



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.

October 6, 2021

North Davis Preparatory Academy

Board Meeting Agenda

Wednesday, October 6, 2021

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



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

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AGENDA

6:00 PM – INTRODUCTORY ITEMS

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

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

6:05 PM – BOARD TRAINING

- AW Reporting & Compliance (Aspire) – Trish Lester (5 minutes)
- [Annual Open & Public Meetings Act Training](#) – Trent Brown (5 minutes)
- [Review Board Member Agreement](#) – Monte Poll (2 minutes)

6:17 PM – REPORTS

- Administration
 - State of the School – Ryan Robinson (10 minutes)
 - ✓ Retention of 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 Dawn Kawaguchi at (801) 444-9378 to make appropriate arrangements.

- ✓ Compliance
- Board of Directors
 - [Financial Review](#) – Clint Heiner (5 minutes)

6:32 PM – CONSENT ITEMS

- [September 1, 2021 Electronic Board Meeting Minutes](#)

6:34 PM – VOTING ITEMS

- [Spain Trip Expenditures](#) – Ryan Robinson (2 minutes)
- [LEA-Specific Educator Licenses](#) – Ryan Robinson (2 minutes)
- [Amended Special Education Policies & Procedures Manual](#) – Ryan Robinson (2 minutes)
- [Snow Removal Rate Sheet](#) – Ryan Robinson (2 minutes)

6:42 PM – DISCUSSION ITEMS

- BIG Ideas – Ryan Robinson (45 minutes)
- Calendaring Items – Monte Poll (3 minutes)
 - Holiday Social – November 10th
 - Next PreBoard Meeting – November 16th @ 1 p.m.
 - Next Meeting – December 1st
 - NCSC22 Washington DC June 19-22

7:30 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) (10 minutes)

7:40 PM – ADJOURN

UPCOMING CALENDAR ITEMS

December

Utah Grants Plan
Audit Review
2022-2023 School Fees
2022-2023 School Calendar

February

Board Vacancies
Landscaping Service Contract

March

School LAND Trust Plan
SLT Training Assurances
Principal Bonus/Salary

May

(Electronic Board Meeting)
Audit Engagement Letters
Janitorial Services Contract
Capital Improvements Plan
Summer Purchasing Plan

June

2021-2022 Final Amended Budget
2022-2023 Annual Budget
TSSA Plan

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2022-2023 Sex Ed Instruction Committee
Ratify Board Members & Terms
Ratify Board Officers
2022-2023 Board Meeting Schedule
Annual Policies Review
Annual Open Meetings Act Training
Annual Fraud Risk Assessment/Ethical Behavior
Board Member Agreement
Principal/AW Evaluation

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STUDENT INFORMATION AND CLEARINGHOUSE

➤ **Aspire (Student Information System)**

- Maintain database permissions/access and foundational set-up
- Help to answer, troubleshoot and navigate through all student information questions and needs (phone calls, email, in-person, Join.Me)
- Work with LEA to verify that required data is entered into the system, and train on how to enter that information (scheduling, Title I, Special Programs, Behavior, Online Student Registration, etc.)
- Liaison to the State regarding enhancements to and bugs in the software program

➤ **Clearinghouse Submission to the USBE (Aspire data sent through UTREx to the Data Gateway)**

- Work closely with schools to help resolve any Aspire/DG fatal errors or warnings in a timely manner
- Work with LEA administration to review the final data before the required USBE data submissions on the following deadlines each year:
 - October 1
 - December 1
 - End of Year (Beginning of July)

➤ **Coordinate with the LEA and AW for training in all areas of responsibilities for new secretaries.**

- Training:
 - Onboarding new staff that work with any part of Aspire
 - On-going in-person training, as needed (one-on-one or groups)
 - Quarterly Newsletter with FAQs from other schools
 - Quarterly Join.Me online training (15min only)
 - Coordinate with CHAMPs at LEA
 - Annual AW In-Service

UTREx Report - School Summary

A6 North Davis Preparatory Academy

Numbers in BOLD differ by 10% or more from prior year

10/5/2021 4:09:13 PM

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100 North Davis Preparatory Academy

October 1 2021 Counts		Prior Year
Grade	Oct 1 Count	Oct 1 Count
Kindergarten	98	102
Grade 1	110	110
Grade 2	109	110
Grade 3	105	107
Grade 4	105	101
Grade 5	96	99
Grade 6	94	106
Grade 7	98	92
Grade 8	79	88
Grade 9	87	79
Regular Total	981	994

October 1, 2021 Counts	Oct 1 Count	Prior Year Oct 1 Count
Part Time		
Home School	0	0
Private School	0	0
Stable	0	0
Resident Status		
Non Utah resident (A)	0	0
Utah Resident but NOT LEA resident (B)	0	0
LEA resident enrolled in another State (C)	0	0
F1 Foreign Exchange - no WPU (F)	0	0
J1 Foreign Exchange - WPU (J)	0	0
Pre-Kindergarten		
Regular	0	0
Special Ed	0	0

Demographics as of Oct 1, 2021							
Categories		Count	Prior Year Count	Categories		Count	Prior Year Count
Overall		981	994	Limited English Proficient	Yes	174	146
Ethnicity / Race	Hispanic/Latino	400	348		Refused Service	0	0
	American Indian	43	40		Fluent	14	11
	Asian	43	35		Total	188	157
	African American/Black	55	61	Selected Flags	Homeless	0	3
	Pacific Islander	30	23		Migrant	0	0
	White	881	901		Native Language Spanish	184	160
Gender	Female	495	488	Tribal Affiliation	Goshute	0	0
	Male	486	506		Navajo	3	3
Free Lunch	Eligible for Free	144	198		Paiute	0	0
	Eligible for Reduced Price	24	33		Northwest Band Shoshone	0	0
	Economic Disadvantaged	4	1		Ute	1	1
	"Disadvantaged" Total	172	232		Other Tribe	39	36
Special Education	Time 'A'	69	77	Youth In Custody	Time 'A'	0	0
	Time 'B'	32	26		Time 'B'	0	0
	Time 'C'	4	1		Time 'C'	0	0
Immigrants		35	27				

UTREx Report - School Summary

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A6 North Davis Preparatory Academy 100 North Davis Preparatory Academy

Charter School Economically Disadvantaged Counts (by District of Residence)		
Charter LEA Of Residence	TOTAL COUNT	ED COUNT
Davis District	968	167
Granite District	1	0
Morgan District	4	1
Ogden City District	6	3
Salt Lake District	4	0
Weber District	36	5

KINDERGARTEN TYPES	
FN	0
ON	0
EN	0
YN	0
FY	0
OY	0
EY	0
NN	102
TOTAL	102

For summary information on High School Completion Status, Early Graduate Counts, or Reading On Grade Level please see the Year-end School Summary Cumulative report. For detailed information on graduation rates, please refer to the Federal Four Year Graduation Cohorts report under Year Round Reports.

Utah Open & Public Meetings Act Annual Training Materials

DEFINITIONS

Public Policy: it is the intent of the Open and Public Meetings Act (the “Act”) that public bodies take their actions *and* conduct their deliberations openly.

A “**Meeting**” is defined as (i) the “convening” of a public body (ii) with a “quorum” present. This includes a workshop or an executive session, whether in person or by means of electronic communications.

Electronic Message Transmissions. The Act does not restrict a board member from transmitting an electronic message to other board members at a time when the board is not convened in an open meeting. (Remember, electronic messages are subject to the Government Records Access Management Act and the Act’s definition of a “meeting.”)

“**Convening**” means the calling together of the board by a person authorized to do so for the purpose of discussing, receiving comments from the public about, or acting upon a matter over which the board has jurisdiction or advisory power.

A “**Quorum**” is defined by the organization’s bylaws.

NOTICE REQUIREMENTS

Notice of public meetings must be: (i) posted at the principal office, or if that does not exist, at the building where the meeting is to be held; (ii) posted on the Utah Public Notice Website (www.utah.gov/pmn/); and (iii) provided to newspaper/media (accomplished by posting on the Utah Public Notice website).

- 1) Notice must be provided no less than 24 hours prior to the meeting.
- 2) Notice must include the meeting agenda, date, time, and place.
- 3) Annual Notice. If regular meetings are scheduled in advance over the course of a year, the board must give notice at least once each year of its annual schedule (date, time, place).
- 4) Agendas. The agenda must provide reasonable specificity of each topic that will be considered at the board meeting.

Public Comment. At the discretion of the board chair, a topic raised by the public can be discussed during the meeting even if it was not included on the agenda. However,

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the board cannot take final action on a topic unless it was included on a properly noticed agenda.

- 5) Emergency Meetings. If the board holds an “emergency meeting,” as defined by §52-4-202(5), the notice requirements above do not apply. Emergency meetings are limited to unforeseen circumstances that require immediate consideration, and the best practicable notice is still required.

ELECTRONIC MEETINGS - A board can hold an electronic meeting if it has adopted a resolution/rule/ordinance governing the use of electronic meetings (satisfied by adopting Electronic Meetings Policy).

- 1) Electronic Meeting Notice Requirements. In addition to the public notice requirements for a regular meeting, notice for an electronic meeting must also include: (i) written notice at the anchor location (unless no anchor location exists in accordance with the exception below); and (ii) 24 hr. minimum notice to board members with a description of how they will be connected to the meeting.
- 2) Anchor Location Requirements. When holding an electronic meeting, the board must identify an “anchor location” and provide space where members of the public can attend the open portions of the meeting. The anchor location must be in the building/location where the board would normally meet if they were not holding an electronic meeting.

Exception to Anchor Location Requirement: No anchor location is required if the board chair determines: (i) that having an anchor location presents a substantial risk to the health or safety of those present at the anchor location; or (ii) the location where the board would normally meet has been ordered closed for public health/safety reasons. If no anchor location will be made available under this exception, the public notice for the meeting must include a statement of the chair’s risk determination, a summary of the facts supporting the determination, and information on how the public can attend electronically. The determination is valid for 30 days.

REQUIRED OPEN MEETING RECORDS - Written minutes and a recording shall be kept for all open meetings.

- 1) Written Minutes. Minutes must include the following:
 - a) the date, time and place of the meeting;
 - b) the names of members present and absent;
 - c) the substance of all matters proposed, discussed or decided (or audio link);
 - d) a record, by individual member, of each vote taken;

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- e) the name of any person who provides comments to the board, as well as a brief summary (or audio link) of their comment; and
- f) any information that a board member asks to be entered in the minutes.

Note: Pending minutes must indicate they are not approved.

- 2) Audio Recording. The board must maintain a complete and unedited recording of all open portions of each meeting.

Note: members of the public can record the meeting so long as it does not interfere with the meeting.

- 3) Public Availability of Records:

- a) *Pending Minutes*: must be made available within a reasonable time after the meeting.
- b) *Approved Minutes & Meeting Materials*: within three (3) business days after approving written minutes, the board must: (i) post the approved minutes *and* meeting materials distributed at the meeting to the Public Notice Website; and (ii) make both available at the primary office.

Note: If an individual presents or provides electronic information related to an agenda item, the board shall require a copy to be included in the public record.

- c) *Recording*: within three (3) business days, make the audio recording available to the public.

CLOSED SESSION REQUIREMENTS - A meeting is open to the public unless closed under §52-4-204, -205, -206.

- 1) A meeting may be closed to the public by a 2/3 majority vote to close.
- 2) Closed Session Voting. No vote can be taken in a closed meeting, except for a vote to end the closed meeting and return to an open meeting (requires a majority vote).
- 3) Permissible Reasons for Closed Session. Discussions regarding: an individual's character, competence, mental health; collective bargaining; pending or imminent litigation; sale/purchase of real property; security personnel, devices or system discussions; investigative proceedings for criminal misconduct; or when acting as the evaluation committee, protest officer, or appeals committee under the procurement code.

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- 4) Public Record of Closed Session. The public minutes and recording must include: (i) the reason(s) for holding the closed session; (ii) the location; and (iii) the vote, by name, of all members for or against closing the meeting.

5) Closed Session Records:

- a) *Recording Requirement*. Closed meetings must be recorded in their entirety *unless* the meeting was closed to discuss: (i) the character, professional competence or physical/mental health of an individual; or (ii) to discuss security personnel, devices or systems.

The closed session recording must include: (i) the date, time and place of the closed meeting; (ii) the names of members present and absent; and (iii) the names of all others present in the closed session unless disclosure infringes on the confidentiality purposes of the closed meeting.

Note: if the meeting was not recorded under the exceptions noted above, the board chair/president must sign a sworn statement affirming that the sole purpose for closing the closed meeting was to discuss one of the exempt purposes.

- b) Closed session minutes are optional.
- c) Closed session recordings and minutes are “protected records” under Utah’s Government Records Access Management Act.

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AFFIRMATION OF TRAINING

In accordance with the requirements of UCA §52-4-104. et. seq., Utah's Open and Public Meetings Act, I _____ and pursuant to the provisions of UCA §78B-5-705, make this written declaration upon oath, subscribed and dated under penalty as provided by said section and affirm as follows:

I have completed the required annual training for a member of the **NORTH DAVIS PREPARATORY ACADEMY Board of Directors** by way of the follow:

- ☐ Online video
- ☐ Review of PDF presentation I received via e-mail (the state legislature version) or other source
- ☐ Review of PowerPoint presentation that received via e-mail or other source
- ☐ Other: _____

Executed and dated this _____ day of _____, 20_____

Board Member Signature

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North Davis Preparatory Academy Board Member Agreement



Board Member Responsibilities and Expectations

1. Believe in and be an active advocate and ambassador for the values, mission and vision of North Davis Preparatory Academy (NDPA).
2. Perform in ways that clearly contribute to the effective operations of the Board of Directors including but not limited to:
 - Believe in and fully support the Board Constitution.
 - Have a clear understanding of the charter and review when necessary. Focus on the good of the organization and group, not a personal agenda.
 - Support all board decisions once they are adopted regardless of personal position. Realize board members have no individual authority.
 - Govern and not manage.
 - Be aware of your role on the board.
 - Confidentiality of sensitive issues that require closed meetings is required. Make decisions to keep NDPA financially stable.
 - Carry yourself with professionalism and decorum whenever present at NDPA.
3. Regularly attend board meetings. Prepare for these meetings by reviewing all materials including the budget. If unable to attend any meeting, notify the board chair.
4. Inform the Board of Directors of any potential conflicts of interest, whether real or perceived, and abide by the decision of the board related to the situation.
5. Board member must review the orientation materials and new Board Member packet.

By signing this agreement I affirm that I will strive to fulfill the board responsibilities and expectations as stated above and will voluntarily resign my position if unable to fulfill these expectations.

Board Member Signature

Date

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North Davis Preparatory Academy Statement of Financial Position As of August 31, 2021

	07/01/2021 Through 08/31/2021	Year Ending 06/30/2021
	Actual	Actual
Assets & Other Debits		
Current Assets		
Operating Cash	3,472,242	3,250,998
Accounts Receivables	475,889	493,970
Other Current Assets	115,703	115,703
Total Current Assets	4,063,834	3,860,671
Restricted Cash	149,514	765,419
Net Assets		
Fixed Assets	14,581,522	14,581,522
Depreciation	(3,625,669)	(3,625,669)
Total Net Assets	10,955,853	10,955,853
Total Assets & Other Debits	15,169,201	15,581,943
Liabilities & Fund Equity		
Current Liabilities	603,404	650,811
Long-Term Liabilities	11,922,112	11,922,111
Fund Balance	3,009,020	3,011,145
Net Income	(365,335)	(2,124)
Total Liabilities & Fund Equity	15,169,201	15,581,943

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North Davis Preparatory Academy **Statement of Activities** **As of August 31, 2021**

	Annual	Year-to-Date	
	June 30, 2022	August 31, 2021	
	Budget	Actual	% of Budget
Net Income			
Income			
Revenue From Local Sources	225,400	50,818	22.5 %
Revenue From State Sources	7,990,226	1,401,769	17.5 %
Revenue From Federal Sources	384,990	0	0.0 %
Total Income	8,600,616	1,452,587	16.9 %
Expenses			
Instruction/Salaries	4,151,543	585,901	14.1 %
Employee Benefits	1,188,515	184,619	15.5 %
Purchased Prof & Tech Serv	548,781	76,800	14.0 %
Purchased Property Services	296,442	36,283	12.2 %
Other Purchased Services	180,337	32,593	18.1 %
Supplies & Materials	958,734	135,996	14.2 %
Property	172,000	5,694	3.3 %
Debt Services & Miscellaneous	896,332	760,037	84.8 %
Total Expenses	8,392,684	1,817,923	21.7 %
Total Net Income	207,932	(365,336)	(175.7) %

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North Davis Preparatory Academy Electronic Board Meeting Minutes Wednesday, September 1, 2021

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

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

Excused: Dale Pfister

Others in Attendance: Dawn Kawaguchi, Trent Brown, Janey Stoddard, Cole Arnold, Ryan Robinson



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MINUTES

10:33 AM – INTRODUCTORY ITEMS

- Welcome and Introductions – Monte Poll

CONSENT ITEMS

- August 4, 2021 Board Meeting Minutes – There was no further discussion. **Monte Poll made a motion to approve the consent items. The roll call votes were as follows:**
Monte Poll – Aye
Maggie Arave – Aye
Clint Heiner – Aye
Rita Brock – Aye
Motion passed unanimously.

BUSINESS ITEMS (To Be Voted Upon During Board Meeting)

- ESSER III Application – Ryan Robinson reviewed the ESSER III application for NDPA which included restrictions, allocations, a sustainability, and reporting requirements.

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Monte Poll made a motion to approve NDPA's application for the ESSER III funds. The roll call votes were as follows:

Monte Poll – Aye

Maggie Arave – Aye

Rita Brock – Aye

Clint Heiner – Aye

Motion passed unanimously.

- Amended 401k Plan – Ryan Robinson explained how changing to an immediate vesting schedule with a 60-day waiting period would help with recruiting. There was a discussion on the wait period and sustainability. **Monte Poll made a motion to approve 3% match to the 401(k) plan with immediate vesting schedule and allow the board president to sign on behalf of the school. The roll call votes were as follows:**

Monte Poll – Aye

Maggie Arave – Aye

Clint Heiner – Aye

Rita Brock – Aye

Motion passed unanimously.

OTHER BUSINESS ITEMS (Items for Discussion Only)

- Calendar Items – Monte Poll

- Schedule an Electronic Board Meeting for LEA-Specific Licenses – September 22nd @ 9 a.m.
- Next PreBoard Meeting – September 21st @ 1 p.m.
- Next Meeting – October 6th
- NCSC22 Washington DC June 19-22

Ryan Robinson stated that due to the changes in EU travel restrictions this week, the Spain trip may not be an option for the third year in a row. He will be emailing out ideas for other options to the board this week.

11:05 AM – Monte Poll made a motion to ADJOURN. The roll call votes were as follows:

Monte Poll – Aye

Maggie Arave – Aye

Rita Brock – Aye

Clint Heiner – Aye

Motion passed unanimously.

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NDPA Board of Director's Meeting Wednesday, October 6, 2021

Action Item: *Expenses for 9th Grade Spain Study Abroad*

Issue

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

Background

Spain Study Abroad 2022 will consist of (50) Students, along with (8) chaperones. All numbers have been rounded up slightly from what we believe the actual expenses will be in order to take of any unforeseen changes. The cost per student is \$3,200.

Item	Amount
Airfare	89,000
Lodging	26,000
Tuition (CLIC)	51,000
Food & Activities	49,000
Videographer	5,000
Insurance	4,200
Supplies (Jackets, bags, books, efund)	3,500
TOTAL:	\$227,700

Recommendation

It is recommended that the board approve the 9th Grade Spain Study Abroad Trip not to exceed \$235,000.

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NDPA Board of Director's Meeting Wednesday, October 6, 2021

Action Item: *LEA-Specific Educator License*

Issue:

The School's administration is requesting *Yenifer Garcia Hermoza, Christiana Szymanski, Austin Gypp, and Gary Paul* be a candidate(s) for an LEA-specific educator license.

Background:

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

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

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

Recommendation:

It is recommended that the Board approve the request for an LEA-specific educator license for Yenifer Garcia Hermoza for a secondary license with a dual immersion endorsement and a Spanish endorsement; Austin Gypp for a science core (6-8) endorsement and an earth science 2 endorsement; Gary Paul for a health education endorsement and a visual art (6-12) endorsement; and Christiana Szymanski for a secondary license with a language arts endorsement; all for a period of 3 year(s).

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SY21-22 LEA-S(pecific) Requests							Effective 8/2021, the following are NOT allowed for LEA-S: Audiologist, Deaf Education, Preschool Special Ed., School Psychologist, School Social Worker, Special Ed (K-12), Speech Language Pathologist, Speech Language Therapist							
LEA (District or Charter) Name	Date LEA's Board Met	CACTUS ID	Last Name	First Name	Years Approved (1, 2, 3)	Is this a RENEWAL Request from SY20-21? (Y/N)	License Area 1	Endorsement 1	Endorsement 2	Rational/Motions	Is Educator's Assignment in CACTUS? (Y/N)	Has LEA Specific tab in CACTUS been completed? (Y/N)	Does Educator Have a current BACKGROUND check? (Y/N)	Does Educator Have a current ETHICS check? (Y/N)
<i>Granite SD</i>	<i>1/5/21</i>	<i>999999</i>	<i>Example</i>	<i>Educator</i>	<i>3</i>	<i>N</i>	<i>Secondary</i>	<i>Math Level 3</i>	<i>Chemistry</i>	<i>Educator is enrolling in EPP Fall 2021</i>	<i>Y</i>	<i>Y</i>	<i>Y</i>	<i>Y</i>
North Davis Prep	10/6/21	770762	Garcia Hermoza	Yenifer	3	N	Secondary	Dual Immersion	Spanish	Guest Teacher on 3 yr rotation, working on IGT process	Y	Y	Y (pending)	Y
North Davis Prep	10/6/21	733983	Gypp	Austin	3	N	N/A-has license area	Science Core (6-8)	Earth Science 2	Completing Earth Science and Science Core endorsement	Y	Y	Y	Y
North Davis Prep	10/6/21	711554	Paul	Gary	3	N	N/A-has license area	Health Education	Visual Art (6-12)	Issued an Elem License, needs the endorsements that were on the Sec. License	Y	Y	Y	Y
North Davis Prep	10/6/21	769678	Szymanski	Christiana	3	N	Secondary	Language Arts		New teacher from out of state, processing out of state license transfer	Y	Y	Y	Y

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NDPA Board of Director's Meeting Wednesday, October 6, 2021

Action Item: *Amended SpEd Policies & Procedures Manual*

Issue:

It is required for all schools to create a Special Education Policies & Procedures Manual. The manual must be updated as new legislation and rules apply.

Background:

The School's SpEd Policy and Procedures Manual was updated to match the new Utah State Board of Education Special Education Rules that were recently adopted. A majority of the changes were reformatting to align more closely with the layout of the State Rules (i.e., Section IV.1.b of our manual aligns to Section IV.1.b of the State Rules). In addition to that and some terminology changes an LEA had to designate who at the school would be responsible for verifying the qualification status of your teachers and paraprofessionals, your manual indicates your Administration would take on this responsibility and a section on fiscal matters was also added.

The manual establishes school policies and procedures all staff will follow regarding all students identified for special education, tested for special education, and exited from special education. USBE approved the manual on August 23, 2021.

Recommendation:

It is recommended that the Board approve the amended Special Education Policies & Procedures Manual.

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NDPA Board of Directors Meeting Wednesday, October 6, 2021

Action Item: *2021-2022 Snow Removal Rate Sheet*

Issue:

It has been recommended by Academica West's legal team that the School go through the procurement process annually for the snow removal for both campuses if they do not enter into a contract with the snow removal company.

Background:

The School has been using **Extreme Green** for several years for their snow removal professional services. Extreme Green made one modification this year to their proposal and that is to charge a monthly minimum on months where no snow removal takes place (November-March). If you plow once the minimum is satisfied.

Elementary: **\$365.00**/per push. All prices include:

- Snowplow (includes parking to the west – across the street)
- Sidewalks (includes all city walks)
- Salt
- Ice Melt for walks

Jr. High: **\$525.00**/per push. All prices include:

- Snowplow
- Sidewalks (includes all city walks)
- Salt
- Ice Melt for walks

Due to the “extremely” good customer service support received and despite the potential of not having snow during some of the months the cost for maintaining our strong working relationship is seen as a worthwhile endeavor to stay with Extreme Green. The School has followed the procurement procedures by obtaining at least two competitive quotes. See attached quotes for both campuses from **The Lawn Butler**.

Recommendation:

It is recommended that the board approve Extreme Green's snow removal rates of \$365 per push for the Elementary and \$525 per push for the Jr high.

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Extreme Green
 2085 W. 150 S.
 Ogden, Utah, 84404

Estimate

Date	Estimate #
8/24/2021	36

Name / Address
North Davis Preparatory Academy Elem. 352 North Flint Street Kaysville, UT 84037

				Project
Description	Qty	Rate	Total	
snow plow parking lot and all side walks salt parking lot de ice side walks 1 snow push per month will be charged in the event that it does not snow that month to help with equipment and employees costs starting november and ending in march		365.00	365.00	
Total			\$365.00	

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Extreme Green
 2085 W. 150 S.
 Ogden, Utah, 84404

Estimate

Date	Estimate #
8/24/2021	35

Name / Address
North Davis Preparatory Academy Jr. 352 North Flint Street Kaysville, UT 84037

			Project
Description	Qty	Rate	Total
plow parking lot and all side walks salt parking lot deice side walks 1 snow push per month will be charged in the event that it does not snow that month to help with equipment and employees costs starting november and ending in march		525.00	525.00
		Total	\$525.00

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P: 801.298.3330
F: 801.335.0506
OFFICE:
86 South 1250 West
Centerville, UT 84014
MAILING:
P.O. BOX 1388
Bountiful, UT 84011

Bid Date: 8/27/2021

Bid Expiration Date: 9/26/2021

Property Name:

Academica West

Attn:

Kirk Blake

Property Address:

City/State/Zip:

Lawn Butler Contact:

Isaac Doman

LB Email:

Isaac.Doman@lawnbutler.net

LB Phone:

(385) 414-4753

CONTRACT ESTIMATE

	Estimated	Rate	Qty	Total
Snow Removal				
PER HOUR				
Truck Service		\$ 95.00	1	Per Hour
** Snow plowing/cleanup/de-icing per truck hour.				
Backhoe/Skid Steer Service		\$ 135.00	1	Per Hour
** Snow plowing/stacking/de-icing with backhoe and snow bucket per hour.				
Wheel Loader Service		\$ 180.00	1	Per Hour
** Snow plowing/stacking/de-icing with wheel loader and snow bucket per hour.				
Shovel Service		\$ 43.00	1	Per Hour
** Clearing sidewalks/cleanup/de-icing per man hour.				
ATV Service		\$ 70.00	1	Per Hour
** Snow plowing/cleanup/de-icing of sidewalks with use of ATV with snow blade.				
AS NEEDED SERVICES				
Salt		\$ 0.25	1	Per lb
** Salt application to parking lot areas with a \$85.00 minimum application per visit. (this price does not include replacement of plant and sod damage.) Labor not included.				
Ice Melt		\$ 0.38	1	Per lb
** Ice melt application to sidewalks and concrete areas with a \$50.00 minimum application per visit. (this price does not include replacement of plant and sod damage.) Labor not included.				
Snow Hauling		\$ 150.00	1	Per Hour
** Snow removal from property with 16 yard semi truck and/or wheel loader.				
Mapping and Staking		\$ 95.00	1	Per Hour
** Map property with approved areas for snow stacking. Stake corners and curbs for better visibility in winter to avoid curb damage. (Opting out of mapping will void warranty.) Stakes billed separately.				
Warranty		5%	1	Of Contract
** Warranty is a guarantee free replacement of any damage to curbs due to plows (after mapping has taken place) and/or loss of plants or sod due to salt and ice melt. It does not include repair of normal wear and tear on property.				
Vendor Portal Management				
Vendor Portal Requirements		3%-5%	1	Of Contract
If customer has a required vendor portal to be used to submit invoices or receive payments an additional fee will be added to the prices listed in this estimate.				

This bid is valid for 30 days from above stated date. After 30 days, please contact your account manager for updated pricing.

A finance charge of 3% per month (60% A.P.R.) will be charged to all amounts not received within 30 days of the billing date. Any collection costs and attorney's fees accrued in connection to any past due amount will be applied to the amount due. All estimate/bids are only estimates and total may change.

* An additional 10% will be charged to any services performed on a holiday

** Snow Removal Bids are first come first serve due to availability. As our schedule begins to fill up prices may increase. Please contact your account manager as soon as possible to secure your place on our schedule at the prices listed above.

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