above;
- (c) shall be used in a single continuous period, unless:
 - (1) by mutual written agreement between the School and the parental leave eligible employee; or
 - (2) a health care provider certifies that intermittent leave is medically necessary due to a serious health condition of the child;
- (d) runs concurrently with FMLA leave, if applicable to the parental leave eligible employee; and
- (e) runs consecutively to postpartum recovery leave, if applicable to the parental leave eligible employee.

A parental leave eligible employee's ~~paid~~ parental leave does not increase if the parental leave eligible employee:

- (a) has more than one child born from the same pregnancy;
- (b) adopts more than one child; or
- ~~(e) has more than one foster child placed in the parental leave eligible employee's care; or~~
- ~~(d)(c) is appointed legal guardian of more than one child or incapacitated adult.~~

A parental leave eligible employee may not use more than three calendar weeks of ~~paid~~ parental leave within a single 12-month period, regardless of whether during that 12-month period the parental leave eligible employee:

- (a) becomes the parent of more than one child;
- (b) adopts more than one child; or
- ~~(e) has more than one foster child placed in the parental leave eligible employee's care; or~~
- ~~(d)(c) is appointed legal guardian of more than one child or incapacitated adult.~~

Adoption Leave

The School allows an adoption leave eligible employee to use up to three calendar weeks of adoption leave for adopting a young child, unless the employee is the spouse of the young child's pre-existing parent.

Adoption leave as described above:

- (a) may not be used before the day on which the adoption leave eligible employee adopts a young child;
- (b) may not be used more than six months after the date described immediately above;
- (c) shall be used in a single continuous period, unless:
 - (1) by mutual written agreement between the School and the adoption leave eligible employee; or
 - (2) a health care provider certifies that intermittent leave is medically necessary due to a serious health condition of the young child;
- (d) runs concurrently with FMLA leave, if applicable to the adoption leave eligible employee; and
- (e) runs consecutively to parental leave taken for the adoption of a child.

An adoption leave eligible employee's adoption leave does not increase if an adoption leave eligible employee adopts more than one young child. Accordingly, an adoption leave eligible employee may not use more than three calendar weeks of adoption leave within a single 12-month period, regardless of whether during that 12-month period the adoption leave eligible employee adopts more than one young child.

If a young child is legally adopted by two adoption leave eligible employees, the adoption leave eligible employees are entitled to use a single three-calendar-week period of adoption leave, which the employees may allocate between themselves. Adoption leave eligible employees who intend to allocate adoption leave as described in this paragraph shall provide notice of this intent in the manner and before the deadline described in the "Notice of Plan to Take Leave" section below.

Foster Leave

The School allows a foster leave eligible employee to use up to four calendar weeks of foster leave for the placement of a foster child in the employee's care.

Foster leave as described above:

- (a) may not be used before the day on which a child is placed in foster care with a foster leave eligible employee;
- (b) may not be used more than six months after the date described immediately above;
- (c) may not be used after the child is no longer placed in foster care with the foster leave eligible employee;
- (d) may be used intermittently; and
- (e) runs concurrently with FMLA leave, if applicable to the foster leave eligible employee.

A foster leave eligible employee's foster leave does not increase if a foster leave eligible employee has more than one child placed in foster care with the foster leave eligible employee. Accordingly, a foster leave eligible employee may not use more than four calendar weeks of foster leave within a single 12-month period, regardless of whether during that 12-month period more than one child is placed in foster care with the foster leave eligible employee.

If a child is placed in foster care with two foster leave eligible employees, the foster leave eligible employees are entitled to use a single four-calendar-week period of foster leave, which the employees may allocate between themselves. Foster leave eligible employees who intend to allocate foster leave as described in this paragraph shall provide notice of this intent in the manner and before the deadline described in the "Notice of Plan to Take Leave" section below.

A qualified employee may not use:

- (a) both foster leave and parental leave with respect to the same child; or
- (b) both foster leave and adoption leave with respect to the same young child.

Leave Period

The maximum amount of ~~paid~~ postpartum recovery leave available to qualified employees under this policy is three calendar weeks.

The maximum amount of ~~paid~~ parental leave available to qualified employees under this policy is three calendar weeks.

The maximum amount of adoption leave available to qualified employees under this policy is three calendar weeks.

The maximum amount of foster leave available to qualified employees under this policy is four calendar weeks.

Any non-contracted workdays (such as holidays, days during summer break, etc.) that occur during a qualified employee's ~~paid parental leave or paid postpartum recovery~~qualified leave count toward the applicable ~~three-calendar-week~~ leave period.

Notice of Plan to Take Leave

Qualified employees shall give the School's Principal notice at least 30 days before the day on which the qualified employee plans to:

- (a) begin using ~~parental leave or postpartum recovery~~qualified leave; and
- (b) stop using ~~postpartum recovery~~qualified leave.

If circumstances beyond the qualified employee's control prevent the qualified employee from giving notice as described above, the qualified employee shall give the School each notice described above as soon as reasonably practicable.

All such notices shall be reviewed by the Principal. If the employee providing notice does not meet the definition of a qualified employee under this policy (and is therefore not entitled to ~~paid parental or postpartum recovery~~qualified leave), the Principal shall inform the employee. Employees may be required to provide documentation supporting the need for ~~parental or postpartum recovery~~qualified leave.

Other Leave

Except with respect to FMLA leave, the School may not charge ~~parental leave or postpartum recovery~~qualified leave against a qualified employee's regular paid personal time off (PTO) or any other leave a qualified employee is entitled to under the School's leave policies.

Employee Benefits During Leave

During the time a qualified employee uses ~~parental leave or postpartum recovery~~qualified leave, the qualified employee shall continue to receive all employment related benefits and payments at the same level that the qualified employee received immediately before beginning the ~~parental leave or postpartum recovery~~qualified leave, provided that the qualified employee pays any required employee contributions.

Employee Position after Leave

Following the expiration of a qualified employee's ~~parental leave or postpartum recovery~~qualified leave, the School shall ensure that the qualified employee may return to:

- (a) the position that the qualified employee held before using ~~parental leave or postpartum recovery~~qualified leave; or
- (b) a position within the School that is equivalent in seniority, status, benefits, and pay to the position that the qualified employee held before using ~~parental leave or postpartum recovery~~qualified leave.

Despite the foregoing, if during the time a qualified employee uses ~~parental leave or postpartum recovery~~qualified leave the School experiences a reduction in force and, as part of the reduction in force, the qualified employee's employment would have been terminated had the qualified employee not been using the ~~parental leave or postpartum recovery~~qualified leave, the School may terminate the qualified employee's employment in accordance with any applicable process or procedure as if the qualified employee were not using the ~~parental leave or postpartum recovery~~qualified leave. In addition, upon termination of a qualified employee's employment (for any reason), the employee is not entitled to be paid for any unused ~~parental leave or postpartum recovery~~qualified leave.

Retaliatory Action

The School may not interfere with or otherwise restrain a qualified employee from using ~~parental leave or postpartum recovery~~qualified leave in accordance with this policy. In addition, the School may not take retaliatory action against a qualified employee for using ~~parental leave or postpartum recovery~~qualified leave in accordance with Utah Code § 53G-11-209.

Part-Time Qualified Employees

In the event a qualified employee of the School is also a part-time employee, the employee shall be allowed to use the amount of ~~parental leave or postpartum recovery~~qualified leave available to the qualified employee under this policy on a pro rata basis.

NDPA Board of Directors Meeting Wednesday, August 5, 2026

Action Item: *Amending SHiNE Policy*

Issue:

Amending the Salary Supplement for Highly Needed Educators Program Policy (SHiNE Policy).

Background:

By law, the school must update or re-approve its SHiNE Policy annually. There are no changes recommended with respect to the school's designated high-needs areas. However, in consultation with accounting and legal, some proposed provisions have been added to the policy regarding payment of the salary supplement in certain circumstances, including: (a) if an eligible teacher's employment with the school ends *before* the salary supplement is paid (e.g., a teacher quits or is fired mid-year), the teacher will receive only a prorated portion of the salary supplement based on the portion of the school year the teacher worked at the school; and (b) if an eligible teacher begins employment with the school *after* the certified list of salary supplement recipients is finalized, the teacher is not automatically entitled to a salary supplement but the administrator may in their discretion and subject to SHiNE funding award the teacher a prorated salary supplement. A couple other minor revisions to the policy are recommended as well.

Recommendation:

It is recommended that the Board approve the Amended Salary Supplement for Highly Needed Educators Program Policy.

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.

North Davis Preparatory Academy Salary Supplement for Highly Needed Educators Program Policy



PURPOSE

The purpose of this policy is to describe how North Davis Preparatory Academy (the “School”) administers the Salary Supplement for Highly Needed Educators (“SHiNE”) Program. This policy is meant to comply with the requirements of Utah Code § 53F-2-504.

DEFINITIONS

“Eligible teacher” means a teacher who:

- (a) has a qualifying assignment;
- (b) qualifies for the teacher’s assignment in accordance with an LEA’s policy; and
- (c) is a new employee or has not received an unsatisfactory rating on the teacher’s three most recent evaluations.

“Qualifying assignment” means a teacher who is assigned to a high-needs area.

“High-needs area” means at least two and up to five teaching assignments that an LEA designates in a policy as challenging to fill or retain.

POLICY

High-Needs Areas

The following teaching assignments are designated as high-needs areas at the School:

- (a) Special Education;
- (b) Secondary Science; and
- (c) Secondary Math.

Process for Determining if a Teacher is an Eligible Teacher

The School’s Principal his/her designee shall perform due diligence in determining whether a teacher meets the definition of eligible teacher as set forth in this policy. Due diligence includes, at a minimum, verifying that a teacher:

- (a) is assigned to teach in one of the high-needs areas listed above;
- (b) is qualified to teach in the high-needs area (qualification factors to consider include, but are not limited to, licensure, training, education, experience, and skills); and
- (c) is a new employee of the School or is not a new employee of the School but has not received an unsatisfactory rating on the teacher’s three most recent evaluations from the School.

On an annual basis, the School's Principal or his/her designee shall create a list of all teachers who have been determined to meet the definition of eligible teacher under this policy.

Process for Certifying a List of Eligible Teachers to be Awarded a Salary Supplement

On an annual basis, the School's Principal or his/her designee shall review the list of all teachers who have been determined to meet the definition of eligible teacher under this policy and shall make any changes to the list he/she feels is necessary. The list is considered certified by the School's Principal or his/her designee when he/she finalizes the list with accounting or human resources~~sends, or causes to be sent, the list to payroll for processing of the salary supplement payment under the SHiNE Program.~~

Salary Supplement Amount

All teachers at the School determined to be eligible teachers under this policy (i.e., all teachers on the certified list described above) shall receive a salary supplement under the SHiNE Program in an amount ~~commensurate~~consistent with this policy and the funds allocated to and received by the School under the SHiNE Program.

Eligible teachers who are assigned 1.0 FTE in a high needs area shall receive the full salary supplement. Eligible teachers who are assigned less than 1.0 FTE in a high needs area shall receive a prorated salary supplement based on the percentage of their FTE in the high needs area. However, if an eligible teacher's employment with the School ends before the salary supplement is paid, the teacher shall receive only a prorated portion of the salary supplement based on the portion of the school year the teacher worked at the School.

In addition, an eligible teacher who begins employment with the School after the certified list described above has been finalized shall not be entitled to a salary supplement. However, the Principal may, in the Principal's sole discretion and subject to available SHiNE Program funding, award such teacher a prorated salary supplement based on the portion of the school year the teacher worked at the School.

The School may increase the amount of funds the School provides to eligible teachers if the School:

- (a) first ensures proper distribution of funds the School receives under the SHiNE Program to the School's eligible teachers; and
- (b) experiences a carry forward or leftover balance.

Appeals

If the School's Principal or his/her designee determines that a teacher does not meet the definition of eligible teacher and therefore does not qualify for a salary supplement under the SHiNE Program, the teacher may appeal that decision in writing to the School's Board of Directors (the "Board") if the teacher:

- (a) believes he/she does meet the definition of eligible teacher under this policy; or

- (b) has a teaching assignment at the School that is substantially equivalent to a high-needs area and otherwise meets the definition of eligible teacher under this policy.

When submitting an appeal, a teacher is required, at minimum, to provide transcripts and other documentation to the Board in order for the Board to determine if the teacher is an eligible teacher with a qualifying teaching background.

The Board shall make a decision on the appeal within thirty (30) school days.

Administrative Procedures

Each school year the Principal shall establish, through administrative procedures, the salary supplement amount that each eligible teacher will receive for that school year.

Updating Policy

The School shall update this policy annually and provide notice of any changes to the policy to teachers within the School.

NDPA Board of Director's Meeting Wednesday, August 5, 2026

Action Item: *Amending Sex Education Instruction Policy*

Issue:

Amending the Sex Education Instruction Policy.

Background:

HB 281 from the 2025 legislative session revised the definition of “sex education instruction.” It also modified the list of sex education related topics that are not allowed to be taught in school (e.g., adding abortion or abortive methods to the list of prohibited topics). In addition, HB 281 revised health curriculum requirements for junior high and high school students (e.g., requiring instruction in “situational awareness” and the “success sequence”). The school’s Sex Education Instruction Policy and admin procedures have been revised to comply with the updated definitions and requirements from HB 281. Other proposed revisions to the policy and procedure have also been made, including specifying that parent or staff complaints about the school’s sex education instruction materials should be addressed in accordance with the school’s applicable grievance policy. Although HB 281 was passed in 2025, the changes relative to sex education instruction go into effect beginning July 1, 2026.

Recommendation:

It is recommended that the Board approve the amended Sex Education Instruction Policy.

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.

North Davis Preparatory Academy

Sex Education Instruction Policy



POLICY PURPOSE

The purpose of this policy is to ensure that ~~the any~~ Sex Education instruction or instructional program ~~Curriculum~~ taught at North Davis Preparatory Academy (the “School”) is compliant with state law.

POLICY

The School will comply with applicable state law regarding the presentation of Sex education instruction or instructional programs.

"Sex education instruction or instructional programs" means any course, unit, class, activity or presentation that provides instruction or information to students about: sexual abstinence, human sexuality development, including puberty and maturation; ~~human reproduction~~ reproductive processes, including conception, fetal development, pregnancy, and birth; human reproductive anatomy and, physiology; healthy dating practices; ~~pregnancy, marriage, and parenthood, in accordance with the success sequence as defined in Utah Code § 53G-10-402; adoption in accordance with Utah Code § 53G-10-404; information about contraceptive methods or devices in accordance with Utah Code § 53G-10-402(2)(b) and (c); childbirth, parenthood, contraception, or HIV/AIDS~~ chronic, infectious, and acute diseases and conditions of the reproductive system, including, and other ~~sexually transmitted infections and diseases;~~ or refusal skills, as defined in Utah Code § 53G-10-402. While these topics are most likely discussed in courses such as health education, health occupations, human biology, physiology, parenting, adult roles, psychology, sociology, child development, and biology, this policy applies to any course or class in which these topics are the focus of discussion.

The Principal shall establish administrative procedures to help the School comply with the requirements related to sex education instruction or instructional programs under Utah law.

REVIEW

Every two years the Board of Directors will (a) review this policy; and (b) review data for the county in which the School is located regarding teen pregnancy, child sexual abuse, sexually transmitted diseases and sexually transmitted infections, and the number of pornography complaints or other instances reported in the School.

Jennifer Bazzano — NDPA Board President



Sex Education Instruction *Administrative Procedures*

These administrative procedures are established pursuant to the Sex Education Instruction Policy adopted by the School's Board of Directors.

In accordance with state law, all sex education instruction or instructional programs, which include but are not limited to all maturation education programs and all health curriculum, will comply with the requirements of Utah Code § 53G-10-402 through -403 and Utah Admin Code R277-474. ~~Specifically, the School will:~~

- ~~• teach sexual abstinence before marriage and fidelity after marriage as methods for preventing certain communicable diseases;~~
- ~~• teach personal skills that encourage individual choice of abstinence and fidelity; and~~
- ~~• obtain prior parental consent before any sex education instruction, maturation education, or other instructional program.~~

The School's health curriculum will include instruction in the following topics, as required by Utah Code § 53G-10-402(2)(a)(ii):

- (a) the success sequence;
- (b) community and personal health, including personal hygiene and the prevention of communicable disease;
- (c) physiology;
- (d) human development;
- (e) marriage and safe dating practices;
- (f) refusal skills;
- (g) resilience;
- (h) situational awareness;
- (i) the harmful effects of pornography, and;
- (j) the consequences of behaviors that pose a risk to individual health or of failure under the success sequence.

The School shall ensure that health curriculum instruction:

- (a) stresses the importance of abstinence from all sexual activity before marriage and fidelity after marriage as methods for: maintaining mental, physical, and social health, including reducing stress; eliminating risks associated with sexual activity, including preventing pregnancy and certain communicable diseases; and achieving the success sequence; and
- (b) Personal skills that encourage abstinence, the return to abstinence, and fidelity.

The Principal will establish a curriculum materials review committee composed of parents, ~~school employees, and others selected by the Principal.~~ health professionals, school health educators, and administrators. ~~If possible, the committee will also include health professionals and school health educators.~~ The committee will have at least as many parents as school employees. The School's Board of Directors will review and approve the membership of the committee on or before August 1 each year.

The curriculum materials review committee will meet on a regular basis, as determined by the members of the committee, select officers for the committee and designate a committee chair, and comply with the Open and Public Meetings Act. The committee will review and make recommendations to the School's Board of Directors regarding instructional materials to be used by the School in connection with sex education instruction ~~or a maturation education program.~~ Program materials and guest speakers supporting instruction on these topics must also be reviewed and approved by the curriculum materials review committee.

Instructional materials used by the School in connection with sex education instruction ~~or a maturation education program~~ must be approved by the School's Board of Directors in an open meeting. These materials will comply with the requirements of applicable law and will be available for parents to review for a reasonable period of time prior to consideration for adoption by the Board of Directors.

The following topics may not be taught in the School:

- The intricacies of ~~intercourse~~, sexual stimulation or erotic behavior;
- The advocacy of premarital or extramarital sexual activity;
- The advocacy or encouragement of the use of contraceptive methods or devices (however, instruction that includes information about contraceptive methods or devices, not including abortion or any abortive methods, that stresses effectiveness, failure rates for youth, limitations, risks, and information on state law applicable to minors obtaining contraceptive methods or devices is allowed); or
- Any means or methods that facilitate or encourage the violation of any state or federal criminal law by a minor or an adult, including as a response to a spontaneous question from a student ~~The advocacy of premarital or extramarital sexual activity.~~

The School will comply with the ~~Utah Family Educational Rights and Privacy Act,~~ student privacy laws in Utah Code § 53E-9-202 through -203, and obtain parental consent prior to any sex education instruction, ~~maturation education, or other instructional program.~~ At no time will a student be in the classroom during any sex education instruction, ~~maturation education, or other instructional program~~ unless an approval form signed by the student's parent/guardian is on file. The parental notification form (aka the approval form) will:

- a) explain a parent's right to review proposed curriculum materials in a timely manner;
- b) request the parent's permission to instruct the parent's student in identified course material related to sex education instruction ~~or maturation education~~;

- c) allow the parent to exempt the parent's student from attendance for a class period where identified course material related to sex education instruction ~~or maturation education~~ is presented and discussed;
- d) be specific enough to give parents fair notice of topics to be covered;
- e) include a brief explanation of the topics and materials to be presented and provide a time, place and contact person for review of the identified curricular materials;
- f) be retained on file with affirmative parental consent for each student prior to the student's participation in discussion of issues protected under Section 53G-10-402; and be maintained at the School for a reasonable period of time.

Instructors may not intentionally elicit comments or questions about matters subject to parental consent requirements. Additionally, instructors' responses to questions spontaneously raised by students must be brief, factual, objective and in harmony with content requirements of this policy and state law. Responses must also be age appropriate and limited in scope to that reasonably necessary under the circumstances.

The School will ensure that all educators with any responsibility for any aspect of sex education instruction will receive appropriate professional development outlining the sex education curriculum and the criteria for sex education instruction. The School will ensure that educators receive this professional development at least once every three years. Additionally, the School will ensure that such educators are familiar with the student privacy requirements of ~~the Utah Family Educational Rights and Privacy Act~~ Utah Code § 53E-9-202 through -203.

Any complaint or appeal concerning sex education instruction materials adopted by the School should be addressed in accordance with the School's Parent Grievance Policy or Staff Grievance Policy, as applicable.

NDPA Board of Director's Meeting Wednesday, August 5, 2026

Action Item: *Property & Liability Insurance Renewal*

Issue

The school is required by law to have adequate insurance coverage.

Background

The school has carried general liability, property & casualty, directors & officers, educators legal liability, hired and non-owned auto, crime, and umbrella coverage through Cincinnati Insurance Company for several years. Cincinnati has offered a renewal quote for these coverages in the amount of \$48,889 which is an increase just under \$2,000 from last year.

Recommendation

It is recommended that the Board approve the renewal of the school's insurance policies with Cincinnati Insurance Company.

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.



Statement Prepared On: 07/08/2026

Questions regarding your insurance coverage:
Key Financial Group, LLC (43013) (10001245)
(801)451-2172



Statement – Premium Due

Questions regarding your statement:

Cincinnati Corporate Billing
877-942-2455, CinciBill@cinfin.com
Monday-Friday, 7:30 a.m.- 6 p.m. Eastern Time
Saturday, 8 a.m.- noon Eastern Time

000838 128 1000366889 43013
NORTH DAVIS PREPARATORY ACADEMY
290 N FLINT ST
KAYSVILLE UT 84037-2469



Amount Due:	\$15,064.00
Due Date:	08/01/2026

Payment Method: Direct Invoice

Account Number: 1000366889

Policy Number(s) Associated with This Account:
0447049

Pay Online or by Phone:	<i>cinfin.com</i> 800-364-3400
	Payments may be made by checking, savings or credit card. Where permitted, payments made by credit card may be subject to a processing fee of up to 3%. This fee is charged by our third-party payment processor and is nonrefundable. To avoid this fee, please consider using an alternative payment method. Visit cinfin.com/FAQ to see all available payment options. All payments confirmed prior to 3 p.m. Eastern Time are applied the same day.
Payment Address:	The Cincinnati Insurance Company P.O. Box 145620 Cincinnati, OH 45250 - 5620
Overnight Payment Address:	The Cincinnati Insurance Company Attention: Corporate Accounts Receivable 6200 South Gilmore Road Fairfield, OH 45014 - 5141

Please detach and return the remittance stub below with your payment.

Make check payable to: **THE CINCINNATI INSURANCE COMPANY.** *Please include your account number on the check.
Do not send cash. If paying multiple accounts include the remittance stub for each.

Account Number 1000366889	Due Date 08/01/2026	Amount Due \$15,064.00
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Late Payments: A fee of up to \$25 and/or account cancellation may result if the total amount due is not received and posted by the due date.

NORTH DAVIS PREPARATORY ACADEMY
290 N FLINT ST
KAYSVILLE UT 84037-2469

☐ Please mark for change of address and complete the reverse side.

THE CINCINNATI INSURANCE COMPANY
PO BOX 145620
CINCINNATI OH 45250 -5620

11 1 1000366889 08012026 000001506400 3



Payor Name: NORTH DAVIS PREPARATORY ACADEMY

Account Number: 1000366889

Account Number: 1000366889 Policy Number(s): 0447049

Change of Address

*Please print clearly in blue or black ink.

- ☐ Billing Address (applies to all policies)
☐ Policy Mailing Address ☐ All Policies ☐ List Selected Policies _____

Street Address _____

City, State _____

Zip Code _____ Area Code and Business Phone _____



Payor Name: NORTH DAVIS PREPARATORY ACADEMY

Account Number: 1000366889

SUMMARY OF YOUR ACCOUNT:

Previous Statement 08/01/2025	\$15,089.00
Payment Received 08/12/2025 - Thank You	-\$15,089.00
Late Charge	\$25.00
Late Charge Adjustment	-\$25.00
Current Policy Activity	\$15,064.00

Amount Due for Account	\$15,064.00
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CURRENT POLICY ACTIVITY:

POLICY TYPE: Educational Institution Pillar POLICY NUMBER: 0447049 EXPIRATION DATE: 07/01/2027
PAY PLAN: Annual NAMED INSURED: NORTH DAVIS PREPARATORY ACADEMY
COVERAGE PROVIDED BY: The Cincinnati Insurance Company

Effective Date	Description	Amount Due
07/01/2026	Installment	\$15,064.00

\$15,064.00



Statement – Premium Due

Statement Prepared On: 07/08/2026

Questions regarding your insurance coverage:

Key Financial Group, LLC (43013) (10001245)
(801)451-2172

Questions regarding your statement:

Cincinnati Corporate Billing
877-942-2455, CinciBill@cinfin.com
Monday-Friday, 7:30 a.m.- 6 p.m. Eastern Time
Saturday, 8 a.m.- noon Eastern Time

000273 128 1000423276 43013
NORTH DAVIS PREPARATORY ACADEMY
290 N FLINT ST
KAYSVILLE UT 84037-2469



Amount Due:	\$33,825.00
Due Date:	08/01/2026

Payment Method: Direct Invoice

Account Number: 1000423276

Policy Number(s) Associated with This Account:
0495805

Pay Online or by Phone:	<i>cinfin.com</i> 800-364-3400
	Payments may be made by checking, savings or credit card. Where permitted, payments made by credit card may be subject to a processing fee of up to 3%. This fee is charged by our third-party payment processor and is nonrefundable. To avoid this fee, please consider using an alternative payment method. Visit cinfin.com/FAQ to see all available payment options. All payments confirmed prior to 3 p.m. Eastern Time are applied the same day.
Payment Address:	The Cincinnati Insurance Company P.O. Box 145620 Cincinnati, OH 45250 - 5620
Overnight Payment Address:	The Cincinnati Insurance Company Attention: Corporate Accounts Receivable 6200 South Gilmore Road Fairfield, OH 45014 - 5141

Please detach and return the remittance stub below with your payment.

Make check payable to: **THE CINCINNATI INSURANCE COMPANY**. *Please include your account number on the check.
Do not send cash. If paying multiple accounts include the remittance stub for each.

Account Number	Due Date	Amount Due
1000423276	08/01/2026	\$33,825.00

Late Payments: A fee of up to \$25 and/or account cancellation may result if the total amount due is not received and posted by the due date.

NORTH DAVIS PREPARATORY ACADEMY
290 N FLINT ST
KAYSVILLE UT 84037-2469

☐ Please mark for change of address and complete the reverse side.

THE CINCINNATI INSURANCE COMPANY
PO BOX 145620
CINCINNATI OH 45250 -5620

11 1 1000423276 08012026 000003382500 6



Payor Name: NORTH DAVIS PREPARATORY ACADEMY

Account Number: 1000423276

Account Number: 1000423276 **Policy Number(s):** 0495805

Change of Address

*Please print clearly in blue or black ink.

- ☐ Billing Address (applies to all policies)
☐ Policy Mailing Address ☐ All Policies ☐ List Selected Policies _____

Street Address _____

City, State _____

Zip Code _____ Area Code and Business Phone _____



Payor Name: NORTH DAVIS PREPARATORY ACADEMY

Account Number: 1000423276

SUMMARY OF YOUR ACCOUNT:

Previous Statement 02/01/2026	\$35.00
Payment Received 02/03/2026 - Thank You	-\$35.00
Current Policy Activity	<u>\$33,825.00</u>

Amount Due for Account	\$33,825.00
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CURRENT POLICY ACTIVITY:

POLICY TYPE: Target Market Policy Incl Auto POLICY NUMBER: 0495805 EXPIRATION DATE: 07/01/2027
PAY PLAN: Annual NAMED INSURED: North Davis Preparatory Academy
COVERAGE PROVIDED BY: The Cincinnati Insurance Company

Effective Date	Description	Amount Due
07/01/2026	Installment	\$33,825.00
		<u>\$33,825.00</u>

NDPA Board of Director's Meeting Wednesday, August 5, 2026

Action Item: *9th Grade Spain Study Abroad Trip*

Issue

The board approves all expenses and purchases over \$25,000.

Background

NDPA is proud to offer a study abroad opportunity in Spain, continuing our commitment to global education and cultural immersion. For the 2026–2027 school year, we anticipate participation from **35 students and 6 faculty chaperones**.

Under the leadership of Kim Lovell, a comprehensive, credit-bearing course has been developed to enrich the experience. The curriculum integrates Spanish history, culture, and language, while fostering meaningful personal connections with Spain—the grantor of NDPA's International Spanish Academy designation.

The estimated cost per participant is approximately **\$3,800**, resulting in a total projected budget of **\$155,800** to fully fund the trip. This cost includes:

- Airfare
- Lodging
- Meals
- Museum and activity tickets
- Transportation
- Engagement with local exchange families who provide cultural guidance and support

This international experience directly supports NDPA's mission and vision by promoting a love of learning, experience high academic achievement, and enjoy high bi-literate proficiency.

Recommendation

It is recommended that the board approve the 9th Grade Spain Study Abroad Trip not to exceed not to exceed \$160,000.

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.

NDPA Board of Director's Meeting Wednesday, August 5, 2026

Action Item: *Ciencia En Utah Spain Trip Expenditures*

Issue

The board approves all expenses and purchases over \$25,000.

Background

Ciencia en Utah has become a signature event at NDPA, engaging more than 60 students from 4th through 6th grade in an immersive exploration of STEM and the Spanish language—two of our core values: biliteracy and a love of learning. Our annual STEM Fair, held each April, serves as a culminating experience that builds student confidence through formal presentations. Each year, a select group of students is given the extraordinary opportunity to travel to Spain, where they share their projects with peers at a partner school.

The CEU–Spain Trip will include no more than eight students, one teacher, one administrator, and parent chaperones. During the week-long journey, the group will visit Toledo, Madrid, and several culturally significant sites. The pricing estimates below are based on data from the past six trips, with a modest buffer included to accommodate any unforeseen expenses.

Item	Amount
Airfare	20,000
Lodging	5,000
Food	4,150
Transportation	1,300
Excursions/Activities/Tours	2,850
Insurance	800
Emergency Fund	900
Total	\$35,000

Recommendation

It is recommended that the board approve the Ciencia En Utah Spain trip expenditures not to exceed \$35,000.

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.