



EARLY LIGHT
ACADEMY

Board Meeting Materials

BOARD MISSION:

AS THE BOARD OF EARLY LIGHT ACADEMY, IT IS OUR MISSION TO OVERSEE THE SCHOOL'S STRATEGIC DIRECTION AND VISION. IT IS OUR ROLE TO GOVERN AS OPPOSED TO MANAGE. ACTING WITH A UNIFIED VOICE, WE STRIVE TO SUPPORT AND ENSURE A LASTING AND SUSTAINABLE FUTURE FOR ELA. WE SEEK TO INSPIRE AND PROMOTE AN ATMOSPHERE OF INTEGRITY, TRANSPARENCY AND ACCOUNTABILITY. WE SERVE TO EMPOWER THE SCHOOL'S ADMINISTRATIVE LEADERSHIP TO EXECUTE ITS MISSION OF ACADEMIC EXCELLENCE, GROWTH AND ACHIEVEMENT.

August 30, 2023

Early Light Academy

Board Meeting Agenda

Wednesday, August 30, 2023

Location: 11709 S. Vadania Drive, South Jordan, Utah 84009



EARLY LIGHT
ACADEMY

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

SCHOOL MISSION: THE MISSION OF THE EARLY LIGHT ACADEMY IS TO DELIVER A HIGH-QUALITY EDUCATION WITH A DEEP, RICH AND ENGAGING CURRICULUM UTILIZING EFFECTIVE INSTRUCTIONAL TECHNIQUES AND EMPHASIZING HISTORY, TAKING OUR STUDENTS FROM THE STONE AGE TO THE SPACE AGE, THE INFORMATION AGE AND BEYOND.

SCHOOL VISION: EARLY LIGHT ACADEMY WILL EMPOWER STUDENTS TO BECOME LIFELONG LEARNERS AND INSPIRING LEADERS WHO KNOW THEIR ACTIONS TODAY IMPACT OUR TOMORROW.

WE ARE WHAT HISTORY BOOKS ARE MADE OF!

AGENDA

8:30 AM – INTRODUCTORY ITEMS

- Welcome & Roll Call – Jenn Lund
- Board Mission
- School Mission
- School Vision

PUBLIC COMMENT (Comments will be limited to three minutes)

REPORTS

- Administration
 - ✓ [Director Report](#) – Stephanie Schmidt
 - ★ [Long Term Leave of Absence Administrative Procedures](#)
- Board of Directors
 - ✓ [Financial Update](#) – Brett Crockett

CONSENT ITEMS

- [August 8, 2023 Electronic Board Meeting Minutes](#)

VOTING ITEMS

- Appoint Open Board Officer Position(s) – Jenn Lund
- [Amended Special Education Policies & Procedures Manual](#) – Stephanie Schmidt
- [Weapons on School Property Policy](#) – Stephanie Schmidt
- [Amended Bullying & Hazing Policy](#) – Stephanie Schmidt
- [Amended Fee Waiver Policy](#) – Stephanie Schmidt
- [Amended Wellness Policy](#) – Stephanie Schmidt
- [Update Check Signers on Zions Operating and Petty Cash Accounts](#) – Stephanie Schmidt

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.

DISCUSSION ITEMS

- Calendaring
 - ✓ Schedule Gratitude Dinner for Eric
 - ✓ Next PreBoard Meeting – September 6th
 - ✓ Next Board Meeting – September 20th
 - ✓ NCSC24 Boston MA – June 30 – July 3

CLOSED SESSION to discuss the character, professional competence, or physical or mental health of an individual pursuant to Utah Code 52-4-205(I)(a)

ADJOURN

UPCOMING CALENDAR ITEMS

September

- Snow Removal Service Contract (exp 4/15/24)*
- LEA-Specific Educator Licenses
- Amend Emergency Preparedness Plan
- Sex Ed/Maturation Curriculum

October

- Utah Grants Plan
- SLT Committee Membership (Due Oct 20th)
- Director Winter Bonus
- Update Parent Handbook

November

- 2024-2025 School Fees (1st Public Viewing)

January

- Audit Review
- 2024-2025 School Fees
- 2024-2025 School Calendar
- Curriculum Purchases (2 Public Comment Periods)

March

- Board Vacancies
- 2024-2025 School LAND Trust Plan
- SLT Training Assurances
- Digital Citizenship
- Present 2022-2023 SLT Final Report
- Landscaping Service Contract

April

- Director Evaluation Prep
- Director Bonus/Salary

May

- Audit Engagement Letter
- Director Evaluation
- 2024-2025 TSSA Plan

June

- 2024-2025 Annual Budget
- 2023-2024 Final Amended Budget
- Summer Purchasing Plan
- 2024-2025 Sex Ed Instruction Committee
- Ratify Board Members & Terms
- Ratify Board Officers
- 2024-2025 Board Meeting Schedule

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Mental Health Screening Determination
Review Positive Behavior Plan
Annual Policies Review
Annual Open Meetings Act Training
Annual Fraud Risk Assessment/Ethical Behavior

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(Special thanks to Candice and Shaun Mitchell for this AMAZING design! We love it!)

DIRECTOR'S REPORT

Aug. 28, 2023

The mission of the Early Light Academy is to deliver a high-quality education with a deep, rich and engaging curriculum utilizing effective instructional techniques and emphasizing history, taking our students from the Stone Age, to the Space Age, the Information Age and Beyond.

ELA will empower students to become lifelong learners and inspiring leaders who know their actions today impact our tomorrows.

- Highlights
 - The Summer Adventures of ELA “Edugators”
 - RISE - Framework for Behavioral and Academic Expectations
 - Back to School Trainings
 - Staff Welcome Back Events
 - Accreditation Certificate - We’re legit!
- Reports
 - Student - Summer Webb’s passing
 - Long Term Leave of Absence Administrative Procedures Updated
 - Carpool Map Updated
 - Enrollment:

Grade:	K	1	2	3	4	5	6	7	8	9	Total
Active	101	105	100	102	105	108	108	106	96	79	1010
Withdrawn	3	2	2	2			1		1	1	11
Effective 8/28/2023	101	108	102	104	107	108	108	107	96	80	1021

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ELA's ANNUAL GOALS 2022-2023

ELARISE

Goal Area	Specific Indicators
#1- Own and Share our Story	<ul style="list-style-type: none"> ● Increase enrollment to 975 (Exceeded at 1010) ● History made visible on our campus ● Complete marketing plan <ul style="list-style-type: none"> ○ Storybrand ○ Mural design ● Increase Social Media/Community Presence ● Conduct Market Analysis
#2- Build Instructional Capacity and Professional Excellence of ELA Educators	<ul style="list-style-type: none"> ● Meeting Key Performance Indicators on Evals ● Accountability (YLP, PGP's) ● Use ELEOT tool to measure student engagement ● Formalize PD Process ● Differentiation - Clear Expectations
#3- Deliver an ELA-branded Education: Academics	<ul style="list-style-type: none"> ● State goal: 60% of 1-3 graders making typical or above typical growth in reading ● State goal: 60% of 1-3 graders making typical or above typical growth in math ● Increase our state assessment achievement by 1% each year ● Co-taught classes established/continue support ● PLC data exploration leading to data driven instruction
#3- Deliver an ELA-branded Education: Culture	<ul style="list-style-type: none"> ● RISE ● PBIS expanded to 3-9 and staff - assess effectiveness of increasing positive behaviors ● Ideal Team Player common language ● Keep stakeholders informed ● Stakeholder Surveys ● School Safety Emphasis
#4- Financial	<ul style="list-style-type: none"> ● Enrollment goal: 1,000 ● Competitive Staff Compensation ● Days COH - end fiscal year at 140 days ● Review and Improve Insurance Benefits

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Long-Term Leave of Absence if FMLA is Not Approved Administrative Procedure

In the event that an application for FMLA is not approved, the employee may request a Long-term Leave of Absence.

Employees with a qualifying reason must first apply for FMLA. To do this, an employee can contact Early Light Academy's administration team or business manager, Academica West or Helpside to have the forms sent to them. After Helpside processes the paperwork, they will determine if the employee is eligible or not.

If an employee is eligible for FMLA, they may take up to 12 weeks of unpaid leave per year. Leave may be consecutive or intermittent. If the qualifying reason is for the birth of a child, the leave must be consecutive.

FMLA

The Family and Medical Leave Act (FMLA) is a federal law that provides eligible employees of covered employers with unpaid, job-protected leave for qualifying family members and qualifying medical reasons.

What does the Family and Medical Leave Act provide?

- FMLA provides eligible employees up to 12 work weeks of unpaid leave per year.
- FMLA requires group employee benefits to be maintained during the leave as if the employee continued to work instead of taking leave.
- Employees are also entitled to return to their same or an equivalent job at the end of their FMLA leave.

What are qualifying reasons?

The following are qualifying reasons for FMLA leave:

- The birth of a son or daughter, and to bond with the newborn child;

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- For the placement with the employee of a child for adoption or foster care, and to bond with that child;
- To care for an immediate family member (spouse, child, or parent – but not a parent “in-law”) with a serious health condition;
- To take medical leave when the employee is unable to work because of a serious health condition; or
- For qualifying exigencies arising out of the fact that the employee’s spouse, son, daughter, or parent is on covered active duty or call to covered active-duty status as a member of the National Guard, Reserves, or Regular Armed Forces.

What is an eligible employee?

An employee is eligible for FMLA leave if he or she has met all the following:

- Worked for the employer for at least 12 months (does not need to be consecutive); and
- Worked at least 1,250 hours for the employer during the 12-month period immediately preceding the leave request; and

Employees will be required to use PTO to cover all or part of the FMLA leave taken.

Long-Term Leave of Absence if/when FMLA is not approved by Helpside

In the event that an employee does not qualify for FMLA due to length of service or number of hours, but the employee has a qualifying reason consistent with the guidelines of FMLA for taking a long-term leave of absence, an employee may request to take up to 6 weeks of unpaid leave. The decision to grant or deny a long-term leave of absence under such circumstances is at the sole discretion of the Executive Director. If the Executive Director grants a long-term leave of absence and the employee needs additional leave after the 6 weeks, the employee may be terminated from employment but may be able to apply for future positions.

If an employee is granted a long-term leave of absence and will be out due to the birth of a child, the time off shall be consecutive and not intermittent.

In the event that an employee applied for FMLA and was denied, and it is determined by the Executive Director that the employee does not have a qualifying reason consistent with the guidelines of FMLA to take a long-term leave of absence, the employee is not eligible for a long-term leave of absence.

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Early Light Academy Statement of Activities

Created on August 10, 2023

For Prior Month

Early Light Academy

	Annual June 30, 2024 Budget	Year-to-Date July 31, 2023 Actual	% of Budget
Net Income			
Income			
Revenue From Local Sources	464,000	13,690	3.0 %
Revenue From State Sources	10,839,016	974,029	9.0 %
Revenue From Federal Sources	387,672	(487)	(0.1) %
Total Income	11,680,688	987,232	8.4 %
Expenses			
Instruction/Salaries	5,474,507	87,770	1.6 %
Employee Benefits	1,619,792	24,138	1.5 %
Purchased Prof & Tech Serv	942,072	50,338	5.3 %
Purchased Property Services	995,900	36,213	3.6 %
Other Purchased Services	458,150	69,165	15.1 %
Supplies & Materials	984,798	135,526	14.0 %
Property	125,000	0	0.0 %
Debt Services & Miscellaneous	1,474,033	198,958	13.5 %
Total Expenses	12,054,252	602,108	5.0 %
Total Net Income	(363,564)	385,124	(105.9) %

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Early Light Academy
Statement of Financial Position
Created on August 10, 2023
For Prior Month

	Period Ending 07/31/2023 Actual	Period Ending 07/31/2022 Actual
Assets & Other Debits		
Current Assets		
Operating Cash	3,002,630	3,523,463
Accounts Receivables	507,927	201,471
Total Current Assets	<u>3,510,557</u>	<u>3,724,934</u>
Restricted Cash	<u>2,809,329</u>	<u>3,083,017</u>
Net Assets		
Fixed Assets	20,230,528	18,836,397
Depreciation	(4,552,184)	(4,166,594)
Total Net Assets	<u>15,678,344</u>	<u>14,669,803</u>
Total Assets & Other Debits	<u>21,998,230</u>	<u>21,477,754</u>
Liabilities & Fund Equity		
Current Liabilities		
Current Liabilities	289,471	308,068
Long-Term Liabilities	<u>22,149,240</u>	<u>22,487,722</u>
Fund Balance	(1,304,345)	(1,408,498)
Net Income	<u>863,864</u>	<u>90,462</u>
Total Liabilities & Fund Equity	<u>21,998,230</u>	<u>21,477,754</u>

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Early Light Academy

Electronic Board Meeting Minutes

Wednesday, August 9, 2023

Anchor Location: 11709 S. Vadania Drive, South Jordan, Utah 84009



In Attendance: Jenn Lund, Andrea Johnson, Candice Mitchell, Brett Crockett

Excused: Brian Christensen

Others in Attendance: Stephanie Schmidt, Heidi Bauerle, Dawn Kawaguchi

SCHOOL MISSION: *THE MISSION OF THE EARLY LIGHT ACADEMY IS TO DELIVER A HIGH-QUALITY EDUCATION WITH A DEEP, RICH AND ENGAGING CURRICULUM UTILIZING EFFECTIVE INSTRUCTIONAL TECHNIQUES AND EMPHASIZING HISTORY, TAKING OUR STUDENTS FROM THE STONE AGE TO THE SPACE AGE, THE INFORMATION AGE AND BEYOND.*

SCHOOL VISION: *UNDERSTANDING HISTORY SHEDS LIGHT ON OUR FUTURE. OUR ACTIONS TODAY WILL IMPACT OUR TOMORROW.*

MINUTES

8:34 AM – INTRODUCTORY ITEMS

- Welcome & Roll Call – Jenn Lund

There was no PUBLIC COMMENT.

CONSENT ITEMS

- June 28, 2023 Annual Board Meeting Minutes – There was no further discussion.
- July 21, 2023 Electronic Board Meeting Minutes – There was no further discussion.

Jenn Lund made a motion to approve the consent items. Brett Crockett seconded the motion. The roll call votes were as follows:

Jenn Lund – Aye

Andrea Johnson – Aye

Candice Mitchell – Aye

Brett Crockett – Aye

Motion passed unanimously.

VOTING ITEMS

- Early Learning Plan – Jenn asked if Steph if she had any other information other than what is in the packet and there was nothing else. She also asked if any members had any other questions. There was no further discussion.
- Neurobehavioral Health Agreement – There was no further discussion.

Jenn Lund made a motion to approve the following:

- ✓ Approve the 2023-2024 Early Learning Plan; and

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- ✓ Approve Neurobehavior Center for Growth agreement and authorize the Executive Director to sign on behalf of the school.

Candice Mitchell seconded the motion. The roll call votes were as follows:

Jenn Lund – Aye

Andrea Johnson – Aye

Candice Mitchell – Aye

Brett Crockett – Aye

Motion passed unanimously.

OTHER BUSINESS ITEMS

- Calendar – Jenn Lund
 - ✓ Wednesday, August 16th is the Staff Welcome Back Shin-dig @ 8 a.m.
 - ✓ Next PreBoard Meeting – August 17th @ 2:30 p.m.
 - ✓ Next Board Meeting – August 30th
 - ✓ NCSC24 Boston, MA – June 30 – July 3 – We will have more info on this by December-January time frame. Until then, we will just keep this on the agenda as a reminder.

8:39 AM – Jenn Lund made a motion to ADJOURN. Candice Mitchell seconded the motion.

The roll call votes were as follows:

Jenn Lund – Aye

Andrea Johnson – Aye

Candice Mitchell – Aye

Brett Crockett – Aye

Motion passed unanimously.

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ELA Board of Director's Meeting Wednesday, August 30, 2023

Action Item: *Amended SpEd Policies & Procedures Manual*

Issue:

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

Background:

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

The manual establishes school policies and procedures all staff will follow regarding all students identified for special education, tested for special education, and exited from special education. USBE approved the manual on **August 21, 2023**.

Recommendation:

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

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EARLY LIGHT
ACADEMY

ELA Board of Director's Meeting Wednesday, August 30, 2023

Action Item: Weapons on School Property Policy

Issue:

The School would like to adopt a policy addressing weapons on School property.

Background:

Utah law prohibits the bringing of weapons onto school property except in very limited circumstances. The proposed Weapons on School Property Policy follows Utah law and outlines those limited circumstances, including, for example, if the person carries under a valid concealed weapons permit, is exempt from weapons laws (e.g., the person is a police officer), or the person has received approval from the School's Executive Director to bring the weapon onto campus. This policy also explains how the concealed weapons permit exception applies and the strict laws and rules a concealed weapons permit holder must follow while on School property. The policy further explains that students are prohibited at all times from possessing or using weapons on School property or in conjunction with a School activity.

Recommendation:

It is recommended that the Board approve the Weapons on School Property Policy.

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Early Light Academy

Weapons on School Property Policy



EARLY LIGHT
ACADEMY

PURPOSE

The purpose of this policy is to address the possession of dangerous weapons and firearms on Early Light Academy's (the "School") property by any individual, including but not limited to employees, students, parents/guardians, volunteers, and visitors.

POLICY

Definitions

"Dangerous weapon" means (a) a firearm; or (b) an object that in the manner of its use or intended use is capable of causing death or serious bodily injury. Utah Code § 76-10-501(6)(a).

"Firearm" means a pistol, revolver, shotgun, short barreled shotgun, rifle or short barreled rifle, or a device that could be used as a dangerous weapon from which is expelled a projectile by action of an explosive. Utah Code § 76-10-501(10)(a).

"Short barreled shotgun" or "short barreled rifle" means a shotgun having a barrel or barrels of fewer than 18 inches in length, or in the case of a rifle, having a barrel or barrels of fewer than 16 inches in length, or a dangerous weapon made from a rifle or shotgun by alteration, modification, or otherwise, if the weapon as modified has an overall length of fewer than 26 inches. Utah Code § 76-10-501(19).

"On or about school Premises" means, in part, a public or private elementary or secondary school; or on the grounds of any of those schools. Utah Code § 76-10-505.5(1)(a).

"Concealed firearm" means a firearm that is (a) covered, hidden, or secreted in a manner that the public would not be aware of its presence; and (b) readily accessible for immediate use. Utah Code § 76-10-501(3)(a).

"School Property," for the purpose of this policy, means all property, including buildings, portable buildings, parking lots, fields, parks and other land or structures leased or owned by Early Light Academy.

Dangerous Weapons on School Property

Pursuant to Utah Code § 76-10-505.5(2), "[a] person may not possess any dangerous weapon, firearm, or short barreled shotgun, as those terms are defined in Section 76-10-501, at a place that the person knows, or has reasonable cause to believe, is on or about school premises as defined in this section." Accordingly, a person may not possess or use a dangerous weapon, firearm, short

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barreled shotgun, or short barreled rifle on School Property or in conjunction with any school activity unless specifically authorized by law. School employees who violate this policy will be subject to disciplinary action, which may include termination.

Utah law provides that a qualified person may receive “a permit to carry a concealed firearm for lawful self-defense.” Utah Code § 53-5-704(1). Therefore, any holder of a valid concealed firearm permit may carry a concealed firearm on School Property. Utah Code § 76-10-505.5(4)(a).

In addition, in accordance with Utah Code § 76-10-505.5(4), a person without a concealed carry permit may possess a dangerous weapon, firearm, or short barreled shotgun on School Property if:

- (a) the possession is approved by the School’s Executive Director; or
- (b) the item is present or to be used in connection with a lawful, approved activity and is in the possession or under the control of the person responsible for its possession or use; or
- (c) the possession is (i) at the person’s place of residence or on the person’s property or (ii) in any vehicle lawfully under the person’s control, other than a vehicle owned by the School or used by the School to transport students; or
- (d) the person is exempt from weapon laws as described in Utah Code § 76-10-523 (e.g., the person is a U.S. Marshal, a peace officer, a qualified law enforcement official, etc.)

In accordance with the School’s Student Conduct and Discipline Policy and state law, students are prohibited at all times from possession or use of a weapon in or on School Property or in conjunction with any School activity.

Concealed Firearm Permit Exceptions and Clarification

As mentioned above, Utah law allows any holder of a valid concealed firearm permit to carry a concealed firearm on School Property. Because a concealed firearm must be readily accessible for immediate use, any person who carries a concealed firearm on School Property must keep it on their person at all times and it must be fully concealed. School employees are prohibited from keeping a concealed firearm in or on any property, fixture, or furniture owned by the School. This includes but is not limited to desks, closets, cabinets, or any other property owned by and located on School Property. If a person carries a concealed firearm in any personal container, bag, briefcase, purse, backpack, etc., that item must be on the person at all times while on School Property.

School employees who obtain a concealed firearm permit do so at their own volition. Any employee’s decision to carry or use a dangerous weapon will be the sole responsibility of that person as an individual, and no such action, including any lawful action, is taken as an employee by or on behalf of the School or is otherwise authorized or sanctioned by the School. Employees who have concealed firearm permits are obligated to have knowledge of and adhere to state and local weapons laws.

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Per Utah Code § 53-5-708(1)(e)(ii), the School may not compel or attempt to compel an individual who has been issued a concealed firearm permit to divulge whether the individual (a) has been issued a concealed firearm permit or (b) is carrying a concealed firearm.

Similarly, a School employee shall not, and any other person while on School Property shall not, divulge to other School employees, parents/guardians, or students whether he/she (a) has been issued a concealed firearm permit or (b) is carrying a concealed firearm unless he/she has first obtained approval from the School's Executive Director to divulge such information.

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EARLY LIGHT
ACADEMY

ELA Board of Director's Meeting Wednesday, August 30, 2023

Action Item: *Amended Bullying & Hazing Policy*

Issue:

All amended policies are required to be approved by the Board. Due to legislative updates this year, the Bullying and Hazing Policy needs to be amended.

Background:

The School's Bullying and Hazing Policy explains that the school must notify a student's parent or guardian if the student threatens to commit suicide or is involved in an incident of bullying, cyber-bullying, hazing, abusive conduct, or retaliation. HB 481 from the 2023 legislative session imposed another parent notification requirement on schools in these situations – that is, providing the student's parent or guardian with (1) suicide prevention materials and information (which materials will be recommended by the USBE) and (2) information on ways to limit a student's access to fatal means (e.g., firearms and medication). In addition, R277-613 was recently amended to require schools to also provide the student's parent or guardian with information and resources on the healthy use of social media. The revisions to the Bullying and Hazing Policy include these new requirements.

Recommendation:

It is recommended that the Board approve the amended Bullying & Hazing Policy.

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Early Light Academy

Bullying & Hazing Policy



EARLY LIGHT
ACADEMY

PURPOSE

The purpose of this policy is to prohibit bullying, cyber-bullying, hazing, retaliation, and abusive conduct involving Early Light Academy (the “School”) students and employees. The School’s Board of Directors (the “Board”) has determined that a safe, civil environment in School is necessary for students to learn and achieve high academic standards and that conduct constituting bullying, cyber-bullying, hazing, retaliation, and abusive conduct disrupts both a student’s ability to learn and the School’s ability to educate its students in a safe environment.

POLICY

Bullying, cyber-bullying, hazing, retaliation, and abusive conduct towards students and employees are against federal, state and local policy and are not tolerated by the School. The School is committed to providing all students with a safe and civil environment in which all members of the School community are treated with dignity and respect. To that end, the School has in place policies, procedures, and practices that are designed to reduce and eliminate this conduct—including but not limited to civil rights violations—as well as processes and procedures to deal with such incidents. Bullying, cyber-bullying, hazing, retaliation, and abusive conduct towards students and/or employees by students and/or employees will not be tolerated in the School. Likewise, abusive conduct by students or parents or guardians against School employees is prohibited by the School and will not be tolerated in the School.

In order to promote a safe, civil learning environment, the School prohibits all forms of bullying of students and School employees (a) on School property, (b) at a School-related or sponsored event, or (c) while the student or School employee is traveling to or from School property or a School-related or sponsored event.

The School prohibits all forms of bullying, cyber-bullying, hazing, abusive conduct of or retaliation against students and School employees at any time and any location.

Students and School employees are prohibited from retaliating against any student, School employee or an investigator for, or witness of, an alleged incident of bullying, cyber-bullying, hazing, abusive conduct, or retaliation.

Students and School employees are prohibited from making false allegations of bullying, cyber-bullying, hazing, abusive conduct, or retaliation against a student or School employees.

In addition, School employees, coaches, sponsors and volunteers shall not permit, condone or tolerate any form of hazing, bullying, cyber bullying, or abusive conduct and shall not plan, direct, encourage, assist, engage or participate in any activity that involves hazing, bullying, cyber bullying, or abusive conduct.

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Any bullying, cyber-bullying, hazing, abusive conduct, or retaliation that is found to be targeted at a federally protected class is further prohibited under federal anti-discrimination laws and is subject to OCR compliance regulations.

Definitions

Abusive Conduct – For purposes of this policy, “abusive conduct” means verbal, nonverbal, or physical conduct of a parent or guardian or student directed toward a School employee that, based on its severity, nature, and frequency of occurrence, a reasonable person would determine is intended to cause intimidation, humiliation, or unwarranted distress. A single act does not constitute abusive conduct.

Bullying – For purposes of this policy, "bullying" means a School employee or student intentionally committing a written, verbal, or physical act against a School employee or student that a reasonable person under the circumstances should know or reasonably foresee will have the effect of:

- (1) causing physical or emotional harm to the School employee or student;
- (2) causing damage to the School employee’s or student’s property;
- (3) placing the School employee or student in reasonable fear of:
 - (a) harm to the School employee’s or student’s physical or emotional well-being; or
 - (b) damage to the School employee’s or student’s property;
- (4) creating a hostile, threatening, humiliating, or abusive educational environment due to:
 - (a) the pervasiveness, persistence, or severity of the actions; or
 - (b) a power differential between the bully and the target; or
- (5) substantially interfering with a student having a safe school environment that is necessary to facilitate educational performance, opportunities, or benefits.

This conduct constitutes bullying, regardless of whether the person against whom the conduct is committed directed, consented to, or acquiesced in, the conduct. In addition, bullying is commonly understood as aggressive behavior that is intended to cause distress and harm; exists in a relationship in which there is an imbalance of power and strength; and is repeated over time.

Civil Rights Violations – For purposes of this policy, “civil rights violations” means bullying, cyber-bullying, harassment, abusive conduct, or hazing that is targeted at a federally protected class.

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Cyber-bullying – For purposes of this policy, "cyber-bullying" means using the Internet, a cell phone, or another device to send or post text, video, or an image with the intent or knowledge, or with reckless disregard, that the text, video, or image will hurt, embarrass, or threaten an individual, regardless of whether the individual directed, consented to, or acquiesced in the conduct, or voluntarily accessed the electronic communication.

Federally protected class – For purposes of this policy, "federally protected class" means any group protected from discrimination under federal law.

- (1) Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color, or national origin.
- (2) Title IX of the Education Amendments of 1972 prohibits discrimination on the basis of sex.
- (3) Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act of 1990 prohibits discrimination on the basis of disability.
- (4) Other areas included under these acts include religion, gender, and sexual orientation.

Hazing – For purposes of this policy, "hazing" means a School employee or student intentionally, knowingly, or recklessly committing an act or causing another individual to commit an act toward a School employee or student that:

- (1) (a) endangers the mental or physical health or safety of a School employee or student;
 - (b) involves any brutality of a physical nature, including whipping, beating, branding, calisthenics, bruising, electric shocking, placing of a harmful substance on the body, or exposure to the elements;
 - (c) involves consumption of any food, alcoholic product, drug, or other substance or other physical activity that endangers the mental or physical health and safety of a School employee or student; or
 - (d) involves any activity that would subject a School employee or student to extreme mental stress, such as sleep deprivation, extended isolation from social contact, or conduct that subjects a School employee or student to extreme embarrassment, shame, or humiliation; and
- (2) (a)(i) is committed for the purpose of initiation into, admission into, affiliation with, holding office in, or as a condition for membership in a School or School sponsored team, organization, program, club, or event; or

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- (ii) is directed toward a School employee or student whom the individual who commits the act knows, at the time the act is committed, is a member of, or candidate for membership in, a School or School sponsored team, organization, program, club, or event in which the individual who commits the act also participates.
- (3) The conduct described above constitutes hazing, regardless of whether the School employee or student against whom the conduct is committed directed, consented to, or acquiesced in, the conduct.

Retaliate or Retaliation – For purposes of this policy, "retaliate or retaliation" means an act or communication intended:

- (1) as retribution against a person for reporting bullying or hazing; or
- (2) to improperly influence the investigation of, or the response to, a report of bullying or hazing.

School Employee – For purposes of this policy, "School employee" means an individual working in the individual's official capacity as:

- (1) a School teacher;
- (2) a School staff member;
- (3) a School administrator; or
- (4) an individual:
 - (a) who is employed, directly or indirectly, by the School; and
 - (b) who works on the School's campus(es).

Volunteer – For purposes of this policy, "volunteer" means a non-employee with significant, unsupervised access to students in connection with a School assignment.

Reporting and Investigation

Students who have been subjected to or witnessed bullying, cyber-bullying, hazing, or retaliation, and students who have witnessed abusive conduct, must promptly report such incidents to any School personnel orally or in writing. School personnel who receive reports of such incidents must report them to the Executive Director.

School employees who have been subjected to or witnessed hazing, bullying, cyber-bullying, abusive conduct, or retaliation must report such incidents to the School's Executive Director orally or in writing.

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Each report of prohibited conduct shall include:

- (1) the name of complaining party;
- (2) the name of victim of prohibited conduct (if different than complaining party);
- (3) the name of perpetrator (if known);
- (4) the date and location of incident(s); and
- (5) a statement describing the incident(s), including names of witnesses (if known).

In connection with a report of prohibited conduct, students and School employees may request that their identity be kept anonymous, and reasonable steps shall be taken by the Executive Director and others involved in the reporting and investigation to maintain the anonymity of such individuals, if possible. School employees must take strong responsive action to prevent retaliation, including assisting students who are victims of prohibited conduct and his or her parents or guardians in reporting subsequent problems and new incidents.

The Executive Director or his/her designee shall promptly make a reasonably thorough investigation of all complaints of prohibited conduct, including, to the extent possible, anonymous reports, and shall, in accordance with the Consequences of Prohibited Behavior section below, administer appropriate discipline to all individuals who violate this policy. Formal disciplinary action is prohibited based solely on an anonymous report.

The Executive Director may report to OCR all acts of bullying, hazing, cyber-bullying, abusive conduct, or retaliation that he/she reasonably determines may be violations of student's or employee's civil rights.

It is the School's policy, in compliance with state and federal law, that students have a limited expectation of privacy on the School's computer equipment and network system, and routine monitoring or maintenance may lead to discovery that a user has violated School policy or law. Also, individual targeted searches will be conducted if there is reasonable suspicion that a user has violated policy or law. Personal electronic devices of any student suspected of violation of this policy will be confiscated for investigation and may be turned over to law enforcement.

Parental Notification

The Executive Director or his/her designee will timely notify a student's parent or guardian (1) if the student threatens to commit suicide or (2) of any incidence of bullying, cyber-bullying, hazing, abusive conduct, or retaliation involving the student (including if the student is involved as the alleged perpetrator or victim). The Executive Director or his/her designee will attempt to contact the parent or guardian by telephone to provide this notification and to discuss the matter. If the parent or guardian is not available by telephone, the Executive Director or his/her designee will provide to the parent or guardian the required notification by email.

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The Executive Director or his/her designee will produce and maintain a record that verifies that the parent or guardian was notified. If an in-person meeting takes place, the Executive Director or designee may ask the parent or guardian to sign the record acknowledging that the notification was provided. If a telephone conversation takes place, the Executive Director or his/her designee may document on the record such details as the date and time of the telephone call, who was spoken to, and brief notes regarding the notification that was provided and the content of the conversation. If an email is sent, the Executive Director or his/her designee will retain a copy of the email. The School will retain the record as long as the student is enrolled at the School and destroy the record after that time. The School will maintain the confidentiality of the record in accordance with Utah Code 53G-9-604.

In addition to notifying the parent or guardian as set forth above, the Executive Director or his/her designee will provide the parent or guardian with the following:

- (1) suicide prevention materials and information as recommended by the Utah State Board of Education in accordance with Utah Code § 53G-9-604(2)(b);
- (2) information on ways to limit a student's access to fatal means, including firearms or medication; and
- (3) information and resources on the healthy use of social media and online practices.

Action Plan to Address Reported Incidents of Bullying, Cyber-Bullying, Hazing, Retaliation, and Abusive Conduct

The School will investigate all allegations of incidents of bullying, cyber-bullying, hazing, retaliation, and abusive conduct in accordance with this policy and applicable law. The Executive Director or his/her designee will investigate allegations of these incidents and will have adequate training to conduct such an investigation. The Executive Director will be the point person with training and expertise to assist, direct, and supervise training of other employees in the responsibilities set forth in this paragraph.

The School will investigate all allegations of these incidents by interviewing

- (1) the alleged victim;
- (2) the individual who is alleged to have engaged in the prohibited conduct;
- (3) the parents or guardians of the alleged victim and the individual who is alleged to have engaged in prohibited conduct;
- (4) any witnesses;
- (5) School staff familiar with the alleged victim;
- (6) School staff familiar with the individual who is alleged to have engaged in prohibited conduct; or

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(7) Other individuals who may provide additional information.

The individual who investigates an allegation of an incident will inform an individual being interviewed that (1) to the extent allowed by law, the individual is required to keep all details of the interview confidential; and (2) further reports of bullying will become part of the review. However, the confidentiality requirement described in this paragraph does not apply to conversations with law enforcement, requests for information pursuant to a warrant or subpoena, a state or federal reporting requirement, or other reporting required by R277-613.

In conducting this investigation, the School may (1) review disciplinary reports of involved students; and (2) review physical evidence, including video or audio, notes, email, text messages, social media, or graffiti.

The School will report incidents of bullying, cyber-bullying, hazing, retaliation, and abusive conduct to law enforcement when the Executive Director reasonably determines that the alleged incident may have violated criminal law.

Following the investigation of a confirmed allegation of an incident of bullying, cyber-bullying, hazing, retaliation, or abusive conduct, the School may, if the Executive Director determines it is appropriate, take positive restorative justice practice action and support involved students through trauma-informed practices. However, an alleged targeted individual is not required to participate in a restorative justice practice with an individual who is alleged to have engaged in prohibited conduct. If the School would like any student to participate in a restorative justice practice, the School will notify the student's parent or guardian of the restorative justice practice and obtain consent from the student's parent or guardian before including the student in the process.

The School shall follow up with the parents/guardians of all parties to:

- (1) inform parents/guardians when an investigation is concluded;
- (2) inform parents/guardians what safety measures will be in place for their child, as determined by the investigation;
- (3) provide additional information about the investigation or the resolution consistent with the Family Educational Rights and Privacy Act of 1974, 20 U.S.C. 1232g; and
- (4) inform parents or guardians of the School's Parent Grievance Policy if the parents or guardians disagree with the resolution of the investigation.

Consequences of Prohibited Behavior

If, after an investigation, a student is found to be in violation of this policy by participating in or encouraging conduct prohibited by this policy, the student shall be disciplined by appropriate measures up to, and including, suspension and expulsion, pursuant to Utah Code Ann. 53G-8-205,

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and School policy, removal from participation in School activities, and/or discipline in accordance with regulations of the U.S. Department of Education Office for Civil Rights (OCR).

If, after an investigation, a School employee is found to be in violation of this policy, the employee shall be disciplined by appropriate measures, which may include termination, reassignment or other appropriate action.

School officials have the authority to discipline students for off-campus or online speech that causes or threatens a substantial disruption to School operations, including violent altercations or a significant interference with a student's educational performance and involvement in School activities.

Grievance Process for School Employees

As explained above, a School employee who has experienced abusive conduct must report the incident to the School Executive Director orally or in writing. If the School employee is not satisfied with the Executive Director's or designee's investigation of the abusive conduct and/or the resulting disciplinary action (or recommended disciplinary action) against the perpetrator, the School employee may address/raise the issue in accordance with the School's Staff Grievance Policy.

Additional Provisions

The Executive Director will ensure compliance with OCR regulations when civil rights violations are reported, as follows:

- (1) Once the School knows or reasonably should know of possible student-on-student bullying, cyber-bullying, or hazing, the School must take immediate and appropriate action to investigate.
- (2) If it is determined that the bullying, cyber-bullying, or hazing did occur as a result of the student-victim's membership in a protected class, the School shall take prompt and effective steps reasonably calculated to:
 - (a) end the bullying, cyber-bullying, or hazing
 - (b) eliminate any hostile environment, and
 - (c) prevent its recurrence.
- (3) These duties are the School's responsibilities even if the misconduct is also covered by a separate anti-bullying policy and regardless of whether the student makes a complaint, asks the School to take action, or identifies the bullying, cyber-bullying, or hazing as a form of discrimination.

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The Executive Director will take reasonable steps to ensure that any victim of prohibited conduct will be protected from further hazing, bullying, cyber-bullying, abusive conduct, and retaliation and that any student or School employee who reports such incidents will be protected from retaliation.

If the Executive Director believes that any victim or perpetrator of conduct prohibited by this policy would benefit from counseling, the Executive Director may refer such individuals for counseling.

If the Executive Director believes that it would be in the best interests of the individuals involved, the Executive Director may involve the parents or guardians of a perpetrator or victim of hazing, bullying, cyber-bullying, or retaliation in the process of responding to and resolving conduct prohibited by this policy.

Incidents of bullying, cyber-bullying, hazing, and retaliation will be reported in the School's student information system as required.

Student Assessment

The Executive Director or his/her designee will solicit student assessments of the prevalence of bullying, cyber-bullying, and hazing in the School, specifically locations where students are unsafe and additional adult supervision may be required, such as playgrounds, hallways, and lunch areas.

Training

The Executive Director will ensure that School students, employees, coaches, and volunteers receive training on bullying, cyber-bullying, hazing, retaliation, and abusive conduct from individuals qualified to provide such training. The training shall meet the standards established by the State Board of Education's rules and include information on:

- (1) bullying, cyber-bullying, hazing and retaliation;
- (2) discrimination under the following federal laws: (a) Title VI of the Civil Rights Act of 1964; (b) Title IX of the Education Amendments of 1972; or (c) Section 504 of the Rehabilitation Act of 1973; and (d) Title II of the Americans with Disabilities Act of 1990;
- (3) how bullying, cyber-bullying, hazing, retaliation, and abusive conduct are different from discrimination and may occur separately from each other or in combination;
- (4) how bullying, cyber-bullying, hazing, retaliation, and abusive conduct are prohibited based upon the students' or employees' actual or perceived characteristics, including race, color, national origin, sex, disability, religion, gender identity, sexual orientation, or other physical or mental attributes or conformance or failure to conform with stereotypes; and
- (5) the right of free speech and how it differs for students, employees, and parents.

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The training will also complement the suicide prevention program required for students under R277-620 and the suicide prevention training required for licensed educators consistent with Section 53G-9-704(1), and also include information on when issues relating to R277-613 may lead to student or employee discipline.

The training shall be offered to:

- (1) new school employees, coaches, and volunteers within the first year of employment or service;
- (2) all School employees, coaches, and volunteers at least once every three years after the initial training; and
- (3) All students (regardless of whether they are involved in athletics or extracurricular activities or clubs) at a frequency determined by the Executive Director.

In addition to the training requirements described above, any students and School employee, or volunteer coach participating in School sponsored athletic program, both curricular and extracurricular, or extracurricular club or activity shall, prior to participating in the athletic program or activity, participate in bullying, cyber-bullying, hazing, retaliation, and abusive conduct prevention training. This training shall be offered to new participants on an annual basis and to all participants at least once every three years. The School will inform student athletes and extracurricular club members of prohibited activities under R277-613 and potential consequences for violation of the law and the rule.

The School will maintain training participant lists or signatures and provide them to the Utah State Board of Education upon request.

Distribution of Policy and Signed Acknowledgement

The Executive Director will inform students, parents or guardians, School employees, and volunteers that hazing, bullying, cyber-bullying, abusive conduct, and retaliation are prohibited by distributing a copy of this policy to such individuals annually. A copy of this policy will also be posted on the School's website and included in any student conduct or employee handbooks issued by the School.

On an annual basis, School employees, students who are at least eight years old, and parents or guardians of students shall sign a statement indicating that they have received this policy.

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EARLY LIGHT
ACADEMY

ELA Board of Director's Meeting Wednesday, August 30, 2023

Action Item: *Amended Fee Waiver Policy*

Issue:

All amended policies are required to be approved by the Board. Due to the USBE rule amendments, the Fee Waiver Policy needs to be revised.

Background:

The USBE amended its rule on school fees and fee waivers in early July 2023, and some of the changes necessitate revisions to the school's Fee Waiver Policy. Revisions to the school's Fee Waiver Policy include some minor changes to definitions; removal of the provision allowing fees to be charged for supplemental kindergarten (supplemental kindergarten is now funded through the WPU); changes to how the policy, fee schedule, and fee waiver documents will be distributed by the school (policy and fee schedule will continue to be distributed through registration (and posted on the school's website) and the school's other fee waiver documents will be posted to the school's website); added SNAP funding to the list of fee waiver eligibility criteria; and changes to what fee/fee waiver documentation and information the school must gather on an annual basis in case such information is requested by the USBE.

Recommendation:

It is recommended that the Board approve the amended Fee Waiver Policy.

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Early Light Academy Fee Waiver Policy



E A R L Y L I G H T
A C A D E M Y

PURPOSE

Early Light 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 ~~s~~School-sponsored activities.

POLICY

Under the direction of the Board, the School’s Director (the “Director”) 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 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:
 - (iv) is required for a student to use as part of an activity, course, or program in a secondary school;
 - (v) typically becomes the property of the student upon exiting the activity, course, or program, and
 - (vi) is subject to a fee waiver;
- (b) includes:
 - (vii) shears or styling tools;
 - (viii) a band instrument;
 - (ix) a camera;
 - (x) a stethoscope; or
 - (xi) sports equipment, including a bat, mitt, or tennis ~~raquet~~racket.
- (c) does not include school equipment.

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

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

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

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

- (a) is a personal discretionary charge or purchase, including:
 - (i) a charge for insurance, unless the insurance is required for a student to participate in an activity, class, or program;
 - (ii) a charge for college credit related to the successful completion of:
 - (A) a concurrent enrollment class; or
 - (B) an advanced placement examination; or
 - (iii) except when requested or required by the School, a charge for a personal consumable item such as a yearbook, class ring, letterman jacket or sweater, or other similar item;
- (b) is subject to sales tax as described in Utah State Tax Commission Publication 35, Sales Tax Information for Public and Private Elementary and Secondary Schools; or
- (c) by Utah Code, federal law, or State Board of Education rule is designated not to be a fee, including:
 - (i) a school uniform as provided in Utah Code § 53G-7-801;

- (ii) a school lunch; or
- (iii) a charge for a replacement for damaged or lost School equipment or supplies.

"Provided, sponsored, or supported by the School"

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

"Provision in lieu of fee waiver"

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

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

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

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

"Something of monetary value"

- (a) means a charge, expense, deposit, rental, fine, or payment, regardless of how the payment is termed, described, requested or required directly or indirectly, in the form of money, goods or services; and
- (b) includes:

- (i) charges or expenditures for a School field trip or activity trip, including related transportation, food, lodging, and admission charges;
- (ii) payments made to a third party that provide a part of a School activity, class, or program;
- (iii) classroom textbooks, supplies or materials;
- (iv) charges or expenditures for school activity clothing; and
- (v) a fine, except for a student fine specifically approved by the School for:
 - (A) failing to return School property;
 - (B) losing, wasting, or damaging private or School property through intentional, careless, or irresponsible behavior; or
 - (C) improper use of School property, including a parking violation.

(c) does not include a payment or charge for damages, which may reasonably be attributed to normal wear and tear.

“Textbook”

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

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

General School Fees Provisions

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

Beginning with the 2021-2022 school year:

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

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-7-603, except for a textbook used for a concurrent enrollment or advanced placement course.

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

Fees for Classes & Activities During the Regular School Day

Fees for Students in Kindergarten through Sixth Grade

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

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

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

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

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

Fees for Students in Seventh through Ninth Grade

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

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

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 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 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 Director 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 also post the following on its website each school year:

- (a) The School's applicable Fee Schedule and Fee Waiver Policy, including maximum fee amounts, ~~and Fee Waiver Policy on the School's website each school year.~~
- (b) The School's fee waiver application;
- (c) The School's fee waiver decision and appeals form; and
- (d) The School's fee notice(s) for families.

Donations

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

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

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

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

Fee Collection

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

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

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

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

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

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

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.

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 Director 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 Director. 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~~ cannot pay a fee.

All fees are subject to waiver.

Non-waivable charges are not subject to waiver.

Fee Waiver Administration

The Director 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.

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. 123g (FERPA). The School may not identify a student on fee waiver to students, staff members, or other persons who do not need to know. As a general rule, teachers and coaches do not need to know which students receive fee waivers. Students may not assist in the fee waiver approval process.

Fee Waiver Eligibility

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

- (a) In accordance with Utah Code § 53G-7-504(4), family income falls within levels established annually by the State Superintendent and published on the Utah State Board of Education website;
- (b) The student to whom the fee applies receives Supplemental Security Income (SSI). If a student receives SSI, the School may require a benefit verification letter from the Social Security Administration;
- (c) The family receives TANF or SNAP funding. If a student's family receives TANF or SNAP, the School may require the student's family to provide the School an electronic copy or screenshot of the student's family's eligibility determination or eligibility status~~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.

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

Fee Waiver Approval Process

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

Appeal Process

Denial of eligibility for a waiver may be appealed in writing to the Director 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 Director to discuss the parent's concerns. If, after meeting with the Director, 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 of receiving a fee waiver, but such alternatives may not be required. If the School allows an alternative to satisfy a fee requirement, the Director 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 ensures that a service assignment is appropriate to the age, physical condition, and maturity of the student; (b) the School's service policy or procedure is consistent with state and federal laws, including Section 53G-7-504 regarding the waiver of fees and the federal Fair Labor Standards Act, 29 U.S.C. 201; (c) the service can be performed within a reasonable period of time; and (d) the service is at least equal to the minimum wage for each hour or service.

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

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

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

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

Annual Review, Approval, and Training

The Board will review and approve this policy annually.

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

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EARLY LIGHT
ACADEMY

ELA Board of Director's Meeting Wednesday, August 30, 2023

Action Item: *Amended Wellness Policy*

Issue:

The School needs to amend its Wellness Policy.

Background:

At least once every three years, the Board is required to review and amend or re-approve the Wellness Policy. Upon reviewing the Wellness Policy, we have discovered that there are small changes that needed to be updated. The proposed revisions have been made to the Wellness Policy, including deleting the reference about the School being a “Gold Medal School” (the School no longer does this program, and the program may not even exist anymore in the state), changing “Director” to “Executive Director” throughout the policy, adding that the School also participates in the School Breakfast Program (not just the National School Lunch Program), and some other minor revisions. These proposed revisions add clarity to the policy and help the policy reflect how the School operates its meal programs.

At least once every three years, the School’s Wellness Committee is required to review/evaluate the School’s Wellness Policy. This is called the Triennial Progress Assessment. Once the Wellness Committee membership has been solidified for the year, they will meet to conduct the Triennial Progress Assessment. It is possible that they could recommend other changes to the policy. Once the committee completes their assessment, the Executive Director will bring that to the Board. It will also be posted on the website.

Recommendation:

It is recommended that the Board approve the amended Wellness Policy.

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

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

Early Light Academy Wellness Policy



EARLY LIGHT
ACADEMY

PURPOSE

The purpose of this Policy is to ensure the best possible mental and physical health environment for the students of Early Light Academy (“ELA” or the “School”).

ELA’s Board recognizes that there is a link between good health and a student’s ability to learn effectively and perform at their highest academic potential. The Board also recognizes education and establishment of good eating habits, and a desire for physical activity must begin at a young age. ELA is committed to providing nutritional education, physical activity and a healthy learning environment for its students and staff.

- I. Health and Wellness Committee: Under the direction of the Board and the Executive Director, a Health and Wellness Committee (the “Committee”) will be established to oversee wellness efforts, review wellness goals, monitor compliance with this policy, and as necessary recommend changes to this policy. The Committee may consist of but is not limited to parents, students, food service staff, members of the Board, the Executive Director, teachers, health professionals and members of the community. ~~The Committee will look at establishing ELA as a Gold Medal School.~~
- II. Nutrition Education: The primary purpose of nutrition education is to build knowledge and skills that will help children make healthy eating and physical activity choices now and throughout their lives. The following are some of the ways the School will reach its goal of educating its students in nutrition and helping them make healthy eating and physical activity choices:
 - a. Healthy eating habits will be taught and supported for students and staff by encouraging teachers, whenever possible, to use healthy nutrition facts in learning skills such as reading, writing and math.
 - b. Food will not be used as punishment or rewards; however, nutrition education will be provided and nutrition incentive programs will be encouraged.
 - c. Promote nutritional and physical awareness and healthy lifestyles through assemblies that may include gymnastics or dance.
 - d. Increase awareness of healthy lifestyles such as regular medical and dental checks ups.
 - e. Promote safety in and out of the home while partnering with local law enforcement.
 - f. Encourage nutrition education not only in health but also in subjects such as math, science, language arts, social sciences and elective subjects.
 - g. Encourage and educate parents in ways to provide healthy and affordable sack lunches.
- III. Nutrition Promotion: Nutrition promotion and education positively influence lifelong eating behaviors by using evidence-based techniques and nutrition messages and by

creating food environments that encourage healthy nutrition choices and participation in school meal programs. ELA will, in addition to doing the items set forth in the Nutrition Education section set forth above, do the following to help it achieve its goal of promoting nutrition to its students and staff:

- a. Ensure that its students and staff receive consistent nutrition messages throughout the school buildings, classrooms, gymnasiums, and cafeterias.
- b. Market and advertise nutritious foods and beverages to its students and staff.
- c. Encourage participation in ELA's meal programs.

IV. Physical Activity: The Board recognizes the importance of physical activity for student health and academic achievement. The Board encourages the Executive Director to implement programs to ensure that students engage in healthy levels of vigorous physical activity to promote and develop the student's physical, mental, emotional and social well-being. The following goals are some of the ways ELA hopes to achieve this:

- a. Provide a wide variety of physical activities and introduce students to many different sports and ways of getting physically active. This may be done through PE, assemblies, after school activities or in the classroom.
- b. Provide daily recess for all elementary students for at least 20 minutes per day and 30 minutes of fitness education per week, schedule permitting.
- c. Use a variety of innovative lesson plans to increase physical movement in the classroom.
- d. When activities such as mandatory testing or inclement weather or air quality make it necessary for students to stay indoors for long periods of time, students will be given periodic breaks during which they are encouraged to participate in some activity or movement.
- e. Physical education activities should teach students cooperation and teamwork, good sportsmanship, positive self-image, and personal achievement.
- f. Appropriate alternative activities should be provided for students with physical disabilities.
- g. Exemptions from physical activities are appropriate for ill or injured students.
- h. Parent volunteers are encouraged to run after school sports teams or clubs for students.

V. Healthy and Safe School Environment: ELA recognizes that a healthy and safe school environment is necessary in promoting and sustaining the nutritional, physical and emotional health of its students and staff. This will be provided in the following ways:

- a. Provide a clean, safe, and enjoyable lunchroom for students.
- b. Provide student access to restroom use for washing hands and a hand sanitizer available in the lunchroom and educate students on the importance of washing hands.
- c. Provide enough space and serving areas to ensure all students have an appropriate place to eat in the lunchroom.
- d. Create an environment that fosters good eating habits, enjoyment of meals, good manners and respect for others.
- e. ELA will make every effort to accommodate children with allergies.

- f. ELA will make drinking fountains available so that students can get water at meals and throughout the day.

VI. Guidelines for Foods and Beverages Provided but not Sold at School: The purpose of these guidelines is to support this policy, specifically in the classroom. ELA's Board wants to promote a healthy classroom environment for every student, with as little distraction as possible to the learning process. This will be supported in the following ways:

- a. Food will only be allowed in the classroom as part of a lesson plan and at the approval of the Executive Director in advance. (For example, a teacher may use an orange to teach fractions.)
- b. No soda will be provided at any time during school or after school activities for students.
- c. No birthday treats will be allowed for distribution in class.
- d. Up to four class parties will be allowed per school year.
 - i. The Executive Director will approve each grade level or department team's plan for these class parties in advance.
 - ii. Some healthy snack choices must be offered to students as part of these class parties.
 - iii. The Health and Wellness Committee may create and provide a "Healthy and Affordable Snack" list to be approved and distributed.
 - iv. No soda will be allowed for students at class parties.
- e. Food provided at after school functions will be under the direction and approval of the Executive Director of ELA.

VII. Guidelines for Foods and Beverages Sold at School: ELA is committed to ensuring that all foods and beverages available to students on School property during the school day support healthy eating. ELA is also committed to providing a school environment that ensures opportunities for all students to practice healthy eating and physical activity behaviors throughout the school day while minimizing commercial distractions. These commitments by ELA are supported by the following:

- a. When participating in the USDA child nutrition programs, including the National School Lunch Program ("NSLP") and School Breakfast Program ("SBP"), the School will offer school meals through the NSLP and SBP programs that are accessible to all students; are appealing and attractive to children; are served in clean and pleasant settings; and meet or exceed current nutrition requirements established by local, state, and federal statutes and regulations.
- b. The foods and beverages sold and served outside of the school meal programs during the school day will meet the USDA Smart Snacks in School nutrition standards. Smart Snacks aim to improve student health and well-being, reduce childhood obesity, increase consumption of healthful foods during the school day, and create an environment that reinforces the development of healthy eating habits. A summary of the standards and information, as well as a Guide to Smart Snacks in Schools, are available at: <http://www.fns.usda.gov/healthierschoolday/tools-schools-smart-snacks>

<https://www.fns.usda.gov/tn/guide-smart-snacks-school>. These standards will apply in all locations and through all services where foods and beverages are sold during the school day, which may include, but are not limited to, à la carte options in cafeterias, vending machines, in-school fundraisers, school stores, and snack or food carts.

- c. ELA intends to protect and promote students' health by permitting advertising and marketing for only those foods and beverages that are permitted to be sold at the school in accordance with this policy. Any foods and beverages marketed or promoted to students on School property during the school day will meet or exceed the USDA Smart Snacks in School nutrition standards.

VIII. Evidence-Based Strategies in Determining Goals: ELA will review and consider evidence-based strategies in determining the goals pursued under this policy.

IX. Implementation Plan: ELA will develop and maintain a plan for implementation to manage and coordinate the execution of this policy. The plan will delineate roles, responsibilities, actions, and timelines. It will include information about who will be responsible to make what change(s), by how much, where and when, as well as specific goals and objectives for nutrition standards for all foods and beverages available at the School, food and beverage marketing, nutrition promotion and education, physical activity, physical education, and other school-based activities that promote student wellness.

X. Annual Notification of Policy: ELA will actively inform families and the public each year of basic information about this policy, including its content and any updates to the policy. The School will make this information, including a copy of this policy, available on the School website and/or in School-wide communications. ELA may also provide information about the school nutrition environment, such as a summary of the School's events or activities related to the implementation of this policy. Annually, the School will also provide on its website or through a different school-wide communication method the name and contact information of the School personnel leading and coordinating the Committee, as well as information on how the public can get involved with the Committee.

XI. Triennial Progress Assessments: At least once every three years ELA will evaluate compliance with this policy to assess the implementation of the policy. The triennial assessment will describe the extent to which the School is in compliance with this policy, how this policy compares to model wellness policies, and the progress made in attaining the goals described in this policy. The Committee will participate in the triennial assessment, but the Executive Director is responsible for managing the triennial assessment. The School will notify households/families of the availability of the triennial progress reports by posting the reports on the School's website.

XII. Revisions and Updates to Policy: The Committee will make updates or modifications to this policy based on the results of the triennial progress assessments and/or as School priorities change, community needs change, wellness goals are met, new health science,

information, and technology emerge, or new federal or state guidance or standards are issued. This policy will be assessed and updated as indicated at least every three years, following the triennial progress assessment.

XIII. Community Involvement, Outreach, and Communications: ELA is committed to being responsive to community input, which begins with awareness of this wellness policy. The School will actively communicate ways in which representatives of the Committee and others in the community can participate in the development, implementation, and periodic review and update of this policy. The School may communicate this through a variety of electronic and non-electronic means, such as email or displaying notices on the School's website, newsletters, presentations to parents, or sending information home to parents. ELA desires that all families and other members of the school community are actively notified of the content of, implementation of, and updates to this policy, as well as how to get involved and support this policy.

XIV. Recordkeeping: ELA will retain records to document compliance with the requirements of this policy at the School and/or on the School's computer network. Documentation maintained will include but may not be limited to:

- a. A copy of the current written wellness policy;
- b. Documentation demonstrating that this policy has been made available to the public;
- c. Documentation of efforts to review and update this policy, including an indication of who was involved in the update of this policy and methods/means ELA uses to make stakeholders aware of their ability to participate on the Committee;
- d. Documentation to demonstrate compliance with this policy's annual public notification requirement;
- e. The most recent triennial assessment on the implementation of this policy; and
- f. Documentation demonstrating the most recent triennial assessment on the implementation of this policy has been made available to the public.



ELA Board of Director's Meeting Wednesday, August 30, 2023

Action Item: *Update Check Signers for Zions Operating and Petty Cash Bank Accounts*

Issue:

The School needs to update the signers on both the Zions operating and petty cash accounts.

Background:

When there is a change with Board Members or the Director of the School, the Board should update the signers on the Zions operating and petty cash accounts. Since Jenn Lund is now the Board Chair, we will want to make that change.

In an effort to not have to bring this to the board every time there is a change with a check signer, we would recommend approving the signers as their positions instead of people. That way, when there is a change, we can just have a new signature card be signed by the people in their new positions. It is recommended that the following people be put on as check signers for the operating account.

- Board Chair*
- Executive Director
- Jed Stevenson (AW)
- Sheldon Killpack (AW)
- We also recommend adding the Board Financial Coordinator*

For the petty cash account, we are recommending the following:

- Board Chair
- Executive Director
- Jed Stevenson (AW)

**These positions signatures will be used on the checks generated from IntAcct.*

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.

Recommendation:

It is recommended that the Board approve the Board Chair, Board Financial Coordinator, Executive Director, Jed Stevenson and Sheldon Killpack as check signers for the Zions operating account and the Board Chair, Executive Director, and Jed Stevenson as check signers for the Zions petty cash account.

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