



HOME OF THE LIONS
NORTH DAVIS PREPARATORY ACADEMY

Board Meeting Packet

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.

February 7, 2024

North Davis Preparatory Academy

Board Meeting Agenda

Wednesday, February 7, 2024

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.

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.

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)

- [2024-2025 School Fee Schedule](#)
- [Fee Waiver Policy](#)

6:05 PM – REPORTS

- Administration
 - State of the School – Ryan Robinson (25 minutes)
 - ✓ Student Achievement
 - ★ [TSI Goals/MOY Student Data](#)
 - ★ CEU Status / Capitol Hill

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.

♣ <https://officeofthelieutenantgovernor.pic-time.com/-charterdayonthehill12324/gallery>

- ✓ Trust in School
 - ★ Community Outreach – Layton PD Internet Safety
 - ★ Webpage Update/ Lottery & Marketing Integration
 - ✓ Retention of Students
 - ★ [9th Grade Spain Trip & Beyond](#)
 - ✓ Budget
 - ★ UT School Safety Implementation Grant
 - ♣ Delay Amended Budget
 - ♣ OneWest Meeting February 13th
 - ✓ Compliance
 - ★ FY24 CNP Audit
- Board of Directors
- [Financial Review](#) – Clint Heiner (5 minutes)

6:35 PM – CONSENT ITEMS

- [December 6, 2023 Board Meeting Minutes](#)

6:36 PM – VOTING ITEMS

- [2024-2025 School Calendar](#) – Ryan Robinson (2 minutes)
- [2024-2025 School Fee Schedule](#) – Ryan Robinson (2 minutes)
- [Re-Approve Fee Waiver Policy](#) – Ryan Robinson (1 minute)
- [Technology Purchase](#) – Ryan Robinson (2 minutes)
- [Award RFP for Landscaping & Snow Removal Services](#) – Ryan Robinson (2 minutes)

6:45 PM – DISCUSSION ITEMS

- Calendaring Items – Monte Poll (2 minutes)
- Next PreBoard Meeting – March 12th @ 1 p.m.
 - Next Board Meeting – March 27th
 - NCSC24 Boston, MA – June 30 – July 3

6:47 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*]

6:47 PM – ADJOURN

UPCOMING CALENDAR ITEMS

March

Board Vacancies
Amend Emergency Preparedness Plan
Award RFP for Janitorial Services
School LAND Trust Plan
SLT Training Assurances
Comprehensive Guidance Review
Positive Behavior Plan Review*
Principal Bonus/Salary

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.

Curriculum Purchases (2 Public Comment Periods)

May

2024-2025 TSSA Plan
Capital Improvements
Science-In-Action Expenditures
Audit Engagement Letters

June

2023-2024 Final Amended Budget
2024-2025 Annual Budget
2024-2025 Sex Ed Instruction Committee
Liability Insurance Contract/Annual Payment
Ratify Board Members & Terms
Ratify Board Officers
Board Member Agreement
Set 2024-2025 Board Meeting Schedule
Mental Health Screening Determination
Fraud Risk Assessment/Ethical Behavior
Annual PPP Training & Review
Annual Open Meetings Act Training
Principal/AW Evaluation

NOTE: Times on this agenda are estimated as a courtesy only. Actual times may vary.

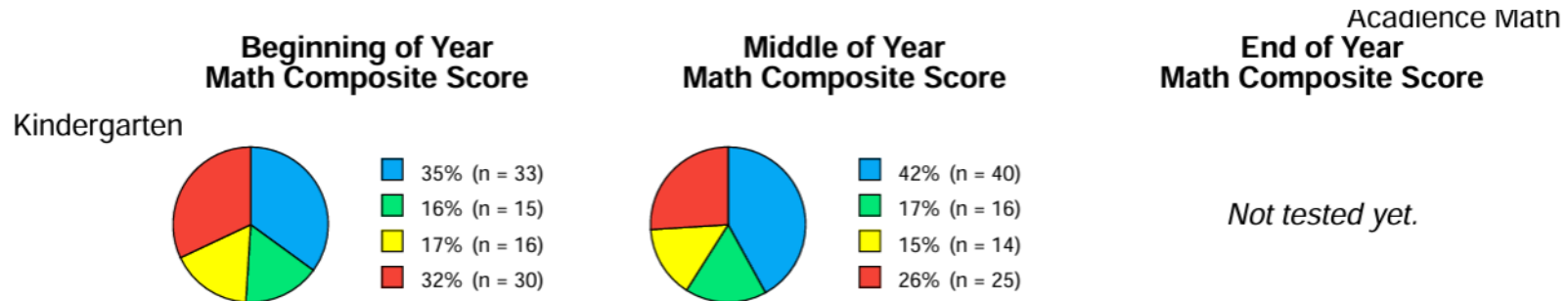
In compliance with the Americans with Disabilities Act, persons needing accommodations for this meeting should call (801) 444-9378 to make appropriate arrangements.

Kinder

LA

School	Well Below Benchmark	Below Benchmark	Benchmark	Above Benchmark	Total Students
↪ North Davis Preparatory Academy District Current as of 01/10/2024					
Grade K	Reference Data Reference Point: District				
23-24 BOY	37(40%)	15(16%)	16(17%)	25(27%)	93
23-24 MOY	34(35%)	13(14%)	17(18%)	31(33%)	95

Math

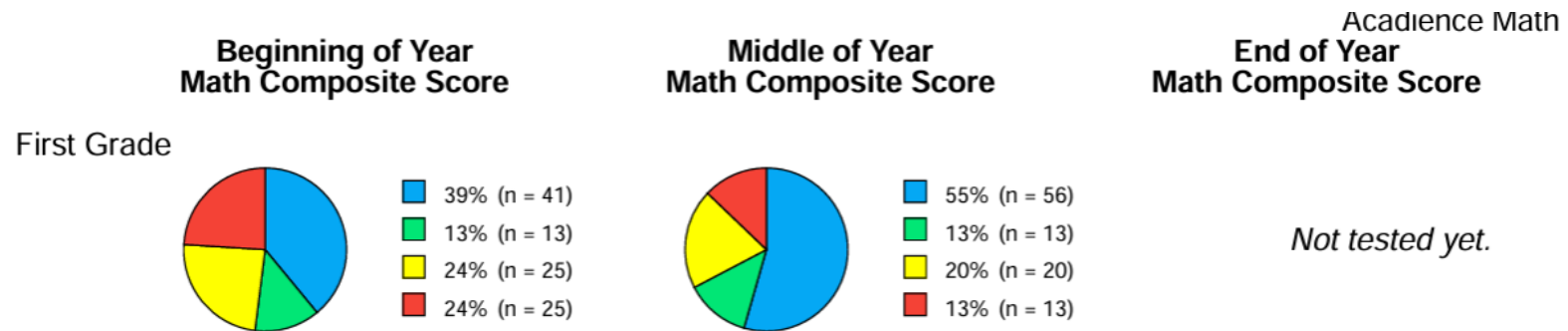


1st Grade

LA

Grade 1	Reference Data	Reference Point: District
23-24 BOY	<p>33(32%) 13(13%) 11(11%) 46(44%)</p>	103
23-24 MOY	<p>49(48%) 6(6%) 11(11%) 36(35%)</p>	102

Math

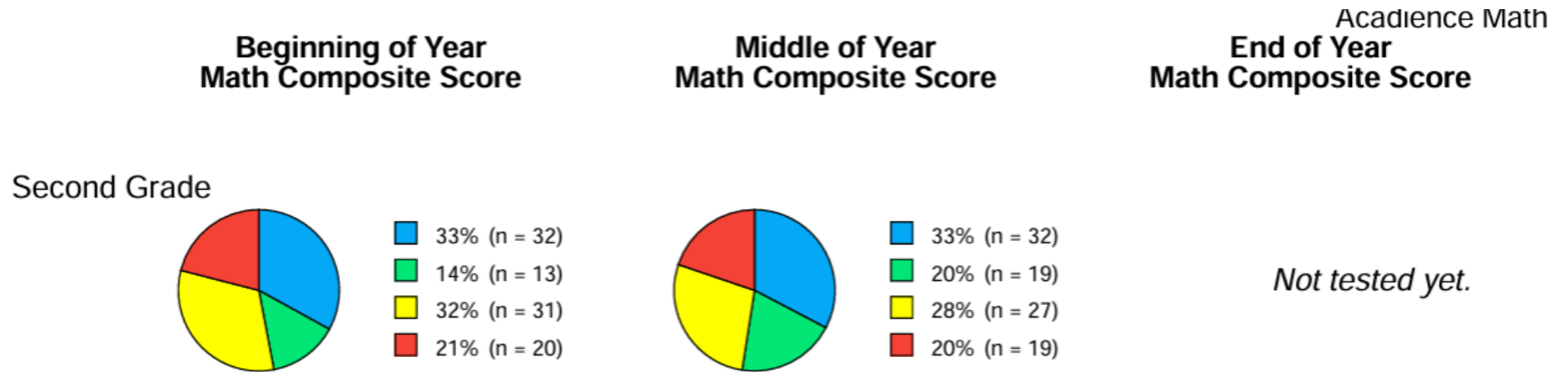


2nd Grade

LA

Grade 2	Reference Data	Reference Point: District
23-24 BOY		96
23-24 MOY		97

Math



Grade 3

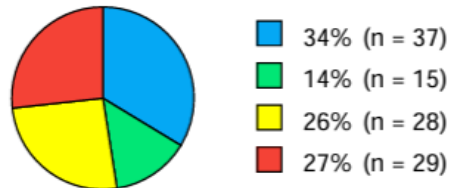
LA

Grade 3	Reference Data	Reference Point: District			
23-24 BOY	31(28%)	6(6%)	26(24%)	46(42%)	109
23-24 MOY	24(23%)	12(11%)	26(25%)	44(41%)	106

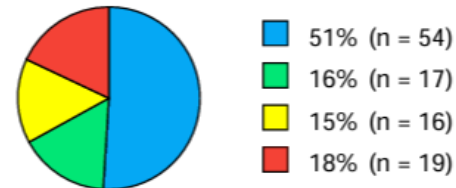
Math

**Beginning of Year
Math Composite Score**

Third Grade



**Middle of Year
Math Composite Score**

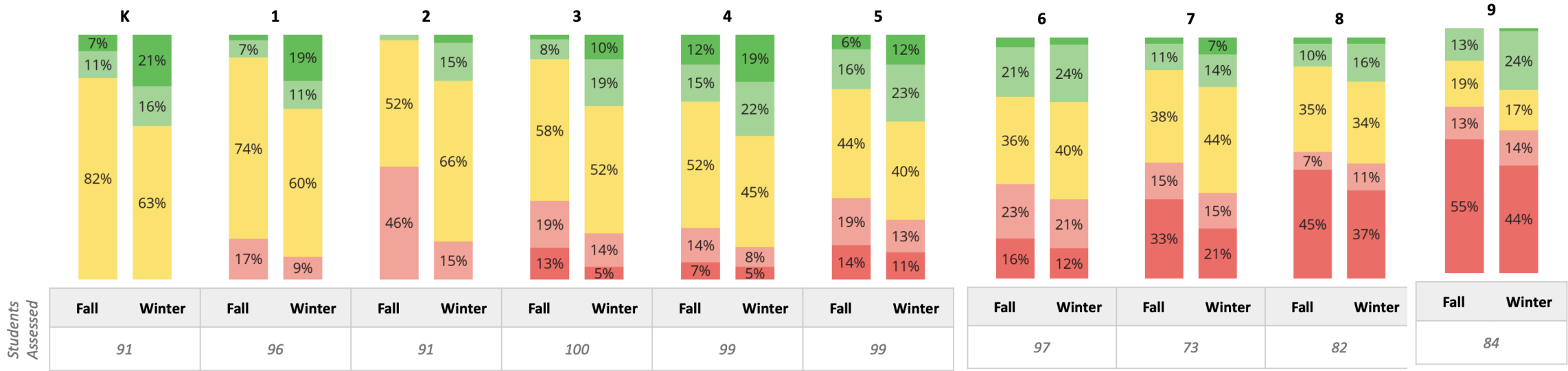


**Acadience Math
End of Year
Math Composite Score**

Not tested yet.

How Have Relative Placements Changed From Fall to Winter?

Placement Distribution, Fall 23-24 to Winter 23-24



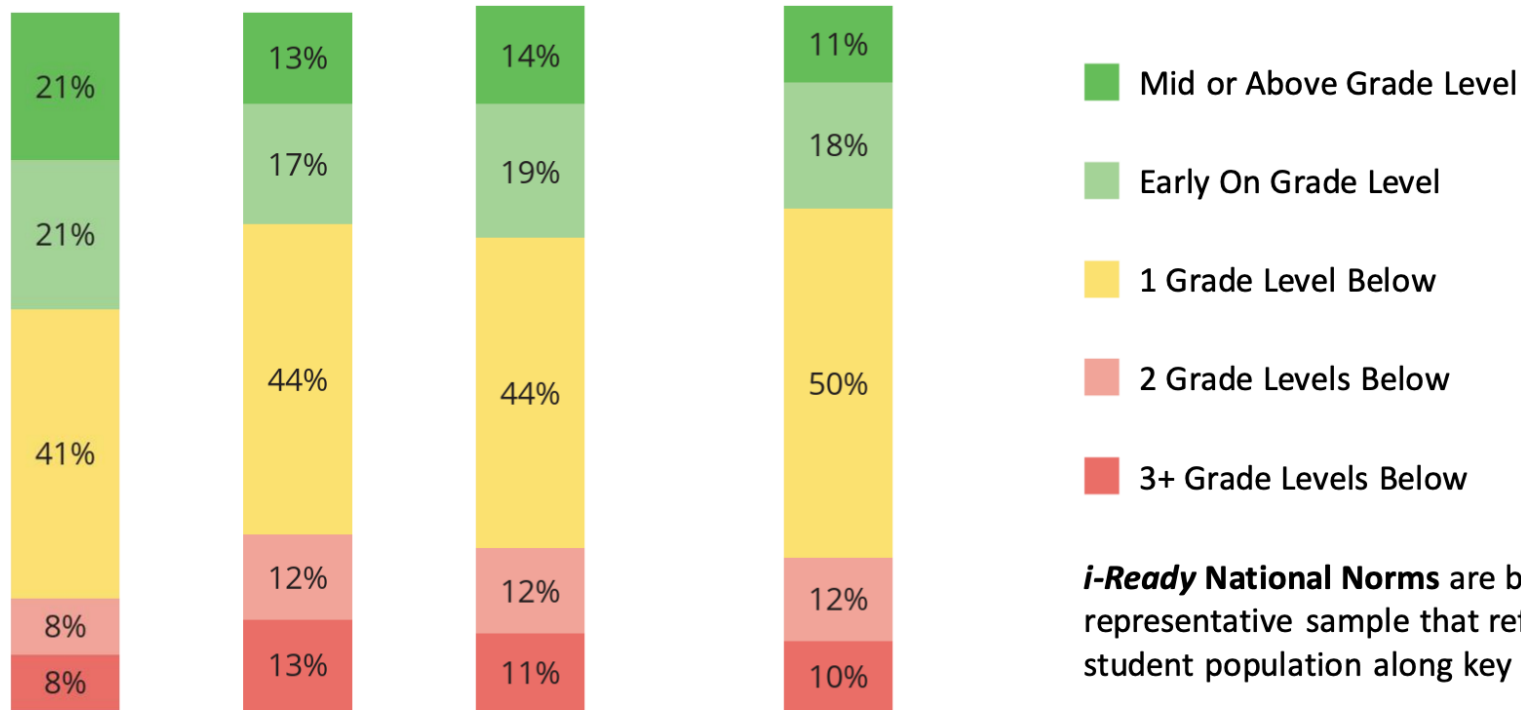
■ Mid or Above Grade Level
 ■ Early On Grade Level
 ■ 1 Grade Level Below
 ■ 2 Grade Levels Below
 ■ 3+ Grade Levels Below

i-Ready's criterion referenced placements are an indication of what students are expected to know at each grade level. The mid or above grade level placement refers to students who may be considered proficient for their grade.

K-8th Grade

How Do the District's Placements Compare to the Benchmarks?

Winter Placement Distribution for District and Benchmarks



***i-Ready* National Norms** are based on a nationally representative sample that reflects the makeup of the US student population along key demographic characteristics.

The **National** and **UT YTD** populations include 4,792,174 and 88,648 students, respectively, who completed a Diagnostic from November 16 to January 10. This data may not be representative of the student populations.

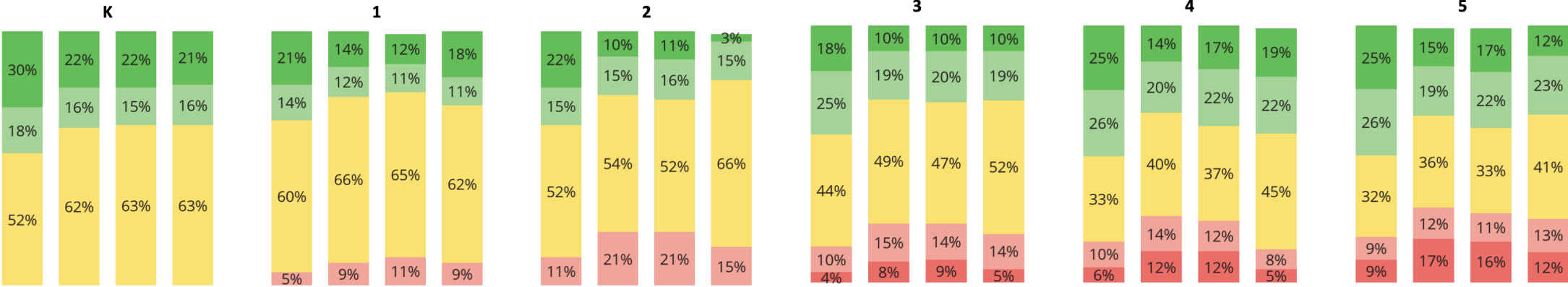
Students Assessed

National Norm	National YTD	UT YTD
Winter 18-19	Winter 23-24	Winter 23-24

District
846

How Do the District's Placements Compare to the Benchmarks?

Winter Placement Distribution for District and Benchmarks



Students Assessed	Natl. Norm	Natl. YTD	UT YTD	District	Natl. Norm	Natl. YTD	UT YTD	District	Natl. Norm	Natl. YTD	UT YTD	District
—	~478K	~8K	94	—	~548K	~11K	99	—	~585K	~13K	92	

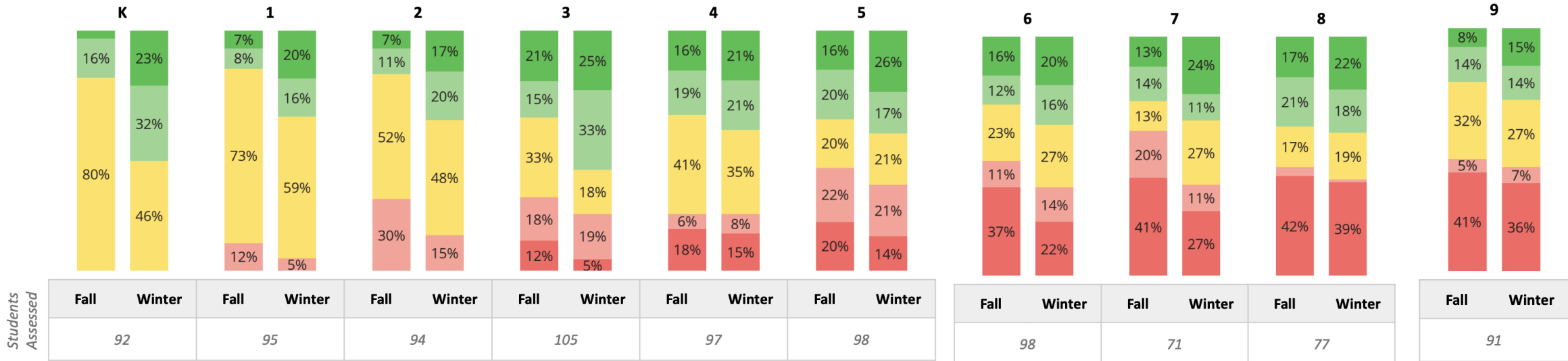
Students Assessed	Natl. Norm	Natl. YTD	UT YTD	District	Natl. Norm	Natl. YTD	UT YTD	District	Natl. Norm	Natl. YTD	UT YTD	District
—	~585K	~13K	101	—	~590K	~13K	99	—	~590K	~13K	102	



Students Assessed	Natl. Norm	Natl. YTD	UT YTD	District	Natl. Norm	Natl. YTD	UT YTD	District	Natl. Norm	Natl. YTD	UT YTD	District
—	~519K	~9K	99	—	~457K	~4K	74	—	~441K	~4K	86	

How Have Relative Placements Changed From Fall to Winter?

Placement Distribution, Fall 23-24 to Winter 23-24



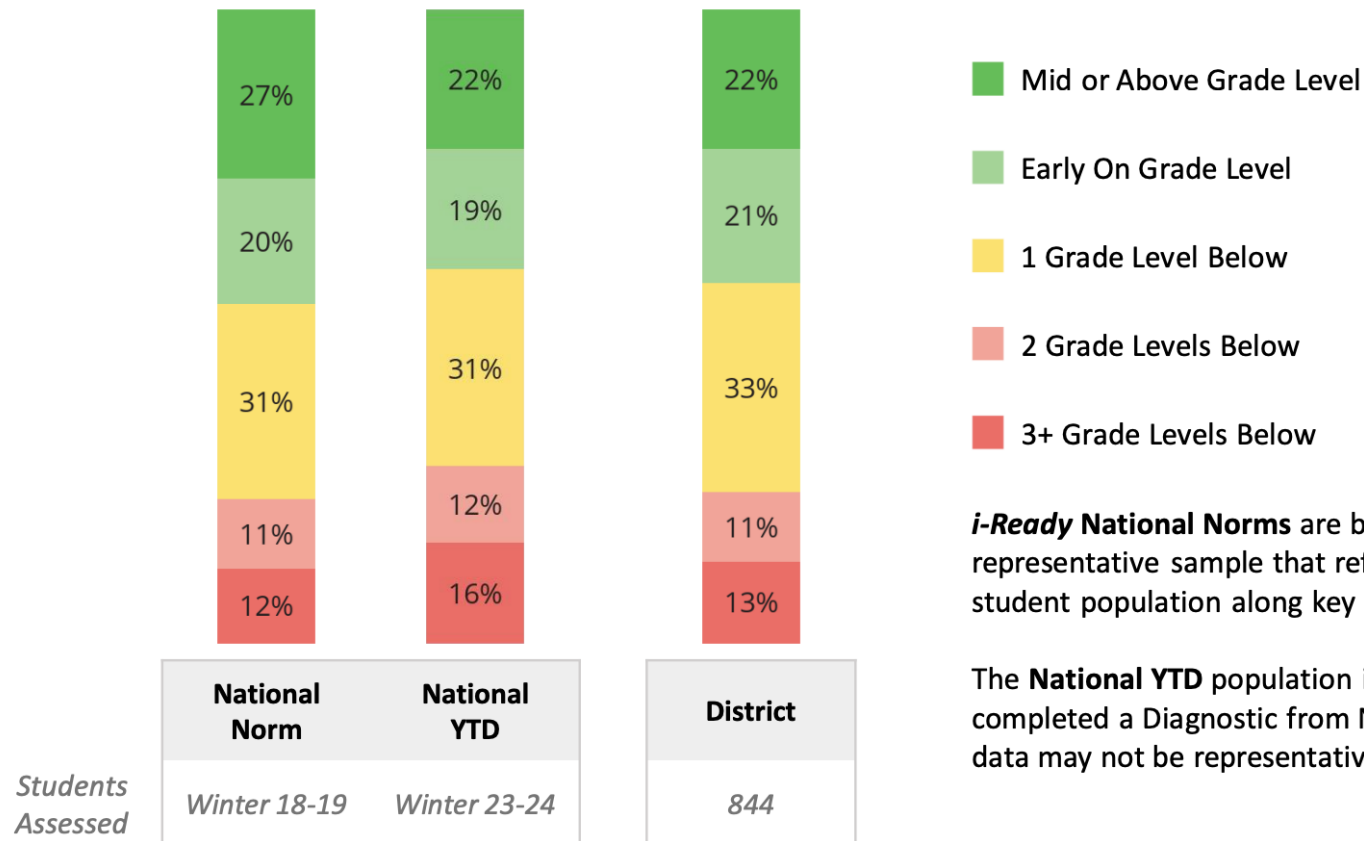
■ Mid or Above Grade Level
 ■ Early On Grade Level
 ■ 1 Grade Level Below
 ■ 2 Grade Levels Below
 ■ 3+ Grade Levels Below

i-Ready's criterion referenced placements are an indication of what students are expected to know at each grade level. The mid or above grade level placement refers to students who may be considered proficient for their grade.

K-8th Grade

How Do the District's Placements Compare to the Benchmarks?

Winter Placement Distribution for District and Benchmarks

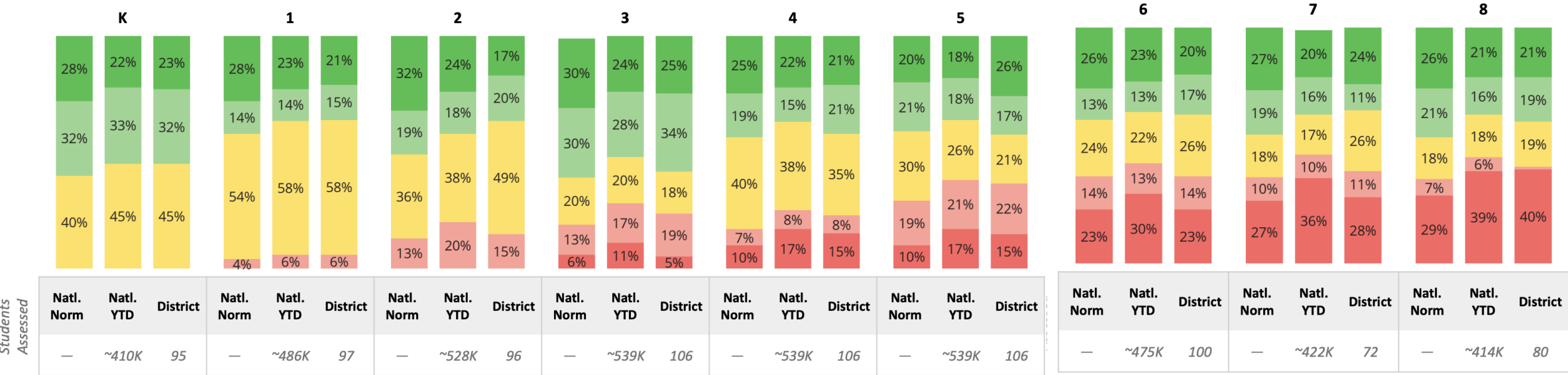


i-Ready National Norms are based on a nationally representative sample that reflects the makeup of the US student population along key demographic characteristics.

The **National YTD** population includes 4,362,999 students who completed a Diagnostic from November 16 to January 9. This data may not be representative of the student population.

How Do the District's Placements Compare to the Benchmarks?

Winter Placement Distribution for District and Benchmarks



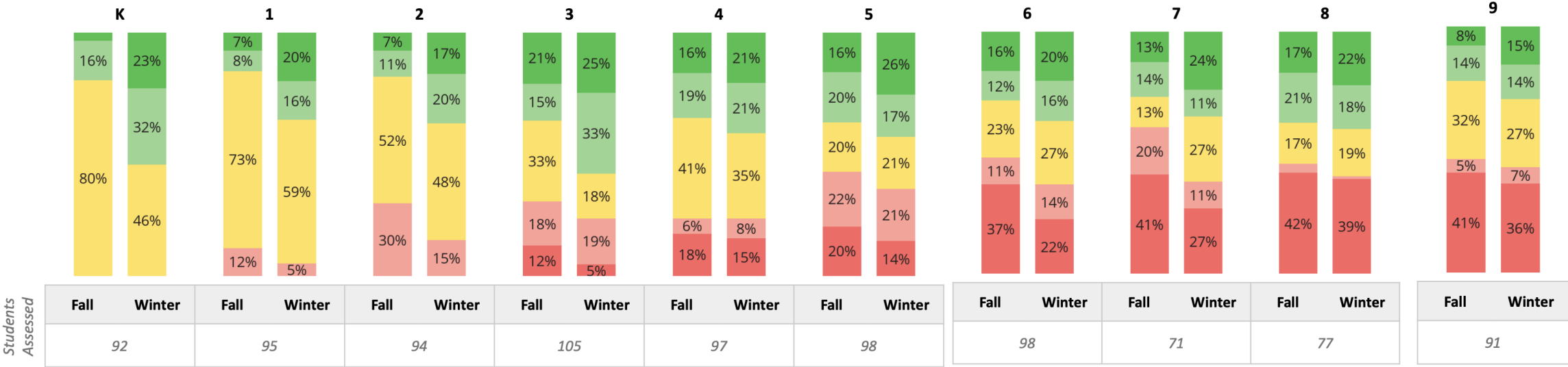
■ Mid or Above Grade Level
 ■ Early On Grade Level
 ■ 1 Grade Level Below
 ■ 2 Grade Levels Below
 ■ 3+ Grade Levels Below

Natl. Norm: *i-Ready* National Norms Winter 18-19

Natl. YTD: National Year-to-Date Winter 23-24

How Have Relative Placements Changed From Fall to Winter?

Placement Distribution, Fall 23-24 to Winter 23-24



■ Mid or Above Grade Level
 ■ Early On Grade Level
 ■ 1 Grade Level Below
 ■ 2 Grade Levels Below
 ■ 3+ Grade Levels Below

i-Ready's criterion referenced placements are an indication of what students are expected to know at each grade level. The mid or above grade level placement refers to students who may be considered proficient for their grade.

[Back to Agenda](#)

From: Angela Ellsworth <aellsworth@northdavisprep.org>

Sent: Thursday, February 1, 2024 5:52 PM

To: Ryan Robinson <RRobinson@northdavisprep.org>; Jessica Bryant <jbryant@northdavisprep.org>; Ammon Campbell <ACampbell@northdavisprep.org>; Misty Smith <MSmith@northdavisprep.org>; Kim Lovell <KLovell@northdavisprep.org>; Erinne Roundy <ERoundy@northdavisprep.org>

Subject: Gaudí

Thanks Ryan and everyone. I just LOVED our Spain trip so much and it's been fun to implement in my classroom. I took videos inside grocery stores to teach about the diff foods of Spain and also to learn food vocabulary. I did one on diff modes of transportation, and a few others. I'm teaching myself a new video editing program and so it's been slow going but I am happy to share when I'm done if that would be helpful.

I cant wait to hear about the 9th graders trip. I LOVE that they get to go to Barcelona this trip. So fun!! Kim I have a couple ideas for them to do if your itinerary is not jam packed yet.

As far as 9th graders, how many are going to Spain? We are happy to accommodate them in our class and then we can have the students not going to Spain another time if we want to break it up that way. Or we can come there. I think the Kinders would love it and not be too nervous to share what they have learned. For those going to Spain, we could have them come paint their own stain glass as well if they'd like. Erin and I have done Jr high and Kinder projects together in the past and it was fun. Love her!!!!

Anyway, I'll do whatever. It was really fun teaching them about such a special place.

Angela

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.



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.



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.



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.



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

**North Davis Preparatory Academy
Statement of Financial Position
Created on January 11, 2024
For Prior Month**

	07/01/2023 Through 12/31/2023 <u>Actual</u>	Year Ending 06/30/2023 <u>Actual</u>
Assets & Other Debits		
Current Assets		
Operating Cash	5,599,022	5,418,144
Accounts Receivables	19,605	485,030
Other Current Assets	235,835	237,335
Total Current Assets	<u>5,854,462</u>	<u>6,140,509</u>
Restricted Cash	430,557	667,684
Net Assets		
Fixed Assets	15,134,459	15,134,459
Depreciation	(4,411,217)	(4,411,217)
Total Net Assets	<u>10,723,242</u>	<u>10,723,242</u>
Total Assets & Other Debits	<u>17,008,261</u>	<u>17,531,435</u>
Liabilities & Fund Equity		
Current Liabilities	78,561	1,102,044
Long-Term Liabilities	10,710,000	11,165,000
Fund Balance	5,264,391	3,605,187
Net Income	955,309	1,659,204
Total Liabilities & Fund Equity	<u>17,008,261</u>	<u>17,531,435</u>

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 Statement of Activities

	Annual	Year-to-Date	
	June 30, 2024	Dec 31, 2023	
	Budget	Actual	% of Budget
Net Income			
Income			
Revenue From Local Sources	409,700	277,591	67.8 %
Revenue From State Sources	9,387,083	4,916,571	52.4 %
Revenue From Federal Sources	781,746	91,409	11.7 %
Total Income	10,578,529	5,285,571	50.0 %
Expenses			
Instruction/Salaries			
0121 - Salaries - Principals and Assistants	475,000	192,572	40.5 %
0131 - Salaries - Teachers	3,241,234	1,428,836	44.1 %
0132 - Salaries - Substitute Teachers	50,123	12,907	25.8 %
0142 - Salaries - Guidance Personnel	200,870	51,107	25.4 %
0143 - Salaries - Health Services Personnel	127,112	36,404	28.6 %
0145 - Salaries - Media Personnel - Licensed	60,685	28,829	47.5 %
0152 - Salaries - Secretarial and Clerical Personnel	210,000	93,371	44.5 %
0161 - Salaries - Teacher Aides and Para-Professionals	586,301	299,018	51.0 %
0191 - Salaries - Food Services Personnel	275,000	144,777	52.6 %
Total Instruction/Salaries	5,226,325	2,287,821	43.8 %
Employee Benefits			
0220 - Social Security	573,416	191,681	33.4 %
0230 - Local Retirement	100,000	58,006	58.0 %
0240 - Group Insurance	18,000	7,686	42.7 %
0270 - Industrial Insurance	0	3,130	0.0 %
0280 - Unemployment Insurance	0	21,885	0.0 %
0290 - Other Employee Benefits	750,000	305,723	40.8 %
Total Employee Benefits	1,441,416	588,111	40.8 %
Purchased Prof & Tech Serv			
0320 - Professional - Educational Services	10,768	1,022	9.5 %
0330 - Professional Employee Training and Development	46,260	26,836	58.0 %
0340 - Other Professional Services	97,955	33,438	34.1 %
0345 - Business Services	400,000	238,667	59.7 %
0350 - Technical Services	80,000	49,508	61.9 %
Total Purchased Professional & Technical Services	634,983	349,471	55.0 %
Purchased Property Services			
0410 - Utility Services	130,000	23,875	18.4 %
0423 - Custodial Services	0	11,112	0.0 %
0424 - Lawn Care Services	0	23,524	0.0 %
0430 - Repairs & Maintenance Services	65,828	24,656	37.5 %
0433 - Custodial Services	95,000	32,612	34.3 %

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.

0440 - Rentals	4,000	2,883	72.1 %
0441 - Rental of Land & Buildings	1,500	5,440	362.7 %
0442 - Rental of Equipment & Vehicles	9,000	1,971	21.9 %
0450 - Construction Services	150,000	0	0.0 %
0490 - Other Purchased Property Services	60,715	2,860	4.7 %
Total Purchased Property Services	516,043	128,933	25.0 %
Other Purchased Services			
0513 - Student Transportation Services - Commercial	12,500	4,484	35.9 %
0517 - Student Overnight Trips/Field Trips	30,000	92,350	307.8 %
0518 - Student Day Trips/Field Trips (includes Admission Charges)	30,000	1,700	5.7 %
0521 - Property Insurance	45,000	42,876	95.3 %
0530 - Communication (Telephone & Other)	12,000	9,517	79.3 %
0540 - Advertising	5,000	0	0.0 %
0580 - Travel/Per Diem	200,000	18,006	9.0 %
Total Other Purchased Services	334,500	168,933	50.5 %
Supplies & Materials			
0610 - General Supplies	313,867	112,673	35.9 %
0610-001 - Furniture and Fixtures (not capitalized)	450,000	395,511	87.9 %
0621 - Natural Gas	0	2,286	0.0 %
0622 - Electricity	0	34,579	0.0 %
0630 - Food	140,000	75,011	53.6 %
0641 - Textbooks	4,800	6,013	125.3 %
0644 - Library Books	9,000	5,041	56.0 %
0650 - Supplies - Technology Related	68,658	70,143	102.2 %
0670 - Software	59,500	39,583	66.5 %
0680 - Maintenance Supplies and Materials	35,000	12,709	36.3 %
Total Supplies & Materials	1,080,825	753,548	69.7 %
Property			
0730 - Equipment	200,000	4,298	2.1 %
0733 - Capitalized Furniture and Fixtures	30,000	0	0.0 %
Total Property	230,000	4,298	1.9 %
Debt Services & Miscellaneous			
0810 - Dues and Fees	30,000	32,865	109.6 %
0830 - Interest	382,813	195,387	51.0 %
0840 - Redemption of Principal	455,000	455,000	100.0 %
Total Debt Services & Miscellaneous	867,813	683,252	78.7 %
Total Expenses	10,331,905	4,964,367	48.0 %
Total Net Income	246,624	321,204	130.2 %

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, December 6, 2023

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



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

Others in Attendance: Dawn Kawaguchi, Tyler O'Brien, Ryan Robinson, Ken Jeppesen [via Zoom]

VISION:

North Davis Preparatory Academy students develop a love of learning, experience high academic achievement, and enjoy high bi-literate proficiency.

BOARD CONSTITUTION:

- ★ We will Govern, not Manage. We will set the direction and goals for the school, but we will not micromanage the day to day administration of the school.
- ★ We will speak with "One Voice". We will recognize that our authority is only valid as a group and not as individuals. We will not use our position on the Board to promote our own personal agendas.
- ★ We will make the Spanish language a key element of our school.
- ★ We will make decisions that will keep NDPA financially stable.
- ★ We will review our Charter before making any dramatic changes to school policy.

MINUTES

6:03 PM – INTRODUCTORY ITEMS

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

There was no PUBLIC COMMENT. This was the first public comment period for the 2024-2025 School Fee Schedule and the Fee Waiver Policy.

REPORTS

- **Eide Bailly**
 - *Review FY23 Final Financial Statement* – Ken Jeppesen informed the Board that it was a clean audit. The standard letter is the same from each year which reiterates our (Eide Bailly's) independence. There were no journal entries identified this year and no unusual policies or procedures. Ken reviewed the first audit report which is

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.

essentially the numbers. This was a clean report. They are presented in three different ways. The School's total net position increased from \$3.6 million to \$5.2 million from FY22 to FY23. Ken reviewed the six notes which included Summary of Significant Accounting Policies, Cash Investments (PTIF), Capital Assets, Long-Term Liabilities, Concentrations, and Benefit Plan. The second audit report checks the School's internal controls. This is also a clean report. The third and final report is required by the State Compliance Audit. Items that they tested were budget compliance, fraud risk assessment, cash management, Open and Public Meetings Act, internal control system (procurement), and public education programs (school fees). Three reports were all clean. Ken also reviewed a separate letter that was issued regarding the School's debt covenants with the Utah Charter School Finance Authority. It states that the School is in compliance with those. Ken thanked the management, Board and AW for their assistance and support through this process. There were no additional questions by the board. *Ken Jeppesen was excused at 6:20 p.m.*

➤ **Administration**

- State of the School – Ryan Robinson

- ✓ **Student Achievement**

- ★ TSI Goals/MOY Assessment Scores – Ryan stated that they have CPR (Content, Pedagogy and Relationships) meetings with every grade level where they have been discussing the MOY assessment scores. He thought that they would be ready for this meeting but didn't realize how long it took to get the data. They have been looking at the raw data and it looks really, really good. Ryan will share the information at the next meeting.

- ✓ **Compliance**

- ★ Title 1 and SpEd audit/review – We recently had two state audits and they went really well. Ryan will share the final reports from the state for the board. Both audits were online but the amount of items that we provide them prior to the meeting so that they can look into things and see how were using them is a lot. I can

- ✓ **Retention of Students**

- ★ Frogtummy – We have recently engaged services for lottery, marketing & website from Frogtummy. Currently, ETS maintains our website. Frogtummy will redesign our website and then maintain it. This does not exceed the purchasing threshold

- ✓ **Budget**

- ★ Extend ETS Agreement 2-yrs – We will be pulling out the website piece out but we will extend our agreement the 2-years.
- ★ Utah School Safety Grant – The School was awarded \$175k from this grant. We were very vague in our plan but now that we have been awarded the grant we will come up with a more concrete plan. Currently, this is a one-time grant but we are hoping that the

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.

legislature may extend the grant. We would like to put up more safety glass and card access door readers.

➤ **Board of Directors**

- Financial Review – Clint Heiner stated that he met with Tyler today and went over the finances. He did mention that the rentals line item is over budget which is due to the increase in the HOA parking lot rental and had the old amount of the rent. Tyler explained that some of the other line items are changed due to the State requesting reclassing/breakout unemployment insurance, electricity and gas. An email this week requested that we breakout lawn care, snow removal and custodial. Tyler stated now that we have the updated enrollment numbers, he’s recommending a budget amendment for the February board meeting. There was discussion on the supplies line item which is due to the furniture purchase being split between last year and this year’s budget.

CONSENT ITEMS

- October 4, 2023 Board Meeting Minutes – There was no further discussion. **Monte Poll made a motion to approve the consent items. The votes were as follows:**
- Monte Poll – Aye**
 - Maggie Arave – Aye**
 - Clint Heiner – Aye**
 - Rita Brock – Aye**
 - Dale Pfister – Aye**
- Motion passed unanimously.**

VOTING ITEMS

- PTIF Resolution – Tyler O’Brien explained that this resolution just needs to be updated and they are the people who oversee the account.
- Update Zions Check Signers – Tyler O’Brien stated that this will be updated to positions of people on the board and not names. That way when there is a change in board officers, we won’t have to bring it back to the board for approval. We will only need new signature cards. Dawn stated that the PTIF resolution will need to come back to the board if there are changes.
- Award IFB for Cultural Gym Décor – Ryan Robinson reviewed the timeline of the cultural gym décor discussion. Once we got the go ahead, we had to put out an IFB for this and we received one bid from Bigfoot Grafix. Dale noticed that they charged tax on the bid so Ryan will reach out to them to inform them.
- Gym Divider Curtain Project – Ryan Robinson stated that they use both gyms for PE class. LaRetta has some surplus in her budget that she has gotten approval to pay for half of a gym divider curtain for both lunch rooms/gyms. This will be a curtain that will come down at half court.
- Amend Sex Education Instruction Committee – Ryan Robinson stated that this is to amend the Sex ed instruction committee so that it is two parents instead of the POET representatives. It will be the principal, health teacher, school nurse, parent board member, and two parents of current students.

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.

- Amend Selection & Purchase of Instructional Materials Policy – Ryan Robinson reviewed the changes in the amended Selection, Approval & Purchase of Instructional Materials Policy. There was a discussion on the required two public comment periods and if it is all curriculum or just new curriculum. Ryan will work with Platte for clarification to make sure that he is following the law.
- Rescind Reuse and Disposal of Textbook Policy – Ryan Robinson stated that because you purchased books with tax payer money, you were required to go through a process to see if anyone wanted the books before you disposed of it and now you don't. Dawn added that they changed the law and the law doesn't required you to do this so we don't need this policy.
- Rescind Learner Validated Program Policy – Dawn explained that this policy was created during COVID for schools to do digital learning for two years. It's no longer valid.

Monte Poll made a motion for the following:

- **Approve the PTIF Resolution;**
- **Approve the Board Chair, Board Financial Coordinator, Jed Stevenson and Sheldon Killpack as check signers for the Zions operating account;**
- **Award the IFB purchase of cultural gym décor to Bigfoot Grafix not to exceed \$125,000;**
- **Approve the Gym Curtain Divider Project not to exceed \$40,000;**
- **Approve the 2023-2024 Sex Ed Instruction Committee as follows: Principal, Health Teacher, Counselor, School Nurse, a Parent Board Member, and two parents of current students;**
- **Approve the amended Selection, Approval & Purchase of Instructional Materials Policy including the name change to include “Approval” in the policy name;**
- **Rescind the Learner Validated Program Policy; and**
- **Rescind the Reuse & Disposal of Textbooks Policy.**

The votes were as follows:

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

Motion passed unanimously.

DISCUSSION ITEMS

- Calendaring Items – Monte Poll
 - Next PreBoard Meeting – January 23rd @ 1 p.m.
 - Next Board Meeting – February 7th
 - NCSC24 Boston, MA – June 30 – July 3
- Thanks and Appreciation – Monte thanked Ryan for his never ending effort and presented him with a winter bonus. Maggie thanked Ryan for all his email updates. Ryan mentioned

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.

that he would like to have a discussion at an upcoming board meeting about all day kindergarten.

7:04 PM – Monte Poll made a motion to enter a CLOSED SESSION to discuss the character, professional competence, or physical or mental health of an individual pursuant to Utah Code 52-4-205(1)(a) in the library. The votes were as follows:

Monte Poll – Aye

Maggie Arave – Aye

Clint Heiner – Aye

Rita Brock – Aye

Dale Pfister – Aye

Motion passed unanimously.

7:35 PM – Monte Poll made a motion to exit the CLOSED SESSION and ADJOURN. The votes were as follows:

Monte Poll – Aye

Maggie Arave – Aye

Clint Heiner – Aye

Rita Brock – Aye

Dale Pfister – Aye

Motion passed unanimously.

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
Board of Directors
Closed Session Statement
Wednesday, December 6, 2023**

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



CLOSED SESSION SWORN STATEMENT:

*At a duly noticed public meeting held on the date listed above, the board of directors for **NORTH DAVIS PREPARATORY ACADEMY** entered into a closed session for the sole purpose of discussing the character, professional competence, or physical or mental health of an individual in accordance with Utah Code Ann. 52-4-2(1)(a).*

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

Signed on the 6th day of December, 2023.

A handwritten signature in cursive script that reads "Monte Poll".

Monte Poll
Board Chair

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, February 7, 2024

Action Item: *2024-2025 School Calendar*

Issue

The Board must approve the annual school calendar that meets the state requirements of 180 days and 990 hours of instruction. (A school day must have a minimum of 4 instructional hours.)

Background

This calendar is similar to the calendar of last year and aligns very close to DSD's 2024-2025 approved calendar. Below are some of the key dates.

- First Day of Attendance (1-9) is Tuesday, August 13th. DSD starts on Thursday, August 15th. NDPA Kinder starts on Wednesday, August 21st.
- Fall Recess is October 17-18. DSD is the same.
- Thanksgiving Recess is November 27-29. DSD is the same.
- Winter Recess is December 23rd through January 6th. DSD is the same.
- Spring Break is March 28th through April 4th. DSD is March 31st – April 4th.
- Last Day of Attendance is Thursday, May 22nd. DSD is the same.

This calendar meets the required 180 days and meets the required 990 hours with a total of 1000.50 hours for the elementary and 991.60 for the Jr. High.

Recommendation

It is recommended the board approve the 2024-2025 school year calendar.

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.

K-4 Building

1765 West Hill Field Road
Layton, Utah 84041
801-547-1809 (Office)
801-547-1649 (Fax)



5-9 Building

1591 West Hill Field Road
Layton, Utah 84041
801-336-3601 (Office)
801-336-3605 (Fax)

Daily School Schedule

AM Kinder	Mon - Thur 8:30am - 11:30am	Fri 8:30am - 10:30am
PM Kinder	Mon - Thur 12:00pm - 3:00pm	Fri 11:00am - 1:00pm
1-6 Grades	Mon - Thur 8:30am - 3:00pm	Fri 8:30am - 1:00pm
7-9 Grades	Mon - Thur 8:20am - 3:10pm	Fri 8:20am - 1:10pm

NORTH DAVIS
PREPARATORY ACADEMY

2024-2025 School Year

www.northdavisprep.org

SEMESTER DATES by Terms

TERM 1: August 13 - October 16	46 Days
TERM 2: October 21 - December 20	42 Days
TERM 3: January 7 - March 14	48 Days
TERM 4: March 17 - May 23	44 Days
TOTAL SCHOOL DAYS	180 Days

JULY 2024							AUGUST 2024							SEPTEMBER 2024							YEAR AT A GLANCE		
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S			
									1	2	1	2	3	1	2	3	4	5	6	7	August 7 - 12	No School For Students	Quality Teaching Day
	1	2	3	4	5	6	4	5	6	7	8	9	10	8	9	10	11	12	13	14	August 8	Save the Date	1-9 Back to School Night & 7-9 Registration
7	8	9	10	11	12	13	11	12	13	14	15	16	17	15	16	17	18	19	20	21	August 13	First Day 1st - 9th grades	Term One Begins (Early Out)
14	15	16	17	18	19	20	18	19	20	21	22	23	24	22	23	24	25	26	27	28	August 13 - 16	Early Release	Early Out Day (Grades 1-9)
21	22	23	24	25	26	27	25	26	27	28	29	30	31	29	30						August 13 - 16	No Kinder Classes	Kinder Assessment Week (By Appointment)
28	29	30	31																		August 19	Save the Date	Kinder Back to School Night
																					August 21	Kindergarten - First Day	Kindergarten First Day of Attendance
																					September 2	No School	Labor Day
																					September 25 - 27	Early Release	Parent Teacher Conferences
																					October 17 - 18	No School	Fall Break
																					October 21	First Day of Term	Term Two Begins
																					November 1	No School For Students	Teacher PD (Legislative Day)
																					November 25 - 26	No School	Teacher Comp Day
																					November 27 - 29	No School	Thanksgiving Recess
																					December 23 - January 3	No School	Winter Break
																					January 6	No School For Students	Teacher PD (Legislative Day)
																					January 7	First Day of Term	Term Three Begins
																					January 20	No School	Martin Luther King's Day
																					February 12 - 13	Early Release	Parent Teacher Conferences
																					February 14	No School	Teacher Comp Day
																					February 17	No School	President's Day
																					March 14	No School For Students	Teacher PD (Legislative Day)
																					March 17	First Day of Term	Term Four Begins
																					March 28	No School For Students	Teacher PD (Legislative Day)
																					March 31 - April 4	No School	Spring Break
																					May 22	Last Day of Attendance	Term Four Ends (Early Release Day)
																					May 23	No School For Students	Quality Teaching Day

Board Approved Date:

2024-2025 NDPA Elementary

MONTH	STUDENT DAYS PER MONTH	FULL DAYS	EARLY RELEASE DAYS	TEACHER COMP DAYS	LEGISLATIVE PD DAYS	NEW TEACHERS ONLY WORK DAYS	ALL TEACHERS ONLY WORK DAYS	TEACHER DAYS PER MONTH
August	14	8	6				4	18
September	20	14	6					20
October	21	18	3					21
November	18	12	3	2	1			18
December	15	12	3					15
January	19	14	4		1			19
February	19	13	5	1				19
March	20	16	2		2			20
April	18	15	3					18
May	16	12	4				1	17
June	0							0
Total Days	180	134	39	3	4	0	5	185
Total Hours	1000.50	804.00	156.00	16.50	24.00	N/A	N/A	N/A

STUDENT HOUR CALCULATIONS	STUDENT FULL DAYS	STUDENT EARLY RELEASE DAYS
Start	8:30 AM	8:30 AM
End	3:00 PM	1:00 PM
Elapsed Time	390.00	270.00
Passing Time		
Lunch	30	30
Total Minutes	360.00	240.00
EMPLOYMENT AGREEMENT INFORMATION		
DAYS	NEW TEACHERS	RETURNING TEACHERS
Start Date	8/7/24	8/8/24
End Date	5/23/25	5/23/25
22-23 Work Days	186	185
24-25 Work Days	185	185
Difference	-1	0

2024-2025 NDPA Jr. High

MONTH	STUDENT DAYS PER MONTH	FULL DAYS	EARLY RELEASE DAYS	TEACHER COMP DAYS	LEGISLATIVE PD DAYS	NEW TEACHERS ONLY WORK DAYS	ALL TEACHERS ONLY WORK DAYS	TEACHER DAYS PER MONTH
August	14	8	6				4	18
September	20	14	6					20
October	21	18	3					21
November	18	12	3	2	1			18
December	15	12	3					15
January	19	14	4		1			19
February	19	13	5	1				19
March	20	16	2		2			20
April	18	15	3					18
May	16	12	4				1	17
June	0							0
Total Days	180	134	39	3	4	0	5	185
Total Hours	991.60	792.83	158.60	16.50	23.67	N/A	N/A	N/A

STUDENT HOUR CALCULATIONS	STUDENT FULL DAYS	STUDENT EARLY RELEASE DAYS
Start	8:20 AM	8:20 AM
End	3:10 PM	1:10 PM
Elapsed Time	410.00	290.00
Passing Time	16	12
Lunch	39	34
Total Minutes	355.00	244.00
EMPLOYMENT AGREEMENT INFORMATION		
DAYS	NEW TEACHERS	RETURNING TEACHERS
Start Date	8/7/24	8/8/24
End Date	5/23/25	5/23/25
23-24 Work Days	186	185
24-25 Work Days	185	185
Difference	-1	0

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, February 7, 2024

Action Item: *2024-2025 School Fee Schedule*

Issue:

The School ("NDPA") needs to adopt a fee schedule for the 2024-2025 school year.

Background:

NDPA charges a variety of school fees, including activity fees to its junior high students as well as other school fees to junior high and elementary students who voluntarily choose to participate in optional courses, programs, activities, and sports provided by NDPA. These are known as co-curricular or extra-curricular fees. Last year, the Board made the decision to not charge curricular fees.

Per state law, if a school charges any school fees, the school must approve a fee schedule for the upcoming school year by April 1 before the school year begins. In addition, prior to the April 1 deadline, the school must also allow public comment on the proposed fee schedule at no fewer than two board meetings. A school's fee schedule must include a description of all fees charged, the amount of any fee, an explanation of how the fees will be spent by the school, a per-student annual maximum fee amount for the school year (the maximum amount a student would pay in fees if the student participated in all activities, clubs, etc. that charge a fee), and a statement notifying parents that their student might be eligible for a fee waiver.

This proposed 2024-2025 fee schedule includes all known requirements for fee schedules under state law.

Recommendation:

It is recommended that the Board approved the 2024-2025 School Fee Schedule.

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

Student Fee Schedule for ~~2023~~2024~~2024~~2025

****NO CURRICULAR FEES****

Co-Curricular and Extra-Curricular Fees

Athletics/Activities/Clubs/Etc. (Grades as identified below):

Name	Expenditures Funded by Fees (Spend Plan)	Amount
Basketball (6 th -9 th)	Referees, uniforms, and stipend for coaches	\$80.00
Volleyball (6 th -9 th)	Referees, uniforms, and stipend for coaches	\$45.00
Track & Field (6th-9th)	Referees, uniforms, and stipend for coaches	\$35.00
Flag Football (6 th -9 th)	Referees, uniforms, and stipend for coaches	\$25.00
Cross Country (5 th -9 th)	Referees, uniforms, and stipend for coaches	\$35.00
Soccer (6 th -9 th)	Referees, uniforms, and stipend for coaches	\$65.00
Spirit Squad Team (7 th -9 th)	Competitions, Judges, and Coaches Stipend	\$275.00
	Additional Req. Fees: (If needed, New to team) Team Cheer Uniforms, Cheer Shoes	\$360.00
	Optional Additional non-required fees: Team Warmups Team Backpack	\$200.00
<u>After School Game Club (6th-9th)</u>	<u>Materials & Activities</u>	<u>\$10.00</u>
The School Musical Production (5 th -9 th)	Costumes, sets, props, royalties, and production equipment replacement	\$75.00
Spain Study Abroad Trip (9 th)	Flight, Food, Lodging, Activities, Foreign School Instructors	\$3,270 <u>3,400.00</u>

Per Student (K-5th) Annual Maximum Fee Amount for Year: K-4th \$0.00, 5th \$110.00

This amount reflects the total student fees any student in grades K-5th would be required to pay if the student participated in all courses, programs, and activities provided, sponsored, or supported by the School for students in grades K-5th for the year.

Per Student (6th) Annual Maximum Fee Amount for Year: ~~\$360~~\$335.00

This amount reflects the total student fees any student in 6th grade would be required to pay if the student participated in all courses, programs, and activities provided, sponsored, or supported by the School for students in 6th grade for the year.

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.

Per Student (7th-8th) Annual Maximum Fee Amount for Year: ~~\$1,170~~1,195.00

This amount reflects the total student fees any student in grades 7th-8th would be required to pay if the student participated in all courses, programs, and activities provided, sponsored, or supported by the School for students in grades 7th-8th for the year.

Per Student (9th) Annual Maximum Fee Amount for Year – Without Spain Trip: ~~\$1,195~~1,170.00

This amount reflects the total student fees any student in 9th grade would be required to pay if the student participated in all courses, programs, and activities provided, sponsored, or supported by the School (except the Spain trip) for students in 9th grade for the year.

Per Student (9th) Annual Maximum Fee Amount for Year – With Spain Trip: ~~\$4,465~~4,570.00

This amount reflects the total student fees any student in 9th grade would be required to pay if the student participated in all courses, programs, and activities provided, sponsored, or supported by the School (including the Spain trip) for students in 9th grade for the year.

NOTICE:

Any mandatory payment for student participation in a class, program, or activity provided, sponsored, or supported by the School is a fee and is subject to the fee waiver requirements. Your student may be eligible to have one or more of their fees waived. If you file a fee waiver request with the School and the request is denied, you may appeal the School’s decision. The North Davis Preparatory Academy fee policies and fee waiver forms can be found on the School’s website: www.northdavisprep.org.

Donations are permissible in both elementary and secondary schools, but all such requests must clearly state that donations are voluntary. A student may not be excluded from a School activity or program because they did not make a donation.

For the convenience of our students, the School office may sell school supplies such as pencils, paper, or simple music repair items. These are not considered fees.

All students are responsible to pay for any loss, breakage or damage they cause. Loss, breakage or damage is not subject to the waiver requirements. Official transcripts may be withheld if breakage or damage costs are not paid as outlined in U.C.A. § 53G-8-212.

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, February 7, 2024

Action Item: *Re-Approve Fee Waiver Policy*

Issue:

North Davis Preparatory Academy needs to re-approve its Fee Waiver Policy.

Background:

Per state law, all schools that charge any school fees must approve their fee/fee waiver policies in a public board meeting each year before April 1. State law also requires such schools to encourage public participation in the development of their fee/fee waiver policies.

North Davis Preparatory Academy charges a variety of school fees. To encourage public participation with respect to the School's fee/fee waiver policies, the Board has allowed public comment on the School's Fee Waiver Policy (which includes the School's fee and fee waiver policies and procedures) during at least two public board meetings.

In addition, North Davis Preparatory Academy's Fee Waiver Policy itself requires the Board to review and approve the policy on an annual basis. The Fee Waiver Policy complies with current state laws and rules.

Recommendation:

It is recommended that the Board re-approve the Fee Waiver 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.

[Back to Agenda](#)

North Davis Preparatory Academy Fee Waiver Policy



PURPOSE

North Davis Preparatory Academy (the “School”) must abide by the Utah State Board of Education rules which direct the School’s Board of Directors (the “Board”) to implement a policy regarding student fees. The purpose of this policy is to provide educational opportunities for all students. This allows the School to establish a reasonable system of fees, while prohibiting practices that would exclude those unable to pay from participation in School-sponsored activities.

POLICY

Under the direction of the Board, the School’s principal (the “Principal”) is authorized to administer this policy and is directed to do so fairly, objectively, and without delay, and in a manner that avoids stigma and unreasonable burdens on students or parents/guardians.

Definitions

"Co-curricular activity" means an activity, course, or program that:

- (a) is an extension of a curricular activity;
- (b) is included in an instructional plan and supervised or conducted by a teacher or educational professional;
- (c) is conducted outside of regular School hours;
- (d) is provided, sponsored, or supported by the School;
- (e) includes a required regular School day activity, course, or program.

“Curricular activity” means an activity, course, or program that is:

- (a) intended to deliver instruction;
- (b) provided, sponsored, or supported by the School; and
- (c) conducted only during School hours.

"Extracurricular activity"

- (a) means an activity, a course, or a program that is:
 - (i) not directly related to delivering instruction;
 - (ii) not a curricular activity or co-curricular activity; and
 - (iii) provided, sponsored, or supported by the School.
- (b) does not include a noncurricular club as defined in Section 53G-7-701.

"Fee" means something of monetary value requested or required by the School as a condition to a student's participation in an activity, class, or program provided, sponsored, or supported by the

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.

School. This includes money or something of monetary value raised by a student or the student's family through fundraising.

“Instructional equipment”

- (a) means an activity-related, course-related, or program-related tool or instrument that:
 - (i) is required for a student to use as part of an activity, course, or program in a secondary school;
 - (ii) typically becomes the property of the student upon exiting the activity, course, or program, and
 - (iii) is subject to a fee waiver;
- (b) includes:
 - (i) shears or styling tools;
 - (ii) a band instrument;
 - (iii) a camera;
 - (iv) a stethoscope; or
 - (v) sports equipment, including a bat, mitt, or tennis racket.
- (c) does not include School equipment.

“Instructional supply” means a consumable or non-reusable supply that is necessary for a student to use as part of an activity, course, or program in a secondary school and includes:

- (a) prescriptive footwear;
- (b) brushes or other art supplies, including clay, pain, or art canvas;
- (c) wood for wood shop;
- (d) Legos for Lego robotics;
- (e) film; or
- (f) filament used for 3D printing.

"Maintenance of School equipment” means a cost, payment, or expenditure related to storing, repairing, or keeping School equipment in good working condition. It does not include the cost related to end-of-life replacement.

"Non-waivable charge" means a cost, payment, or expenditure that:

- (a) is a personal discretionary charge or purchase, including:
 - (i) a charge for insurance, unless the insurance is required for a student to participate in an activity, class, or program;
 - (ii) a charge for college credit related to the successful completion of:
 - (A) a concurrent enrollment class; or
 - (B) an advanced placement examination; or
 - (iii) except when requested or required by the School, a charge for a personal consumable item such as a yearbook, class ring, letterman jacket or sweater, or other similar item;
- (b) is subject to sales tax as described in Utah State Tax Commission Publication 35, Sales Tax Information for Public and Private Elementary and Secondary Schools; or

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.

- (c) by Utah Code, federal law, or State Board of Education rule is designated not to be a fee, including:
 - (i) a school uniform as provided in Utah Code § 53G-7-801;
 - (ii) a school lunch; or
 - (iii) a charge for a replacement for damaged or lost School equipment or supplies.

"Provided, sponsored, or supported by the School"

- (a) means an activity, class, program, fundraiser, club, camp, clinic, or other event that:
 - (i) is authorized by the School; or
 - (ii) satisfies at least one of the following conditions:
 - (A) the activity, class, program, fundraiser, club, camp, clinic, or other event is managed or supervised by the School, or a School employee in the employees School employment capacity;
 - (B) the activity, class, program, fundraiser, club, camp, clinic, or other event uses, more than inconsequentially, the School's facilities, equipment, or other School resources; or
 - (C) the activity, class, program, fundraising event, club, camp, clinic, or other event is supported or subsidized, more than inconsequentially, by public funds, including the School's activity funds or minimum school program dollars.
- (b) does not include an activity, class, or program that meets the criteria of a noncurricular club as described in Title 53G, Chapter 7, Part 7, Student Clubs.

"Provision in lieu of fee waiver"

- (a) means an alternative to fee payment or waiver of fee payment; and
- (b) does not include a plan under which fees are paid in installments or under some other delayed payment arrangement.

"Requested or required by the School as a condition to a student's participation" means something of monetary value that is impliedly or explicitly mandated or necessary for a student, parent, or family to provide so that a student may:

- (a) fully participate in school or in a School activity, class, or program;
- (b) successfully complete a School class for the highest grade; or
- (c) avoid a direct or indirect limitation on full participation in a School activity, class, or program, including limitations created by:
 - (i) peer pressure, shaming, stigmatizing, bullying, or the like; or
 - (ii) withholding or curtailing any privilege that is otherwise provided to any other student.

"School equipment" means a durable school-owned machine, equipment, or tool used by a student as part of an activity, course, or program in a secondary school and includes a saw or 3D printer.

"Something of monetary value"

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.

- (a) means a charge, expense, deposit, rental, fine, or payment, regardless of how the payment is termed, described, requested or required directly or indirectly, in the form of money, goods or services; and
- (b) includes:
 - (i) charges or expenditures for a School field trip or activity trip, including related transportation, food, lodging, and admission charges;
 - (ii) payments made to a third party that provide a part of a School activity, class, or program;
 - (iii) classroom textbooks, supplies or materials;
 - (iv) charges or expenditures for school activity clothing; and
 - (v) a fine, except for a student fine specifically approved the School for:
 - (A) failing to return School property;
 - (B) losing, wasting, or damaging private or School property through intentional, careless, or irresponsible behavior; or
 - (C) improper use of School property, including a parking violation.
- (c) does not include a payment or charge for damages, which may reasonably be attributed to normal wear and tear.

“Textbook”

- (a) means instructional material necessary for participation in an activity, course, or program, regardless of the format of the material;
- (b) includes:
 - (i) a hardcopy book or printed pages of instructional material, including a consumable workbook;
 - (ii) computer hardware, software, or digital content; and
 - (iii) the maintenance costs of School equipment.
- (c) does not include instructional equipment or instructional supplies.

“Waiver” means a full release from the requirement of payment of a fee and from any provision in lieu of fee payment.

General School Fees Provisions

The School may only collect a fee for an activity, class, or program provided, sponsored, or supported by the School consistent with School policies and state law.

Beginning with the 2021-2022 school year:

- (a) if the School imposes a fee, the fee shall be equal to or less than the expense incurred by the School in providing for a student the activity, course, or program for which the School imposes a fee; and
- (b) the School may not impose an additional fee or increase a fee to supplant or subsidize another fee.

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.

Beginning with the 2022-23 school year, the School may not sell textbooks or otherwise charge a fee for textbooks or the maintenance costs of School equipment as provided in Section 53G-7-602, except for a textbook used for a concurrent enrollment or advanced placement course.

All fees are subject to the fee waiver requirements of this policy.

Fees for Classes & Activities During the Regular School Day

Fees for Students in Kindergarten through Sixth Grade

No fee may be charged in kindergarten through sixth grade for materials, textbooks, supplies (except as provided below), or for any class or regular school day activity, including assemblies and field trips.

Elementary students cannot be required to provide their own student supplies. However, the School or teacher may provide to a student's parent or a suggested list of student supplies for use during the regular school day so that a parent or guardian may furnish on a voluntary basis student supplies for student use. The list provided to a student's parent or guardian must include and be preceded by the following language:

"NOTICE: THE ITEMS ON THIS LIST WILL BE USED DURING THE REGULAR SCHOOL DAY. THEY MAY BE BROUGHT FROM HOME ON A VOLUNTARY BASIS, OTHERWISE, THEY WILL BE FURNISHED BY THE SCHOOL."

The School may charge a fee to a student in grade six if all of the following are true:

- (a) the School has students in any of the grades seven through twelve;
- (b) the School follows a secondary model of delivering instruction to the School's grade six students; and
- (c) The School annually provides notice to parents that the School will collect fees from grade six students and that the fees are subject to waiver.

Fees for Students in Seventh through Ninth Grade

Fees may be charged in grades 7-9 in connection with an activity, class, or program provided, sponsored, or supported by the School that takes place during the regular school day if the fee is approved as provided in this policy and state law. All such fees are subject to waiver. In addition, if an established or approved class requires payment of fees or purchase of items (i.e., tickets to events, etc.) in order for students to fully participate and to have the opportunity to acquire all skills and knowledge required for full credit and highest grades, the fees or costs for the class are subject to waiver.

In project related courses, projects required for course completion will be included in the course fee.

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.

Secondary students may be required to provide their own student supplies, subject to the fee waiver requirements of this policy.

Fees for Optional Projects

The School may require students at any grade level to provide materials or pay for an additional discretionary project if the student chooses a project in lieu of, or in addition to a required classroom project. A student may not be required to select an additional project as a condition to enrolling, completing, or receiving the highest possible grade for a course. The School will avoid allowing high cost additional projects, particularly when authorizing an additional discretionary project results in pressure on a student by teachers or peers to also complete a similar high cost project.

Fees for Activities Outside of the Regular School Day

Fees may be charged in all grades for any School-sponsored activity that does not take place during the regular school day if participation in the activity is voluntary and does not affect the student's grade or ability to participate fully in any course taught during the regular school day. Fee waivers are available for such fees.

A fee related to a co-curricular or extracurricular activity may not exceed the maximum fee amounts for the co-curricular or extracurricular activity adopted by the Board, as provided below.

Activities that use the School facilities outside the regular school day but are not provided, sponsored, or supported by the School (i.e., programs sponsored by the parent organization and/or an outside organization) may charge for participation, and fee waivers are not available for these charges.

An activity, class, or program that is provided, sponsored, or supported by the School outside of the regular School day or School year calendar is subject to this policy and state law regardless of the time or season of the activity, class, or program.

Fee Schedule

The Board will approve a Fee Schedule at least once each year on or before April 1. The Fee Schedule will establish the maximum fee amount per student for each activity and the maximum total aggregate fee amount per student per school year. No fee may be charged or assessed in connection with an activity, class, or program provided, sponsored, or supported by the School, including for a curricular, co-curricular or extracurricular activity, unless the fee has been set and approved by the Board, is equal to or less than the established maximum fee amount for the activity, and is included in the approved Fee Schedule.

The School will encourage public participation in the development of the Fee Schedule and related policies.

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.

Before approving the School's Fee Schedule, the School will provide an opportunity for the public to comment on the proposed Fee Schedule during a minimum of two public Board meetings. In addition to the standard notice of Board meetings under the Open and Public Meetings Act, the School will provide notice of these Board meetings using the same form of communication regularly used by the administration to communicate with parents.

After the Fee Schedule is adopted, the Board may amend the Fee Schedule using the same process.

Maximum Fee Amounts

In connection with establishing the Fee Schedule, the Board will establish a per student annual maximum fee amount that the School may charge a student for the student's participation in all courses, programs, and activities provided, sponsored, or supported by the School for the year. This is a maximum total aggregate fee amount per student per School year.

The Board may establish a reasonable number of activities, courses, or programs that will be covered by the annual maximum fee amount.

The amount of revenue raised by a student through an individual fundraiser for an activity, as well as the total per student amount expected to be received through required group fundraising for an activity, will be included as part of the maximum fee amount per student for the activity and maximum total aggregate fee amount per student.

Notice to Parents

The Principal will annually provide written notice of the School's Fee Schedule and Fee Waiver Policy to the parent or guardian of each student in the School by ensuring that a written copy of the School's Fee Schedule and Fee Waiver Policy is included with all registration materials provided to potential or continuing students each year.

The School will also post the following on its website each school year:

- (a) The School's Fee Schedule, including maximum fee amounts, and Fee Waiver Policy;
- (b) The School's fee waiver application;
- (c) The School's fee waiver decision and appeals form; and
- (d) The School's fee notice(s) for families.

Donations

The School may not request or accept a donation in lieu of a fee from a student or parent unless the activity, class, or program for which the donation is solicited will otherwise be fully funded by the School and receipt of the donation will not affect participation by an individual student.

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.

A donation is a fee if a student or parent is required to make the donation as a condition to the student's participation in an activity, class, or program.

The School may solicit and accept a donation or contribution in accordance with the School's policies, including the Donation and Fundraising Policy, but all such requests must clearly state that donations and contributions by a student or parent are voluntary.

If the School solicits donations, the School: (a) shall solicit and handle donations in accordance with policies and procedures established by the School; and (b) may not place any undue burden on a student or family in relation to a donation.

Fee Collection

The School may pursue reasonable methods for obtaining payment for fees and for charges assessed in connection with a student losing or willfully damaging school property.

The School may not exclude students from school, an activity, a class, or a program that is provided, sponsored, or supported by the School during the regular school day; refuse to issue a course grade; or withhold official student records, including written or electronic grade reports, class schedules, diplomas, or transcripts, as a result of unpaid fees.

The School may withhold the official student records of a student responsible for lost or damaged School property consistent with Utah Code § 53G-8-212 until the student or the student's parent has paid for the damages, but may not withhold a student's records required for student enrollment or placement in a subsequent school.

A reasonable charge may be imposed by the School to cover the cost of duplicating, mailing, or transmitting transcripts and other school records. No charge may be imposed for duplicating, mailing, or transmitting copies of school records to an elementary or secondary school in which the student is enrolled or intends to enroll.

Consistent with Utah Code § 53G-6-604, the School will forward a certified copy of a transferring student's record to a new school within 30 days of the request, regardless of whether the student owes fees or fines to the School.

Students shall be given notice and an opportunity to pay fines prior to withholding issuance of official written grade reports, diplomas and transcripts. If the student and the student's parent or guardian are unable to pay for damages or if it is determined by the School in consultation with the student's parents that the student's interests would not be served if the parents were to pay for the damages, then the School may provide for a program of voluntary work for the student in lieu of the payment. A general breakage fee levied against all students in a class or school is not permitted.

Budgeting and Spending Revenue Collected Through Fees

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.

The School will follow the general accounting standards described in Rule R277-113 for treatment of fee revenue.

Beginning with the 2020-2021 school year, the School will establish a spend plan for the revenue collected from each fee charged. The spend plan will (a) provide students, parents, and employees transparency by identifying a fee's funding uses; (b) identify the needs of the activity, course, or program for the fee being charged and include a list or description of the anticipated types of expenditures, for the current fiscal year or as carryover for use in a future fiscal year, funded by the fee charged.

School Fee Collections & Accounting Procedures

It is the responsibility of the Principal to ensure that all student fees collected are in compliance with the Fee Schedule and applicable financial policies and procedures.

Fees must be received and deposited in a timely manner.

Money may only be collected by staff authorized by the Principal. Students may not collect fees.

Beginning in the 2020-21 school year, the School may not use revenue collected through fees to offset the cost of fee waivers by requiring students and families who do not qualify for fee waivers to pay an increased fee amount to cover the costs of students and families who qualify for fee waivers. However, the School may notify students and families that the students and families may voluntarily pay an increased fee amount or provide a donation to cover the costs of other students and families.

Fee Waiver Provisions

To ensure that no student is denied the opportunity to participate in a class or activity that is provided, sponsored, or supported by the School because of an inability to pay a fee, the School provides fee waivers or other provisions in lieu of fee waivers. Fee waivers or other provisions in lieu of fee waivers will be available to any student whose parent cannot pay a fee.

All fees are subject to waiver.

Non-waivable charges are not subject to waiver.

Fee Waiver Administration

The Principal will administer this policy and will review and grant fee waiver requests. The process for obtaining waivers or pursuing alternatives will be administered in accordance with this policy, fairly, objectively, and without delay, and in a manner that avoids stigma, embarrassment, undue attention, and unreasonable burdens on students and parents.

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.

The School will not treat a student receiving a fee waiver or provision in lieu of a fee waiver differently from other students. The process for obtaining waivers or pursuing alternatives will create no visible indicators that could lead to identification of fee waiver applicants.

The process for obtaining waivers or pursuing alternatives will comply with the privacy requirements of the Family Educational Rights and Privacy Act of 1974, 20 U.S.C. 1232g (FERPA). The School may not identify a student on fee waiver to students, staff members, or other persons who do not need to know. As a general rule, teachers and coaches do not need to know which students receive fee waivers. Students may not assist in the fee waiver approval process.

Fee Waiver Eligibility

A student is eligible for a fee waiver if the School receives verification that:

- (a) In accordance with Utah Code § 53G-7-504(4), family income falls within levels established annually by the State Superintendent and published on the Utah State Board of Education website;
- (b) The student to whom the fee applies receives Supplemental Security Income (SSI). If a student receives SSI, the School may require a benefit verification letter from the Social Security Administration;
- (c) The family receives TANF or SNAP funding. If a student's family receives TANF or SNAP, the School may require the student's family to provide the School an electronic copy or screenshot of the student's family's eligibility determination or eligibility status covering the period for which the fee waiver is sought from the Utah Department of Workforce Services; or
- (d) The student is in foster care through the Division of Child and Family Services or is in state custody. If a student is in state custody or foster care, the School may rely on the youth in care required intake form or school enrollment letter provided by a caseworker from the Utah Division of Child and Family Services or the Utah Juvenile Justice Department.

The School will not maintain copies of any documentation provided to verify eligibility for a fee waiver.

The School will not subject a family to unreasonable demands for re-qualification.

The School may grant a fee waiver to a student, on a case-by-case basis, who does not qualify for a fee waiver under the foregoing provisions but who, because of extenuating circumstances, is not reasonably capable of paying the fee.

The School may charge a proportional share of a fee or a reduced fee if circumstances change for a student or family so that fee waiver eligibility no longer exists.

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.

The School may retroactively waive fees if eligibility can be determined to exist before the date of the fee waiver application.

Fee Waiver Approval Process

The Principal will inform patrons of the process for obtaining waivers and will provide a copy of the standard fee waiver application on the School's website and in registration materials each year.

The Principal will review fee waiver applications within five (5) school days of receipt. If the School denies a request for a fee waiver, the School will provide the decision to deny a waiver in writing and will provide notice of the procedure for appeal in the form approved by the Utah State Board of Education.

Any requirement that a student pay a fee will be suspended during any period in which the student's eligibility for a waiver is being determined or during the time a denial of waiver is being appealed.

Each year the School will maintain documentation regarding the number of School students who were given fee waivers, the number of School students who worked in lieu of fee waivers, the number of School students who were denied fee waivers, the total dollar value of student fees waived by the School, and the total dollar amount of all fees charged to students at the School, as this information may be requested by the Utah State Board of Education as part of its monitoring of the School's school fees practices.

Appeal Process

Denial of eligibility for a waiver may be appealed in writing to the Principal within ten (10) school days of receiving notice of denial. The School shall contact the parent within two (2) weeks after receiving the appeal and schedule a meeting with the Principal to discuss the parent's concerns. If, after meeting with the Principal, the waiver is still denied, the parent may appeal, in writing, within ten (10) school days of receiving notice of denial to the Board.

In order to protect privacy and confidentiality, the School will not retain information or documentation provided to verify eligibility for fee waivers.

Alternatives to Fees and Fee Waivers

The School may allow a student to perform service or another approved task (as described in Utah Code § 53G-7-504(2)) in lieu of paying a fee or, in the case of an eligible student, in lieu receiving a fee waiver, but such alternatives may not be required. If the School allows an alternative to satisfy a fee requirement, the Principal will explore with the interested student and his or her parent/guardian the alternatives available for satisfying the fee requirement, and parents will be given the opportunity to review proposed alternatives to fees and fee waivers. However, if a student is eligible for a waiver, textbook fees must be waived, and no alternative in lieu of a fee waiver is permissible for such fees.

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.

The School may allow a student to perform service in lieu of paying a fee or receiving a fee waiver if: (a) the School establishes a service policy or procedure that ensure that a service assignment is appropriate to the age, physical condition, and maturity of the student; (b) the School's service policy or procedure is consistent with state and federal laws, including Section 53G-7-504 regarding the waiver of fees and the federal Fair Labor Standards Act, 29 U.S.C. 201; (c) the service can be performed within a reasonable period of time; and (d) the service is at least equal to the minimum wage for each hour or service.

A student who performs service may not be treated differently than other students who pay a fee.

The service may not create an unreasonable burden for a student or parent and may not be of such a nature as to demean or stigmatize the student.

The School will transfer the student's service credit to another LEA upon request of the student.

The School may make an installment payment plan available for the payment of a fee. Such a payment plan may not be required in lieu of a fee waiver.

Annual Review, Approval, and Training

The Board will review and approve this policy annually.

The School will develop a plan for at least annual training of School employees on fee-related policies specific to each employee's job functions.

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, February 7, 2024

Action Item: *SLT Technology Purchase*

Issue

In accordance with the school's purchasing policy, all invoices that exceed \$25,000 must be approved by the North Davis Prep Academy Board of Directors. This includes all purchases from a single vendor in a 30-day period.

Background

We have identified as part of our technology cycle the need to purchase more devices. There are two groups identified in this purchase 1) 42 for the faculty are due to have their device replaced and 2) we will be retiring approximately 30 student Chromebooks and replacing them.

Technology is a critical component to a successful school program. Personal computing devices are used daily by teachers and students to communicate, interact with learning software and complete assignments. As a 1:1 device school, we have the expectation that each student has a device for each day for testing or other educational needs. A majority of our educational activities are done online such as our CANVAS LMS platform, which allows for continuity of instruction in class and remotely.

We will use the School Land Trust Funds for the student Chromebooks.

Recommendation

It is recommended that the Board approve the Technology purchase in the amount of \$71,445.00.

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.



1103 N 1600 W, Layton, UT 84041
 932 E 00 S, Declo, ID 83323
 833.758.7300
 etscorp.com

PROJECT QUOTE
 EM-2653

ISSUED TO	DATE	PROJECT DESCRIPTION
North Davis Preparatory Academy 1765 W Hill Field Rd. Layton UT 84041	1/10/2024	30 x Dell Chromebook
	EXPIRATION DATE	PROJECT MANAGER
	2/9/2024	Jewkes, Kelly D. kelly.jewkes@etscorp.com

DESCRIPTION	QTY	UNIT PRICE	EXT PRICE
30 x Chromebooks w/Google Manager License	1	10,965.00	10,965.00
Dell Chromebook 3110 - Intel Celeron N4020 Processor - 4GB Memory - 32GB Storage - 11.6" HD (1366 x 768) Anti-Glare Display - Camera & Microphone - 3-Cell Battery - 2 USB Type-C, 2 USB Type-A 3.0 Ports - 65W AC Adapter - 1 Year Warranty Chromebook Management Console Fee Labor to setup Google Chromebooks. This includes time to customize and configure Google's Management console and Chrome OS settings. Also includes configuration for Chromebook to function with desired applications, where possible. (This is estimated as hourly)			

TERMS AND CONDITIONS	SUBTOTAL	10,965.00
For equipment purchases, payment is due prior to work being completed. Project invoices will be Due Upon Receipt. Invoices not paid within terms will be subject to an interest charge of 18% per annum. If collection is required, the undersigned agrees to pay collection costs and reasonable attorney fees. Standard manufacturer's warranty applies to equipment unless otherwise stated. Sign and date below to accept this quote.	SALES TAX	0.00
	QUOTE TOTAL	10,965.00

Signature: _____ **Date:** _____

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.



1103 N 1600 W, Layton, UT 84041
 932 E 00 S, Declo, ID 83323
 833.758.7300
 etscorp.com

PROJECT QUOTE
 EM-2652

ISSUED TO	DATE	PROJECT DESCRIPTION
North Davis Preparatory Academy 1765 W Hill Field Rd. Layton UT 84041	1/10/2024	Faculty Laptops (Qty. 42)
	EXPIRATION DATE	PROJECT MANAGER
	2/9/2024	Jewkes, Kelly D. kelly.jewkes@etscorp.com

DESCRIPTION	QTY	UNIT PRICE	EXT PRICE
Faculty Laptops (Qty. 42)	1	60,480.00	60,480.00
(Qty. 42) Dell Latitude 5540 - 13th Generation Intel® i5 - Windows 11 Pro - 16GB RAM - M.2 256GB PCIe NVMe Class 35 Solid State Drive - 15.6" FHD (1920x1080) Non-Touch, Anti-Glare, IPS, 250nits, WLAN, HD Camera - 65W Type-C Adapter - 2 Years NBD Warranty STANDARD SETUP AND CONFIGURATION - Install fresh OS/remove all bloatware and trials - Join PC to domain - includes giving the PC an appropriate name - Install Office 365 - Install all windows updates - Install AV software - Install RMM software (pulseway) - set up local administrator account NDPA SPECIFIC SETUP AND CONFIGURATION - Setup of user profile, peripherals, and other applications. *** BASED ON THE ABOVE STANDARD/NDPA SETUP, ETS DOES NOT ANTICIPATE NEEDING ADDITIONAL HOURS, BUT IF ADDITIONAL SETUP IS NEEDED, OVERFLOW FOR ADDITIONAL SETUP HOURS WILL BE INVOICED SEPARATELY ON A SUPPORT REQUEST.***			

TERMS AND CONDITIONS	SUBTOTAL	60,480.00
For equipment purchases, payment is due prior to work being completed. Project invoices will be Due Upon Receipt. Invoices not paid within terms will be subject to an interest charge of 18% per annum. If collection is required, the undersigned agrees to pay collection costs and reasonable attorney fees. Standard manufacturer's warranty applies to equipment unless otherwise stated. Sign and date below to accept this quote.	SALES TAX	0.00
	QUOTE TOTAL	60,480.00

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, February 7, 2024

Action Item: *Award RFP for Landscaping & Snow Removal*

Issue:

North Davis Preparatory Academy issued an RFP for Landscaping and Snow Removal for 5-year agreement. The School will need to award the RFP.

Background:

Proposals were submitted by Above All, Extreme Green, and Lawn Butler. Ryan, Ammon and Jessica reviewed and scored each company that submitted a proposal. The scoring was the following:

- Above All – 80 points
- **Extreme Green – 95 points**
- Lawn Butler – 86 points

The recommendation from the evaluation committee is to award the RFP to Extreme Green.

Recommendation:

It is recommended that the Board award the RFP for Landscaping and Snow Removal to Extreme Green for a 5-year agreement and allow Ryan Robinson to sign on behalf of the School.

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.

FINAL EVALUATION COMMITTEE SCORE SHEET

RFP for Landscaping and Snow Removal Services

Name of Offeror: Extreme Green

Names of Evaluation Committee Members: Ryan R., Ammon C., Jessica B.

Date of Scoring: 2/6/24

Points Recommended by Evaluation Committee for Non-Cost Criteria:

1. Offeror's Experience and Qualifications (40 points possible) 40
This criterion is based on the information provided in response to RFP Section V(B)(1).

2. Past Performance for NDPA and/or References (20 points possible) 20
This criterion is based on the information provided in response to the specifications contained in RFP Section V(B)(2).

Total Evaluation Points for Non-Cost Criteria (60 points possible) 60

3. Cost (40 points possible) 35 *CLEAR & LOWEST*
This criterion is based on the pricing proposal provided in response to RFP Section V(C)(1).

Total Evaluation Points for Non-Cost and Cost Criteria (100 points possible) 95

FINAL EVALUATION COMMITTEE SCORE SHEET

RFP for Landscaping and Snow Removal Services

Name of Offeror: Lawn Butler

Names of Evaluation Committee Members: Ryan R., Ammon C., Jessica B.

Date of Scoring: 2/6/24

Points Recommended by Evaluation Committee for Non-Cost Criteria:

- 1. Offeror's Experience and Qualifications (40 points possible) 40
This criterion is based on the information provided in response to RFP Section V(B)(1).
- 2. Past Performance for NDPA and/or References (20 points possible) 18
This criterion is based on the information provided in response to the specifications contained in RFP Section V(B)(2).

Total Evaluation Points for Non-Cost Criteria (60 points possible) 58

- 3. Cost (40 points possible) 28
This criterion is based on the pricing proposal provided in response to RFP Section V(C)(1).

Total Evaluation Points for Non-Cost and Cost Criteria (100 points possible) 86

UNABLE TO CLEARLY DETERMINE W/ INFO PROVIDED

FINAL EVALUATION COMMITTEE SCORE SHEET

RFP for Landscaping and Snow Removal Services

Name of Offeror: Above All

Names of Evaluation Committee Members: Ryan R. Ammons, Jessica B.

Date of Scoring: 2/6/24

Points Recommended by Evaluation Committee for Non-Cost Criteria:

1. Offeror's Experience and Qualifications (40 points possible) 35
This criterion is based on the information provided in response to RFP Section V(B)(1).

2. Past Performance for NDPA and/or References (20 points possible) 15
This criterion is based on the information provided in response to the specifications contained in RFP Section V(B)(2).

Total Evaluation Points for Non-Cost Criteria (60 points possible) 50

3. Cost (40 points possible) 30
This criterion is based on the pricing proposal provided in response to RFP Section V(C)(1).

Total Evaluation Points for Non-Cost and Cost Criteria (100 points possible) 80

Lower Score due to Higher Cost