



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.

March 25, 2026

North Davis Preparatory Academy Board of Directors Meeting Agenda Wednesday, March 25, 2026

Location: Jr. High Library, 1591 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)

- [2026-2027 School Fee Schedule](#)
- [Proposed Amended Fee Waiver Policy](#)

6:05 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) (15 minutes)

6:20 PM – REPORTS

- Administration
 - State of the School – Ryan Robinson (30 minutes)

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.

- ✓ Student Achievement
- ✓ Trust in School
 - ★ Present Recommended Administrative Structure
- ✓ Retention of Students
 - ★ [Enrollment](#)
- ✓ Compliance
- Board of Director
 - Facility Committee Update – Monte /Ryan (20 minutes)
 - ✓ [Satellite Timeline](#)
 - [Financial Review](#) – Clint Heiner (5 minutes)

7:15 PM – CONSENT ITEMS

- [February 4, 2026 Board Meeting Minutes](#)

7:16 PM – VOTING ITEMS

- Appoint New Board Member (June 2029) – Monte Poll (2 minutes)
- [2026-2027 School LAND Trust Plan](#) – Ryan Robinson (2 minutes)
- [2026-2027 School Fee Schedule](#) – Ryan Robinson (2 minutes)
- [Amend Fee Waiver Policy](#) – Ryan Robinson (2 minutes)
- [Amend Administration of Medication Policy](#) – Ryan Robinson (2 minutes)
- [Block Seal & Caulking Replacement Project](#) – Ryan Robinson (2 minutes)
- LEA-Specific Educators License for Dana Francis – Ryan Robinson (2 minutes)

7:30 PM – DISCUSSION ITEMS

- Calendaring Items – ALL (5 minutes)
 - Next PreBoard Meeting on April 21st
 - Electronic Board Meeting on May 6th [IF NEEDED]
 - PreBoard Meeting on May 19th (Reschedule to May 12th?)
 - Annual Board Meeting on June 3rd (Reschedule to May 27th?)
 - Electronic Board Meeting on June 24th (Reschedule to June 29th @ 9 a.m.)
 - NCSC26 New Orleans, LA June 24-26 (Wed-Fri)

7:35 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]

7:35 PM – ADJOURN

UPCOMING CALENDAR ITEMS

May

Audit Engagement Letter
 2026-2027 TSSA Plan
 Capital Improvements
 Curriculum Renewals
 Prepare for Principal’s Evaluation
 Science-In-Action Expenditures
 Property & Liability Insurance Renewal
 Principal Bonus/Salary
 Positive Behavior Plan Review (can be emailed)

June

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Comprehensive Guidance Data Review
2025-2026 Final Amended Budget
2026-2027 Annual Budget
2026-2027 Sex Ed Instruction Committee
Wellness Policy: Triennial Progress Assessment [Every 3-yrs 6-14-23]
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 2026-2027 Board Meeting Schedule
Ratify Board Members & Terms
Ratify Board Officers
Board Member Agreement
Principal/AW Evaluation

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North Davis Preparatory Academy

2025 **2026** 2027

[School](#)

Enrollment	Status	Race	Sex	Advisors	+ Registered 0		+ Enroll					
Grade:		K	1	2	3	4	5	6	7	8	9	Total
Active		80	98	97	91	83	100	111	78	87	69	894
Withdrawn		12	15	9	9	10	14	5	12	11	6	103
Effective 3/23/2026		92	113	106	100	93	114	116	90	98	75	997

North Davis Preparatory Academy

2026 **2027**

[School](#)

Enrollment	Status	Race	Sex	Advisors	+ Registered 24		+ Enroll					
Grade:		K	1	2	3	4	5	6	7	8	9	Total
Future		90	94	100	101	95	84	101	114	78	88	945
Effective 8/19/2026												

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North Davis Preparatory Academy Satellite Campus Planning Schedule Opening Fall 2027

BD: Board	BL: Board Liaison	DR: Director	ED: Ed Specialist
ACCT: Accountant	LG: Legal	FC: Facility Committee	HR: Human Resources
MC: Marketing Committee		CSBBO: Charter School Board Building Officer	
OW: One West			

Pre-Planning Year (March-June 2026)			
☑	<i>Description</i>	<i>Assigned: (1st/2nd)</i>	<i>Due Date</i>
	Form Facility Committee (“ FC ”) (Admin Team + Board Member)	BD/BL	Mar-May
	Form Marketing Committee (“ MC ”) (Admin Team + Board Member)	BD/BL	Mar-May
	Appoint/Identify Charter School Board Building Officer (“ CSBBO ”)	BD/BL	Mar-May
	Establish Land Parameters and Begin Land Search	FC/OW	Mar-Apr
	Discuss LEA Leadership Structure	DR/BD/ED	Mar-Jun
	Planning Year Expense Plan (Grants/Loans/etc.)	ACCT/DR	May-Jun
	Facility Floorplan and Site Plan	FC/OW	Apr-Aug
	Marketing Plan	MC	Jun
	Hiring Strategy and Timeline	DR/BD	Jun
	Website Update and Buildout	DR/BL	Jun-Aug
	Facility Progress Reports (Standing Report on Meeting Agendas)	FC/OW	Ongoing
Planning Year (July 1, 2026 – June 30, 2027)			
	Builder Specs (Furniture, Kitchen, Tech, Gym, Playground, Telecom)	FC/OW	Jul-Sept
	Notify UEN	FC/OW	Aug 15
	Marketing Materials	MC	Aug
	Informational Meetings (Establish Schedule and Begin)	DR	Aug-Sep
	Lease Agreement	BD/LG	Aug-Dec
	Groundbreaking	FC/BD/OW	Oct-Dec
	Temporary Building Site Sign	FC/OW	Oct-Dec
	Define needs (Textbooks, Library, School Supplies, Janitorial, Office)	DR	Oct-Dec
	Open Lottery	DR	Jan
	Admin and Teacher Recruitment	DR/HR	Jan
	Define Furniture Needs	DR	Jan-Feb
	Furniture RFP and Order	DR/LG	Feb-Mar
	Non-Instructional Staff Hiring Plan	DR/ED	Mar
	Define Janitorial Needs	DR	Mar
	Establish Pick Up/Drop Off Procedures	DR	Mar
	Schedule Dumpster Delivery	DR	Jun
	Order Instructional Materials and Library Materials	DR	TBD
	New School Safety Plans (Evac, SRTS, IPM Plans)	DR/ED	TBD
First Operational Year (July 1, 2027 – Day 1 of School)			
	Order Janitorial, Office and General School Supplies	DR	July

Landscaping and Snow Removal RFP (if needed)	DR/LG	July
Facility Inspections and Temp Occupancy	OW/FC	July
Delivery Install: Furniture, Kitchen Equip, Tech, Telecom, A/V, etc.	DR	July
Plan and Schedule Ribbon Cutting	FC/BD/OW	July
Instructional Materials and Library Materials Delivery	DR/ED	Jul-Aug
Dumpster Delivery	FC/OW	Aug 1
Certificate of Occupancy	OW/FC	Aug 1

DRAFT

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NDPA Board Mtg 3.25.2026

February financials are included, since the books closed on March 10. February is reporting 66.6% of the way through the year.

Profit and Loss –

Revenue is 79.7% overall and 67.5% for State. Overall is tracking ahead for percent through the year due to bond proceeds, but Federal is low since not many reimbursements have been requested.

The only Federal income received so far is Food revenue. IDEA is only funded at about 1/3 of the total amount at this point (just got total est allocation for the year), and Title II just got approved.

Local revenue is up slightly due to PTIF interest (rates remain higher), and all other local categories are around or over 66.6% at this point.

Expenses are at 59.7 % overall so tracking just under budget on amount of year that has passed. The only areas that are tracking ahead of budget are:

- 0441 Rental of Land & Bldg 88.3%, and 0442 Rental of Equipment 136.7%, along with 0440 Rentals 19.8% since items are coded a little different than originally budgeted however, the average of the three rentals is in line with budget
- 0450 Construction 0% had nothing budgeted since it was all budgeted in 0710 Land and Site Improvements, however it was constructed not purchased. Will true up budget at end of year, overall still within budget between two accounts
- 0521 Property Insurance 101.4% since paid 1x/yr and is slightly higher than PY
- 0580 Travel/Per Diem 236.7% - Spain 9th grade trip
- 0610-001 Furniture & Fix (not capitalized) 251.7% but rolls into 0610 General supplies which is low so avg is still below percent of year
- 0670 Software 109.1% since more bought at BOY and iReady was more than PY
- 0810 Dues and Fees 649% from all the bond closing fees (not in original budget)
- 0830 Interest 119.7% since now have 2025 bond interest also (from new bonds)

Balance Sheet –

- Investments (PTIF) increased \$465K over the PY, which included moving out money to purchase the land, then replacing that money when closing on the bonds, along with adding additional funds to the amount
- Plan to transfer over an additional \$400K since no immediate large purchases
- Everything else looks very good and what we would expect

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North Davis Preparatory Academy
Board Profit and Loss
7/1/2025 - 2/28/2026

	Annual	Year-to-Date	% of Budget
	June 30, 2026	February 28, 2026	
	Budget	Actual	
Net Income			
Income			
Revenue From Local Sources	431,500	297,831	69.0 %
Revenue From State Sources	10,662,496	7,201,440	67.5 %
Revenue From Federal Sources	413,194	96,926	23.5 %
Revenue from Other Sources	250,000	1,776,407	710.6 %
Total Income	11,757,190	9,372,604	79.7 %
Expenses			
Instruction/Salaries	6,306,058	3,371,890	53.5 %
Employee Benefits	1,615,580	872,543	54.0 %
Purchased Prof & Tech Serv	747,660	487,447	65.2 %
Purchased Property Services	299,500	426,228	142.3 %
Other Purchased Services	269,000	229,455	85.3 %
Supplies & Materials	971,297	493,098	50.8 %
Property	665,000	24,439	3.7 %
Debt Services & Miscellaneous	869,825	1,103,413	126.9 %
Total Expenses	11,743,920	7,008,513	59.7 %
Total Net Income	13,270	2,364,091	17,815.3 %

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**North Davis Preparatory Academy
Board Balance Sheet
As of 2/28/2026**

	Period Ending 02/28/2026	Period Ending 02/28/2025
	Actual	Actual
Assets & Other Debits		
Current Assets		
Operating Cash		
Cash	1,930,472	1,616,205
Investments	4,807,878	4,342,112
Operating Cash	6,738,350	5,958,317
Accounts Receivables	5,360	866
Total Current Assets	6,743,710	5,959,183
Restricted Cash	426,724	392,756
Net Assets		
Fixed Assets	17,760,196	15,865,810
Depreciation	(5,389,807)	(4,881,455)
Total Net Assets	12,370,389	10,984,355
Total Assets & Other Debits	19,540,823	17,336,294
Liabilities & Fund Equity		
Current Liabilities	72,971	84,106
Long-Term Liabilities	10,240,000	10,240,000
Fund Balance	6,714,428	6,498,518
Net Income	2,513,424	513,670
Total Liabilities & Fund Equity	19,540,823	17,336,294

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North Davis Preparatory Academy Board of Directors Meeting Minutes Wednesday, February 4, 2026

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

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

Excused: Dale Pfister,

Others in Attendance: Ryan Robinson, Dawn Kawaguchi, Cathie Hurst, Heidi Bauerle (via Zoom)

VISION:

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MINUTES

6:10 PM – INTRODUCTORY ITEMS

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

There was no PUBLIC COMMENT. This was the first public comment period for the 2026-2027 School Fee Schedule and the Fee Waiver Policy.

REPORTS

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

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★ MOY Assessment Data – Ryan reviewed the beginning of year (BOY) vs. middle of year assessment data (MOY). He explained the changes in the reporting platform and the patterns to look for in the bar graphs, highlighting increases in students performing at or above grade level and decreases in those below grade level. Ryan discussed student progress patterns, noting that while achievement levels may not always meet expectations, growth is typically observed over time. There was a discussion on 7th and 8th grade scores. There was also a discussion on NDPA’s graduation rates which is higher than the state’s average.

✓ **Retention of Students**

★ Enrollment & Lottery – Ryan reviewed the reviewed enrollment numbers, with 903 current students and 922 registered for the upcoming year. We haven’t gotten all our kindergarteners registered in Aspire.

✓ **Compliance**

★ SLT FY25 Final Report – Ryan reviewed the FY25 final report which shows that we stayed on plan and spent what we said we were going to spend,

★ Student Conduct & Discipline Administrative Procedures – Ryan reviewed the changes on the Student Conduct & Discipline Administrative Procedures which are changes from the 2025 legislative session including updates and clarifications to increase its compliance with new and existing laws and updates to USBE rules, including new rules regarding seclusion of students, et al.

➤ **Board of Director**

- Financial Review – Clint Heiner stated that he and Cathie met yesterday and he didn’t have any questions which is a testament that the administration and AW are doing a great job with the budget. Cathie also explained that she is including a new financial summary in the packet and requested feedback.
- Board Vacancies – Monte Poll stated that we will be seeking a replacement for Dale, who has resigned, and discussed strategies for advertising the vacancy while maintaining discretion if the administration wanted to ask parents to apply for the open position. Dawn will send out an updated open board position announcement to the members this week. Timelines were discussed with aiming to post and accept applications for a month, a week to narrow down candidates to interview and a week to get the interviews set up at the March 25th board meeting.

BOARD TRAINING

- SLT Training Assurances – Monte Poll reviewed board training requirements for School LAND Trust and confirmed all members had completed watching the necessary videos.
- Open & Public Meetings Act Training – Dawn Kawaguchi conducted a quiz on the Open and Public Meetings Act. Dawn read the questions aloud while timing the responses. All members participating and answering questions on public meeting procedures, answering

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questions about board meeting requirements and testing their knowledge on topics like quorum, public notice, and meeting minutes. The session concluded with a discussion about recording requirements for closed sessions, though some participants expressed uncertainty about specific aspects of the recording rules.

CONSENT ITEMS

- December 3, 2025 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

Motion passed unanimously.

VOTING ITEMS

- Amend 2026-2027 School Calendar – Ryan Robinson stated that the only changes on the calendar are a date correction in the “year at a glance” section and moving Spring Break back a week to align with Davis School District’s calendar. **Monte Poll made a motion to approve the Amended 2026-2027 School Calendar. The votes were as follows:**

Monte Poll – Aye

Maggie Arave – Aye

Clint Heiner – Aye

Rita Brock – Aye

Motion passed unanimously.

- Technology Purchases – Ryan Robinson explained that these funds are connected to the School LAND Trust Plan, noting that it is the same plan the school has followed for years, and the funds are being used to support our ongoing annual needs for technology. The board also briefly touched on a potential state legislation regarding electronic devices in K-3 classrooms, with Ryan clarifying that the legislation would likely not affect their current technology plans. **Monte Poll made a motion to approve the Technology Purchase not to exceed \$93,000. The votes were as follows:**

Monte Poll – Aye

Maggie Arave – Aye

Clint Heiner – Aye

Rita Brock – Aye

Motion passed unanimously.

- Helpside Professional Employer Agreement – Ryan Robinson noted that our five-year contract is up for renewal. He stated that we have been satisfied with their services and recommend extending the agreement for an additional five years. **Monte Poll made a motion to approve the Professional Employer Agreement with Helpside and authorize the Board President to execute the agreement on behalf of the school. The votes were as follows:**

Monte Poll – Aye

Maggie Arave – Aye

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Clint Heiner – Aye

Rita Brock – Aye

Motion passed unanimously.

- Capital Improvement Plan – Ryan Robinson discussed capital improvement projects, focusing on playground replacement and junior high parking lot repairs. He also discussed the need to replace thermostats and potentially update elementary bathrooms, though these were not prioritized for immediate action. The board decided to table the full capital improvement plan for further information, particularly regarding the parking lot replacement options. **Monte Poll made a motion to table the Capital Improvement Plan. The votes were as follows:**

Monte Poll – Aye

Maggie Arave – Aye

Clint Heiner – Aye

Rita Brock – Aye

Motion passed unanimously.

- Playground Replacement Project – Ryan Robinson discussed the playground replacement project in his capital improvements while noting that the current playground is 20 years old and not sustainable. The playground equipment they are considering will cost just over \$150,000, and the surrounding pit that must be constructed is expected to add no more than a total cost of \$200,000. **Monte Poll made a motion to approve the Playground Replacement Project not to exceed \$200,000. The votes were as follows:**

Monte Poll – Aye

Maggie Arave – Aye

Clint Heiner – Aye

Rita Brock – Aye

Motion passed unanimously.

DISCUSSION ITEMS

- Calendaring Items – ALL
- Next PreBoard Meeting – March 10th
 - Next Board Meeting – March 25th
 - NCSC26 New Orleans, LA June 24-26 (Wed-Fri) – Clint will not be attending the conference this year. Ryan would like the board to reach out to Karyn to handle the registration and coordinating hotels.

There was no CLOSED SESSION.

7:52PM – Monte Poll made a motion to ADJOURN. The votes were as follows:

Monte Poll – Aye

Maggie Arave – Aye

Clint Heiner – Aye

Rita Brock – Aye

Motion passed unanimously.

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NDPA Board of Director's Meeting Wednesday, March 25, 2026

Action Item: 2026-2027 School LAND Trust Plan

Issue

The Board must approve the School LAND Trust (SLT) Plan to receive funding.

Background

Each year NDPA receives SLT revenue from the state to purchase specific needs of the School. NDPA has been allocated approximately **\$176,023.89** for the 2026-2027 school year. The NDPA School LAND Trust Committee must approve the yearly plan before it is brought to the Board for approval. The SLT committee met on **March 18, 2026**, to review the current needs of the school, proposed goals & expenditures, and voted to approve the following:

Proposed Goal #1:

NDPA students will increase student proficiency on RISE scores in Language Arts, Math, and Science by a minimum 1% - 2%. By providing continued access to technology, student education will be augmented and assist growth and achievement related to the school mission of high academic achievement, bi-literate proficiency, and a love of learning. This goal will be measured according to data gathered in the 2026-2027 school year, beginning August 2026, through May 2027.

Proposed Expenditures:

- Student devices with software and teacher support technology. **\$100,000**
- This is a portion of a salaried person at NDPA that provides technical support for teachers and students, including assessment support. **\$76,023.89**

****Total Proposed Expenditures for the 2026-2027 Land Trust Plan: \$176,023.89 ****

Recommendation

It is recommended that the Board approve the 2026-2027 School LAND Trust Plan and signature page.

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School LAND Trust Plan 2026-2027 - North Davis Preparatory Academy

The Plan has been submitted by the School and is waiting LEA review.

Goal #1

close

Goal Statement

close

NDPA Student will increase student proficiency on RISE scores in Language Arts, Math, and Science by at least 1%-2%. By providing continued access to technology, we will support student growth and achievement aligned with the school's mission of high academic achievement, bilingual proficiency, and a love of learning. This goal will be measured using data gathered during the 2026-2027 school year, from August 2026 through May 2027.

Academic Area

close

- English/Language Arts
- Mathematics
- Science

Measurements

close

Overall school proficiency scores, including end of level testing, English, Writing and Math.

Action Plan Steps and Expenditures

close

1. After identifying purchases needed for student technology support, purchases will be made and overseen by the administration.
2. The NDPA technology specialist will monitor student assessment and student interaction with academic computer software.
3. NDPA administration and teachers will perform consistent data analysis leading up to the end-of-year assessment and testing.

Category	Description	Estimated Cost
Technology related supplies < \$5,000 each - devices, computers, E-readers, flash drives, cables, monitor stands	Students Devices and Software and Teacher Support Technologies	\$100,000.00
Salaries and Benefits (teachers, aides, specialists, productivity, substitutes)	This is a portion of a salaried person at NDPA who provides technical support for teachers and students including assessment support.	\$76,023.89
	Total:	\$176,023.89

Summary of Estimated Expenditures

Category	Estimated Cost (entered by the school)
Salaries and Benefits (teachers, aides, specialists, productivity, substitutes)	\$76,023.89
Technology related supplies < \$5,000 each - devices, computers, E-readers, flash drives, cables, monitor stands	\$100,000.00
Total:	\$176,023.89

Funding Estimates - Please Update

Estimates	Totals
Carry-over from 2024-2025	\$0.00
Distribution for 2025-2026	\$150,050.08
Total Available Funds for 2025-2026	\$150,050.08
Estimated Funds to be Spent in 2025-2026	\$ <div style="border: 1px solid black; display: inline-block; padding: 2px 10px;">150050.08</div>
Estimated Carry-over from 2025-2026	\$0.00
Estimated Distribution for 2026-2027	\$176,023.89
Total Available Funds for 2026-2027	\$176,023.89

Estimates	Totals	
Summary of Estimated Expenditures for 2026-2027		\$176,023.89
Estimated Carry-over to 2027-2028		\$0.00

The Estimated Distribution is subject to change if student enrollment counts change.

Publicity

- School newsletter or website

Council Plan Approvals

Number Approved	Number Not Approved	Number Absent	Vote Date
5	0	2	2026-03-18

Please submit comments below.

Comments are only seen by those involved in submitting or reviewing plans and cannot be edited or removed.

There is a 1000 character limit on the comments. SAVE button shows when entry is made. Character Count: 0

School LAND Trust Plan Review Instructions

1. Read the Plan and any attached documents.
2. ENTER AND SAVE any comments for the Principal/Director to read. *Comments are not public, but are a permanent part of the report.*
3. Make a review decision to approve the report or send the report back for edits:
 - APPROVE: Select APPROVE, and then FINALIZE.
 - NEEDS EDITS: To send back for edits, select NEEDS EDITS and FINALIZE. Notify the principal to complete the edits, resubmit, and notify you when the report is ready for review again.

LEA Review Assurance

Approving the Plan is the LEA Reviewer's assurance that the plan is consistent with the law and contains:

- student-centered, measurable, academic goals
- **specific** steps and expenditures to implement the academic goals
- measurements to assess improvement
- evidence-based practices and consistent with the LEA's pedagogy, programs, and curriculum

- no more than \$2 per student budgeted for student incentives in an academic school year
- an appropriate plan for any carry-over greater than 10%

APPROVE

NEEDS EDITS

School Plan Review Status:

FINISH REVIEW

BACK

Council Signature Form

LEA: Charter A6 | **SCHOOL:** North Davis Prep. Academy | **YEAR:** 2025-2026




School councils (**School Community Council** for district schools and **Charter Trust Land Council** for charter schools) were created to involve parents in decision-making, to foster collaboration with local administrators and boards, to improve student education, to ensure School LAND Trust (SLT) Program funds are spent responsibly and as intended, and to raise public awareness of Utah Trust Lands.

Your signature on this form confirms your active participation in the council’s SLT Program responsibilities, specifically:

- Implementing the current year’s School LAND Trust plan (e.g. attending meetings, providing input, etc.)
- Developing the upcoming year’s School LAND Trust plan (e.g. participated in discussions, reviewed data, voted for or against the plan, etc.)

This form also provides an opportunity for you to give feedback to your local board, who will review it during the plan approval process. Thank you for your participation!

Council Signatures *(add additional rows as needed)*

Printed Name	Role <small>(P = Parent, SE= School Employee, PR= Principal, O = Other)</small>	Were you involved in implementing this year’s plan?	Were you involved in preparing next year’s plan?	Signature	Date
Kajsa Berlin	Parent Chair	<input type="checkbox"/>	<input type="checkbox"/>	 <small>Kajsa Berlin (Mar 23, 2026 16:10:49 MDT)</small>	03/23/26
Jenna Mortensen	Parent Vice Chair	<input type="checkbox"/>	<input type="checkbox"/>	<u>Jenna Mortensen</u> <small>Jenna Mortensen (Mar 21, 2026 13:39:13 MDT)</small>	03/21/26
Courtney Bills	Parent Member	<input type="checkbox"/>	<input type="checkbox"/>	<u>Courtney Bills</u> <small>Courtney Bills (Mar 21, 2026 08:00:41 MDT)</small>	03/18/26
Monty Kaufusi	Parent Member	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	 <small>Heilame Monty Kaufusi (Mar 24, 2026 15:44:38 MDT)</small>	03/24/26
Michelle Marchant	Parent Member	<input type="checkbox"/>	<input type="checkbox"/>	 <small>Michelle Marchant (Mar 21, 2026 07:52:56 MDT)</small>	03/18/20

Additional Feedback for Board:

NDPA Board of Director's Meeting Wednesday, March 25, 2026

Action Item: *2026-2027 School Fee Schedule*

Issue:

The School ("NDPA") needs to adopt a fee schedule for the 2026-2027 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.

Per state law, if a school charges any school fees, the school must approve a fee schedule for the upcoming school year by June 1 before the school year begins. In addition, prior to the June 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 2026-2027 fee schedule includes all known requirements for fee schedules under state law. NDPA has provided the opportunity for public comment on their 2026-2027 proposed fee schedule at two board meetings.

Recommendation:

It is recommended that the Board approved the 2026-2027 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 ~~2025~~2026-~~2026~~2027

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 <u>65</u> .00
Volleyball (6 th -9 th)	Referees, uniforms, and stipend for coaches	\$ 45 <u>65</u> .00
Flag Football (6th-9th)	Referees, uniforms, and stipend for coaches	\$65.00
Cross Country (5 th -9 th)	Referees, uniforms, and stipend for coaches	\$ 35 <u>45</u> .00
Soccer (6 th -9 th)	Referees, uniforms, and stipend for coaches	\$65.00
Soccer Club (K-6 th) <i>Offered September thru May</i>	Referees, uniforms, and stipend for coaches	<u>\$60.00</u> <i>(per month)</i>
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
After School Game Club (6 th -9 th)	Materials & Activities	\$10.00
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, 8 <u>4</u> 00.00

Per Student (K-5th) Annual Maximum Fee Amount for Year: K-4th \$0.00, 5th \$~~1570~~10.00

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: \$~~375~~875.00

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.

Per Student (7th-8th) Annual Maximum Fee Amount for Year: \$~~1,210~~260.00

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: ~~\$1,210~~260.00

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: ~~\$4,610~~5,060.00

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.

NDPA Board of Directors' Meeting Wednesday, March 25, 2026

Action Item: *Amending Fee Waiver Policy*

Issue:

Amending the School's Fee Waiver Policy.

Background:

HB 344 from the 2025 legislative session separates out courses for school fee charging purposes into “non-fee courses” (ELA, health education, math, science, and social studies) and “fee courses” (all courses that are not non-fee courses). This new law restricts what types of fees can be charged for such courses. It also specifies that beginning with the 26-27 school year, schools that have secondary students (students in grades 7-12) and award them credit toward graduation must provide at least one option for each graduation credit requirement that does not require the payment or waiver of a fee. However, there is an exception for charter schools that only offer the following for a given graduation requirement: an AP, IB, or CE course. HB 344 also extends the annual deadline by which schools must approve their fee schedules for the following school year, changing it from April 1 to June 1. The changes from HB 344 and R277-407 (which was last revised in December 2025) have been worked into the school's Fee Waiver Policy.

Recommendation:

It is recommended that the Board approve the Amended 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.

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 in the event the School elects to charge such 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; and~~
- ~~(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.~~

“Common education expense”

- (a) means an expense the School incurs that is related to the delivery of instruction for all courses, unrelated to a specific course, program, or activity; and
- (b) includes the employment of educators and staff, the provision of capital facilities, and operation and maintenance costs.

“Course” or “class”

- (a) means an activity, a course, or a program that the School:
 - (i) intends to deliver instruction;
 - (ii) provides, sponsors, or supports; and
 - (iii) conducts primarily during school hours.

(b) includes a course in which a student is required to enroll as a condition of participation in a separate extracurricular activity.

“Discretionary project” means a project that a student completes in lieu of or in addition to a required classroom project in accordance with Section 53G-7-503.

"Extracurricular activity"

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

"Fee" means a charge, expense, deposit, rental, or payment:

- (a) regardless of how the School terms, describes, requests, or requires the charge, expense, deposit, rental, or payment ~~is termed, described, requested, or required~~, directly or indirectly;
- (b) in the form of money, goods, or services; and
- (c) that is a condition to a student's full participation in or admission to an activity, course, or program that ~~is provided, sponsored, or supported by an LEA~~ the School provides, sponsors, or supports.

“Fee” includes:

- ~~(a) charges or expenditures for a School field trip or activity trip, including related transportation, food, lodging, and admission charges;~~
- ~~(b)~~ (a) payments ~~made~~ to a third party that provides a part of a School activity, class, or program; and
- ~~(c) charges or expenditures for classroom instructional equipment or supplies;~~
- ~~(d) charges or expenditures for School activity clothing; and~~
- ~~(e)~~ (b) a fine other than a fine described below.

“Fee” does not include:

- (a) a student fine ~~specifically approved by an LEA~~ that the School approves for:
 - (i) failing to return School property;
 - (ii) losing, wasting, or damaging private or School property through intentional, careless, or irresponsible behavior, ~~or~~ including defacing or damaging School property as described in Utah Code 53G-8-212; or
 - (iii) improper use of School property, including a parking violation;
- (b) a payment for School breakfast or lunch;
- (c) a deposit that ~~is~~:
 - (i) is a pledge securing the return of School property; and
 - (ii) the School ~~refunds~~ upon the return of School property;
- (d) a charge for insurance, unless the insurance is required for a student to participate in an activity, course, or program; or

- (e) money or another item of monetary value ~~raised by~~ that a student or the student's family raises through fundraising.

"Fee course" means a course that is not a non-fee course.

"Instructional equipment-~~or supplies~~"

- (a) means an activity-, course-, or program-related ~~supply or~~ tool that:
 - (i) a student is required to use as part of an activity, course, or program in a secondary school; and
 - (ii) becomes the property of the student upon exiting the activity, course, or program; ~~and~~
 - ~~(iii) is subject to a fee waiver;~~
- (b) does not include School equipment, an instructional supply, or a personal student supply for a secondary student.

"Instructional supply"

- (a) means a non-reusable or a consumable material or supply that is necessary to use, expend, or deplete as a component or element of an activity, course, or program in a secondary school.
- (b) does not include a personal student supply for a secondary student.

"Non-fee course" means a course that results in course credit or a course grade within the core standards the USBE establishes under Section 53E-4-202 and other statutory requirements for:

- (a) English language arts;
- (b) health education;
- (c) mathematics;
- (d) science; and
- (e) social studies

"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~~ from an institution of higher education; or
 - (B) ~~an advanced placement examination~~ for post-secondary related courses; 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
- (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.

“Personal student supply”

- (a) means, for a secondary student, an object, tool, material, or supply that:
 - (i) is the personal property of the student;
 - (ii) regardless of the use of the supply in the instructional process, individuals not enrolled in the course or activity also commonly purchase and use; and
 - (iii) has a high probability of regular use in activities other than School-sponsored activities.
- (b) includes pencils, papers, notebooks, crayons, scissors, and basic clothing.

"Provided, sponsored, or supported by the School"

- (a) means an activity, class, program, 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, 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, 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, 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”

- (a) means an alternative to fee payment; and
- (b) may include a plan under which fees are paid in installments or under some other delayed payment arrangement or a service in lieu of fee payment agreement.

"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 activity clothing” means special shoes or items of clothing that:

- (a) ~~that~~ meets specific requirements, including requesting a specific brand, fabric, or imprint; ~~that~~
- (b) the School requires a student to provide and to wear for an activity-, course-, or program-related activity; and
- ~~(a) that~~ that the student rents while participating in the activity, or become the property of the student upon exiting the activity, course, or program; ~~and~~
- ~~(b)(c) that are required to be worn by a student for an activity-, course-, or a program-related activity.~~

“School activity clothing” does not include:

- (a) a school uniform; or
- (b) clothing that is commonly found in students’ homes.

“School equipment” means a machine, equipment, facility, or tool that:

- (a) is durable;
- (b) is reusable;
- ~~(c) is consumable;~~
- ~~(d)(c) is owned by~~ a secondary school owns; and
- ~~(e)(d) a student uses as part of an activity, course, or program in a secondary school.~~

"Something of monetary value"

- (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; or
- (ii) computer hardware, software, or digital content; and
- (c) does not include School equipment, instructional equipment, or instructional supplies.

“Waiver” means a full release from:

- (a) ~~the~~ requirement ~~to pay of payment of~~ a fee; and
- (b) ~~from~~ any provision in lieu of fee payment.

General School Fees Provisions

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

If the School imposes a fee:

- (a) the fee shall be directly related ~~equal to or less than~~ to 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 fee shall be equal to or less than the expense described immediately above; and
- (~~b~~c) the School may not impose an additional fee or increase a fee to supplant or subsidize another fee that the School is prohibited from charging, including the normal expense of delivering instruction in a course ~~a fee to supplant or subsidize an expense that the School incurs for:~~
 - (i) ~~a curricular activity; or~~
 - (ii) ~~an expense for the portion of a co-curricular activity that occurs during regular school hours.~~

~~Beginning with the 2024-25 school year, t~~The School may not sell textbooks or otherwise charge a fee for textbooks ~~as provided in Section 53G-7-506~~, except for a textbook used for a concurrent enrollment, International Baccalaureate, or Advanced Placement course.

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

The School shall not charge a fee that is general in nature and for a service or good that does not have a direct benefit to the student paying the fee. In addition, the School may not charge a fee for a common education expense ~~except as set forth in this policy with respect to fees for life-cycle replacement costs for School equipment, the School may not charge a fee for School equipment.~~

~~The School may not charge students in grades K-6 fees to participate in the School’s remediation programs.~~ Beginning for the 2026-2027 school year, the School shall, with respect to awarding secondary students credit toward graduation, ensure that it has at least one option for each graduation requirement that:

- (a) fulfills the graduation requirement; and
- (b) does not require the payment or waiver of any fee.

However, the restriction above does not apply to the School if the School only offers one of the following for a given graduation requirement:

- (a) an Advanced Placement course;
- (b) an International Baccalaureate course; or
- (c) a concurrent enrollment course, as described in Section 53E-10-302.

Fees for Classes & Activities During the Regular School Day

Fees for Students in Kindergarten through Sixth Grade

The School may not charge a fee in kindergarten through sixth grade for materials, textbooks, supplies ~~(except as provided below)~~, or for any class or regular school day activity (except for discretionary projects), 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 a suggested list of student supplies for use during the regular school day so that a parent or guardian may furnish, only on a voluntary basis, those supplies for student use. The list provided to a student's parent or guardian must include ~~and be preceded by~~ the following language before identifying the supplies:

"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 noticed and approved as provided in R277-407 and is allowed to be charged by 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 in order for students to fully participate and to have the opportunity to acquire 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.

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

The School may charge students in grades 7-9 a fee for:

- (a) relating to a non-fee course or a fee course, for:
 - (i) instructional equipment;
 - (ii) a School field trip or activity trip or performance, including related transportation, food, lodging, and admission charges or participation fees;
 - (iii) School activity clothing;
 - (iv) a discretionary project as described herein; or
 - (v) a competency remediation program in accordance with Section 53G-9-803;
- (b) an expense related to a course, activity, or program that is a fee course, including:
 - (i) instructional supplies;
 - (ii) the life-cycle replacement costs for School equipment directed related to the fee course;
 - (iii) a music instrument rental;
 - (iv) licensing fees for fine arts intellectual property; or
 - (v) participating in a driver education course described in Section 53G-10-503;
- (c) an expense related to the following post-secondary-related courses, including tuition, college credit, an exam, or a textbook:
 - (i) an Advanced Placement course;
 - (ii) an International Baccalaureate course; or
 - (iii) a concurrent enrollment course, as described in Section 53E-10-302.

If the School charges fees for a fee course or a non-fee course, such fees are limited to those described above.

~~The School may charge students in grades 7-9 a fee for a curricular activity or a co-curricular activity that is not required for the instruction of established core standards as described in Utah Code § 53E-4-202 or § 53E-4-204 and that is an elective. However, beginning with the 2025-26 school year, the School may not charge students in grades 7-9 a fee for a curricular activity or a co-curricular activity that is required for the instruction of established core standards as described in Utah Code § 53E-4-202 or § 53E-4-204, and that is not an elective, unless the fee is for the following:~~

- ~~(a) instructional equipment or supplies;~~
- ~~(b) a driver education course described in Utah Code § 53G-10-503;~~
- ~~(c) charter school application processing in accordance with Utah Code § 53G-6-503; or~~
- ~~(d) competency remediation programs in accordance with Utah Code § 53G-9-803;~~
- ~~(e) the life cycle replacement costs for School equipment directly related to the co-curricular activity;~~
- ~~(f) a music instrument rental; or~~
- ~~(g) school activity clothing. If the School charges a fee for a co-curricular activity as set forth above, a fee for the portion of the co-curricular activity that is during the regular school day is limited to the fees described in subsections (a)-(g) above.~~

Fees for Adult Education and Advanced Courses

~~The School may charge students in grades 7-9 fees for an adult education course or for tuition, college credit, an exam, or a textbook for an Advanced Placement course, an International Baccalaureate course, or a concurrent enrollment course, as described in Utah Code § 53G-7-503(4).~~

Fees for Remediation Programs

~~The School may charge students in grades 7-9 fees to participate in the School's remediation programs.~~

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 the fee is approved as provided in this policy and is allowed by state law and 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 (e.g., 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.

Fees for Extracurricular Activities

The School may charge students in grades 7-9 fees for an extracurricular activity. The School may also charge students in grades K-6 fees for an extracurricular activity if it takes place outside of the regular school day and meets the other requirements described above. A fee for an extracurricular activity for students in grades 7-9 may include the life-cycle replacement costs for School equipment directly related to the extracurricular activity.

A fee related to an extracurricular activity may not exceed the maximum fee amounts for the extracurricular activity adopted by the Board, as provided below.

Other Miscellaneous Fees

Fees for Adult Education

The School may charge students in grades 7-9 fees for an adult education course in accordance with Section 53E-10-202.

Fees for Remediation Programs

The School may charge students in grades 7-9 fees to participate in the School's remediation programs.

The School may not charge students in grades K-6 fees to participate in the School's remediation programs.

Fees for Charter School Application Processing

The School may charge students in grades 7-9 a fee for charter school application processing in accordance with Section 53G-6-503.

Fee Schedule

The Board will approve a Fee Schedule at least once each year on or before ~~April~~ June 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 related to an activity, class, or program provided, sponsored, or supported by the School, including for a ~~curricular, co-curricular~~ course 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.

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.

~~In connection with approving a fee schedule, the Board shall authorize each fee individually as required in Utah Code § 53G-7-503.~~

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.

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 Fee Schedule shall clearly identify any fee for each activity, course, or program alongside the description of the activity, course, or program.

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.

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 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

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, t~~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 a fee. Fee waivers or other provisions in lieu of a fee payment 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 or designate another staff member to do so. 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.

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;
- (d) The student is in foster care through the Division of Child and Family Services or is in state care. If a student is in state care 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; or
- (e) The student qualifies for McKinney-Vento Homeless Assistance Act assistance. If a student qualifies for McKinney-Vento, verification is obtained through the School's McKinney-Vento liaison.

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.

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 ~~Prinepal~~School 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 or a designee 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.

The School shall also submit school fee revenue information in the Utah Public Education Financial System as provided in R277-113.

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.

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.

The School may provide optional individual fundraising opportunities for students to raise money to offset the cost of the student's fees as provided in R277-408.

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.

**NDPA Board of Director's Meeting
Wednesday, March 25, 2026**

Action Item: *Amending Administration of Medication Policy*

Issue:

Amending the School's Administration of Medication Policy.

Background:

New legislation added provisions with respect to the storage and administration of glucagon kits in schools. If a school employee becomes trained to administer a glucagon kit to a student in response to a potentially life-threatening condition resulting from abnormally low blood glucose levels, the school may make glucagon kits available to such trained employees. In addition, other legislation renamed "epinephrine auto injectors" to "injectable epinephrine rescue medication." The school's Administration of Medication Policy has been revised to comply with these new laws. Some additional revisions have been made to the emergency administration of medication portion of the policy to bring it into better compliance with applicable law, including the addition of a section on adrenal crisis rescue medication.

Recommendation:

It is recommended that the Board approve the Amended Administration of Medication 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 Administration of Medication Policy



PURPOSE

The purpose of this policy is to authorize personnel of North Davis Preparatory Academy (the “School”) to administer medication to students consistent with applicable law.

The School’s Board of Directors (the “Board”) acknowledges that medication should typically be administered by a student or the student’s parent or guardian. However, the Board recognizes that situations may arise where the health of a student may require administration of medication during the course of a school day by School personnel.

As long as authorized personnel act in a prudent and responsible manner, Utah law provides that School personnel who provide assistance in substantial compliance with a student’s licensed health care provider’s written statement are not liable civilly or criminally for any adverse reaction suffered by the student as a result of taking the medication or discontinuing the administration of medication. The Board hopes that this policy will help ensure that School personnel act in a prudent and responsible manner in order to protect the health of students and the interests of School personnel.

The Board also desires to set forth policies regarding acceptable self-administration of medication by students.

POLICY

Administration of Medication by School Personnel

The School will comply with applicable state and federal laws, including but not limited to Utah Code Ann. § 53G-9-502, regarding the administration of medication to students by School personnel. Accordingly, pursuant to this policy, authorized School personnel may provide assistance in non-emergency situations in the administration of medication to students of the School during periods when the student is under the School’s control.

School personnel may also administer medication to students in emergency situations in accordance with the following:

- (a) Glucagon. Glucagon is an emergency diabetic medication used to raise blood sugar. The School will comply with the requirements of Utah Code Ann. § 53G-9-504 regarding the emergency administration of glucagon to a student ~~in accordance with the statute~~. Accordingly, the School may administer glucagon to a student if: (1) the School ~~has received~~ a glucagon authorization from the parent or guardian of a student with diabetes; ~~and~~ (2) the student is exhibiting the symptoms that warrant the administration of glucagon; (3) ~~any~~ School personnel who have been trained (as described in the statute) in the administration of glucagon are

immediately available to administer the glucagon; and (4) a licensed health care professional is not immediately available. The School may not compel School personnel to become trained in the administration of glucagon nor may it obstruct School personnel from becoming trained in the administration of glucagon.

- (b) Glucagon Kit. The School will comply with the requirements of Utah Code Ann. §§ 26B-4-401, *et seq.*, regarding the emergency administration of a glucagon kit to a student. Accordingly, the School may administer a glucagon kit to a student if: (1) the student has a diagnosis of diabetes by a health care provider; (2) the School has received a glucagon authorization from the parent or guardian of the student; (3) the student is showing symptoms of hypoglycemia (a potentially life-threatening condition resulting from abnormally low blood glucose levels); and (4) a School employee who has become a “qualified adult” as defined in the statute is immediately available to administer the glucagon kit. If the School has a School nurse and the School nurse is immediately available to administer a glucagon kit to a student under the circumstances described above, the School nurse should administer the glucagon kit. If the School does not have a School nurse or the School nurse is not immediately available, another School employee who is a qualified adult may administer the glucagon kit in accordance with the statute. The School may make a glucagon kit available to a School employee who becomes a qualified adult. The School may not prohibit or dissuade School employees from receiving training to become a qualified adult, nor may it prohibit or dissuade School employees who become a qualified adult from possessing or storing a glucagon kit on School property or administering a glucagon kit to any person in accordance with the statute.
- (c) Injectable Epinephrine ~~Auto-Injector~~ Rescue Medication. The School will comply with the requirements of Utah Code Ann. §§ 26B-4-401, *et seq.*, regarding the emergency administration of an injectable epinephrine rescue medication to a student~~for anaphylactic reactions, in the event any School personnel seeks to become a “qualified adult” under that provision.~~ Accordingly, the School may administer an emergency injectable epinephrine rescue medication to a student if: (1) the student is exhibiting potentially life-threatening symptoms of anaphylaxis; (2) a physician or physician assistant is not immediately available; and (3) a School employee who has become a “qualified adult” as defined in the statute is immediately available to administer the injectable epinephrine rescue medication. The School will make an emergency injectable epinephrine ~~auto-injector~~ rescue medication available to a School employee who becomes a qualified adult. The School may not prohibit or dissuade School employees from receiving training to become a qualified adult, nor may it prohibit or dissuade School employees who become qualified adults from possessing or storing an emergency injectable epinephrine ~~auto-injector~~ rescue medication on School property or administering an emergency injectable epinephrine ~~auto-injector~~ rescue medication to any person in accordance with the statute.

- (e~~d~~) Seizure Rescue Medication. The School will comply with the requirements of Utah Code Ann. § 53G-9-505 regarding the emergency administration of seizure rescue medication to a student. Accordingly, the School may administer seizure rescue medication to a student ~~in accordance with the statute~~ if: (1) the School has received a seizure rescue authorization from the parent or guardian of the student; ~~and~~ (2) the student is exhibiting a symptom, described on the student’s seizure rescue authorization, that warrants the administration of a seizure rescue medication; (3) a School employee who has become a “trained school employee volunteer” as defined in the statute is immediately available to administer the seizure rescue medication; and (4) a licensed health care professional is not immediately available to administer the seizure rescue medication. The School may not compel a School employee to become a trained school employee volunteer nor may it obstruct a School employee from becoming a trained school employee volunteer.
- (e~~e~~) Opiate Antagonist. In accordance with Utah Code Ann. § 26B-4-509, School personnel may administer an opiate antagonist when acting in good faith to an individual whom the person believes to be experiencing an opiate-related drug overdose.
- (e~~f~~) Stock Albuterol. The School will comply with the requirements of Utah Code Ann. §§ 26B-4-401, *et seq.*, regarding the emergency administration of stock albuterol to a student ~~in response to an asthma emergency, in the event any School personnel seeks to become a “qualified adult” under that provision.~~ Accordingly, the School may administer stock albuterol to a student if: (1) the student has a diagnosis of asthma by a health care provider; (2) the student has a current asthma action plan on file with the School; (3) the student is showing symptoms of an asthma emergency as described in the student’s asthma action plan; and (4) a School employee who has become a “qualified adult” as defined in the statute is immediately available to administer the stock albuterol. If the School has a School nurse and the School nurse is immediately available to administer stock albuterol to a student under the circumstances described above, the School nurse should administer the stock albuterol. If the School does not have a School nurse or the School nurse is not immediately available, another School employee who is a qualified adult may administer the stock albuterol in accordance with the statute. In addition, if a School nurse is not immediately available and a student does not have a current asthma action plan, a School employee who is a qualified adult may administer stock albuterol to the student if the School employee identifies, based on their qualified adult training, that the student is experiencing an asthma emergency. The School may make stock albuterol available to a School employee who becomes a qualified adult. The School may not prohibit or dissuade School employees from receiving training to become a qualified adult, nor may it prohibit or dissuade School employees who become qualified adults from possessing or storing stock albuterol on School property or administering stock albuterol to any person in accordance with the statute.

(g) Adrenal Crisis Rescue Medication. The School will comply with the requirements of Utah Code Ann. § 53G-9-507 regarding the emergency administration of adrenal crisis rescue medication to a student. Accordingly, the School may administer adrenal crisis rescue medication to a student if: (1) the School has received an adrenal crisis rescue authorization from the parent or guardian of the student; (2) the student exhibits a symptom, described on the student’s adrenal crisis rescue authorization, that warrants the administration of an adrenal crisis rescue medication; (3) a School employee who has become a “trained school employee volunteer” as defined in the statute is available to administer the adrenal crisis rescue medication; and (4) a licensed health care professional is not immediately available to administer the adrenal crisis rescue medication. The School may not compel a School employee to become a trained school employee volunteer nor may it obstruct a School employee from becoming a trained school employee volunteer.

The Principal will establish administrative procedures that comply with applicable laws in order to set guidelines for when and how administration of medication under this policy will take place.

The Principal will consult with the local health department and/or a registered health care professional for assistance in developing procedures and training necessary for effective implementation of this policy. The School’s Principal will ensure that School personnel and parents are provided with information about this policy as needed.

Self-Administration of Medication by Students

Students may possess and self-administer prescription medication at school in compliance with applicable law. The Principal will establish administrative procedures that comply with applicable laws in order to set guidelines for when and how this will take place.

Students are not prohibited from possessing and self-administering one day’s dosage of a non-prescription medication where the student’s maturity level is such that he or she can reasonably be expected to properly administer the medication on his or her own.

Observations and Medical Recommendations by School Personnel

The Principal will ensure that appropriate School personnel receive training on the provisions of Utah Code Ann. § 53G-9-203, including but not limited to training regarding medical recommendations by School employees and rules related to School employees communicating information and observations about a student’s health and/or welfare.

School employees who intentionally violate Utah Code Ann. § 53G-9-203 will be subject to discipline up to and including termination.

NDPA Board of Director's Meeting Wednesday, March 25, 2026

Action Item: *Block Seal & Caulking Replacement Project*

Issue

In accordance with NDPA's Purchasing Policy, all purchases about \$25,000 must be approved by a majority vote of the Board of Directors. This includes all purchases from a single vendor in a 30-day period.

Background

After looking at a long-term building care report that AW provides, it has also been recommended that our block seal and caulking should be replenished every 7-10 years. This has been done with the exterior of our jr. high building about 8 years ago (we think). We have exceeded this lifespan and it is time to replace.

The procurement procedure was followed by receiving two bids for the block seal treatment and calking replacement. We are recommending going with **NB Painting** for total of **\$39,590** since they are the cheaper of the two.

Recommendation

It is recommended that the board approve the Block Seal & Caulking Replacement Project not to exceed \$50,000.

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.

ESTIMATE

N&B PAINTING
for all your painting needs

Prepared For

Preparatory Academy Jr. High
1591 West Hill Field Road
Layton, Utah 84041

N&B Painting

11908 S Hidden Valley Dr
Sandy, UT 84094
Phone: (801) 654-7340
Email: natalia_c@comcast.net

Estimate # 172
Date 03/18/2026

Description	Total
Spray sealer to exterior block 2 coats of seal block with Sika H185	\$7,400.00
Pressure wash	\$1,800.00
Caulk 78 exterior windows Includes scraping off old caulking and replace with new caulking	\$14,450.00
Caulk 2 aluminum doors Includes scraping off old caulking and replace with new caulking	\$760.00
Paint 10 metal canopies Includes light sanding, industrial pro-cryl primer, and 2 coats of DTM paint	\$8,000.00
Caulk 13 joints Includes scraping off old caulking and replace with new caulking	\$3,380.00
Exterior block wall gap repairs	\$1,800.00
Paint 2 metal arch canopies Includes light sanding, industrial pro-cryl primer, and 2 coats of DTM paint	\$2,000.00

Subtotal	\$39,590.00
<hr/>	
Total	\$39,590.00

Notes:

Includes pressure wash, all labor, materials, Scissor lift rental, boom rental, industrial caulking, pro-cryl primer, DTM paint, and Sika H185 seal block.

Includes punch list after walk through for normal touch ups, any added patches or entire walls that need to be reprimed and/or repainted and things that need to be re-caulked after being fixed are not included and will be an extra charge.

Any additional colors/stain will be an extra charge and will also include an added fee for extra time and labor.

N&B painting is not responsible for choosing any colors or doing any color samples. The customer needs to choose their colors/sheens/stain prior to us painting. If customer decides they don't like the color/sheen/stain they have chosen once something has been painted or paint had been bought the customer will be responsible to pay for any additional paint/stain needed and for the repainting of any areas that have already been painted in the original chosen color by the customer.

By signing this document, the customer agrees to the services and conditions outlined in this document.

Preparatory Academy Jr. High