

# North Star Academy Board Meeting

## Agenda

Thursday, February 1, 2024

Time: 4:30PM

Anchor Location: North Star Academy, 2920 W. 14000 S., Bluffdale, UT 84065

This meeting of the board of directors will be held electronically. If you would like to attend the meeting, accommodations will be made for the public at the anchor location identified.

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4:30 PM Call to Order

Public Comment (Comments will be limited to 3 minutes each.)

- 2024-2025 Student Fees (2<sup>nd</sup> comment period)

4:35 PM Reports

- Director Report
  - Celebrations
  - Personnel
  - Marketing
  - Enrollment
  - Professional Development
  - SEM
  - School Land Trust Plan FY 23
  - Building Evaluation
  - MOY Assessment Data
- Financial Review

5:00 PM Consent Items

- December 7, 2023 Board Meeting Minutes

5:10 PM Business Items

- 2024-2025 Student Fee Schedule
- Purchasing and Disbursement Policy
- Pivot Security Maintenance Agreement
- Pivot Security Cameras
- Landscaping Bids
- Electronic Resources & Devices Policy (Re-Approval)

5:15 PM Discussion Items

- Award of Excellence

5:30 PM Calendaring:

- Determine Stakeholder Meeting Date
- Determine AW Evaluation Meeting Date

5:40 PM Adjourn Meeting

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### School Mission

North Star Academy exists to engage and inspire students to achieve their highest potential through a safe, challenging, and individualized learning environment.

### 2023-2024 School Wide Improvement Goal

NSA Bears stand up, stand strong, stand together.

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

### **Celebrations:**

- Our MS art teacher has collaborated with Bluffdale City Hall to showcase our students art pieces for a three week period. Selected pieces showcased on social media, but all invited to stop by and celebrate this Type 3 opportunity.
- Celebrating Goal achievement for student personal goals - Bell Ringers Everyday beginning January.
- Aprox. 230 people attended out annual Open House
- 30 families signed up for the Family math Night Jan. 30 with their Grade K-5 children
- MS Student art is currently on display at Bluffdale City Hall which was coordinated by our MS art teacher

### **Personnel:**

- We are currently fully staffed!
  - We hired our special education contracted employee for ms sped
- Intent to Return surveys were distributed for FY25
  - Our Grow Your Own Counselor will be graduating in May
  - Her mentor will not be returning at the end of the year, so retirement celebration may be in order and the mentee will go full time next year.
- Possible upper elementary position opening(s), so we will be going to Utah State Univ. to interview possible candidates mid Feb.
- Kitchen position(s) opening.
- Classroom Teaching Aides position opening
- Classroom walk throughs are continuing and I am seeing some great growth from the start of the year to now in all of our new teachers and areas they are just excelling.

### **Marketing:**

- We continue to feature monthly happenings via Bluffdale City newsletter Mayor Hall started.
- Advertising for open enrollment has included:
  - Social Media boosted ads on Instagram and Facebook
  - Contest for stakeholders to like, follow, and share all posted ads from social media including ads about the school and highlights happening at NSA this month.

- Hometown Values ads in Dec. and January for Riverton and South Jordan area, and ads in Feb in Draper, Riverton and South Jordan
- Per lottery responses on marketing - see below

## Marketing Report

New Count	Returning Count	Total Count	Category	Response
129	128	257		
0	2	2	Print Media	Banner
1	26	27	School	Drove by School/Property Sign
96	98	194	School	Drove by the school/Property Sign
24	19	43	Social Media	Facebook
0	5	5		Family Member
0	1	1	School	Informational Meeting
196	106	302	Website	Internet Search Engine
1	8	9	Website	Internet Search Engine (Google, Yahoo, etc)
2	8	10	Word of Mouth	Local Public School
0	2	2	Word of Mouth	Local Public School or Charter School
70	53	123		Nowhere else
19	10	29	School	Open House
0	2	2	School	Open House/Tour
0	3	3		Other: previous school
3	0	3		Other:A neighbor
0	3	3		Other:Anxiety in children conference at the school
0	1	1		Other:Basu
1	0	1		Other:Bluffdale Elementary Website
0	1	1		Other:Child goes there

- 82 others responded with friend in one manner or another

### Enrollment:

- Update in Board Mtg.
  - Current Registrations underway and due by Jan. 30
  - Lottery opened January 2 and running first lottery selections for FY25 first week of February for all vacancies.

### Professional Development:

- \$18,281 was paid out for personal plans based on HB 396 in first ½ of year payouts

- Plans varied Including, college course such as Linear Algebra, Calculus, Interior Design, Foundations of Algebra, Intro to sped, LETRS Foundational reading Homework, Content Specific workshops such as math interventions, 505s, & Title IX. Others included wide variety of book topics to support mentoring first year teacher, instructional practices, Gifted students, students with Down syndrome, AI infused instruction, ect
- Digital Citizenship - Iste Standards have been reviewed each month in faculty meetings concluding with [ISTE dig Cit 2.1D:Personal Data Privacy & Security](#) as per School Lund Trust
- January has a fifth Tuesday of the month we use for professional development each year to provide time to drill into MOY data. This year DGTL committee asked for the day to train staff on two technologies that can support instruction in the classroom. So, we differentiated this day with:
  - 2 at math conference in Provo (2 ms math teachers)
  - 10 further explored uses of their Newline Interactive Panel
  - 11 exploring Figjam & Explain everything using ipad & interactive panel
  - 6 met with the Iready rep to review their moy data and learn how to access reports and tools Iready software offers

**SEM:**

MS Clubs second quarter: Drama Club, Orchestra, Art Club, SBO, Lego League, Brainy Games, Minecraft, Golden Pen Society (writing club)  
 Elem Clubs second quarter: Soccer Stars, Karate, Orchestra, Art Club, SBO, Lego League, Brainy Games,

Grade	Compacted Out of	Topic of Study	Project
4	Social Studies	Science/ Social Emotional needs	Making 'squishies'
4	Social Studies	Economics	How to make money/ Advertising
4	Social Studies	ELA	Reading/ project
4	Social Studies	Economics	How to make money/ Advertising
4	Social Studies	Science	Poster on fossils/ recreate fossils
4	Social Studies	History / Economics	Study history of \$, recreate fossilized coins
3	Reading	Origami	Making origami
3	Reading	Art	Studying and recreating the Mona Lisa
3	Reading	Sports	Writing a book about 5 different sports
3	Reading	Animals- frogs	Diorama of frogs environment and life cycle
3	Reading	Animals- forest animals	Diorama of a forest ecosystem
3	Reading	Cooking	Making a cookbook with pineapple recipes
3	Reading	Acting	Creating a mask to use in a play
3	Reading	Sports	Writing a book about 5 different sports
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3	Reading	Animals- forest animals	Diorama of a forest ecosystem
3	Reading	Science	experiments
5	Reading	Writing	Writing a book about softball
5	Reading	Art	Sculpting a bird
5	Reading	Social Activism	Researching pollution, making canva video
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5	Reading	Art	Sculpting a tree and monkey
6	Social Studies	History	Stages of pyramids, how'd they build them
6	Social Studies	History/ Map making	Making a map of Eastern Mediterranean Now and Future
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Elem Compacting second quarter above

Grade	Email to	Dates	Class/Subject Compacting out of	Subject Chosen to Study	Project
8	Yes	Start Aug 22 - end of semester	US History	History	Watching Video Series - THIS is us about American History
7	Yes	Aug 28-Nov 3	Math	Cooking	Trying out recipes: alfredo, cream cheese frosting, butter, ice cream, mousse/ creating a recipe book
7	Yes	Aug 28-Nov 3	Math	Talent Dev - Sewing	Sewing/ crocheting/writing
7	Yes	Aug 28-Nov 3	Math	Cooking	Trying out recipes: alfredo, cream cheese frosting, butter, ice cream, mousse/ creating a recipe book
7	Yes	Aug 28-Nov 3	Math	Dive Deeper - Math	Creating a set of Magic the Gathering cards
7	Yes	Aug 28-Nov 3	Math	Dive Deeper - Math	Creating an RC Airplane
7	Yes	Aug 28-Nov 3	Math	Dive Deeper - Math	Creating a pinball machine
7	Yes	Aug 28-Oct 13	Math	Talent Dev - Languages	Study South Korean language and culture and learn to have a conversation.
8		Oct. 4 -	Math	Talent Dev - Sports	watching videos on history of and how to improve basketball and Rugby
7		Nov. 6 -	ELA - iReady	Explore interest	
7		Nov 6 -	ELA - iReady	Explore interest	

**MS Compacting Second Quarter**

SEM Clusters have met 5 times and many have hosted guest speakers for Type 1 Exposure, as well as attended field trips for TYPe 1 and 2 opportunities.

**Committee efforts Dec. & Jan:**

- **BTSALP (Art Integration)**
  - Coordinated Night of the Arts in Dec incorporating visual arts from K-9 with ms choir and music foundations class with clothing and orchestra
  - Bluffdale City Hall sculpture currently on display
- **Curriculum Committee** meets monthly+ and has reviewed various math curriculums including:
  - Singapore
  - Core Knowledge
  - Eureka<sup>2</sup> Math

- Iready Math
- Representatives from Iready Math & Eureka<sup>2</sup> Math are coming to meet with the committee in Feb and March for further review.

## **DGTL & Technology**

Combined in Dec. - Discussed the results of the digital citizenship survey results from grades 5-9.

Concerns highlighted:

- 60 kids misuse social media
- 60 kids cyber bully
- 45% of students give out personal information
- 4 kids can find ways around the filter
- Middle/Jr. 9 kids say they have slow internet at home.
  - Net Positive assembly came to NSA and addressed many of these topics in Dec.

DGTL- Decided they wanted to teach the staff Figjam and Explain Everything if they are interested in learning these Jan. 30.

Technology - Following the online learning day, a need identified for supporting parents with logging in to home devices since we now use Clevr QR codes. Team working on this.

[Copleaks](#) - AI and Plagiarism determining software UEN purchased at a state level being rolled out by tech cmte.

Decided against [Chat For Schools thru Skillstruck](#) at this time.

- **Emergency Interventions Safety Committee** - Met twice in person and once via email in January as per policy to determine the necessary safety restraints as per student conduct and discipline policy.

- **Sunshine Committee** - Led our Secret Santa Exchange and provide a hot chocolate bar to staff this month.
- **Well Being Cmte.** - Teacher and Student Kindness cards
  - Hope Squad scheduling a Hope week: Feb. 12 - 16
  - Including an Assembly Feb. 14 from Bingham Hope Squad
  - Hosting A March Moving Madness Competition in grades
- **School Land Trust FY 23 Final Report:**
  - We received \$73,759.20 slightly higher than planned amount of \$71,568.06
  - **Goal 1:** NSA will use the RISE ELA data for measurement to quantify the data. Data for spring 2022 will be compared to spring 2023.
    - North Star Academy increased their LEA RiSE proficiency from spring 2022 of 61% to 63% spring 2023, therefore we met this goal with a 2% increase!
    - Funds were used as expected which included purchasing AtoZ Reading, updating the middle school computer lab with 32 new devices, as well as a site license for Go Guardian was purchased to support digital citizenship.
  - **Goal 2:** North Star Academy will increase the number of students meeting benchmark for K-6th grade in reading based on Acadience Composite when compared from BOY 2022 to EOY 2023 by 6%.
    - Kindergarten increased in proficiency from 68 to 94%, hence 26% meeting the goal.
    - 1st grade increased in proficiency from 90% to 88%, hence -2% not meeting the goal.
    - 2nd grade increased in proficiency from 82 to 80%, hence -2% not meeting the goal.
    - 3rd grade increased in proficiency from 88 to 94%, hence increased 6% meeting the goal.
    - 4th grade increased in proficiency from 88 to 90%, hence 2% increase meeting the goal.
    - 5th grade increased in proficiency from 78 to 88%, hence 26% meeting the goal.
    - 6th grade increased in proficiency from 96 to 94%, hence -2% not meeting the goal.



- As an LEA, North Star Academy increased proficiency on average 7.7% therefore achieving this goal.
- These funds were used as planned to support the salary of our elementary intervention specialist.

\* Goal 3: North Star Academy will improve concepts identified to close achievement gaps based on targeted interventions in math, writing, and reading when compared from pre assessment and post assessment LEA created tests at the start and end of summer academy by 20% during summer 2022.

Subject taught	Pretest Average	Posttest Average	# of students	Increase (+ or -)	Area of Focus the group concentrated on
Kindergarten Math	49%	97%	5	All students increased in teen # knowledge *ended with 3 students* Up 48%	<b>Kindergarten Math Skills:</b> *Composing and Decomposing teen numbers. (Teen #s represented as Ten Frames, Number Bonds, Place Value Cubes, # Lines, #s before and after) * Number Formation/Reversals ***Test and rubric based on KEEP Exit testing skills.
Kindergarten LA	65%	89%	7	All but 1 student improved fluency and automaticity in reading short vowel CVC words. *ended with 5 students* Up 24%	<b>Kindergarten EOY Phonics and Reading:</b> *Short Vowel Phoneme Grapheme Correspondence. Short Vowel PA Review *CVC word blending/reading to improve automaticity and fluency. ***Test and rubric based on BOY 1st grade measures.

1st and 2nd Phonics and Reading	Phonics and spelling rules and patterns <b>52%</b> . Reading comp. <b>33%</b>	Phonics and spelling rules and patterns <b>66%</b> . Reading comprehension <b>67%</b>	5	Phonics and spelling rules and patterns <b>up 14%</b> . Reading Comp <b>up 34%</b>	<b><u>1st and 2nd Phonics and Reading *word work, word rules and spelling patterns *Reading for meaning/comprehension</u></b>
2nd and 3rd gr. Phonics and Reading	Phonics and spelling rules and patterns <b>54%</b> . Reading comprehension <b>40%</b>	Phonics and spelling rules and patterns <b>73%</b> . Reading comprehension <b>71%</b>	6	Phonics and spelling rules and patterns <b>up 19%</b> . Reading Comprehension <b>up 31%</b>	<b><u>2nd and 3rd Phonics and Reading *word work, word rules and spelling patterns *Reading for meaning/comprehension</u></b>
Individualized Reading and phonics	48%	67%	1	His individual score for spelling went up 19%.	We focused on sounds, letter groups, spelling and reading. His level we started on for reading was D. The level he finished on was high F and G. G got harder as we went on to the next books.
Math 2	39%	61%	5	Our test scores went up 22%	Focus was additions/subtraction math facts. Story Problems, and number sentences. Focused on what time is it and how to write it. Money, what coins are there and how much is it worth. Adding money together.
Math 3/4	36%	57%	7	up 21%	Times Tables, Sequence Patterns, Decimals, Counting Money, Multiplication Story Problems
Language Arts Small Group intensive	52%	60%	4	up 8%	Building a strong sentence, finding and using adjectives correctly

Writing					
Math 4/5	55%	73%	7	18% increase	Two-step word problems, sales tax, fractions - adding, subtracting, multiplying, reducing, finding common denominators, changing improper fractions to mixed numbers
Langua ge Arts 3/4 Writing	35%	69%	8	34% increase	Writing complete paragraphs, summary, main idea
Math Course 1 Course 2 (Eleme ntary)	58%	78%	7	20% increase	Solving ratios and proportions, surface area, perimeter, area, and volume of 3D figures, percent of tax, percent of a number, percent of a discount, multiplying and dividing with decimals
Langua ge Arts 5th/6th Writing	55%	78%	8	23% increase	reading informational high interest texts, identifying main idea, supporting details, writing an objective summary, and scoring yourself on a rubric
Middle School 7th/8th Writing	40%	67%	5	26%	Sentence structure (nouns, pronouns, verbs, adverbs, adjective), combining words to increase meaning
Middle School 7th/8th Math	23%	55%%	8	32%	Scientific notation, order of operations, simplifying expressions, word problems

Twelve of the fourteen summer academy subgroups performed 20% or greater when post test was compared to the pre test. Of the two groups that did not achieve this goal, one had 18% growth and the other increased 8%. Overall the summera academy average met this goal.

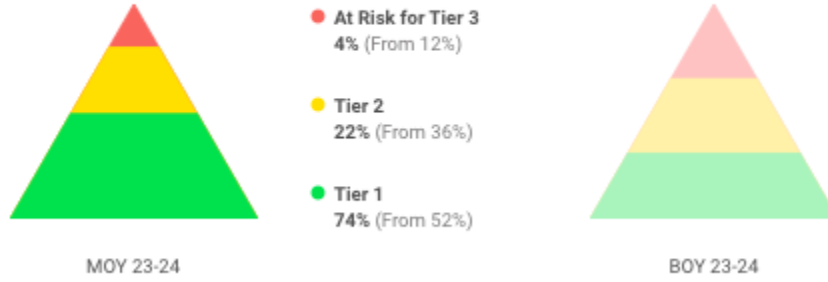
Expenditures were spent as planned.

**MOY Assessment- see attached**

# Data January 2024

## iReady Reading (K-6)

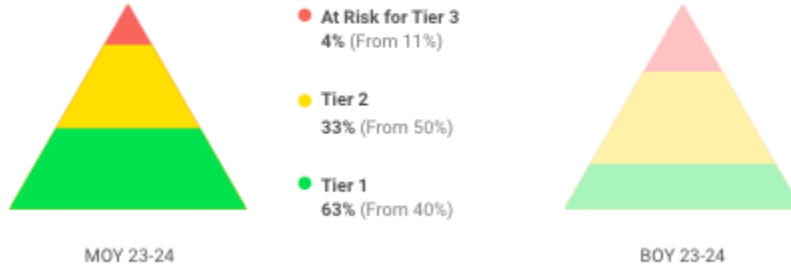
### Overall Placement



Grade	MOY 23-24	BOY 23-24
Grade K	78% Tier 1, 22% Tier 2	46% Tier 1, 54% Tier 2
Grade 1	73% Tier 1, 27% Tier 2	27% Tier 1, 73% Tier 2
Grade 2	84% Tier 1, 14% Tier 2, 2% At Risk for Tier 3	68% Tier 1, 24% Tier 2, 8% At Risk for Tier 3
Grade 3	68% Tier 1, 28% Tier 2, 4% At Risk for Tier 3	53% Tier 1, 23% Tier 2, 23% At Risk for Tier 3
Grade 4	76% Tier 1, 18% Tier 2, 6% At Risk for Tier 3	53% Tier 1, 37% Tier 2, 10% At Risk for Tier 3
Grade 5	67% Tier 1, 27% Tier 2, 6% At Risk for Tier 3	56% Tier 1, 23% Tier 2, 21% At Risk for Tier 3
Grade 6	74% Tier 1, 25% Tier 2, 2% At Risk for Tier 3	53% Tier 1, 28% Tier 2, 19% At Risk for Tier 3
Grade 7	71% Tier 1, 14% Tier 2, 14% At Risk for Tier 3	66% Tier 1, 20% Tier 2, 14% At Risk for Tier 3

# iReady Math (2-7)

## Overall Placement



Grade	MOY 23-24	BOY 23-24
Grade K	49% Tier 1, 51% Tier 2	29% Tier 1, 71% Tier 2
	48% Tier 1, 50% Tier 2, 2% At Risk for Tier 3	26% Tier 1, 70% Tier 2, 4% At Risk for Tier 3
Grade 1	65% Tier 1, 31% Tier 2, 4% At Risk for Tier 3	29% Tier 1, 60% Tier 2, 10% At Risk for Tier 3
	54% Tier 1, 42% Tier 2, 4% At Risk for Tier 3	27% Tier 1, 46% Tier 2, 27% At Risk for Tier 3
Grade 2	73% Tier 1, 25% Tier 2, 2% At Risk for Tier 3	44% Tier 1, 50% Tier 2, 6% At Risk for Tier 3
	80% Tier 1, 20% Tier 2	63% Tier 1, 29% Tier 2, 8% At Risk for Tier 3
Grade 3	77% Tier 1, 19% Tier 2, 4% At Risk for Tier 3	62% Tier 1, 33% Tier 2, 6% At Risk for Tier 3
	50% Tier 1, 25% Tier 2, 25% At Risk for Tier 3	25% Tier 1, 38% Tier 2, 38% At Risk for Tier 3
Grade 4	50% Tier 1, 25% Tier 2, 25% At Risk for Tier 3	25% Tier 1, 38% Tier 2, 38% At Risk for Tier 3
	50% Tier 1, 25% Tier 2, 25% At Risk for Tier 3	25% Tier 1, 38% Tier 2, 38% At Risk for Tier 3
Grade 5	50% Tier 1, 25% Tier 2, 25% At Risk for Tier 3	25% Tier 1, 38% Tier 2, 38% At Risk for Tier 3
	50% Tier 1, 25% Tier 2, 25% At Risk for Tier 3	25% Tier 1, 38% Tier 2, 38% At Risk for Tier 3
Grade 6	50% Tier 1, 25% Tier 2, 25% At Risk for Tier 3	25% Tier 1, 38% Tier 2, 38% At Risk for Tier 3
	50% Tier 1, 25% Tier 2, 25% At Risk for Tier 3	25% Tier 1, 38% Tier 2, 38% At Risk for Tier 3
Grade 7	50% Tier 1, 25% Tier 2, 25% At Risk for Tier 3	25% Tier 1, 38% Tier 2, 38% At Risk for Tier 3
	50% Tier 1, 25% Tier 2, 25% At Risk for Tier 3	25% Tier 1, 38% Tier 2, 38% At Risk for Tier 3

**Saxon Math**

**BOY**

**Elem: 58%**

**MS: 8%**

**Benchmark 1**

**Elem: 88%**

**MS: 62%**

**Benchmark 2**

**Elem: 80%**

**MS: 71%**

**North Star Academy  
Board Balance Sheet  
As of 12/31/2023**

	Period Ending 12/31/2023	Period Ending 12/31/2022
	Actual	Actual
<b>Assets &amp; Other Debits</b>		
Current Assets		
Operating Cash		
Cash	1,188,490	718,724
Investments	2,678,524	2,545,382
Operating Cash	<u>3,867,014</u>	<u>3,264,106</u>
Accounts Receivables	<u>1,180</u>	<u>1,443</u>
Total Current Assets	<u>3,868,194</u>	<u>3,265,549</u>
Restricted Cash	<u>797,912</u>	<u>772,716</u>
Net Assets		
Fixed Assets	7,702,171	7,622,620
Depreciation	<u>(2,131,499)</u>	<u>(1,897,223)</u>
Total Net Assets	<u>5,570,672</u>	<u>5,725,397</u>
<b>Total Assets &amp; Other Debits</b>	<b><u>10,236,778</u></b>	<b><u>9,763,662</u></b>
<b>Liabilities &amp; Fund Equity</b>		
Current Liabilities	<u>78,119</u>	<u>83,620</u>
Long-Term Liabilities	<u>7,328,814</u>	<u>7,589,481</u>
Fund Balance	<u>2,205,151</u>	<u>1,527,762</u>
Net Income	<u>624,694</u>	<u>562,799</u>
<b>Total Liabilities &amp; Fund Equity</b>	<b><u>10,236,778</u></b>	<b><u>9,763,662</u></b>

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**North Star Academy  
Board Profit and Loss  
7/1/2023 - 12/31/2023**

	Annual	Year-to-Date	
	June 30, 2024	December 31, 2023	
	Budget	Actual	% of Budget
<b>Net Income</b>			
Income			
Revenue From Local Sources	261,000	195,599	74.9 %
Revenue From State Sources	5,172,605	2,644,354	51.1 %
Revenue From Federal Sources	163,133	32,786	20.1 %
<b>Total Income</b>	<b>5,596,738</b>	<b>2,872,739</b>	<b>51.3 %</b>
Expenses			
Instruction/Salaries	2,846,070	1,173,386	41.2 %
Employee Benefits	856,922	318,299	37.1 %
Purchased Prof & Tech Serv	365,750	188,104	51.4 %
Purchased Property Services	254,420	94,460	37.1 %
Other Purchased Services	56,017	27,693	49.4 %
Supplies & Materials	460,649	291,859	63.4 %
Property	10,000	0	0.0 %
Debt Services & Miscellaneous	499,400	154,243	30.9 %
<b>Total Expenses</b>	<b>5,349,228</b>	<b>2,248,044</b>	<b>42.0 %</b>
<b>Total Net Income</b>	<b>247,510</b>	<b>624,695</b>	<b>252.4 %</b>

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North Star Academy  
Board Meeting Minutes  
Thursday, December 7, 2023



Location: North Star Academy, 2920 W. 14000 S., Bluffdale, UT 84065

In Attendance: Sidney Warnick, Jordan Shields, Brent Bird, Bob Bell (4:37pm)

Not in Attendance: Becky Slagowski

Others in Attendance: Tana Archer (Director), Diana Seidel (AP), Cathie Hurst (4:38pm), Trish Lester

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4:36 PM Called to Order by Sidney Warnick

There was no public comment.

- 2024-2025 Student Fees (1<sup>st</sup> Comment Period)

Board Training

- Audit Report by Eide Bailly – Ken Jeppesen reviewed the audit letter and audit report in detail and reported on the results stating there are no negative findings and is a clean audit.
- Jordan Shields reviewed the following school policies: Electronic Resources Policy which is reviewed by the board every 3 years; Purchasing and Disbursement Policy which will be discussed further at the next Finance Meeting to consider amending it to raise the threshold amount for board approval; Concussion and Head Injury Policy which is being amended in this meeting to update Utah Code - there will also be amendments to the procedures; Selection, Approval, and Purchase of Instructional Materials Policy is being amended in this meeting to clarify a few areas including the process of purchasing and the addition of how to receive approval for the purchase.

Reports

- Director Report - Tana Archer reported on the following: Celebrations include a thank you to the board for providing the staff holiday celebration; Bluffdale City Hall recognized 7 middle school students and their successes; parents have volunteered 811 hours so far this school year; the boys basketball team has remained undefeated this year. Lottery is currently showing 125 more applicants than last year at this time; the 2024-2025 lottery registration opens January 2, 2024 and will run February 2, 2024. Professional Development: 31 eligible employees submitted plans for the Educator Paid Professional Leave and were approved; FERPA training from USBE; Guided Reading Materials; I Love You Guys Foundation; all teachers and teaching assistants working a special needs 2<sup>nd</sup> graders now use a communication device. Personnel: teacher observations have been completed by Ms. Archer including additional walk-throughs for newer teachers; currently hiring subs for classroom and kitchen; SpEd teacher has resigned and new teacher is in place. Awarded Grant Funding: NSA has received a STEM Action Center Grant of approximately \$600 for hands-on Biology supplies; School Safety Requirements (H.B. 61) has awarded NSA \$106,825.00 and the school has identified a list of needs; Accelerated Gifted and Talented grant has awarded NSA \$4,539.41 to be used to support the salary of the Enrichment Specialist. Committee updates were given: Curriculum, Safety, SEM, Technology, Sunshine, DGTL, BTSALP, Wellness. Assessment data was presented by Diana Seidel and she gave results for Saxon and RISE which has substantially improved since the start of the year. She showed RISE data in comparison with other schools with similar student demographics. Curriculum Compacting and SEM was discussed and some of the enrichment activities that were chosen by the students, as well as the subjects students are compacting out of. School LAND Trust Training – All Board Members have completed this annual training.
- Financial Review – Cathie Hurst thanked NSA for the great job that they do in managing the budget. She discussed the budget in detail and stated that it is looking great and is on track.

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**School Mission**

North Star Academy exists to engage and inspire students to achieve their highest potential through a safe, challenging, and individualized learning environment.

**2023-2024 School Wide Improvement Goal**

NSA Bears stand up, stand strong, stand together.

NSA Board Meeting Minutes: 12-7-2023  
Board Approval Date:

### Consent Items

Bob Bell moved to approve the October 5 and October 30, 2023 board meeting minutes. Jordan Shields seconded it. Voting was as follows: Sidney Warnick – Aye, Jordan Shields – Aye, Brent Bird – Aye, Bob Bell – Aye. Voting was unanimous and the motion was passed.

- October 5, 2023 and October 30, 2023 Electronic Board Meeting Minutes

Bob Bell moved to ratify the Risk Management Insurance Payments in the amount of \$15,580. Brent Bird seconded it. Voting was as follows: Sidney Warnick – Aye, Jordan Shields – Aye, Brent Bird – Aye, Bob Bell – Aye. Voting was unanimous and the motion was passed.

- Risk Management Insurance Payments

### Business Items

Brent Bird moved to reapprove the Electronic Resources Policy, approve the amended Concussion and Head Injury Policy, approve the amended Selection, Approval, and Purchase of Instructional Materials Policy, and to rescind the Reuse and Disposal of Textbooks Policy. Jordan Shields seconded it. Voting was as follows: Sidney Warnick – Aye, Jordan Shields – Aye, Brent Bird – Aye, Bob Bell – Aye. Voting was unanimous and the motion was passed.

- Re-Approve Electronic Resources Policy
- Amended Concussion and Head Injury Policy
- Amended Selection, Approval, and Purchase of Instructional Materials Policy
- Rescind Reuse and Disposal of Textbooks Policy

Bob Bell moved to approve the 2024-2025 school calendar. Jordan Shields seconded it. Voting was as follows: Sidney Warnick – Aye, Jordan Shields – Aye, Brent Bird – Aye, Bob Bell – Aye. Voting was unanimous and the motion was passed.

- 2024-2025 School Calendar

Jordan Shields moved to approve the PTIF Resolution. Bob Bell seconded it. Voting was as follows: Sidney Warnick – Aye, Jordan Shields – Aye, Brent Bird – Aye, Bob Bell – Aye. Voting was unanimous and the motion was passed.

- PTIF Resolution

### Discussion Items

- Calendaring:
  - January Open House: 1-25-2024 from 6:00 PM - 8:00 PM
  - Legislative Update at Academica West: 1-11-2024, 10:00 AM
  - Charter Day on the Hill: 1-23-2024 from 11:00 AM – 2:00 PM
  - 2023-2024 Board Meeting Dates: 8-3-2023, 10-5-20023, 12-7-2023, 2-1-2024, 3-21-2024, 5-2-2024, 6-20-2024 Annual Meeting. Meetings will be held at 4:30pm unless otherwise stated and will be at North Star Academy. The Annual Stakeholder Meeting date will be determined at a future time.

Jordan Shields moved to adjourn the meeting. Bob Bell seconded it. Voting was as follows: Sidney Warnick – Aye, Jordan Shields – Aye, Brent Bird – Aye, Bob Bell – Aye. Voting was unanimous and the motion was passed.

5:56 PM AdjournMeeting

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#### **School Mission**

North Star Academy exists to engage and inspire students to achieve their highest potential through a safe, challenging, and individualized learning environment.

**2023-2024 School Wide Improvement Goal**  
NSA Bears stand up, stand strong, stand together.

NSA Board Meeting Minutes: 12-7-2023  
Board Approval Date:



2024-2025 Student Fee Schedule

**Curricular Fees (for all fully or partially enrolled students in grade 7-9)**

Fee Description	Expenditures Funded by Fee (Spending Plan)	Total Fee
Middle School Required Fees for Grades 7-9	* Activity Fee \$25	\$90
	* Elective / Fine Art Course supplies \$35	
	* Hands On Learning Opportunities including Enrichment \$30	
AP Geography Course Fee	* Online access & Consumable workbook	\$15
AP Geography Exam	* AP Exam registration	\$98 (+ late fees if necessary)
PE Uniform	* Shirt	\$7
PE Uniform	* Shorts	\$13

The required student fees may be assessed to all middle school students grades seven to nine as listed above and are apportioned by the number of days of school membership if a student attends less than a full school year. Middle school students who withdraw from school shall be refunded all unused fees apportioned by the number of days attended with the exception of the extracurricular activity fees, which are non-refundable.

**Extracurricular Sports Fees**

Fee Description	Expenditures funded by the Fee (Spending Plan)	Total Fee
Cross Country: Boys & Girls (Grades 6-9)	* Uniform (Jersey to keep), supplies, and coaching stipend	\$65
Volleyball: Boys & Girls (Grades 6-9)	* Uniform, supplies, referee, and coaching stipend	\$75
Soccer: Boys & Girls (Grades 6-9)	* Uniform (socks to keep), supplies, referee, and coaching stipend	\$85
Basketball: Boys & Girls (Grades 6-9)	* Uniform, supplies, referees, and coaching stipend	\$95
Ultimate Frisbee (coed)	* Tournament fees and coaching stipend	\$25

**Co-Curricular, Extracurricular Clubs & Activities Fees**

(Offered Based on Student Interest)

Fee Description	Expenditures funded by the Fee (Spending Plan)	Total Fee
Drama Club (Grades 6-9)	* Supplies for costumes, scripts, props, and advisor stipend	\$35 per Show; \$65 for both
National Junior Honor Society (Grades 7-9)	* National dues, advisor stipend, and supplies	\$20/year
Art Club (Grades 7-9)	* Supplies and advisor stipend	\$10 per session
Art Club (Grades K-6)	* Supplies and advisor stipend	\$30 per fall/ winter/ spring session
Elementary Choir (Grades K-6)	* Music, supplies, and advisor stipend	\$30 per fall/spring sessions
Lego League (Grades 3-8)	* Competition fees, supplies, advisory stipend, and t-shirt	\$75/year
Student Body Officers (Grades 4-9)	* Club polo with name, team building activity, and advisor stipend	\$40/year
Spirit Squad (Grades 6-9) If new matching uniform is needed	* "Bow to Toe" uniform, supplies, and team building activities	\$125 First year
Spirit Squad (Grades 6-9) If new uniform is not needed	* Supplies and team building activities	\$20/year
Girls Who Code (Grades 3-9)	* Club t-shirt and advisor stipend	\$10/year
Boys Who Code (Grade 5-9)	* Club t-shirt and supplies	\$30/ year
Any Additional Student Driven Club (Grades 3-9) Based on SEM	* Supplies determined by the students in the club, advisor stipend	Not to exceed \$5 per session/up to \$30
9th Grade Lagoon Day	* Supplement to admission fees	\$50 ticket
Summer Academy (Single subject)	* Supplies and teacher stipend	\$25 Summer Session
Summer Academy (Two subjects)	* Supplies and teacher stipend	\$40 Summer Session
Summer Art Camp	* Supplies and teacher stipend	\$40 Summer Session
Summer Basketball Skills Camp (Grades 3-6)	* Supplies and teacher stipend	\$35 Summer Session
Summer Basketball Camp (grades 6-9)	* Supplies and teacher stipend	\$ 50 Summer Session (20% discount if ms enrolls in both skill and camp.

**Per Student (Grades 7-9) - Annual Maximum Fee Amount for School Year = \$1218.** This amount reflects the total student fees any student in grades 7-9 would be required to pay if the student participated in all courses (including AP Geography), AP Exam, all Sports, all Co-curricular and Extracurricular Clubs, and all Activities.

**Per Student (Grade 6) - Annual Maximum Fee Amount for School Year = \$910.** This amount reflects the total student fees any student in grade 6 would be required to pay if the student participated in all sports, all Co-curricular and Extracurricular Clubs, and all Activities.

**Per Student (Grades K-5) - Annual Maximum Fee Amount for School Year = \$565.** This amount reflects the total student fees any student in grades K-5 would be required to pay if the student participated in all Co-curricular and Extracurricular Clubs and all Activities.

**Notice to Parents:** Your student may be eligible to have one or more of their fees waived. For information on fees and fee waivers, please contact the Director. You may also review the fees policy available on our [website](#). School fee information is also available on our website, including School Fee Notices, Fee Waiver Policy, and Fee Waiver Application. If you file a fee waiver request from the school and it is declined, then you may appeal the school's decision. This form is also available on our website or in the office for your convenience..



## **North Star Academy**

### **Policy: Purchasing and Disbursement Policy**

**Approval Date: August 6, 2015, Revised October 4, 2018, Revised February 1, 2024**

#### **Purpose**

The purpose of this policy is to enable administration to make minor purchases that are necessary for the day-to-day operation of North Star Academy (the "School"), without approval of the Board of Directors (the "Board").

#### **Purchasing**

The responsibility for approving purchases is delegated to the Director of the School by the Board as set forth below.

All purchases up to \$5,000 must be approved by the Director; purchases between \$5,000 and \$15,000 must be approved by either the Board President or Board Treasurer; and purchases over \$15,000 must be approved by the full Board.

Employee purchases that require reimbursement are discouraged.

Purchases for travel that require the use of a credit card must follow the process established by this policy utilizing a purchase order. The School's management company will retain the credit card for making such purchases and only utilize the credit card when required to do so.

#### **Disbursements**

The responsibility for disbursement is delegated to the School's management company as set forth below.

Disbursements are handled in such a manner as to ensure that the proper funds and accounts are charged; that the disbursement is used only for authorized purposes; and that laws, rules and regulations governing the disbursements and handling of public funds are followed.

The following controls are established to ensure that all payments are made on a timely basis and in accordance with all purchase orders and contracts:

- Purchase order shall be completely filled out prior to purchase.
- Purchase order shall be signed by appropriate authorizing personnel.
- Completed purchase orders are to be sent to the School's management company.
- The School's management company must be given a valid invoice and properly completed purchase order prior to making payment.
- Disbursements are to be made primarily by check with counter signatures to provide additional control.
- If approved by the Board, blank warrants/checks may be kept in locked storage under the control of a designated, responsible employee at the School. Access to blank checks must be limited to this employee and a designated alternate. When blank checks are received; the date, quantity, and inclusive serial numbers are recorded and added to the total balance on hand. When a blank check is used, the stub along with a

copy of the receipt is to be signed by the Director and forwarded to the management company. The use of these blank checks should be kept to an absolute minimum.

### **Recording Transactions**

Purchase orders and requisition requests must identify the fund, function, location, program, and object or revenue code to which the purchase is to be booked. Accounting staff will periodically review this information to ensure that expenditures are booked accurately.

Signature:

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Sidney Warnick, Board President                      Date





## North Star Academy

### Policy: Purchasing and Disbursement Policy

Approval Date: August 6, 2015, Revised October 4, 2018

#### Purpose

The purpose of this policy is to enable administration to make minor purchases that are necessary for the day-to-day operation of North Star Academy (the "School"), without approval of the Board of Directors (the "Board").

#### Purchasing

The responsibility for approving purchases is delegated to the Principal of the School by the Board as set forth below.

All purchases up to \$2,500 must be approved by the Principal; purchases between \$2,500.00 and \$5,000.00 must be approved by either the Board President or Board Treasurer; and purchases over \$5,000 must be approved by the full Board.

Employee purchases that require reimbursement are discouraged.

Purchases for travel that require the use of a credit card must follow the process established by this policy utilizing a purchase order. The School's management company will retain the credit card for making such purchases and only utilize the credit card when required to do so.

#### Disbursements

The responsibility for disbursement is delegated to the School's management company as set forth below.

Disbursements are handled in such a manner as to ensure that the proper funds and accounts are charged; that the disbursement is used only for authorized purposes; and that laws, rules and regulations governing the disbursements and handling of public funds are followed.

The following controls are established to ensure that all payments are made on a timely basis and in accordance with all purchase orders and contracts:

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- Purchase order shall be signed by appropriate authorizing personnel.
- Completed purchase orders are to be sent to the School's management company.
- The School's management company must be given a valid invoice and properly completed purchase order prior to making payment.
- Disbursements are to be made primarily by check with counter signatures to provide additional control.
- If approved by the Board, blank warrants/checks may be kept in locked storage under the control of a designated, responsible employee at the School. Access to blank checks must be limited to this employee and a designated alternate. When blank checks are received; the date, quantity, and inclusive serial numbers are recorded and added to the total balance on hand. When a blank check is used, the stub along with a



copy of the receipt is to be signed by the Principal and forwarded to the management company. The use of these blank checks should be kept to an absolute minimum.

### Recording Transactions

Purchase orders and requisition requests must identify the fund, function, location, program, and object or revenue code to which the purchase is to be booked. Accounting staff will periodically review this information to ensure that expenditures are booked accurately.

Signature:

  
Trudy Sofenson, Board President

10/4/18  
Date

## Estimate

ADDRESS  
 Tana Archer  
 North Star Academy  
 2920 W. 14010 S.  
 Bluffdale, Ut 84065

SHIP TO  
 Tana Archer  
 North Star Academy  
 2920 W. 14010 S.  
 Bluffdale, Ut 84065

ESTIMATE 4472  
 DATE 11/20/2023

DATE		DESCRIPTION	QTY	RATE	AMOUNT
	Services	First year service contract equipment cost covered	1	5,000.00	5,000.00
	Services	Second year service contract equipment cost covered	1	6,000.00	6,000.00
	Services	Third year service contract equipment cost covered	1	7,000.00	7,000.00

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 This is for a 3 year service contract paid in full based on service agreement.  
 10% additional when paid yearly.

SUBTOTAL	18,000.00
TAX	0.00
-----	
TOTAL	<b>\$18,000.00</b>

Accepted By

Accepted Date

## Estimate

ADDRESS	SHIP TO	ESTIMATE	4485
Tana Archer	Tana Archer	DATE	01/24/2024
North Star Academy	North Star Academy		
2920 W. 14010 S.	2920 W. 14010 S.		
Bluffdale, Ut 84065	Bluffdale, Ut 84065		

DATE	DESCRIPTION	QTY	RATE	AMOUNT
	Labor, Installation, Setup, Training	1	1,750.00	1,750.00
	Hardware	1	250.00	250.00
	Hardware	1	2,662.00	2,662.00
	Hardware	1	568.00	568.00
	Hardware	1	105.00	105.00
	Hardware	1	61.90	61.90
	Hardware	1	64.00	64.00
	Hardware	2	152.50	305.00
SUBTOTAL				5,765.90
TAX				0.00
TOTAL				<b>\$5,765.90</b>

Accepted By

Accepted Date

**PRICING FORM - North Star Academy (includes walking path for snow removal)**

Bidders must complete and sign this pricing for OR submit their own pricing forms. Please include pricing for year 1,2,3,4, and 5.

<b>Service/Product (as described on pp. 2-3 above)</b>	<b>Price Year 1</b>	<b>Price Year 2</b>	<b>Price Year 3</b>	<b>Price Year 4</b>	<b>Price Year 5</b>
Spring lawn aeration	\$ 455.00	\$ 477.75	\$ 501.64	\$ 526.72	\$ 553.06
Fall lawn aeration	\$ 455.00	\$ 477.75	\$ 501.64	\$ 526.72	\$ 553.06
Spring cleanup	\$ 725.00	\$ 761.25	\$ 799.31	\$ 839.28	\$ 881.24
Spring irrigation startup and adjustments	\$ 600.00	\$ 630.00	\$ 661.50	\$ 694.58	\$ 729.30
Weekly lawn care from April through October	\$ 4,625.00	\$ 4,856.25	\$ 5,099.06	\$ 5,354.02	\$ 5,621.72
Weekly weed and debris removal from April through October	\$ 1,650.00	\$ 1,732.50	\$ 1,819.13	\$ 1,910.08	\$ 2,005.59
Irrigation check from April through October	\$ 600.00	\$ 630.00	\$ 661.50	\$ 694.58	\$ 729.30
Lawn fertilization round 1	\$ 665.00	\$ 731.50	\$ 804.65	\$ 885.12	\$ 973.63
Lawn fertilization round 2	\$ 665.00	\$ 731.50	\$ 804.65	\$ 885.12	\$ 973.63
Lawn fertilization round 3	\$ 665.00	\$ 731.50	\$ 804.65	\$ 885.12	\$ 973.63
Lawn fertilization round 4	\$ 665.00	\$ 731.50	\$ 804.65	\$ 885.12	\$ 973.63
Lawn insecticide round 1	\$ 825.00	\$ 907.50	\$ 998.25	\$ 1,098.08	\$ 1,207.88
Lawn insecticide round 2	\$ 825.00	\$ 907.50	\$ 998.25	\$ 1,098.08	\$ 1,207.88
Fall cleanup	\$ 775.00	\$ 813.75	\$ 854.44	\$ 897.16	\$ 942.02
Irrigation winterization	\$ 850.00	\$ 892.50	\$ 937.13	\$ 983.98	\$ 1,033.18
<b>Total Price by Year for Services Listed Above</b>	<b>\$ 15,045.00</b>	<b>\$ 16,012.75</b>	<b>\$ 17,050.44</b>	<b>\$ 18,163.71</b>	<b>\$ 19,358.73</b>
Irrigation repair - hourly rate	Regular \$85 After Hours \$140	Regular \$85 After Hours \$140	Regular \$90 After Hours \$160	Regular \$90 After Hours \$160	Regular \$90 After Hours \$160
Snow removal - price per push	\$ 950.00	\$ 997.50	\$ 1,047.38	\$ 1,099.74	\$ 1,154.73
Application of ice melt or salt - price per bag	IM \$30/50 LB Bag Salt \$300/Ton	IM \$30/50 LB Bag Salt \$300/Ton	IM \$35/50 LB Bag Salt \$350/Ton	IM \$35/50 LB Bag Salt \$350/Ton	IM \$40/50 LB Bag Salt \$400/Ton
Other service/product offered by bidder (e.g., tree pruning, etc.)	Anything you need, we are a General Contractor	Anything you need, we are a General Contractor	Anything you need, we are a General Contractor	Anything you need, we are a General Contractor	Anything you need, we are a General Contractor
Other charges imposed by bidder (e.g., fuel surcharge, etc.)	None	None	None	None	None

**PRICING FORM - North Star Academy (includes walking path for snow removal)**

Bidders must complete and sign this pricing for OR submit their own pricing forms. Please include pricing for year 1,2,3,4, and 5.

<b>Service/Product (as described on pp. 2-3 above)</b>	<b>Price Year 1</b>	<b>Price Year 2</b>	<b>Price Year 3</b>	<b>Price Year 4</b>	<b>Price Year 5</b>
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Weekly lawn care from April through October	\$ 4,625.00	\$ 4,856.25	\$ 5,099.06	\$ 5,354.02	\$ 5,621.72
Weekly weed and debris removal from April through October	\$ 1,650.00	\$ 1,732.50	\$ 1,819.13	\$ 1,910.08	\$ 2,005.59
Irrigation check from April through October	\$ 600.00	\$ 630.00	\$ 661.50	\$ 694.58	\$ 729.30
Lawn fertilization round 1	\$ 665.00	\$ 731.50	\$ 804.65	\$ 885.12	\$ 973.63
Lawn fertilization round 2	\$ 665.00	\$ 731.50	\$ 804.65	\$ 885.12	\$ 973.63
Lawn fertilization round 3	\$ 665.00	\$ 731.50	\$ 804.65	\$ 885.12	\$ 973.63
Lawn fertilization round 4	\$ 665.00	\$ 731.50	\$ 804.65	\$ 885.12	\$ 973.63
Lawn insecticide round 1	\$ 825.00	\$ 907.50	\$ 998.25	\$ 1,098.08	\$ 1,207.88
Lawn insecticide round 2	\$ 825.00	\$ 907.50	\$ 998.25	\$ 1,098.08	\$ 1,207.88
Fall cleanup	\$ 775.00	\$ 813.75	\$ 854.44	\$ 897.16	\$ 942.02
Irrigation winterization	\$ 850.00	\$ 892.50	\$ 937.13	\$ 983.98	\$ 1,033.18
<b>Total Price by Year for Services Listed Above</b>	<b>\$ 15,045.00</b>	<b>\$ 16,012.75</b>	<b>\$ 17,050.44</b>	<b>\$ 18,163.71</b>	<b>\$ 19,358.73</b>
Irrigation repair - hourly rate	Regular \$85 After Hours \$140	Regular \$85 After Hours \$140	Regular \$90 After Hours \$160	Regular \$90 After Hours \$160	Regular \$90 After Hours \$160
Snow removal - price per push	\$ 950.00	\$ 997.50	\$ 1,047.38	\$ 1,099.74	\$ 1,154.73
Application of ice melt or salt - price per bag	IM \$30/50 LB Bag Salt \$300/Ton	IM \$30/50 LB Bag Salt \$300/Ton	IM \$35/50 LB Bag Salt \$350/Ton	IM \$35/50 LB Bag Salt \$350/Ton	IM \$40/50 LB Bag Salt \$400/Ton
Other service/product offered by bidder (e.g., tree pruning, etc.)	Anything you need, we are a General Contractor	Anything you need, we are a General Contractor	Anything you need, we are a General Contractor	Anything you need, we are a General Contractor	Anything you need, we are a General Contractor
Other charges imposed by bidder (e.g., fuel surcharge, etc.)	None	None	None	None	None



1469 Majestic Drive  
Saratoga Springs, UT 84045  
Cell: Call/Text Ryan @ (801)-842-2477

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**SPRING/SUMMER/FALL LANDSCAPE AGREEMENT**

**Customer:** North Star Academy **Phone:** Kirk (435)-633-5107

**Address:** 2920 W. 14000 S. **City:** Bluffdale, UT **Zip Code:** 84065

**Job Name:** SAME **Job Address:** SAME

I/we, the owner(s) of the premises mentioned above, hereby contract with Prime Landscaping, LLC and authorize them to furnish all necessary materials, labor and workmanship, to install, construct and place the improvements according to the following specifications, terms and conditions, on the premises described below:

**AGREEMENT PERIOD 3/1/2024-11/30/2025**

**Description of Services: LANDSCAPING**

**SPRING CLEANUP – \$50 PER HR/MAN**

- Leaf Removal in lawn, flower beds, gutters, drains
- Edging of walks and Flower Beds
- Weed all Shrub and Flower Bed areas and maintain all Winter kill

**WEEKLY MAINTENANCE - \$1,300 PER MONTH**

- Mow, Edge, Trim, Blow all Lawn areas
- Weed for 30 Min. each Week
- Garbage Pick-up each week

**AERATION AND LAWN FERTILIZER/HERBICIDE APPLICATIONS \$500.00 PER APPLICATION**

- Aeration in Spring
- Four Applications per year

**FALL CLEANUP - \$50.00 PER HR/MAN**

- Leaf Cleanup and Removal from entire property
- Perennials maintained, Annuals Removed, Soil prepared

**SPRINKLER REPAIR AND MAINTENANCE \$50.00 PER MAN/HR**

- Visual Sprinkler System Checks and Timer Adjustments
- Sprinkler Repair when Needed
- Sprinkler Turn on and Inspection
- Sprinkler Turn off and Winterization

**Buyer Agrees:**

1. Terms: As agreed on this invoice. Balance is due Net 30 from date of Invoice. If not paid in full at the time, an interest charge of 24% annum (2.0% per month) of past due balance will be charged.
2. Any and all changes to this agreement must be executed in writing and approved by both parties. Any such changes that involve extra costs will become an extra charge over and above the amount herein stipulated.
3. To secure payment of balance set out above, BUYER(S) hereby grant SELLER a security interest in each item described above. Upon default in payment of said balance when due, SELLER shall have all rights and remedies of a secured party under the Uniform Commercial Codes of the State of Utah.

# Toadal Yard Maintenance

13754 South 4100 West  
 Riverton, UT 84065  
 Mike Praag  
 801-671-3764

# Estimate

Date	Estimate #
1/31/2024	1216

Name / Address
North Star Academy 2920 W 14000 S Bluffdale, UT 84065

Description	Qty	Rate	Total
Mowing, Trimming, and Edging (Estimated at 26 mows - more or less as season requires)	26	320.00	8,320.00
Mowing, Trimming, and Edging (Spring clean up - Summer Prep by man hours)	0	60.00	0.00
Fertilizer	5	380.00	1,900.00
Sprinklers - Startup and check system	1	350.00	350.00
Sprinklers - Winterize and blowout	1	500.00	500.00
Sprinklers - Repairs handled on a labor + parts basis (\$60 hourly rate)	0	60.00	0.00
Spring Clean-up	5	60.00	300.00
Hedge Trimming/Hourly Rate (Estimate 3-4 hours)	3	60.00	180.00
Landfill Charges for Hedge Trimming and Cleanup (per job)	1	45.00	45.00
Fall Clean-up (Performed weekly with mow + man hours as required)	8	60.00	480.00
Weeding Flowerbeds (Monthly)	8	60.00	480.00
Weed Spray (Every other week or as needed)	16	60.00	960.00
Lawn Aeration	1	460.00	460.00
Labor for special projects or yard areas - \$60 per man hour + extras (Mulch, bark, soil pep, etc)	0	60.00	0.00
Thanks for allowing Toadal Yards to bid on this property! Some lines here are optional per your needs (Please note Qty=0). All work is anticipated before or after school hours. Prefer to do preseason prep, fertilizer, aeration and cleanup before April mow season begins. I am based close by for easy access to the property and I drive by the property daily. If there are any services you require that are missing from this estimate, please let me know.			
Questions? Call Mike at 801-671-3764	<b>Total</b>		\$13,975.00

4. If seller refers any part of the above balance to an attorney for collection, BUYER(S) will pay SELLER'S cost and expenses incurred by reason of such referral plus all attorney's fees and court costs.
5. All returned checks will be charged a \$25.00 handling fee.
6. Purchaser hereby authorizes Prime Landscaping, LLC to immediately order material, fabricate products and parts, arrange scheduling, and contract for labor in accordance with the description of work as detailed above.

Customer Agreement: \_\_\_\_\_ Date: \_\_\_\_\_

Prime Landscaping, LLC Rep: \_\_\_\_\_ Date: \_\_\_\_\_





**North Star Academy**  
**Policy: Electronic Resources Policy**  
**Adopted: June 23, 2014**  
**Amended: August 6, 2020**

Purpose

North Star Academy (the “School”) recognizes the value of computer and other electronic resources to facilitate student learning and help the School’s employees accomplish the School’s mission. The School has therefore made substantial investments to establish a network and provide various electronic resources for its students’ and employees’ use. Because of the potential harm to students and the School from misuse of these resources, the School requires the safe and responsible use of computers, computer networks e-mail, Internet, and other electronic resources. This policy is intended to ensure such safe and responsible use and to comply with Utah Administrative Rule R277-495, the Children’s Internet Protection Act, and other applicable laws.

Electronic Devices

The School recognizes that various forms of electronic devices are widely used by both students and employees and are important tools in today’s society. The School seeks to ensure that the use of electronic devices, both privately owned devices and devices owned by the School, does not cause harm or otherwise interfere with the learning, safety, or security of students or employees.

Definitions

“Electronic device” means a device that is used for audio, video, or text communication or any other type of computer or computer-like instrument including: a smart phone, a smart or electronic watch, a tablet, or a virtual reality device.

“Instructional time” means the hours during the School day designated by the School for class instruction.

“Privately-owned electronic device” means an electronic device that is not owned or issued by the School to a student or employee.

“School day” means the hours that make up the school day according to the School’s schedule.

“School-owned electronic device” means an electronic device that is owned, provided, issued, or lent by the School to a student or employee.

“School-sponsored activities” means field trips, curricular and extracurricular activities, and extended School-sponsored trips or activities, including School-provided transportation to and from such activities.

Student Use of Electronic Devices

Electronic devices may only be possessed and used by students during the School day and during School-sponsored activities in accordance with the following standards:

- Electronic devices may only be used in class at the teacher’s request and for educational purposes.
- Electronic devices may not be used to view, access, download, store, or transmit pornography or other obscene or inappropriate material.
- Electronic devices may not be used to bully, threaten, humiliate, embarrass, harass, or intimidate other students, teachers, volunteers, School guests, or School employees.

- Electronic devices may not be used in ways that violate local, state, or federal laws.
- Electronic devices may not be used during quizzes, tests, and standardized assessments except as otherwise provided herein.
- Electronic toys are not allowed in the School.
- Privately-owned electronic devices must remain out of sight in a bag, backpack (elementary), or in a locker (middle school) and be turned off during the School day.

### Exceptions

The Principal may give permission for a student to possess an electronic device for good cause, including medical reasons, if the device does not distract from the instructional or educational process and is not otherwise used inappropriately.

Parents may request that the Principal allow a student to possess an electronic device on active mode at all times during the School day, with the exception of during tests and standardized assessments, for good cause, including medical needs or unusual family situations.

A student may possess an electronic device on active mode at all times during the regular School day, including during assessments, if such an accommodation is specified in a written Section 504 plan, an Individualized Education Plan, or in connection with other legitimate circumstances determined by the Principal.

Electronic devices may be used in the event of an emergency during the limited period of the emergency in order to protect the safety of a student or School employee, visitor or volunteer.

Parents may make other individualized requests for exceptions to this policy to the Principal.

### Consequences for Violation

A student will receive one warning prior to discipline for violating this policy unless the violation involves cheating or constitutes a violation of the School's Student Conduct and Discipline Policy or at the discretion of the Principal. On the second violation of this policy, the privately owned electronic device will be confiscated, labeled, and held in a secure location. The Principal, teachers, and other individuals designated by the Principal may confiscate privately owned electronic devices under this policy.

An individual other than a student who finds or confiscates a privately owned electronic device may search the device for the purpose of determining the device's owner. Students may not search electronic devices. Electronic devices that are used inappropriately may be subject to search by the Principal if there is a reasonable suspicion that the device contains obscene or pornographic material or has been used to cheat or to threaten, embarrass, harass, or intimidate other students, teachers, volunteers, School guests, or School employees.

The School will make reasonable efforts to notify parents/guardians that the School has a student's electronic device in its possession. Parents/guardians who show identification may retrieve confiscated electronic devices during School hours or by appointment. The School will retain unretrieved electronic devices until the end of the School year, at which time the devices will be disposed of in a manner that ensures that no data stored on the device may be retrieved.

The Principal may impose additional disciplinary consequences for a student's violation of this policy, considering the nature of the violation and other disciplinary actions in which the student has been involved. Such disciplinary actions may include:

- Loss of the privilege to possess or use electronic devices
- Disciplinary letter to the student's parent/guardian that is placed in the student's file
- Detention
- In-School suspension

- Suspension
- Expulsion
- Loss of the privilege of participating in School-sponsored activities or of receiving honor recognition

The School may contact law enforcement if School employees believe that a student has used an electronic device in connection with a violation of criminal law, and criminal penalties may arise from inappropriate use of electronic devices.

Notice of the Policy

The School will make the Electronic Resources Policy accessible on the School’s website, including in the same location as the School’s Data Governance Plan required in R277-487.

Creative and Innovative Uses for Electronic Devices

Teachers and other School employees are encouraged to use electronic devices creatively in order to effectively communicate with students and parents/guardians and to enhance instruction. Creative uses might include notifying absent students of assignments, communicating with parents when students excel or if they are behind or absent, notifying students and parents of news articles or events that would enhance the learning experience, providing feedback to students on tests and assignments, parents notifying the School when students are absent or tardy.

Other Provisions

Picture taking or sound or video recording by students is prohibited in School unless authorized by a teacher or the Principal. Picture taking or sound or video recording by students is prohibited in private areas of the School such as locker rooms, counseling sessions, washrooms, and dressing areas.

Students bring privately-owned electronic devices on School property at their own risk. The School is not responsible for lost, stolen or damaged privately-owned electronic devices.

Students are responsible for their privately-owned electronic devices and may be subject to discipline if their device is misused by another.

Parents, guests, and visitors to the School may use privately-owned electronic devices at School and at School-sponsored activities only in accordance with rules established by the Principal. Such individuals who use the School’s electronic resources, including the School’s equipment, services, or connectivity, whether on or off School property, may not use such resources to access inappropriate material or information.

Internet Safety

It is the School’s policy to: (a) prevent user access to or transmission of inappropriate material over its computer network via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children’s Internet Protection Act (section 254(h) of title 47, United States Code).

Definitions

Key terms are as defined in the Children’s Internet Protection Act.

“Technology Protection Measure” means a specific technology that blocks or filters Internet access to visual depictions that are:

- 1- Obscene, as that term is defined in section 1460 of title 18, United States Code.
- 2- Child Pornography, as that term is defined in section 2256 of title 18, United States Code; or
- 3- Harmful to minors.

“Harmful to Minors” means any picture, image, graphic image file, or other visual depiction that:

- 1- Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
- 2- Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
- 3- Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

“Sexual Act” and “Sexual Contact” have the meanings given such terms in section 2246 of title 18, United States Code.

### Access to Inappropriate Material

To the extent practical, the School will employ technology protection measures (or “Internet filters”) to block or filter Internet access to—or other forms of electronic communications containing—inappropriate information over the School’s network or by School-owned electronic devices.

Specifically, as required by the Children’s Internet Protection Act, blocking shall be applied to visual depictions of child pornography or material deemed obscene, or to any material deemed harmful to minors.

Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes. Procedures for disabling or otherwise modifying any technology protection measures shall be the responsibility of the Principal or designated representatives.

### Inappropriate Network Usage

To the extent practical, steps shall be taken to promote the safety and security of users of the School’s online computer network when using electronic mail, chat rooms, instant messaging, social media, and other forms of direct electronic communications.

Specifically, as required by the Children’s Internet Protection Act, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called “hacking” and other unlawful activities and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

### Education, Supervision and Monitoring

It shall be the responsibility of all School employees to educate, supervise and monitor appropriate usage of the School’s online computer network and access to the Internet in accordance with this policy, the Children’s Internet Protection Act, the Neighborhood Children’s Internet Protection Act, and the Protecting Children in the 21<sup>st</sup> Century Act. This includes educating students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, as well as cyberbullying awareness and response. The School will also provide information regarding these matters to parents/guardians.

## Student Acceptable Use of School Electronic Resources

The School makes various electronic resources available to students. These resources include computers and other electronic devices and related software and hardware as well as the School's network and access to the Internet. The School's goal in providing such electronic resources to students is to enhance the educational experience and promote the accomplishment of the School's mission.

Electronic resources can provide access to a multitude of information and allow communication with people all over the world. Along with this access comes the availability of materials that may be considered inappropriate, unacceptable, of no educational value, or even illegal. The School has initiated safeguards to restrict access to inappropriate materials, and use of the Internet and other electronic resources is monitored as well.

In order to use the School's electronic resources, students must be willing to abide by the rules of acceptable use. Use of the School's electronic resources is a privilege, and students have no expectation of privacy in connection with their use of the School's electronic resources.

Students who abuse this privilege by actions such as damaging the School's electronic resources; violating copyrights; bullying, hazing, intimidation, humiliation, harassment and threats; accessing pornography or other obscene or inappropriate material; inappropriate language; gambling; unauthorized games; hacking; invasion of the reasonable expectations of privacy of students or employees; or other unauthorized or inappropriate use, will be subject to discipline. Violation of policies and rules regarding use of the School's electronic resources may also result in confiscation of School-issued devices and denial of access to the School's electronic resources. This may result in missed assignments, inability to participate in required assignments and assessments, and possible loss of credit or academic grade consequences.

The School may contact law enforcement if School employees believe that a student has used School electronic resources in connection with a violation of criminal law, and criminal penalties may arise from inappropriate use of electronic resources. This applies to use of the School's electronic resources at any time and place, whether on or off School grounds.

Students are personally responsible for School electronic resources provided to them, and the students and their parents/guardians may be held responsible for loss or damage to such electronic resources.

Parents play an important role in helping students understand what does and does not constitute acceptable use.

The Principal shall ensure that additional rules and procedures regarding students' use of the School's electronic resources are established and clearly communicated to students and their parents/guardians. The Principal shall ensure that students receive appropriate training regarding these rules and procedures.

## Staff Acceptable Use of School Electronic Resources

Improper use of the School's electronic resources by employees has the potential to negatively impact students, damage the School's image, and impair the School's electronic resources. Therefore, this policy is intended to govern employees' and volunteers' use of the School's electronic resources: employees must agree to these terms as a condition of employment.

### At-Will Employment

Nothing in this policy is intended to create additional rights for any employee or to otherwise alter or amend the at-will nature of the employment relationship between the School and any employee.

### The School's Rights

It is the School's policy to maintain an environment that promotes safe, ethical, and responsible conduct in all activities that involve the use of the School's electronic resources. The School recognizes its legal and moral obligation to protect the well being of students and to preserve the integrity of its electronic resources. The School's rights in connection with its electronic resources include but are not limited to the following:

1. All data, files, programs, and materials downloaded with or used, sent, received, or stored upon the School's electronic resources are the School's property, and the School may deal with such items as it deems appropriate.
2. The School may log network use and monitor server space utilization by users and assumes no responsibility or liability for files deleted due to violation of server space allotments.
3. The School may remove a user account on the network with or without notice.
4. The School may monitor all user activities on the School's electronic resources, including but not limited to real-time monitoring of network activity and/or maintaining a log of Internet activity for later review.
5. The School may provide internal and external controls of network usage as appropriate and feasible, including but not limited to restricting online destinations through software or other means.
6. The School may limit or restrict, with or without notice, access to the School's electronic resources for those who do not abide by this policy or other direction governing the use of the School's electronic resources.
7. The School may determine, in its sole discretion, what materials, files, information, software, communications, and other content or activity are permitted or prohibited.
8. The School may delete or remove, with or without notice, any files, programs, data or other materials from any of the School's electronic resources.
9. The School may provide additional policies or guidelines regarding acceptable use of electronic resources.

### Employees' Responsibilities Regarding Students' Use of Electronic Resources

Employees who supervise students, control electronic resources, or otherwise have the ability to observe student use of School electronic resources are responsible for educating students on appropriate use of the School's electronic resources. Such employees shall make reasonable efforts to monitor such use to ensure that it is consistent with applicable rules. Employees should make reasonable efforts to become familiar with the Internet and the use of the School's electronic resources to help ensure effective monitoring, instruction, and assistance.

### User Responsibilities

Use of the School's electronic resources is a privilege intended to help employees fulfill their responsibilities and promote the School's mission. In order to maintain this privilege, users must agree to comply with this policy. Users who are aware of any violation of this policy by any employee must report the violation to the Principal. Employees are responsible at all times for any School electronic resources issued to them and may be held responsible for any inappropriate use, regardless of the user.

Employees may use privately owned electronic devices at School or at School-sponsored activities in accordance with rules and procedures established by the Principal. Employees may not use privately-owned electronic devices at School or at School-sponsored activities to access inappropriate matter.

Violation of this policy is grounds for discipline, up to and including termination. The School may also notify law enforcement as appropriate, and such actions may subject an employee to criminal penalties.

### Acceptable Use

Standards for acceptable use of the School's electronic resources include but are not limited to the following:

1. All use of the School's electronic resources, including but not limited to use of computers and other electronic devices, use of e-mail, and network and Internet access must be consistent with the School's mission.
2. Network accounts are to be used only by the authorized user of the account for the authorized purpose.
3. Users must take reasonable steps to protect the privacy of students, School employees, and other members of the School community and must strictly maintain the confidentiality of information regarding such individuals.
4. Use of the School's electronic resources, whether inside or outside the School, must comply with the School's employee handbook, as established from time to time.
5. Employees must comply with applicable copyright laws, ethical rules, and other applicable laws and regulations.
6. Users must exercise appropriate professional judgment and common sense when transporting files to and from school, keeping in mind copyright and other legal issues, as well as ensuring that the non-School to which files are being transferred or from which files are being transferred are employing appropriate virus-control technologies.
7. Users must exhibit professionally appropriate behavior when using the School's electronic resources in order to professionally represent and preserve the image of the School.
8. Users must take reasonable precautions to protect the School's electronic resources in order to reduce repair costs, maintain the integrity of the network, and protect the School's assets. Employees who damage School electronic resources may be financially responsible for the cost of repair or replacement.
9. From time to time, the School will determine whether specific uses of the School's electronic resources are consistent with the intent of this policy.

### Unacceptable Use

The following uses of the School's electronic resources are prohibited:

1. Excessive use of the School's electronic resources for personal matters. "Excessive use" includes but is not limited to use of electronic resources in a manner that interferes with an employee's performance of work-related responsibilities or with the functioning of the School's electronic resources.

2. Use of the School's electronic resources in connection with social networking sites for non-academic purposes is prohibited.
3. Use of the School's electronic resources for commercial or for-profit purposes.
4. Use of the School's electronic resources for product advertisement or political lobbying.
5. Connecting Personal electronic devices to the School's network without appropriate authorization.
6. Intentionally seeking information on, obtaining copies of, or modifying files, other data, or passwords belonging to other users, or impersonating or misrepresenting other users of the School's network.
7. Unauthorized use or disclosure of personal student information in violation of the Family Educational Rights and Privacy Act, 34 CFR, Part 99.
8. Use of the School's electronic resources in a manner that disrupts the use of the network by others.
9. Destroying, modifying, or abusing the School's electronic resources in any way.
10. Use of the School's electronic resources in a manner that threatens or impairs the integrity or security of the network.
11. Use of the School's electronic resources for hate mail, chain letters, harassment, discriminatory remarks, and other antisocial behaviors.
12. Downloading or installing any software, including shareware and freeware, for use on the School's electronic resources without the approval of the Principal or designee.
13. Use of any software on the School's electronic resources in violation of the applicable license or use agreement.
14. Use of the School's electronic resources to access, process, store, send or receive pornographic, sexually explicit, or otherwise inappropriate material (as determined by the Principal).
15. Use of the School's electronic resources for downloading entertainment software, files, or other material not related to the mission of the School. This prohibition pertains to freeware, shareware, copyrighted commercial and non-commercial software, and all other forms of software and files not directly related to the instructional and administrative purposes of the School.
16. Downloading, copying, otherwise duplicating, and/or distributing copyrighted materials without the specific written permission of the copyright owner, except that duplication and/or distribution of materials for educational purposes is permitted when such duplication and/or distribution would fall within the Fair Use Doctrine of federal copyright law.
17. Use of the School's electronic resources for any unlawful purpose.
18. Use of the School's electronic resources to intentionally access, process, store, send, or receive materials containing profanity, obscenity, racist terms, or other harassing, abusive, intimidating, threatening, discriminatory or otherwise offensive language or images.
19. Use of the School's electronic resources for playing games unless it is for instructional purposes or otherwise approved by the Principal or designee.
20. Participating in activities, including but not limited to the preparation or dissemination of content that could damage the School's professional image, reputation and/or financial stability.
21. Permitting or granting access to the School's electronic resources, including but not limited to granting use of an e-mail or network account or password to another individual, including but not limited to someone whose access has been denied or terminated.
22. Use of portable data storage devices for the operation of unauthorized portable applications.



23. Establishing connections to live communications, including text, voice, or video, unless done in a manner approved by the Principal or designee.
24. Malicious use of the School's electronic resources to develop programs that harass other users or infiltrate a computer or computing system and/or damage the software components of a computer or computing system.

### Disclaimer

1. The School cannot be held responsible for information that is retrieved via the network.
2. Pursuant to the Electronic Communications Privacy Act of 1986 (18 U.S.C. § 2510, et seq.), notice is hereby given that there are no facilities provided by the School's system for sending or receiving private or confidential electronic communications. System administrators have access to all mail and will monitor messages. Messages relating to or in support of illegal activities will be reported to the appropriate authorities.
3. The School is not responsible for any damage users may suffer, including loss of data resulting from delays, non-deliveries, or service interruptions caused by the School's negligence or your errors or omissions.
4. Use of any information obtained is at the user's own risk.
5. The School makes no warranties (expressed or implied) with respect to:
  - The content of any advice or information received by a user, or any costs or charges incurred as a result of seeing or accepting any information;
  - Any costs, liability, or damages caused by the way the user chooses to use his or her access to the network.
6. The School reserves the right to change its policies and rules at any time.

### Privacy

Use of and access to the School's electronic resources is provided to employees as a tool for the School's business. The School reserves the right to monitor, inspect, copy, review, store or remove, at any time, without prior notice, any and all usage of the School's electronic resources such as the network and the Internet, including but not limited to e-mail, as well as any and all materials, files, information, software, electronic communications, and other content transmitted, received or stored in connection with this usage. All such information, content, and files are the property of the School. Employees should have no expectation of privacy regarding them. Network administrators may review files and intercept communications for any reason, including but not limited to maintaining system integrity and ensuring employees are using the system consistently with this policy.

### **Training**

The School will provide, within the first 45 days of each school year, a school-wide or in-classroom training to employees and students that covers:

- The contents of these procedures;
- The importance of digital citizenship;
- The School's conduct and discipline related consequences as related to a violation of these rules;
- The School's general conduct and discipline policies;
- The benefits of connecting to the Internet and utilizing the School's Internet filters while on School property; and


- Any specific rules governing the permissible and restricted uses of privately-owned electronic devices while in a classroom.

Each educator who allows the use of a privately-owned electronic device in the classroom must clearly communicate to parents and students the conditions under which the use of such a device is allowed.

The School will provide an annual notice to all parents of the location of information for in-home network filtering options (<https://consumerprotection.utah.gov/edu/filtering.html>) as provided for in Utah Code 76-10-1231.

This policy will be reviewed and approved regularly to ensure that it continues to meet the School's needs.

Signature:

 August 6, 2020  
\_\_\_\_\_  
Sidney Warnick, Board President Date

**Staff Acceptable Use of School Electronic Resources  
Acknowledgement of Receipt and Understanding**

I hereby certify that I have read and fully understand the contents of the School's policies regarding use of the School's electronic resources. Furthermore, I have been given the opportunity to discuss any information contained therein or any concerns that I may have. I understand that my employment and continued employment is based in part upon my willingness to abide by and the School's policies, rules, regulations and procedures. I acknowledge that the School reserves the right to modify or amend its policies at any time, without prior notice. I acknowledge that these policies do not create any promises or contractual obligations between the School and its employees and that my employment with the School continues to be at will. My signature below certifies my knowledge, acceptance and adherence to the School's policies, rules, regulations and procedures regarding the use of its electronic resources. I acknowledge that violation of any of these policies may be grounds for discipline, up to and including termination.

I understand that all electronic communication systems and all information transmitted by, received from, or stored in these systems are the property of North Star Academy. I also understand that these systems, including the Internet, are to be used solely for job-related purposes and not for personal purposes, and that I have no expectation of privacy in connection with the use of this equipment or with the transmission, receipt, or storage of information in this equipment.

I agree not to use a code, access a file, or retrieve any stored communication unless authorized. I acknowledge and consent to North Star Academy monitoring my use of this equipment at any time at its discretion. Such monitoring may include printing up and reading all E-mail entering, leaving, or stored in these systems as well as listening to my voice-mail messages in the ordinary course of business.

I acknowledge that viewing inappropriate material or transmitting / downloading inappropriate material is strictly prohibited and grounds for immediate termination.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Employee Name

\_\_\_\_\_  
Date

# North Star Academy Building Evaluation Report



By Academica West

This report is intended for informational purposes only. These are observations made by Academica West staff to aid schools in their planned maintenance schedule.

Prepared For: North Star Academy  
 Address: 2920 W. 14010 S. Bluffdale, UT  
 Year Built: 2005  
 Age of Building: 18 Years

**Completed Projects**

2023

- Slide replaced
- Security Cameras
- Keyless Entry
- Interactive panels in all classrooms
- Asphalt (crack seal, slurry seal, striping) – Superior Asphalt
- Fire lane painted

2017

- Crack seal – Superior Asphalt

2022

- Asphalt Track
  - Retaining wall
- Crack seal for parking lot
- New LED parking lot lights
- New gates for dumpster

2016

- Moving pipe drain to not run into ditch on east side.
- Crack seal
- Striping (plus 9 square repainted)

2021

- Remodel
  - Bathrooms
  - New Carpet
  - New LED bulbs
  - New Roof
  - New RTUs
  - New Gym Floor (Dec)
  - New Gym door
- Fixed sink hole
- Sealcoat/crackseal
- Radon Testing Completed – acceptable level
- New 2 door reach in fridge
- New Auto Scrubber

2015

- Vestibule door to main office
- Vestibule carpet (front foyer and high traffic primary grade entry)
- New Dishwasher
- Fire Lane Paint

2014

- Sidewalk Concrete lifted (southeast side of school)
- Sections of basketball area (outdoor concrete) were overlain to fix spalling
- New wallpaper in school
- Drinking fountain tile extended
- New Freezer

2020

- RTU replaced
- Ductless split

2013

- parking lot asphalt - slurry seal and striping
- Water Heater (could have been 2012).

2019

- Carbon Monoxide
- Crack Seal
- RTU replaced
- Storm Drain w/city completed

2011

- New Stucco and Stone Addition

2018

- Early Childhood Playground
- Concrete Lifting and replacement (front of school)

2008

- Addition

<b>BUILDING MAINTENANCE SCHEDULE</b>		
<b>Plumbing/Bathrooms</b>	<b>Description</b>	<b>Frequency</b>
Exhaust Fans	Inspect/ Grease/ Clean	Quarterly
Drinking Fountains Exterior	Winterize/ Summerize/ Inspect and Repair	Semiannually
Drinking Fountains Interior	Inspect and Repair	Quarterly
Back Flow Testing	Have Test Performed	Annually
Water Heater	Flush water heater	Annually
Faucet/ Toilet Batteries	Check batteries in automatic faucets and flush toilets	As needed
Thermostat Batteries	Check batteries in thermostats	Annually
<b>HVAC</b>	<b>Description</b>	<b>Frequency</b>
AC Units	Clean Coils Spring/Fall	Semiannually
Filters	Replace filters	Quarterly
Data Room	Clean filters on ductless split	Quarterly
AC Belts	Check AC belts - Replace if needed	Semiannually
Thermostat	Check programming and time	Semiannually
<b>Kitchen</b>	<b>Description</b>	<b>Frequency</b>
Grease Traps	Schedule cleaning	Annually
Refrigerator/Freezer	Clean refrigerator and freezer coils	Quarterly
<b>Roof</b>	<b>Description</b>	<b>Frequency</b>
Membrane	Inspect and Schedule cleaning (as needed)	Annually
Drains	Inspect and Schedule cleaning (as needed)	Annually
Gas Lines	Check gas lines and their support blocks	Annually
<b>Fire System</b>	<b>Description</b>	<b>Frequency</b>
Inspection(s)	Schedule/Facilitate Inspections	Annually
Fire Riser Rooms	Inspect for code compliance	Quarterly
<b>Playground</b>	<b>Description</b>	<b>Frequency</b>
Big Toy	Safety check - check for loose/damaged parts	Annually
Wood Chips	Check to see if depth meets safety requirements	Annually
Field	Check for holes/pits that could be a hazard	Annually
Landscape	Inspect and notify of any issues	Per Visit
<b>General Maintenance</b>	<b>Description</b>	<b>Frequency</b>
Electrical Rooms	Inspect for code compliance	Annually
Lights	Check and change lights if needed	Semiannually
Doors & Hardware	Inspect/Oil/Fix	Annually
Ceiling Tiles	Replace/fix if needed	Annually
Windows	Inspect/Caulk where needed	Annually
Painting	Patch and paint if needed	Annually
Exterior Siding	Inspect and repair if needed	Annually
Flooring	Check for snags or other issues	Annually
Emergency Lights	Check backup battery for emergency lighting	Monthly
Vacuum Breakers for toilets	Check valve in toilet flush valve	As Needed
Ice Melt	Coordinate supply of ice melt	Annually

## NSA 2023-2024 Report

### Commendations

- The school was neat, orderly, and clean.
- Staff was friendly and inviting.

### Considerations

- Continue periodic leveling of bark to ensure proper coverage.
- Continued play structure review by certified reviewer on a regular basis
- Consider a tree treatment plan with landscape – especially for large trees
- Continue to monitor east side of track for erosion control

### Concerns

- sinking spot in asphalt on north side of building (firelane) - has worsened significantly from previous year. Potentially another forming further east too.
- Trip hazards in concrete around school
- Play structure is aging.

### Notes

- Missing stone (siding) from side of building
- Damaged stucco near playground
- Continue to monitor east side of track for erosion control
- Parts of wallpaper separating from wall. Not a major concern.

### Future Planning

- Play structure replacement
- 5 RTUs have not been replaced
- Sections of roof have not been redone. Some leaks identified in that area.
- Backup power source (safety grant)

North Star Academy	Lifespan (in Years)	Approximate Replacement Cost	Quantity	Consider Annual Estimated Savings	Completed	Next Approximate date
<b>Building Exterior / Landscape</b>						
Stucco/Control Joints	7-10	\$20,000		\$2,857.14	2013	2023
<b>Playground / Play Areas</b>						
play structure	20-25	\$100,000		\$4,000.00	2005	2030
Kinder play structure	20-25	\$10,000		\$400.00	2018	2043
<b>Parking Lot / Sidewalks</b>						
Crack Seal	1	\$1,500		\$1,500.00	2023	2023
Striping	3 - 5	\$1,000		\$1,000.00	2021	2024
Seal Coat	3 - 5	\$7,000		\$2,333.33	2021	2024
<b>Roofing</b>						
Roof	20	\$150,000		\$7,500.00	2021	2041
Addition Roof	20	\$30,000		1500	2011	
<b>HVAC</b>						
Addition RTU	15	\$8,000	31	\$16,533.33	2021	2036
	15	8000	5	\$2,666.67	2011	2026
<b>Fire &amp; Security</b>						
Carbon Monoxide	15	\$15,000		\$1,000.00	2005	2020
	5	\$15,000		\$3,000.00	2019	2024
<b>Building Interior</b>						
Painting rooms	7-10	\$30,000		\$3,000.00	2005	
Wallpaper	7-10	\$15,000		\$1,875.00	2014	
Gym Floor	30	\$60,000		\$2,000.00	2021	2051
Carpet	7-15	\$110,000		\$7,333.33	2021	2036
<b>Plumbing/Restroom</b>						
Toilets	30	\$500	22	\$366.67	2021	2051
Faucets	15	\$150	16	\$160.00	2021	2036
Sewer Main	30	\$10,000	1	\$333.33	2005	2035
Water Main	30	\$5,000	1	\$166.67	2005	2035
Water Heater 1	10	\$3,000	1	\$300.00	2012	
Water Heater 2	10	\$3,000	1	\$300.00	2022	2032
				<b>\$60,125.48</b>		