



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.

December 1, 2021

North Davis Preparatory Academy

Board Meeting Agenda

Wednesday, December 1, 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

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

- [2022-2023 School Fee Schedule](#)
- [Fee Waiver Policy](#)

REPORTS

- Eide Bailly
 - [FY21 Audit Review](#)
- Principal
 - [State of the School](#)
 - Update on BIG Ideas

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.

- Board of Directors
 - [Financial Review](#)

CONSENT ITEMS

- [October 6, 2021 Board Meeting Minutes](#)

VOTING ITEMS

- 2022-2023 School Calendar
- [401k Contract](#)
- [Amended Budgeting Policy](#)
- [Amended Parent Compact](#)
- [Elementary Roof Repairs](#)
- [Technology Purchase](#)

DISCUSSION ITEMS

- Calendaring Items
 - DLI Social – December 3rd
 - Next PreBoard Meeting – January 18th @ 1 p.m.
 - Next Meeting – February 2nd
 - NCSC22 Washington DC June 19-22

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)

ADJOURN

UPCOMING CALENDAR ITEMS

February

2022-2023 School Fees

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 Fee Schedule for 2022-2023

Curricular Fees

7th Grade Required Fees:

Fee Name	Expenditures Funded by Fees (Spend Plan)	Amount
Activity Fee	Student events, dances, activities	\$10.00
Locker Fee	Locker Maintenance	\$3.00
Science Lab Fee	Supplies for science experiments	\$10.00
Subtotal		\$23.00

8th Grade Required Fees:

Fee Name	Expenditures Funded by Fees (Spend Plan)	Amount
Activity Fee	Student events, dances, activities	\$10.00
Locker Fee	Locker Maintenance	\$3.00
Science Lab Fee	Supplies for science experiments	\$10.00
Subtotal		\$23.00

9th Grade Required Fees:

Fee Name	Expenditures Funded by Fees (Spend Plan)	Amount
Activity Fee	Student events, dances, activities	\$10.00
Locker Fee	Locker Maintenance	\$3.00
Science Lab Fee	Supplies for science experiments	\$10.00
Subtotal		\$23.00

Elective Course Fees (Grades 7th-9th per course):

Fee Name	Expenditures Funded by Fees (Spend Plan)	Amount
Art (Art Foundations, Visual Story Art, Illustration, Painting, Arts Bridge)	Art Supplies	\$15.00
CTE – Applied Technology	Supplies	\$10.00
CTE – Family Consumer Science	Food, Sewing, Crafting Supplies	\$10.00
Musical Theater	Costumes, music, set/props, royalties	\$10.00
Theater II	Costumes, music, set/props, royalties	\$15.00

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Other/Miscellaneous (Grades 7th-9th):

Name	Expenditures Funded by Fees (Spend Plan)	Amount
Physical Education Course	Supplies	\$5.00*
PE Shirt (required for PE)	Shirts	\$6.00
Credit Recovery	Administrative costs	\$10.00*

*per course or semester

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, supplies, and stipend for coaches	\$80.00
Volleyball (6 th -9 th)	Referees, uniforms, supplies, and stipend for coaches	\$45.00
Cross Country (5 th -9 th)	Referees, uniforms, supplies, and stipend for coaches	\$35.00
Soccer (6 th -9 th)	Referees, uniforms, supplies, and stipend for coaches	\$65.00
Ultimate Frisbee (6 th -9 th)	Referees, uniforms, supplies, and stipend for coaches	\$5.00
Science Olympiad (6 th -9 th)	Supplies, travel, and stipend for coaches	\$150.00
Spirit Squad Team (7 th -9 th)	Competitions \$100.00, Choreography \$60.00, Accessories \$20.00, Practice gear \$80.00, Additional routine choreography \$10.00, Judges for pre comp \$5.00	\$275.00
	Additional Required Fees (If needed, New to team): Team Cheer Uniforms: \$312.00 Cheer Shoes: \$45.00	\$357.00
	Optional Additional non-required fees: Team Warmups: \$134.00 Team Backpack: \$65.00	\$199.00
The School Musical Production (5 th -9 th)	Costumes, sets, props, royalties, and supplies	\$45.00
Spain Study Abroad Trip (9 th)	Flight, Food, Lodging, Activities, Foreign School Instructors	\$3,200.00

Per Student (K-5th) Annual Maximum Fee Amount for Year: K-4th \$0.00, 5th \$80.00

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: \$425.00

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.

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Per Student (7th-8th) Annual Maximum Fee Amount for Year: \$1,360.00

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: \$1,360.00

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: \$4,604.00

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.

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North Davis Preparatory Academy Fee Waiver Policy



PURPOSE

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

POLICY

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

Definitions

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

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

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

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

“Extracurricular activity”

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

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

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

"Instructional equipment"

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

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

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

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

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

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- (iii) a charge for a replacement for damaged or lost School equipment or supplies.

"Provided, sponsored, or supported by the School"

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

"Provision in lieu of fee waiver"

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

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

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

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

"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

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(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.

“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.
- (c) does not include instructional equipment or instructional supplies.

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

General School Fees Provisions

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

Beginning with the 2021-2022 school year:

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

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

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

Fees for Classes & Activities During the Regular School Day

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Fees for Students in Kindergarten through Sixth Grade

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

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

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

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

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

Fees for Students in Seventh through Ninth Grade

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

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

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

Fees for Optional Projects

The School may require students at any grade level to provide materials or pay for an additional discretionary project if the student chooses a project in lieu of, or in addition to a required

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classroom project. A student may not be required to select an additional project as a condition to enrolling, completing, or receiving the highest possible grade for a course. The School will avoid allowing high cost additional projects, particularly when authorizing an additional discretionary project results in pressure on a student by teachers or peers to also complete a similar high cost project.

Fees for Activities Outside of the Regular School Day

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

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

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

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

In the event the School provides supplemental kindergarten, the School may charge a fee related to a student's enrollment in the supplemental kindergarten. A fee for supplemental kindergarten is subject to waiver.

Fee Schedule

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

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

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

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addition to the standard notice of Board meetings under the Open and Public Meetings Act, the School will provide notice of these Board meetings using the same form of communication regularly used by the administration to communicate with parents.

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

Maximum Fee Amounts

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

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

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

Notice to Parents

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

The School will post the applicable Fee Schedule and Fee Waiver Policy, including maximum fee amounts, on the School's website each school year.

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 all such requests must clearly state that donations and contributions by a student or parent are voluntary.

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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, 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.

Fee Refunds

Student fees are non-refundable.

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.

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

School Fee Collections & Accounting Procedures

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

Fees must be received and deposited in a timely manner.

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

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

Fee Waiver Provisions

To ensure that no student is denied the opportunity to participate in a class or activity that is provided, sponsored, or supported by the School because of an inability to pay a fee, the School provides fee waivers or other provisions in lieu of fee waivers. Fee waivers or other provisions in lieu of fee waivers will be available to any student whose parent is unable to pay a fee.

All fees are subject to waiver.

Non-waivable charges are not subject to waiver.

Fee Waiver Administration

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

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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 funding. If a student's family receives TANF, the School may require a letter of decision covering the period for which the fee waiver is sought from the Utah Department of Workforce Services; or
- (d) The student is in foster care through the Division of Child and Family Services or is in state custody. If a student is in state custody or foster care, the School may rely on the youth in care required intake form or school enrollment letter provided by a caseworker from the Utah Division of Child and Family Services or the Utah Juvenile Justice Department.

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

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

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

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

Fee Waiver Approval Process

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

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

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

The School will maintain documentation of fee waiver applications and decisions that is adequate to report the required information to the Utah State Board of Education.

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.

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

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

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

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

Annual Review, Approval, and Training

The Board will review and approve this policy annually.

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

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

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November 23, 2021

The Board of Directors
North Davis Preparatory Academy
1765 W Hill Field Rd
Layton, Utah 84041

We have audited the financial statements of North Davis Preparatory Academy as of and for the year ended June 30, 2021, and have issued our report thereon dated November 23, 2021. Professional standards require that we advise you of the following matters relating to our audit.

Our Responsibility in Relation to the Financial Statement Audit under Generally Accepted Auditing Standards and *Government Auditing Standards*

As communicated in our letter dated May 15, 2021, our responsibility, as described by professional standards, is to form and express an opinion about whether the financial statements that have been prepared by management with your oversight are presented fairly, in all material respects, in accordance with accounting principles generally accepted in the United States of America. Our audit of the financial statements does not relieve you or management of its respective responsibilities.

Our responsibility, as prescribed by professional standards, is to plan and perform our audit to obtain reasonable, rather than absolute, assurance about whether the financial statements are free of material misstatement. An audit of financial statements includes consideration of internal control over financial reporting as a basis for designing audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control over financial reporting. Accordingly, as part of our audit, we considered the internal control of North Davis Preparatory Academy solely for the purpose of determining our audit procedures and not to provide any assurance concerning such internal control.

We are also responsible for communicating significant matters related to the audit that are, in our professional judgment, relevant to your responsibilities in overseeing the financial reporting process. However, we are not required to design procedures for the purpose of identifying other matters to communicate to you.

We have provided our Independent Auditor's Report on Internal Control over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with *Government Auditing Standards* dated November 23, 2021.

Planned Scope and Timing of the Audit

We conducted our audit consistent with the planned scope and timing we previously communicated to you.

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

Compliance with All Ethics Requirements Regarding Independence

The engagement team, others in our firm, as appropriate, our firm, and other firms utilized in the engagement, if applicable, have complied with all relevant ethical requirements regarding independence.

Qualitative Aspects of the Entity's Significant Accounting Practices

Significant Accounting Policies

Management has the responsibility to select and use appropriate accounting policies. A summary of the significant accounting policies adopted by North Davis Preparatory Academy is included in Note 1 to the financial statements. There have been no initial selection of accounting policies and no changes in significant accounting policies or their application during 2021. No matters have come to our attention that would require us, under professional standards, to inform you about (1) the methods used to account for significant unusual transactions and (2) the effect of significant accounting policies in controversial or emerging areas for which there is a lack of authoritative guidance or consensus.

Significant Accounting Estimates

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's current judgments. Those judgments are normally based on knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ markedly from management's current judgments. No such estimates were identified.

Financial Statement Disclosures

The financial statement disclosures are neutral, consistent, and clear.

Significant Difficulties Encountered during the Audit

We encountered no significant difficulties in dealing with management relating to the performance of the audit.

Uncorrected and Corrected Misstatements

For purposes of this communication, professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that we believe are trivial, and communicate them to the appropriate level of management. Further, professional standards require us to also communicate the effect of uncorrected misstatements related to prior periods on the relevant classes of transactions, account balances or disclosures, and the financial statements as a whole. We noted no misstatements as a result of our audit.

Disagreements with Management

For purposes of this letter, professional standards define a disagreement with management as a matter, whether or not resolved to our satisfaction, concerning a financial accounting, reporting, or auditing matter, which could be significant to the financial statements or the auditor's report. No such disagreements arose during the course of the audit.

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Representations Requested from Management

We have requested certain written representations from management that are included in the management representation letter dated November 23, 2021.

Management's Consultations with Other Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters. Management informed us that, and to our knowledge, there were no consultations with other accountants regarding auditing and accounting matters.

Other Significant Matters, Findings, or Issues

In the normal course of our professional association with North Davis Preparatory Academy, we generally discuss a variety of matters, including the application of accounting principles and auditing standards, business conditions affecting the entity, and business plans and strategies that may affect the risks of material misstatement. None of the matters discussed resulted in a condition to our retention as North Davis Preparatory Academy's auditors.

Modification of the Auditor's Report

The following modification was made to our auditor's report:

Change in Accounting Framework

As described in Note 7 to the financial statements, Utah House Bill 242 (H.B. 242) was passed in 2020 and requires Utah charter schools to report under the Governmental Accounting Standards Board (GASB) framework. As a result of implementing the financial reporting requirements of H.B. 242, the School has converted the financial statement presentation of the School's financial statements and related disclosures to be presented in accordance with the GASB financial reporting framework. Our opinions are not modified with respect to this matter.

This report is intended solely for the information and use of the Board of Directors and management of North Davis Preparatory Academy, and is not intended to be, and should not be, used by anyone other than these specified parties.



Ogden, Utah

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.



Financial Statements
June 30, 2021

North Davis Preparatory Academy

North Davis Preparatory Academy

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Independent Auditor's Report

The Board of Directors
North Davis Preparatory Academy
Layton, Utah

Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities and the major fund of North Davis Preparatory Academy (the School) as of and for the year ended June 30, 2021, and the related notes to the financial statements, which collectively comprise the School's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the School's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the School's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and the major fund of the School, as of June 30, 2021, and the respective changes in financial position thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Change in Accounting Framework

As described in Note 7 to the financial statements, Utah House Bill 242 (H.B. 242) was passed in 2020 and requires Utah charter schools to report under the Governmental Accounting Standards Board (GASB) framework. As a result of implementing the financial reporting requirements of H.B. 242, the School has converted the financial statement presentation of the School's financial statements and related disclosures to be presented in accordance with the GASB financial reporting framework. Our opinions are not modified with respect to this matter.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis and schedule of revenue, expenditures, and changes in fund balance – budget and actual – general fund and notes to the required supplementary information, as listed in the table of contents, be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the GASB, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquires of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquires, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated November 23, 2021, on our consideration of North Davis Preparatory Academy's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on effectiveness of the School's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering North Davis Preparatory Academy's internal control over financial reporting and compliance.



Ogden, Utah
November 23, 2021

The discussion and analysis of the North Davis Preparatory Academy's (the School) financial performance provides an overall review of financial activities for the fiscal year.

FINANCIAL HIGHLIGHTS

During the 2020-2021 school year, the School refinanced the series 2010 bonds into a direct placement bond, saving the School approximately \$300,000 annually in debt service payments.

OVERVIEW OF THE FINANCIAL STATEMENTS

This discussion and analysis serve as an introduction to the School's basic financial statements. These financial statements include three primary components:

- Government-wide financial statements
- Fund financial statements
- Notes to the financial statements

The basic financial statements consist of two kinds of statements that present different views of the School's financial activities.

Change in Reporting Framework

It was determined by the Utah Legislature that the School should be reporting under the Governmental Accounting Standards Board (GASB) framework instead of the Financial Accounting Standards Board (FASB) framework. Therefore, the School has converted the beginning net position and fund balance to be presented in accordance with the GASB framework.

Government-Wide Financial Statements (GWFS)

The GWFS (i.e., Statement of Net Position and Statement of Activities) provide readers with a broad overview of the School's finances. The government-wide statements report information about the School as a whole using accounting methods similar to those used by private-sector companies.

The Statement of Net Position provides information on all of the assets and liabilities of the School, with the difference between the two providing the net position. Increases or decreases in the net position may indicate whether the financial position of the School is improving or deteriorating, respectively.

The Statement of Activities reflects changes in net position during the fiscal year. Changes in net position are reported using the accrual basis of accounting, similar to that used by private-sector companies. Accrual basis accounting takes into account all current year related revenue and expenditures, regardless of when cash is received or paid.

The GWFS presents an aggregate view of the School's finances and contains useful long-term information as well as information for the just-completed fiscal year.

To assess the overall financial condition of the School, additional non-financial factors, such as changes in the condition of school buildings and other facilities, should be considered.

In the government-wide financial statements, the School's activities are all classified as governmental activities. Governmental activities include all regular and special education, all educational support activities, administration, custodial, maintenance, transportation, and food services. Most of these activities are supported by the State of Utah Minimum School Program. The government-wide financial statements can be found on pages 8-9 of this report.

Fund Financial Statements

Funds are accounting devices the School uses to keep track of sources of funding and spending on particular programs and to demonstrate compliance with various regulatory requirements. Fund financial statements focus on individual parts of the School. Fund statements generally report operations in more detail than the government-wide statements. This statement focuses on its most significant or "major" funds and not on the School as a whole.

The School establishes other funds, as necessary, to control and manage money for particular purposes or to show that it is properly using certain revenue.

Governmental Funds

Governmental funds account for nearly the same functions as the governmental activities. However, unlike the GWFS, governmental funds focus on near-term inflows and outflows as well as the balances left at year end that are available for funding future basic services.

It is useful to compare information found in the governmental funds with that of the governmental activities. By doing so, readers may better understand the long-term impact of the School's near-term financing decisions.

The basic governmental funds financial statements can be found on pages 10-14 of this report.

Notes

The notes to the financial statements starting on page 15 provide further explanation of some of the information in the statements and provide additional disclosures so statement users have a complete picture of the School's financial activities and position.

Required supplementary information further explains and supports the financial statements by including a comparison of the School's budget data for the year.

Government-Wide Financial Analysis

Net position may serve as a useful indicator of an organization's financial position. The decrease in net position is related to the building refinance. As part of the building refinance, the debt service reserve associated with the 2010 series bonds was released and used to pay down the principal balance of the new direct placement financing.

	2021	2020
Assets		
Current and other assets	\$ 4,626,091	\$ 5,235,613
Capital assets	<u>10,955,853</u>	<u>11,341,034</u>
 Total assets	 <u>\$ 15,581,944</u>	 <u>\$ 16,576,647</u>
Liabilities		
Current and other liabilities	\$ 650,810	\$ 838,162
Long-term liabilities	<u>12,150,000</u>	<u>13,070,426</u>
 Total liabilities	 <u>12,800,810</u>	 <u>13,908,588</u>
Net Position		
Net investment in capital assets	(1,194,147)	(1,729,392)
Restricted	1,061,323	2,541,906
Unrestricted	<u>2,913,958</u>	<u>1,826,947</u>
 Total net position	 <u>\$ 2,781,134</u>	 <u>\$ 2,639,461</u>

A portion of the School's net position is the investments in capital assets (i.e., building, land, audio and visual materials, furniture and equipment, textbooks, computers, software, library books, and capital improvements) and the related debt used to acquire those assets still outstanding. These capital assets provide services to students; consequently, these assets are not available for future spending. Restricted net position is restricted for debt service and program restrictions. The remaining portion of the School's net position is unrestricted.

Governmental Activities

Changes in Net Position – The table below shows the changes in net position for the fiscal years 2021 and 2020. The School relies on state and federal support for 99% of its governmental activities for the year ended June 30, 2021. The School had total revenue of \$8,474,380 and total expenses of \$8,361,305, during the year ended June 30, 2021. The School had an increase in net position of \$113,075 during the year ended June 30, 2021. The increase in net position was due primarily to a decrease in travel expenses. The School sponsors a trip to Spain every year, which costs approximately \$120,000. However, due to the COVID-19 pandemic, the Spain trip was canceled, and the School did not incur any associated travel expenses.

North Davis Preparatory Academy
 Management's Discussion and Analysis
 June 30, 2021

	<u>2021</u>	<u>2020</u>	<u>Change</u>
Revenue			
Program revenue			
State and federal aid	\$ 8,380,395	\$ 7,382,963	\$ 997,432
Charges for services	10,174	112,135	(101,961)
Operating grants and contributions	7,584	29,127	(21,543)
Other local revenue	<u>76,227</u>	<u>182,938</u>	<u>(106,711)</u>
Total revenue	8,474,380	7,707,163	767,217
Expenses			
Instructional	4,549,972	4,300,982	248,990
Support services			
Students	652,607	463,689	188,918
Staff assistance	175,192	157,047	18,145
School administration	659,532	522,055	137,477
Central services	428,889	382,075	46,814
Operation and maintenance of facilities	729,981	744,108	(14,127)
Transportation	-	1,559	(1,559)
School food services	365,341	385,356	(20,015)
Interest and other costs	<u>799,791</u>	<u>838,609</u>	<u>(38,818)</u>
Total expenses	8,361,305	7,795,480	565,825
Change in Net Position	\$ 113,075	\$ (88,317)	\$ 201,392

Governmental Funds

The focus of the School's governmental funds is to provide balances of spendable resources and to provide data on near-term inflows and outflows.

General Fund – The general fund is the general operating fund for the School. At the end of the current fiscal year, the general fund balance is \$4,136,990, which is a decrease of \$642,598 from the prior year. The decrease in general fund balance was due to the building refinance. As part of the building refinance, the debt service reserve associated with the 2010 series bonds was released and used to pay down the principal balance of the new direct placement financing.

Expenditures for general School purposes totaled \$21,266,978, which is an increase of \$13,080,322 from the prior year. The increase in expenditures was due to the building refinance, due to the release of the 2010 series bonds, which were used to pay down the principal of the new direct placement financing.

General fund salaries totaled \$4,214,013, while the associated fringe benefits of retirement, social security, unemployment, workers compensation, health, dental and vision added \$1,151,628 to arrive at 25.2% of the School's general fund expenditures.

Budgetary Highlights

The School adopts an original budget in June for the subsequent year.

Actual expenditures in the general fund were \$724,300 less than the amended budget. The amended budget assumed higher than actual debt service and technology purchases, which were delayed to be delivered in the next school year.

Capital Assets

The School has invested \$14,581,523 in a wide range of capital assets, but primarily in land, building and capital improvements. The total accumulated depreciation on these assets amounts to \$3,625,670. There were capital asset additions of \$9,945 for fiscal year 2021.

Additional information regarding the School's capital assets can be found in Note 3 to the basic financial statements.

Long-Term Debt

Long-term debt consists of outstanding bonds with US Bank totaling \$12,150,000 , with rates ranging from 3.50% to 6.38%. The bonds mature in July 2030. The 2020 Series bonds were issued during fiscal year 2021 to refund the previous bonds with US Bank. See Note 4 to the financial statements for more information about long-term debt.

Requests for Information

This financial report is designed to provide our citizens, taxpayers, customers, and investors and creditors with a general overview of the School's finances and to demonstrate the School's accountability for the money it receives. If you have questions about this report or need additional financial information, contact the Board Chair, Monte Poll, at the North Davis Preparatory Academy, 1765 West Hill Field Road, Layton, Utah 84041, or by email at mpoll@northdavisprep.org.

North Davis Preparatory Academy
 Statement of Net Position
 June 30, 2021

	<u>Governmental Activities</u>
Assets	
Cash and investments	\$ 3,250,999
Restricted cash and investments	765,419
State receivables	15,271
Federal receivables	476,201
Other receivables	2,497
Prepaid expenses	115,704
Capital assets (not subject to depreciation)	1,464,472
Capital assets (net of accumulated depreciation)	<u>9,491,381</u>
 Total assets	 <u>15,581,944</u>
Liabilities	
Accounts payable	32,998
Accrued liabilities	456,103
Accrued interest	161,709
Long-term liabilities	
Due within one year - bonds payable	545,000
Due in more than one year - bonds payable	<u>11,605,000</u>
 Total liabilities	 <u>12,800,810</u>
Net Position	
Net investment in capital assets	(1,194,147)
Restricted for	
Special education	3,228
School land trust	1,296
Teacher salary supplemental program	4,158
Critical languages	50
Teacher and student success program	59,834
College and career awareness	7
Food lunch program	227,331
Debt service	765,419
Unrestricted	<u>2,913,958</u>
 Total net position	 <u>\$ 2,781,134</u>

North Davis Preparatory Academy
Statement of Activities
Year Ended June 30, 2021

Functions/Programs	Program Revenue			Net (Expense) Revenue (Expense) and Changes in Net Position
	Expenses	Charges for Services	Operating Grants and Contributions	
<i>Governmental activities</i>				
Instructional	\$ 4,549,972	\$ -	\$ 4,614,442	\$ 64,470
Support services				
Students	652,607	-	-	(652,607)
Staff assistance	175,192	-	-	(175,192)
School administration	659,532	-	-	(659,532)
Central services	428,889	-	-	(428,889)
Operation and maintenance				
of facilities	729,981	-	-	(729,981)
School food services	365,341	10,174	-	(355,167)
Interest and other costs	799,791	-	-	(799,791)
 Total Governmental Activities	 <u>\$ 8,361,305</u>	 <u>\$ 10,174</u>	 <u>\$ 4,614,442</u>	 <u>(3,736,689)</u>
 General Revenue				
Grants and contributions not restricted to				
specific programs				
State aid				3,773,537
Local revenue				57,255
Interest earnings				14,273
Miscellaneous				4,699
 Total general revenue	 <u></u>	 <u></u>	 <u></u>	 <u>3,849,764</u>
 Change in Net Position	 <u></u>	 <u></u>	 <u></u>	 <u>113,075</u>
 Net Position, Beginning of Year, As Restated	 <u></u>	 <u></u>	 <u></u>	 <u>2,668,059</u>
 Net Position, End of Year	 <u></u>	 <u></u>	 <u></u>	 <u>\$ 2,781,134</u>

North Davis Preparatory Academy
Balance Sheet – Governmental Funds
June 30, 2021

General

Assets

Cash and investments	\$ 3,250,999
Restricted cash and investments	765,419
State receivables	15,271
Federal receivables	476,201
Other receivables	2,497
Prepaid expenses	<u>115,704</u>
 Total assets	 <u>\$ 4,626,091</u>

Liabilities and Fund Balance

Liabilities

Accounts payable	\$ 32,998
Accrued liabilities	<u>456,103</u>
 Total liabilities	 <u>489,101</u>

Fund Balance

Nonspendable	
Prepaid expenses	115,704
Restricted for	
Special education	3,228
School land trust	1,296
Teacher salary supplemental program	4,158
Critical languages	50
Teacher and student success program	59,834
College and career awareness	7
Food lunch program	227,331
Debt service	765,419
Unassigned	<u>2,959,963</u>
 Total fund balance	 <u>4,136,990</u>
	 <u>\$ 4,626,091</u>

North Davis Preparatory Academy
Reconciliation for Governmental Funds Balance Sheet to the Statement of Net Position
June 30, 2021

Total Fund Balance - Governmental Funds	\$ 4,136,990
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The cost of capital assets (land, building, land, audio and visual materials, furniture and equipment, textbooks, computers, software, library books, and capital improvements) purchased or constructed is reported as an expenditure in governmental funds. The statement of net position includes those capital assets among the assets of the School as a whole. The cost of those capital assets is allocated over their estimated useful lives (as depreciation expense) to the various programs reported as governmental activities in the statement of activities. Because depreciation expense does not affect financial resources, it is not reported in government funds.

Costs of capital assets	14,581,523
Depreciation expense to date	<u>(3,625,670)</u>
	10,955,853

Long-term liabilities applicable to governmental activities are not due and payable in the current period and therefore are not reported as fund liabilities. All liabilities, both current and long-term, are reported in the statement of net position. Balances at year end are:

Long-term liabilities	
Bonds payable	(12,150,000)
Accrued interest	<u>(161,709)</u>
	(12,311,709)
Net Position	<u>\$ 2,781,134</u>

North Davis Preparatory Academy
Statement of Revenue, Expenditures, and Changes in Fund Balance – Governmental Funds
Year Ended June 30, 2021

	<u>General</u>
Revenue	
State aid	\$ 7,629,361
Federal aid	751,034
Earnings on investments	14,273
School fees	52,029
School lunch sales	10,174
Other local sources	<u>17,509</u>
Total revenue	<u>8,474,380</u>
Expenditures	
Instructional	<u>4,549,972</u>
Support services	
Students	652,607
Staff assistance	175,192
School administration	659,532
Central services	428,889
Operation and maintenance of facilities	<u>334,855</u>
Total support services	<u>2,251,075</u>
Non instructional	
School food services program	365,341
Capital outlay	<u>9,945</u>
Total non instructional	<u>375,286</u>
Debt service	
Principal	320,000
Interest and other costs	742,990
Debt issuance costs	<u>197,655</u>
Total debt service	<u>1,260,645</u>
Total expenditures	<u>8,436,978</u>
Deficiency of Revenue Under Expenditures	<u>37,402</u>

North Davis Preparatory Academy
Statement of Revenue, Expenditures, and Changes in Fund Balance – Governmental Funds
Year Ended June 30, 2021

	<u>General</u>
Other Financing Sources	
Payment to refunded debt escrow	(12,830,000)
Proceeds from issuance of bonds	<u>12,150,000</u>
Deficiency of revenue under expenditures	(642,598)
Fund Balance, Beginning of Year, As Restated	<u>4,779,588</u>
Fund Balance, End of Year	<u><u>\$ 4,136,990</u></u>

North Davis Preparatory Academy

Reconciliation of Governmental Funds Statement of Revenue, Expenditures, and Changes in Fund Balance to the Statement of Activities Year Ended June 30, 2021

Total Net Change in Fund Balance - Governmental Funds \$ (642,598)

Amounts reported for governmental activities in the statement of activities are different because:

Capital outlays are reported in governmental funds as expenditures. However, in the statement of activities, the cost of those assets is allocated over their estimated useful lives as depreciation expense. This is the amount by which depreciation expense exceeded capital outlays during the fiscal year:

Capital outlay	9,945
Depreciation expense	(395,126)
	<hr/>
	(385,181)

The governmental funds report repayment of long-term liability payments as expenditures and the effect of premiums/ discounts when debt is first issued, whereas these amounts are deferred and amortized in the statement of activities. Interest is recognized as an expenditure in the governmental activities when it is due. In the statement of activities, interest expense is recognized as it accrues, regardless of when it is due. The net effect of these differences in the treatment of bonds and related items is as follows:

Repayment of bonds payable principal	320,000
Bond proceeds	(12,150,000)
Payment to refunding escrow	12,830,000
Amortization of bond discount	(79,574)
Change in accrued interest	<hr/> 220,428
	<hr/> 1,140,854

Change in Net Position of Governmental Activities \$ 113,075

Note 1 - Summary of Significant Accounting Policies

North Davis Preparatory Academy (the School) was formed in 2004 and is a nonprofit institution which was organized under the nonprofit corporation laws of the State of Utah. The School was organized by a group of parents, teachers, and community leaders to provide an education opportunity in the City of Layton that was not governed by the local school district. The School was founded on the premise that parents as partners in the learning process leads to success for each child. Every parent is asked to be involved with the school either through committees or volunteering time in the classroom or with other needs the school may have as they arise. The School provides the following activities: education, encompassing instruction, student and staff support activities and facilities maintenance and operation. Supporting services include general and administrative services which are overall entity-related administrative costs.

The financial statements of the School have been prepared in conformity with accounting principles generally accepted in the United States of America (GAAP) as applied to local government units. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles. The more significant accounting policies of the School are described below.

Financial Reporting Entity

The School follows Governmental Accounting Standards Board (GASB) in determining the reporting entity and component units. The financial reporting entity consists solely of the primary government. Accordingly, the financial statements include all funds, and agencies of the primary government whose budgets are controlled or whose boards are appointed by the School's Board of Directors (the Board).

The accounts of the School are organized and operated on the basis of funds. A fund is an independent fiscal and accounting entity with a self-balancing set of accounts. Fund accounting segregates funds according to their intended purpose and is used to aid management in demonstrating compliance with finance-related legal and contractual provisions. The minimum number of funds is maintained consistent with legal and managerial requirements.

The funds of the School are classified as governmental funds. The fund classifications and a description of each existing fund type follow:

Governmental Funds

Governmental funds are used to account for the School's general government activities, including the collection and disbursement of specific or legally restricted monies, the acquisition or construction of general fixed assets, and the servicing of general long-term debt.

The general fund is considered a major fund. Governmental funds include:

General fund – the primary operating fund of the School accounts for all financial resources, except those required to be accounted for in other funds.

Measurement Focus and Basis of Accounting

Government-Wide Financial Statements (GWFS)

The statement of net position and the statement of activities display information about the reporting government as a whole.

The statement of net position and the statement of activities were prepared using the economic resources measurement focus and the accrual basis of accounting. Revenue, expenses, gains, losses assets and liabilities resulting from exchange and exchange-like transactions are recognized when the exchange takes place. Revenue, expenses, gains, losses, assets and liabilities resulting from nonexchange transactions are recognized in accordance with the requirements of GASB Statement No. 33 *Accounting and Financial Reporting for Nonexchange Transactions* in the government-wide financial statements.

Program Revenue

Program revenue included in the statement of activities derive directly from the program itself or from parties outside the School's citizenry, as a whole; program revenue reduces the cost of the function to be financed from the School's general revenue. Program revenue includes charges to students or applicants who purchase, use or directly benefit from the goods or services provided by the given function.

Fund Financial Statements (FFS)

Governmental Funds

The accounting and financial reporting treatment applied to a fund is determined by its measurement focus. Governmental fund types use the flow of current financial resources measurement focus and the modified accrual basis of accounting. Under the modified accrual basis of accounting, revenue is recognized when susceptible to accrual, defined as measurable and available. Measurable means the amount of the transaction can be determined and available means collectible within the current period or soon enough thereafter to pay liabilities of the current period. The School considers all revenue available if they are collected within 90 days after year end. Expenditures are recorded when the related fund liability is incurred, except for unmatured principal and interest on general long-term debt, which is recognized when due, and certain compensated absences and claims and judgments which are recognized when the obligations are expected to be liquidated with expendable available financial resources. With this measurement focus, only current assets and current liabilities and deferred outflows and inflows of resources, as applicable, are generally included on the balance sheet. Operating statements of these funds present increases and decreases in fund balance.

The governmental funds use the following practices in recording revenue and expenditures:

Revenue

Entitlements and shared revenue (which include state equalization and state revenue sharing) are recorded as unrestricted grants-in-aid at the time of receipt or earlier if the susceptible to accrual criteria are met. Expenditure-driven grants are recognized as revenue when the qualifying expenditures have been incurred and all other grant requirements have been met and the susceptible to accrual criteria have been met.

Other receipts become measurable and available (collected within 90 days of year end) when cash is received by the School and are recognized as revenue at that time. The School's period of availability is 90 days subsequent to year end.

Expenditures

Salaries are recorded as incurred. Salaries for July and August are accrued at June 30 as it relates to work performed prior to year end.

Restricted Cash and Investments

Cash and investments restricted for debt service is cash and investments set aside for bonds payable reserve requirements.

Investments

Investments are recorded at fair value in accordance with GASB Statement No. 72, *Fair Value Measurement and Application*. Accordingly, the change in fair value of investments is recognized as an increase or decrease to investment assets and investment income.

Receivables

All receivables are shown net of any allowance for uncollectible amounts. No allowances for uncollectible items have been recorded as of June 30, 2021.

Estimates

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect certain reported amounts of assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates and those differences could be material.

Capital Assets

Capital assets are recorded at historical cost and depreciated over their estimated useful lives (excluding salvage value). Donated capital assets are recorded at their estimated acquisition value at the date of donation.

Estimated useful lives are management's estimate of how long the asset is expected to meet service demands. Straight-line depreciation is used based on the following estimated useful lives:

Building	40 years
Audio and visual materials	3 years
Furniture and equipment	3-7 years
Textbooks	10 years
Computers	5 years
Software	3 years
Library books	10 years
Capital improvements	20 years

The School's capitalization threshold is \$5,000. The cost of normal maintenance and repairs not adding to the value of the asset or materially extending asset lives are not capitalized.

Long-Term Liabilities

For government-wide reporting, material premiums and discounts are deferred and amortized over the life of the debt using the straight-line method, which approximates the effective interest method. Debt is reported net of the applicable premium or discount. Issuance costs are expensed as incurred.

For fund financial reporting, premiums and discounts, as well as issuance costs are recognized in the period the debt is issued. The face amount of debt issued is reported as other financing sources. Premiums received on debt issuance are reported as other financing sources while discounts on debt issuances are reported as other financing uses. Issuance costs, even if withheld from the actual net proceeds received, are reported as debt service expenditures.

Restricted Net Position

For the government-wide statement of net position, net position is reported as restricted when constraints placed on net position use is either:

Externally imposed by creditors (such as debt covenants), grantors, contributors, or laws or regulations of other governments;

Imposed by law through constitutional provisions or enabling legislation.

It is the School's policy to consider restricted-net position to have been depleted before unrestricted-net position is applied.

Fund Balances of Fund Financial Statements

The governmental fund financial statements present fund balances based on classifications that comprise a hierarchy that is based primarily on the extent to which the School is bound to honor constraints on the specific purposes for which amounts in the respective governmental funds can be spent.

The classifications used in the governmental fund financial statements are as follows:

Nonspendable: This classification includes amounts that cannot be spent because they are either (a) not in spendable form or (b) are legally or contractually required to be maintained intact. The School has historically shown prepaids as being nonspendable as these items are not expected to be converted to cash or are not expected to be converted to cash within the next year.

Restricted: This classification includes amounts for which constraints have been placed on the use of the resources either (a) externally imposed by creditors (such as through a debt covenant), grantors, contributors, or laws or regulations of other governments, or (b) imposed by law through constitutional provisions or enabling legislation. Debt service resources are to be used for future servicing of the general obligations and are restricted through debt covenants.

Committed: This classification includes amounts that can be used only for specific purposes pursuant to constraints imposed by formal action by the Board. These amounts cannot be used for any other purpose unless the Board removes or changes the specified use by taking the same type of action (resolution) that was employed when the funds were initially committed.

Assigned: This classification includes amounts that are constrained by the Board's intent to be used for a specific purpose but are neither restricted nor committed. This intent can be expressed by the Board or by the Board delegating this responsibility to the Principal or his designee through the budgetary process.

Unassigned: This classification includes the residual fund balance for the general fund and the amount established for minimum funding.

The School would typically use restricted fund balances first, followed by committed resources, and the assigned resources, as appropriate opportunities arise, but reserves the right to selectively spend unassigned resources first to defer the use of these other classified funds.

Grants and Other Intergovernmental Revenue

Federal and state reimbursement-type grants are recorded as intergovernmental revenue when the related expenditures/expenses are incurred and, in the governmental funds, when the revenue meets the availability criterion.

Note 2 - Cash and Investments

At June 30, 2021, the School's cash and investments consisted of the following:

Cash

Insured	\$ 250,000
Uninsured and not collateralized	<u>1,334,431</u>
Total bank balance of deposits	<u><u>\$ 1,584,431</u></u>

	Rating	Fair Value	Investment Maturities
Investments			
PTIF	Unrated	<u><u>\$ 2,431,987</u></u>	Less than 1 year
Total cash and investments		<u><u>\$ 4,016,418</u></u>	

The State of Utah Money Management Council has the responsibility to advise the State Treasurer about investment policies, promote measures and rules that will assist in strengthening the banking and credit structure of the state, and review the rules adopted under the authority of the State of Utah Money Management Act (the Act) that relate to the deposit and investment of public funds.

The School follows the requirements of the Act (Utah Code, Title 51, Chapter 7) in handling its depository and investment transactions. The Act requires the depositing of School funds in a qualified depository. The Act defines a qualified depository as any financial institution whose deposits are insured by an agency of the federal government and which has been certified by the State Commissioner of Financial Institutions as meeting the requirements of the Act and adhering to the rules of the Utah Money Management Council.

The Act defines the types of securities authorized as appropriate investments for the School's funds and the conditions for making investment transactions. Investment transactions may be conducted only through qualified depositories, certified dealers, or directly with issuers of the investment securities.

Statutes authorize the School to invest in negotiable or nonnegotiable deposits of qualified depositories and permitted negotiable depositories; repurchase and reverse repurchase agreements; commercial paper that is classified as "first tier" by two nationally recognized statistical rating organizations; bankers' acceptances; obligations of the United States Treasury including bills, notes, and bonds; obligations, other than mortgage derivative products, issued by U.S. government sponsored enterprises (U.S. Agencies) such as the Federal Home Loan Bank System, Federal Home Loan Mortgage Corporation (Freddie Mac), and Federal National Mortgage Association (Fannie Mae); bonds, notes, and other evidence of indebtedness of political subdivisions of the State; fixed rate corporate obligations and variable rate securities rated "A" or higher, or the equivalent of "A" or higher, by two nationally recognized statistical rating organizations; shares or certificates in a money market mutual fund as defined in the Act; and the Utah State Public Treasurers' Investment Fund.

North Davis Preparatory Academy

Notes to Financial Statements

June 30, 2021

The Utah State Treasurer's Office operates the Public Treasurers' Investment Fund (PTIF). The PTIF is available for investment of funds administered by any Utah public treasurer and is not registered with the SEC as an investment company. The PTIF is authorized and regulated by the Act (Utah Code, Title 51, Chapter 7). The Act established the Money Management Council which oversees the activities of the State Treasurer and the PTIF and details the types of authorized investments. Deposits in the PTIF are not insured or otherwise guaranteed by the State of Utah, and participants share proportionally in any realized gains or losses on investments.

The PTIF operates and reports to participants on a fair value basis. The income, gains, and losses of the PTIF, net of administration fees, are allocated based upon the participant's average daily balance. The fair value of the PTIF investment pool is approximately equal to the value of the pool shares.

Fair Value of Investments

The School measures and records its investments using fair value measurement guidelines established by generally accepted accounting principles. These guidelines recognize a three-tiered fair value hierarchy, as follows:

- Level 1: Quoted prices for identical investments in active markets;
- Level 2: Observable inputs other than quoted market prices; and,
- Level 3: Unobservable inputs.

The investments consist only of PTIF funds which are classified as Level 2. The PTIF funds use the application of the June 30, 2021 fair value as calculated by the Utah State Treasurer, to the School's average daily balance in the Fund. The School currently has no assets that qualify for Level 1 or 3 investments. The following table illustrates the investments by the appropriate levels for the School:

	Quoted Prices in Active Markets (Level 1)	Other Observable Inputs (Level 2)	Unobservable Inputs (Level 3)
Total			
June 30, 2021			
PTIF	\$ 2,431,987	\$ -	\$ 2,431,987

Custodial Credit Risk

For deposits and investments, custodial credit risk is the risk that, in the event of the failure of the counterparty, the School will not be able to recover the value of its deposits, investments, or collateral securities that are in the possession of an outside party. The School's policy for managing custodial credit risk is to adhere to the Act. The Act requires all deposits of the School to be in a qualified depository, defined as any financial institution whose deposits are insured by an agency of the federal government and which has been certified by the Commissioner of Financial Institutions as meeting the requirements of the Act and adhering to the rules of the Utah Money Management Council.

Credit Risk

Credit risk is the risk that an issuer or other counterparty to an investment will not fulfill its obligations. The School's policy for reducing its exposure to credit risk is to comply with the Act, as previously discussed.

Concentration of Credit Risk

Concentration of credit risk is the risk of loss attributed to the magnitude of the School's investment in a single issuer. The School's policy for reducing this risk of loss is to comply with the Rules of the Money Management Council. Rule 17 of the Money Management Council limits investments in a single issuer of commercial paper and corporate obligations to 5-10% depending upon the total dollar amount held in the portfolio.

Interest Rate Risk

Interest rate risk is the risk that changes in interest rates will adversely affect the fair value of an investment. The School's policy for managing its exposure to fair value loss arising from increasing interest rates is to comply with the Act. Section 51-7-11 of the Act requires that the remaining term to maturity of investments may not exceed the period of availability of the funds to be invested. The Act further limits the remaining term to maturity on all investments in commercial paper, bankers' acceptances, fixed rate negotiable deposits, and fixed rate corporate obligations to 270 days - 15 months or less. The Act further limits the remaining term to maturity on all investments in obligations of the United States Treasury; obligations issued by U.S. government sponsored enterprises; and bonds, notes, and other evidence of indebtedness of political subdivisions of the state to five years. In addition, variable rate negotiable deposits and variable rate securities may not have a remaining term to final maturity exceeding three years.

North Davis Preparatory Academy

Notes to Financial Statements

June 30, 2021

Note 3 - Capital Assets

A summary of activity in the capital assets is as follows:

	June 30, 2020	Additions	Deletions	June 30, 2021
Governmental activities				
Capital assets, not subject to depreciation				
Land	\$ 1,464,472	\$ -	\$ -	\$ 1,464,472
Capital assets				
Building	11,910,528	-	-	11,910,528
Audio and visual materials	171,987	-	(171,987)	-
Furniture and equipment	700,570	9,945	(398,933)	311,582
Textbooks	109,622	-	(109,622)	-
Computers	847,073	-	(835,775)	11,298
Software	46,517	-	(46,517)	-
Library books	44,893	-	(44,893)	-
Capital improvements	883,643	-	-	883,643
Total capital assets	14,714,833	9,945	(1,607,727)	13,117,051
Less accumulated depreciation for				
Building	(3,053,981)	(305,398)	-	(3,359,379)
Audio and visual materials	(171,987)	-	171,987	-
Furniture and equipment	(510,184)	-	398,933	(111,251)
Textbooks	(109,623)	(43,286)	109,622	(43,287)
Computers	(842,544)	(2,260)	835,775	(9,029)
Software	(46,517)	-	46,517	-
Library books	(44,893)	-	44,893	-
Capital improvements	(58,542)	(44,182)	-	(102,724)
Total accumulated depreciation	(4,838,271)	(395,126)	1,607,727	(3,625,670)
Total capital assets, subject to depreciation	9,876,562	(385,181)	-	9,491,381
Total capital assets, net	\$ 11,341,034	\$ (385,181)	\$ -	\$ 10,955,853

Depreciation expense was charged to operation and maintenance of facilities function of the School.

North Davis Preparatory Academy

Notes to Financial Statements

June 30, 2021

Note 4 - Long-Term Liabilities

A summary of activity for the long-term liabilities is as follows:

	Balance at June 30, 2020	Additions	Retirements	Balance at June 30, 2021	Due Within One Year
Series 2020 bonds payable	\$ -	\$ 12,150,000	\$ -	\$ 12,150,000	\$ 545,000
Series 2010 bonds payable	13,150,000	-	(13,150,000)	-	-
Bond discount	(79,574)	-	79,574	-	-
	<u>\$ 13,070,426</u>	<u>\$ 12,150,000</u>	<u>\$ (13,070,426)</u>	<u>\$ 12,150,000</u>	<u>\$ 545,000</u>

Long-term liabilities as of June 30, 2021, consist of the following:

Series 2020 Bonds bearing interest at a rate of 3.50%: bonds were issued during fiscal year 2021 for \$12,150,000 to refinance the outstanding balance of its Series 2010 Bonds and pay certain 2020 bond issuance expenses. Variable annual payments of principal and semi-annual payments of interest are required with a balloon payment of \$7,620,000 in July 2030. The proceeds were used to purchase a school building. The School is required to meet certain covenants including debt coverage and restricted cash on hand. The Series 2010 Bonds had a payoff amount of \$13,071,424 and interest rates of 4.75% - 6.38%. The current refunding results in a net present value benefit of approximately \$3,672,000.

\$ 12,150,000

The annual requirements to pay principal and interest on the outstanding long-term liabilities is as follows:

Years Ending	Principal	Interest	Total
2022	\$ 545,000	\$ 415,713	\$ 960,713
2023	440,000	398,475	838,475
2024	455,000	382,813	837,813
2025	470,000	366,625	836,625
2026	490,000	349,825	839,825
2027-2030	<u>9,750,000</u>	<u>1,352,400</u>	<u>11,102,400</u>
	<u>\$ 12,150,000</u>	<u>\$ 3,265,851</u>	<u>\$ 15,415,851</u>

Note 5 - Concentrations

The School's principal source of support is state and federal-based support revenue. For the year ended June 30, 2021, this funding source accounted for approximately 99% of all revenue.

Note 6 - Benefit Plan

The School has a defined contribution retirement plan covering all full-time, salaried employees. The plan is administered by Helpside, an outsourcing company that the School has contracted with to perform its payroll and retirement functions. Eligible employees may contribute into an account at their option and discretion. The School does not match employee contributions.

Note 7 - Change in Accounting Framework

Utah House Bill 242 (H.B. 242) was passed in 2020 and requires Utah charter schools to report under the GASB framework. As a result of implementing the financial reporting requirements of H.B. 242, the School has converted the financial statement presentation of the School financial statements and related disclosures to be presented in accordance with the GASB financial reporting framework. Previously, the School prepared financial statements under the Financial Accounting Standards Board (FASB) framework.

As a result of implementing the financial reporting requirements within H.B. 242, the School has converted the financial statement presentation of the School's financial statements and related disclosures to be presented in accordance with the GASB financial reporting framework. See Note 1 for the Summary of Significant Accounting Policies which describe the measurement focus, basis of accounting and basis of presentation in accordance with the GASB financial reporting framework. The following table provides a detailed reconciliation for the conversion of the beginning fund balance and net position as of July 1, 2020:

	General Fund	Government Wide
Net assets (FASB) at July 1, 2020, as previously reported	\$ 3,011,148	\$ 3,011,148
Recognize capital assets as capital outlay	(11,341,034)	-
Debt issuance costs, net	(343,089)	(343,089)
Recognize bonds payable as proceeds from bonds payable issuance	13,070,426	-
Derecognition of accrued interest	382,137	-
 Fund balance, July 1, 2020, as restated	 \$ 4,779,588	
Net position, July 1, 2020, as restated	 \$ 2,668,059	

Note 8 - Risk and Uncertainties

The School has been impacted by the effects and continuation of the world-wide coronavirus pandemic. The School is closely monitoring its operations, liquidity, and capital resources and is actively working to minimize the current and future impact of this unprecedented situation. As of the date of issuance of these financial statements, the full impact to the School's financial position is not known.



Required Supplementary Information

June 30, 2021

North Davis Preparatory Academy

North Davis Preparatory Academy
 Schedule of Revenue, Expenditures, and Changes in Fund Balance – Budget and Actual – General Fund
 Year Ended June 30, 2021

	Budgeted Amounts		Actual Amounts	Variance with Final Budget- Positive (Negative)
	Original	Final		
Revenue				
State aid	\$ 7,460,437	\$ 8,174,132	\$ 7,629,361	\$ (544,771)
Federal aid	384,991	804,676	751,034	(53,642)
Earnings on investments	75,000	75,000	14,273	(60,727)
School fees	3,632	3,632	52,029	48,397
School lunch sales	110,730	100	10,174	10,074
Other local sources	175,899	22,467	17,509	(4,958)
Total revenue	8,210,689	9,080,007	8,474,380	(605,627)
Expenditures				
Instructional	4,254,758	4,896,241	4,549,972	(346,269)
Support services				
Students	803,326	733,640	652,607	(81,033)
Staff assistance	77,094	99,879	175,192	75,313
School administration	653,034	632,726	659,532	26,806
Central services	394,500	434,844	428,889	(5,955)
Operation and maintenance of facilities	422,042	446,373	334,855	(111,518)
Transportation	12,500	-	-	-
Total support services	2,362,496	2,347,462	2,251,075	(96,387)
Non instructional				
School food services program	307,292	324,963	365,341	40,378
Capital outlay	-	24,010	9,945	(14,065)
Total non instructional	307,292	348,973	375,286	26,313
Debt service				
Principal	305,000	13,500,000	320,000	(13,180,000)
Interest	839,450	898,602	742,990	(155,612)
Debt issuance costs	-	-	197,655	197,655
Total debt service	1,144,450	14,398,602	1,260,645	(13,137,957)
Total expenditures	8,068,996	21,991,278	8,436,978	(13,554,300)

NDPA North Davis Preparatory Academy
 Notes to Required Supplementary Information
 June 30, 2021

Excess (Deficiency) of Revenue				
Over (Under) Expenditures	<u>141,693</u>	<u>(12,911,271)</u>	<u>37,402</u>	<u>12,948,673</u>
Other financing sources:				
Payment to refunded debt escrow	-	-	(12,830,000)	(12,830,000)
Proceeds from issuance of bonds	<u>-</u>	<u>12,150,000</u>	<u>12,150,000</u>	<u>-</u>
Total other financing sources (uses)	<u>-</u>	<u>12,150,000</u>	<u>(680,000)</u>	<u>(12,830,000)</u>
Excess (deficiency) of revenues and other financing sources over (under) expenditures and other financing uses	<u>\$ 141,693</u>	<u>\$ (761,271)</u>	<u>\$ (642,598)</u>	<u>\$ 118,673</u>

Note 1 - Basis of Budgeting

The School follows these procedures in establishing the budgetary data reflected in the financial statements.

1. The School's Principal is appointed as the budget officer. Before June 1 of each year, the budget officer shall prepare a tentative budget, with supporting documentation, to be submitted to the Board.
2. The tentative budget and supporting documents shall include the following items:
 - a. The revenue and expenditures of the preceding fiscal year
 - b. The estimated revenue and expenditures of the current fiscal year
 - c. A detailed estimate of the essential expenditures for all the purposes for the next succeeding fiscal year, and
 - d. The estimated financial condition of the School at the close of the fiscal year
3. The tentative budget shall be filed with the School's Principal for public inspection at least 15 days before the date of the tenant budget's proposed adoption by the Board.
4. Before June 30 of each year, the Board will adopt a budget for the next fiscal year.
5. By the sooner of July 15 or 30 days of adopting a budget, the Board will file a copy of the adopted budget with the state auditor and the State Board of Education.



Compliance Reports

June 30, 2021

North Davis Preparatory Academy

**Independent Auditor's Report on Internal Control over Financial Reporting and on Compliance
and Other Matters Based on an Audit of Financial Statements Performed
in Accordance with *Government Auditing Standards***

The Board of Directors
North Davis Preparatory Academy
Layton, Utah

We have audited, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, the financial statements of the governmental activities and the major fund of North Davis Preparatory Academy (the School), as of and for the year ended June 30, 2021, and the related notes to the financial statements, which collectively comprise the School's basic financial statements and the related notes to the financial statements and have issued our report thereon dated November 23, 2021.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the School's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the School's internal control. Accordingly, we do not express an opinion on the effectiveness of the School's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the School's financial statements will not be prevented or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the School's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the result of that testing, and not to provide an opinion on the effectiveness of the School's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the School's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

A handwritten signature in black ink that reads "Eric Baily CPA". The signature is fluid and cursive, with "Eric" and "Baily" connected and "CPA" in a smaller, separate block.

Ogden, Utah
November 23, 2021



**Independent Auditor's Report on Compliance and Report on Internal Control over Compliance
as Required by the *State Compliance Audit Guide***

The Board of Directors
North Davis Preparatory Academy
Layton, Utah

Report on Compliance

We have audited North Davis Preparatory Academy's (the School) compliance with the applicable state compliance requirements described in the *State Compliance Audit Guide*, issued by the Office of the State Auditor, for the year ended June 30, 2021.

State compliance requirements were tested for the year ended June 30, 2021, in the following areas:

- Budgetary Compliance
- Fraud Risk Assessment
- School Fees
- Minimum School Program - Unrestricted Programs
- Minimum School Program - Restricted Programs: Special Education and Teacher and Student Success Act

Management's Responsibility

Management is responsible for compliance with the state requirements referred to above.

Auditor's Responsibility

Our responsibility is to express an opinion on the School's compliance based on our audit of the state compliance requirements referred to above. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States; and the *State Compliance Audit Guide*. Those standards and the *State Compliance Audit Guide* require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the state compliance requirements referred to above that could have a direct and material effect on a state compliance requirement occurred. An audit includes examining, on a test basis, evidence about the School's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

We believe that our audit provides a reasonable basis for our opinion on compliance for each state compliance requirement referred to above. However, our audit does not provide a legal determination of the School's compliance with those requirements.

Opinion on Compliance

In our opinion, the School complied, in all material respects, with the state compliance requirements referred to above for the year ended June 30, 2021.

Report on Internal Control over Compliance

Management of the School is responsible for establishing and maintaining effective internal control over compliance with the state compliance requirements referred to above. In planning and performing our audit of compliance, we considered the School's internal control over compliance with the state compliance requirements referred to above as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing an opinion on compliance with those state compliance requirements and to test and report on internal control over compliance in accordance with the *State Compliance Audit Guide*, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of the School's internal control over compliance.

A deficiency in internal control over compliance exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct noncompliance with a state compliance requirement on a timely basis. *A material weakness in internal control over compliance* is a deficiency, or combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a state compliance requirement will not be prevented or detected and corrected on a timely basis. *A significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a state compliance requirement that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control and compliance and the results of that testing based on the requirements of the *State Compliance Audit Guide*. Accordingly, this report is not suitable for any other purpose.



Ogden, Utah
November 23, 2021



Principal Report

12-01-21

Student Achievement

- ★ We've already reached our preschool year goal of 60% in Early Learning.

Trust in the School

- ★ Fall Fiesta hosted at the school and conducted with POET in conjunction with the Fun Run – now called BULL RUN “running of the bulls run”; an estimated 800 participants + 150 for the run
- ★ IFFU – NDPA hosted and student and faculty participation. This Spanish Language community event used our school building and is anticipated to grow.
- ★ OCT/NOV faculty professional development observations and preparation for our accreditation
- ★ NOV PD we hosted a guest lecturer Tyler Bastian a film director and fellow charter school administrator in the SLC area
- ★ Utah Association of Secondary School Principals – State Finalist for Admin of the year – Ammon Campbell
- ★ DLI Social Event – DEC 3rd we will host the 1st ever all DLI affiliate/associate/peer event. This will provide an opportunity to expand collaborative outreach.

Retention of Students

- ★ October 1 count was 981
- ★ Current enrollment count as of 11-29-21 is 976

North Davis Preparatory Academy

▼ 2021 2022 🗓

Enrollment	Status	Race	Gender	Advisors	Registered	Enroll					
Grade:	K	1	2	3	4	5	6	7	8	9	Total
Active	98	108	107	105	106	93	93	98	80	88	976
Withdrawn	5	2	5	1	4	9	4	9	7	4	50
Effective 11/29/2021	103	110	112	106	110	102	97	107	87	92	1026

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.

Budget

- ★ Eide Bailly is currently conducting FY21 Audit Review

Compliance

- ★ Conducted our School LAND Trust committee mtg, which will then help drive our board approved technology expenditure
- ★ Currently working on items related to 5yr cyclical accreditation
- ★ All teachers currently licensed our LEA submissions were accepted by the state

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

	07/01/2021 Through 10/31/2021	Year Ending 06/30/2021
	Actual	Actual
Assets & Other Debits		
Current Assets		
Operating Cash	3,550,654	3,250,998
Accounts Receivables	476,889	493,970
Other Current Assets	115,703	115,703
Total Current Assets	<u>4,143,246</u>	<u>3,860,671</u>
Restricted Cash	<u>290,235</u>	<u>765,419</u>
Net Assets		
Fixed Assets	14,581,522	14,581,522
Depreciation	<u>(3,625,669)</u>	<u>(3,625,669)</u>
Total Net Assets	<u>10,955,853</u>	<u>10,955,853</u>
Total Assets & Other Debits	<u>15,389,334</u>	<u>15,581,943</u>
Liabilities & Fund Equity		
Current Liabilities	610,213	650,811
Long-Term Liabilities	11,922,111	11,922,111
Fund Balance	3,009,021	3,011,145
Net Income	<u>(152,011)</u>	<u>(2,124)</u>
Total Liabilities & Fund Equity	<u>15,389,334</u>	<u>15,581,943</u>

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

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

	Annual		Year-to-Date		
	June 30, 2022	October 31, 2021	Budget	Actual	
Net Income					
Income					
Revenue From Local Sources	225,400	113,300		113,300	50.3 %
Revenue From State Sources	7,990,226	2,702,177		2,702,177	33.8 %
Revenue From Federal Sources	384,990	222,139		222,139	57.7 %
Total Income	8,600,616	3,037,616		3,037,616	35.3 %
Expenses					
Instruction/Salaries	4,151,543	1,388,054		1,388,054	33.4 %
Employee Benefits	1,188,515	371,594		371,594	31.3 %
Purchased Prof & Tech Serv	548,781	170,554		170,554	31.1 %
Purchased Property Services	296,442	86,510		86,510	29.2 %
Other Purchased Services	180,337	35,584		35,584	19.7 %
Supplies & Materials	958,734	343,247		343,247	35.8 %
Property	172,000	33,229		33,229	19.3 %
Debt Services & Miscellaneous	896,332	760,855		760,855	84.9 %
Total Expenses	8,392,684	3,189,627		3,189,627	38.0 %
Total Net Income	207,932	(152,011)		(152,011)	(73.1) %

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North Davis Preparatory Academy

Board Meeting Minutes

Wednesday, October 6, 2021

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



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

Others in Attendance: Trent Brown, Ryan Robinson, Dawn Kawaguchi, Cole Arnold, Trish Lester, Janey Stoddard (via Zoom)

VISION:

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

BOARD CONSTITUTION:

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

MINUTES

6:07 PM – INTRODUCTORY ITEMS

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

Monte took a minute to discuss moving forward by coming to the board meeting prepared so that we can move through our voting items quickly so that we can discuss some big picture items as discussed in our retreat. We will be able to discuss what we want to do to take NDPA to the next level.

There was no PUBLIC COMMENT.

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.

BOARD TRAINING

- AW Reporting & Compliance (Aspire) – Trish Lester introduced herself to the board. She gave an overview of the data gateway which is the student information system that includes data support, Aspire, UTREx, clearinghouse submission, and coordination of training to new secretaries. *Trish Lester was excused at 6:27 p.m.*
- Annual Open & Public Meetings Act Training – Trent Brown led the Annual Open and Public Meetings Act that included definitions, notice of requirements, electronic meetings, required open meeting records, and closed session requirements. He also reviewed the new requirements that includes the exception to the anchor locations, approved meeting minutes, materials and recording must be posted within 3-business days and closing a closed session inside the meeting. Trent passed around an affirmation of training for the members to sign.
- Review Board Member Agreement – Monte Poll passed out the Board Member Agreement for each member to sign annually and reviewed the agreement.

REPORTS

- **Administration**
 - State of the School – Ryan Robinson restated that since the evaluation last June, he has would like to report on a couple of the five categories that he is evaluated on.
 - ✓ Retention of Students – Ryan discussed the October 1 count and being down 13 students from last year and making adjustments to increase our enrollment. There was a discussion on several reason why enrollment would be down, and free and reduced lunch numbers.
 - ✓ Compliance – Ryan stated that Trish discussed October 1 and how this affects the school.
- **Board of Directors**
 - Financial Review – Clint Heiner stated that he has met with Cole and he doesn't have any concerns. He has oversight on large purchases and hasn't seen anything concerning. Clint asked Cole to give a deeper dive into the financials. Cole stated that we have had the auditors in our office for a few months and it is finally complete. October 1 is the big financial deadline to the state and all numbers have been uploaded to the state. Cole reviewed the statement of financial position and the statement of activities including expenses, surplus, PTIF, restricted/unrestricted funds and cash on hand.

CONSENT ITEMS

- September 1, 2021 Electronic Board Meeting Minutes – There was no further discussion. **Monte Poll made a motion to approve the consent items. The votes were as follows:**

Monte Poll – Aye

Maggie Arave – Aye

Clint Heiner – Aye

Rita Brock – Aye

Dale Pfister – Aye

Motion passed unanimously.

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

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VOTING ITEMS

- Spain Trip Expenditures – Ryan Robinson stated the Spain trip expense is based on 50 student/chaperones and we don't anticipate having more than 50 people. We have vouchers from three years ago with hotels, airfare, etc. This is all contingent on the requirements to travel.
- LEA-Specific Educator Licenses – Ryan Robinson reviewed the four teachers who currently require an LEA-Specific license to teach their current assignments.
- Amended Special Education Policies & Procedures Manual – Ryan Robinson stated that these changes were state required and the manual has been pre-approved by the state.
- Snow Removal Rate Sheet – Ryan Robinson stated that we review our snow removal every year. We have been very happy with Extreme Green.

Monte Poll made a motion to:

- **Approve the 9th Grade Spain Study Abroad Trip not to exceed \$235,000; 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 Gyp 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 years;**
- **Approve the amended Special Education Policies & Procedures Manual; and**
- **Approve the Extreme Green's snow removal rates of \$365 per push for the Elementary and \$525 per push for the Jr high. The votes were as follows:**

Monte Poll – Aye

Maggie Arave – Aye

Clint Heiner – Aye

Rita Brock – Aye

Dale Pfister – Aye

Motion passed unanimously.

DISCUSSION ITEMS

- Calendaring Items – Monte Poll
 - Holiday Social – November 10th
 - Next PreBoard Meeting – November 16th @ 1 p.m.
 - Next Meeting – December 1st
 - NCSC22 Washington DC June 19-22
- BIG Ideas – Monte explained where the big ideas discussion came from by providing opportunities and growth for our students and faculty. Ryan led a discussion on how to grow and expand the school which doesn't necessarily mean another location. Some of things discussed were how can they expand NDPA's influence and brand throughout Northern Utah and what role the board would have in it. We want to make sure that whatever we do, it enhances NDPA as a school. These ideas need to complement the school vision. Next steps discussed would be for Ryan and his team to continue to "think big" and bring these big ideas back to the board.

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.

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

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

Motion passed unanimously.

8:08 PM – Monte Poll made a motion to exit the CLOSED SESSION and ADJOURN. The votes were as follows:

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

Motion passed unanimously.

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

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

NDPA Board of Director's Meeting Wednesday, December 1, 2021

Action Item: 2022-2023 School Calendar

Issue

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

Background

This calendar is similar to the calendar of last year and aligns very close to DSD's proposed calendar. DSD's 2022-2023 calendar has not been officially approved. Below are some of the key dates.

- First Day of Attendance (1-9) is Tuesday, August 16th. DSD starts on Monday, August 22nd.
- Fall Recess is October 13-14. DSD is the same.
- Thanksgiving Recess is November 23-25. DSD is the same.
- Winter Recess is December 21st through January 3rd. DSD is December 19-31.
- Spring Break is April 3-7. DSD is the same.
- Last Day of Attendance is Thursday, May 25th. DSD ends on Friday, May 26th

This calendar meets the required 180 days and meets the required 990 hours with a total of 995 hours for the elementary and 1009.67 for the Jr. High.

Recommendation

It is recommended the board approve the 2022-2023 school year calendar.

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

K-4th Building

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

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



NORTH DAVIS
PREPARATORY ACADEMY

2022-2023 School Year

www.northdavisprep.org

5-9th Building

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

SEMESTER DATES by Terms

TERM 1: August 16 - October 21	46 Days
TERM 2: October 24 - January 13	47 Days
TERM 3: January 17 - March 17	43 Days
TERM 4: March 20 - May 25	44 Days
TOTAL SCHOOL DAYS	180 Days

JULY 2022						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

AUGUST 2022						
S	M	T	W	Th	F	S
		1	2	3	4	5
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

SEPTEMBER 2022						
S	M	T	W	Th	F	S
					1	2
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

OCTOBER 2022						
S	M	T	W	Th	F	S
					1	
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

NOVEMBER 2022						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	
27	28	29	30			

DECEMBER 2022						
S	M	T	W	Th	F	S
					1	2
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

JANUARY 2023						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

FEBRUARY 2023						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

MARCH 2023						
S	M	T	W	Th	F	S
					1	2
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

APRIL 2023						
S	M	T	W	Th	F	S
					1	
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

MAY 2023						
S	M	T	W	Th	F	S
		1	2	3	4	5
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

JUNE 2023						
S	M	T	W	Th	F	S
					1	2
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

August 10 - 15	No School	Quality Teaching Day
August 11	Save the Date	K-9 Back to School Night & 7-9 Registration Day
August 16	First Day 1st - 9th grades	Term One Begins (Early Out)
August 16 - 19	Early Release	Early Out Day
August 16 - 23	No Kinder Classes	Kinder Assessment Week (By Appointment)
August 24	Kindergarten First Day	Kindergarten First Day of Attendance
September 5	No School	Labor Day
September 19	No School For Students	Teacher PD (Legislative Day)
October 10 - 12	Early Release	Parent Teacher Conferences
October 13 - 14	No School	Fall Recess
October 24	First Day of Term	Term Two Begins
October 31	No School For Students	Teacher PD (Legislative Day)
November 23 - 25	No School	Thanksgiving Recess
December 21 - January 3	No School	Winter Recess
January 16	No School	Martin Luther King Jr. Day
January 17	First Day of Term	Term Three Begins
February 17	No School	Teacher Comp Day
February 20	No School	Presidents' Day
March 15 - 16	Early Release	Parent Teacher Conferences
March 17	No School	Teacher Comp Day
March 20	First Day of Term	Term Four Begins
April 3 - 7	No School	Spring Break
May 1	No School For Students	Teacher PD (Legislative Day)
May 1 - 5	No Kinder Classes	Kinder Assessment Week (By Appointment)
May 25	Last Day of Attendance	Term Four Ends (Early Release Day)
May 26	No School For Students	Quality Teaching Day

Board Approved Date:

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

NDPA 2022-2023 SY Count - Elementary

Month	Student Days Per Month	Full Days	Early Release Days	Teacher Comp Days	Legislative PD Days	Teacher Work Days	Teacher Days Per Month
August	12	7	5			4	16
September	21	15	5		1		21
October	19	12	6		1		19
November	19	16	3				19
December	14	11	3				14
January	19	15	4				19
February	19	15	3	1			19
March	23	16	6	1			23
April	15	12	3				15
May	19	14	4		1	1	20
June	0						0
Total Days	180	133	42	2	3	5	185
Total Hours	995.00	798.00	168.00	11.00	18.00	N/A	N/A

	Full Days	Early Release Days
Start	8:30 AM	8:30 AM
End	3:00 PM	1:00 PM
Elapsed Time	390.00	270.00
Passing Time	0	0
Lunch	30	30
Total min	360.00	240.00

EMPLOYEE AGREEMENT INFORMATION	
Teacher Start Date:	10-Aug
Teacher End Date:	26-May
Total Teacher Work Days:	185
2021-2022 Teacher Days:	185
Teacher Work Days Difference:	0

NDPA 2022-2023 SY Count - Jr. High

Month	Student Days Per Month	Full Days	Early Release Days	Teacher Comp Days	Legislative PD Days	Teacher Work Days	Teacher Days Per Month
August	12	7	5			4	16
September	21	15	5		1		21
October	19	12	6		1		19
November	19	16	3				19
December	14	11	3				14
January	19	15	4				19
February	19	15	3	1			19
March	23	16	6	1			23
April	15	12	3				15
May	19	14	4		1	1	20
June	0						0
Total Days	180	133	42	2	3	5	185
Total Hours	1009.67	806.87	173.60	11.00	18.20	N/A	N/A

	Full Days	Early Release Days
Start	8:20 AM	8:20 AM
End	3:10 PM	1:10 PM
Elapsed Time	410.00	290.00
Passing Time	16	12
Lunch	30	30
Total min	364.00	248.00

EMPLOYEE AGREEMENT INFORMATION	
Teacher Start Date:	10-Aug
Teacher End Date:	26-May
Total Teacher Work Days:	185
2021-2022 Teacher Days:	185
Teacher Work Days Difference:	0

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

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

NDPA Board of Director's Meeting Wednesday, December 1, 2021

Action Item: 401(k) Contract

Issue:

Any contract that the School enters into that may exceed the Purchasing Policy threshold of \$25,000 over the terms of the contract, must be approved by the Board.

Background:

Helpside is pleased to provide participating employers with a 401(k) plan that assists employees as they plan for retirement. While Helpside makes every effort to minimize fees and administration associated with the plan, every six years the IRS requires that qualified 401(k) plans be completely amended and restated. In 2022, the Helpside Inc. 401(k) Retirement Plan will be amended and restated. Although the amended and restated agreement is identical to the existing agreement, the amended and restated agreement will need to be approved and signed by each participating employer.

This process includes a significant amount of work from the plan's third-party administrator, National Benefit Services (NBS), to comply with the IRS mandate. As a result, NBS charges a restatement fee of \$200 to each participating employer. You will see this charge on your Helpside payroll invoice for the first payroll following December 1st.

Even though the amended and restated agreement is identical to your existing agreement, this is probably something that should be approved by your board.

Recommendation:

It is recommended that the board approve the 401(k) Contract.

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NDPA Board of Director's Meeting Wednesday, December 1, 2021

Action Item: *Amended Budgeting Policy*

Issue:

The USBE recently informed schools that receive Title I funds that they need to have a policy regarding Maintenance of Effort (MOE).

Background:

Schools are required to meet standards regarding MOE in connection with how they spend state funds in relation to federal funds. Recently, USBE Title I staff informed Title I recipient schools that they need to have a policy regarding MOE. MOE provisions have therefore been added to the School's existing Budgeting Policy.

Recommendation:

It is recommended that the board approve the amended Budgeting Policy.

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North Davis Preparatory Academy Budgeting Policy



POLICY

North Davis Preparatory Academy (the “School”) will comply with the budgeting requirements of Utah law, including but not limited to Utah Code Title 53G, [Chapter 7](#), Part [73](#).

The School’s Principal is appointed as the budget officer. Before June 1 of each year, the budget officer shall prepare a tentative budget, with supporting documentation, to be submitted to the Board of Directors.

The tentative budget and supporting documents shall include the following items:

- (a) the revenues and expenditures of the preceding fiscal year;
- (b) the estimated revenues and expenditures of the current fiscal year;
- (c) a detailed estimate of the essential expenditures for all purposes for the next succeeding fiscal year; and
- (d) the estimated financial condition of the School at the close of the current fiscal year.

The tentative budget shall be filed with the School’s Principal for public inspection at least (15) days before the date of the tentative budget’s proposed adoption by the Board of Directors.

Before June 30 of each year, the Board of Directors will adopt a budget for the next fiscal year.

By the sooner of July 15 or 30 days of adopting a budget, the Board of Directors will file a copy of the adopted budget with the state auditor and the [Utah State Board of Education \(“USBE”\)](#).

Maintenance of Effort

Because the School receives federal funds, including Title I, Part A funds, the School is obligated to comply with certain maintenance of effort (“MOE”) requirements. The School adopts this policy in order to ensure that the School complies with MOE requirements.

The School will not use applicable federal funds to reduce the level of expenditures from state and/or local funds for the education of students below the level of those expenditures for the preceding fiscal year. Unless an exception applies or a waiver is granted and taking into account allowable reductions, the School will budget from state and/or local funds at least the same total spent for that purpose from the same state and/or local funds source(s) for the most recent prior year for which information is available.

The School acknowledges that if MOE requirements are not satisfied, then the USBE may penalize the School by reducing the School’s federal funding by a proportional amount the following year.

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

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NDPA Board of Director's Meeting Wednesday, December 1, 2021

Action Item: Amended Parent Compact

Issue:

Amending the School's Parent Compact to remove the reference to a specific number of parent volunteer hours.

Background:

The USBE is directing schools to amend any of their materials that require or request parents to volunteer for a specific number of hours at school. In a recent school fees training, the USBE said it's a violation of Utah Code and USBE school fee rules to require or even request/recommend a certain number of volunteer hours. The USBE could penalize schools (and already has penalized at least one) for not complying with this.

NDPA's Parent Compact currently states that, "*As a parent at NDPA, I commit to the NDPA school personnel I will: Volunteer 30 hours to support the students of NDPA*". In an effort to comply with the USBE's recent directive, the administration is recommending that the reference to a specific number of volunteer hours be removed from the Parent Compact and that the Parent Compact only refer generally to volunteering at the School. A few other small updates were made as well.

Recommendation:

It is recommended that the Board approve the amended Parent Compact.

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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 Parent/Student/Faculty Compact



The NDPA School Community has developed the following school compact in order for students, parents and school personnel to work as partners in a learning environment characterized by our core values.

North Davis Preparatory Academy Vision

In order to ensure *NDPA students develop a love of learning, achieve high academic standards, and enjoy high bi-literate proficiency*, and develop college and career readiness, the NDPA school community has developed the following:

CORE VALUES

- We prepare the child for the path, not the path for the child.
- We nurture curiosity, self-discipline, and the courage to act on our own thoughts and dreams.
- All interactions between students, teachers, staff, and parents are based on honesty, trust, and respect.
- We are a community that embraces differences in our languages, cultures, religions, and abilities.

END STATEMENTS

- All students will produce exceptional work.
- All students will utilize autonomous learning skills taking responsibility for their own learning.
- All students will demonstrate personal and social responsibility.
- All students will fluently communicate in the Spanish language with a native speaker.

NDPA Parent/Student/ Faculty Compact

PARENTS

As a parent at NDPA, I commit to the NDPA school personnel I will:

- Place the education of our children as the highest priority
 - ✓ Ensure our students attend regularly and are on time daily so their educational progress does not suffer
 - ✓ Support school policies including the school Uniform Dress Code Policy
 - ✓ Provide daily support at home for homework
 - ✓ Stay informed about school activities
 - ✓ Attend Parent-Teacher Conferences to understand my student(s) progress
- Develop strong and trusting partnerships with the teachers
 - ✓ Alert the teacher of serious problems my student may have that may interfere with his/her learning
 - ✓ Go directly to a teacher or school personnel if I have a concern or conflict with that person
 - ✓ Respect the teaching and preparation time of teachers and school personnel by scheduling appointment for meetings and picking up my students on time
 - ✓ Volunteer in my child's classroom as appropriate Volunteer 30 hours to support the students of NDPA

STUDENT

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As a student at NDPA, I commit to my parents and NDPA school personnel I will:

- Do my best in my schoolwork
- Treat all other people – teachers, staff members, and other students – with respect, and I will “make it right” when I make mistake
- Demonstrate the courage to ask questions or ask for help in front of others. Tell my teacher if there is a serious problem that interferes with my learning
- Persist, and not give up easily
- Treat the school building, grounds furniture and equipment respectfully and carefully.

FACULTY

As teachers, administrators and staff members, we commit to parents and students that we will:

- Place the education of your student as the highest priority
 - ✓ Provide Highly Qualified teachers with expertise in their content and educational pedagogy
 - ✓ Provide a challenging academic curriculum to your students to prepare them with content and complex thinking skills for success at college and beyond
 - ✓ Provide your students with activities to ensure they know how to apply for college and apply for scholarships and financial aide
 - ✓ Provide quality instruction in the Spanish language to provide each student with a competitive advantage in the workplace
 - ✓ Teach the “whole child” helping them develop autonomous learning skills and personal and social responsibility for future success
 - ✓ Provide a safe and orderly environment with all interactions characterized by respect, understanding, love and logic
 - ✓ If any of us act or react in a way that you feel is unjust, you only need say to me, “I’m not sure that’s fair.” We will arrange a private conference during which you can express to me why you feel our actions were not fair.
- Develop strong and trusting partnerships with you as we:
 - ✓ Provide information to you regarding school activities, events, policies and procedures through Friday Notes each month and our NDPA website
 - ✓ Report students’ educational progress and update grades regularly through our Student Information System ([SIS Apsire](#)).
 - ✓ Provide opportunities for you to provide input to school officials through
 - ★ Bi-monthly Board of Directors’ meetings
 - ★ Monthly Community Council meetings
 - ★ Monthly POET Board meetings
 - ★ Scheduled appointments with any of us
 - ✓ Respond to your calls and emails in a timely fashion
 - ✓ Welcome any concern you may have about your student, and we pledge we will never retaliate against you or your student.

Parent Signature: _____ Date _____

Student Signature: _____ Date _____

School Official Signature: _____ Date _____

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

NDPA Board of Director's Meeting

Wednesday, December 1, 2021

Action Item: *Elementary Building Roof Repair*

Issue:

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

Background:

We have multiple leaks from roof in elementary building each time we experience rain. This was not addressed during the renovation a couple years ago due to no determined issues, but the sun and intermittent rain and snow have taken their toll. We have begun to have significant leaks throughout the building due to integrity issues of the current roof membrane.

We will need to resurface the entire roof with waterproofing. This will ensure to seal small and large gaps/cracks and provide indoor comfort and safety. Our latest professional estimate to complete the job is approximately \$90,000 which was a verbal cost. Jeff Butler is working on getting two written quotes for our records.

Recommendation:

It is recommended that the board approve the elementary roof repairs not to exceed \$95,000.

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

NDPA Board of Director's Meeting Wednesday, December 1, 2021

Action Item: *Technology Purchase*

Issue

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

Background

We work to maintain a cyclical repair/replace/upgrade cycle of different technology items; and at times we identify new technology hardware that is also needed for purchase. While the purchase need of each individual cost estimate is not a significant cost, the sum and collective amount of like items (devices) can create the need for board approval or board fiscal review.

This current request is for a variety of items, the majority are directly related to improving the classroom experience and ensuring that each student benefits from adequate technology support. The intent is to apply our School LAND Trust (SLT) funds per the discussion and determined direction by the SLT Committee and then use ESSER II funds where needed. This is because despite the generally low price of individual items the aggregate costs will require a significant allocation of funds. Listed below are items associated with this technology approval.

QTY	DESCRIPTION	ESTIMATED COST
20	Teacher Assistant Replacement Computers (replacement)	32,000
30	iPad Cart which will support elementary grades (replacement)	30,000
4	Classroom Audio Enhancement items (repair/replacement)	5,000
1	Website update and enhancement	7,000
15	Classroom projectors and Replacement Apple TV devices	35,000
1	Jr. High Gym projector (replacement)	5,000
1	Elementary 10 Gig capacity enhancement	20,000
4	Support Staff Computer replacement (MAC and Dell)	4,000
TOTAL ESTIMATE COST:		\$138,000

Recommendation

It is recommended that the Board approve the technology purchase not to exceed \$145,000.

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