

# Quest Academy

## Board Meeting Agenda

### February 13, 2024

Time: 6:00PM

Location: Quest Academy, 4862 West 4000 South, West Haven, UT 84401



*The mission of Quest Academy is to provide students a challenging, technology rich environment, enabling young citizens to become leaders prepared for the challenges of an evolving global community.*

## Agenda

### Board Priorities

State Accountability

Fiscally Sound

Personalized Learning/Individualized Learning

Brand Awareness

### **CALL TO ORDER – Steve Reeve**

### **PUBLIC COMMENT**

- 2024/2025 Fee Schedule & Fee Waiver Policy

### **CONSENT ITEMS**

- December 14, 2023 Board Meeting Minutes

### **REPORTS**

- Administration
  - State of the School
- Financial Report

### **VOTING & DISCUSSION ITEMS**

- 2024/2025 School Year Calendar
- 2024/2025 School Land Trust Plan
- Amended School Land Trust FY 23
- Technology Purchases

### **CALENDARING**

- Next Board Meeting- March 12<sup>th</sup> at 6:00PM

### **ADJOURN**

In compliance with the Americans with Disabilities Act, persons needing accommodations for this meeting should call 801-444-9378 to make appropriate arrangements. One or more board members may participate electronically or telephonically pursuant to UCA 52-4-207.

# Quest Academy

## Electronic Board Meeting Agenda

### December 14, 2023



**Anchor Location:** Quest Academy, 4862 West 4000 South, West Haven, UT 84401  
This meeting of the board of directors was held electronically.

**In Attendance:** Steve Reeve, Brittney Hale, Michele Kersey-Smith

**Others In Attendance:** Dave Bullock, Stacee Phillips, Ryan Smith, Krystal Taylor

**Excused:** Shawn Miehlke

## MINUTES

**CALL TO ORDER** – Steve Reeve called the meeting to order at 5:01PM.

### VOTING ITEMS

- ETS Camera Purchase – Dave Bullock spoke to the ETS Camera Purchase. ETS will be able to install the technology during the holiday break. These funds have been planned for with the use of a grant that was awarded. The board reviewed the quote for the cameras.
  - Brittney Hale made a motion to approve the ETS Camera Purchase for up to \$130,514. Michele Kersey-Smith seconded. Motion passed unanimously. Votes were as follows: Steve Reeve, Aye; Brittney Hale, Aye; Michele Kersey-Smith, Aye.
- LEA Specific License – Dave Bullock explained that Martin Ji has completed schooling, but to be safe in case the degree is not processed before the deadline, the recommendation was for the board to approve an LEA-Specific License.
  - Michele Kersey-Smith made a motion to approve the LEA Specific License for Martin Ji. Brittney Hale seconded. Motion passed unanimously. Votes were as follows: Steve Reeve, Aye; Brittney Hale, Aye; Michele Kersey-Smith, Aye.

### ADJOURN

At 5:08PM Brittney Hale made a motion to adjourn, Michele Kersey-Smith seconded. Motion passed unanimously. Votes were as follows: Steve Reeve, Aye; Brittney Hale, Aye; Michele Kersey-Smith, Aye.

**Quest Academy**  
**Statement of Financial Position**  
**As of January 31, 2024**

	<b>07/01/2023 - 01/31/2024</b>	<b>Year Ending 06/30/2023</b>
<b>Assets &amp; Other Debits</b>		
Current Assets		
Operating Cash		
Cash	1,480,772	918,930
Investments	6,842,397	6,352,356
Operating Cash	<u>8,323,169</u>	<u>7,271,286</u>
Accounts Receivables		
8131 - Local	(8)	(8)
8133 - State	0	85,589
8134 - Federal	0	413,218
8139 - Other Receivables	9,201	6,211
Total Accounts Receivables	<u>9,193</u>	<u>505,010</u>
Other Current Assets	0	9,078
Total Current Assets	<u>8,332,362</u>	<u>7,785,374</u>
Restricted Cash		
8119-01F-006 - 2017 Debt Service	412,991	203,788
8119-01F-007 - 2017 Reserve Account	783,700	783,701
8119-01F-009 - 2017 R&R	100,000	100,000
8119-01F-010 - 2017 Expense Fund	28,519	38,782
Restricted Cash	<u>1,325,210</u>	<u>1,126,270</u>
Net Assets		
Fixed Assets		
8202 - Furniture, Fixtures & Equipment	585,778	585,779
8204 - Computer Hardware	376,291	376,291
8206 - Capital Improvements	1,187,772	1,187,772
8210 - Land	1,373,452	1,373,451
8220 - Buildings	12,090,044	12,090,045
Total Fixed Assets	<u>15,613,337</u>	<u>15,613,338</u>
Depreciation		
8260 - Accumulated Depreciation	(4,145,118)	(4,145,118)
Total Depreciation	<u>(4,145,118)</u>	<u>(4,145,118)</u>
Total Net Assets	<u>11,468,219</u>	<u>11,468,220</u>
<b>Total Assets &amp; Other Debits</b>	<b><u>21,125,791</u></b>	<b><u>20,379,864</u></b>
<b>Liabilities &amp; Fund Equity</b>		
Current Liabilities		
9510 - Accounts Payable	(90)	33,429
9530 - Accrued Liabilities	103,996	386,505
9540 - Accrued Salaries and Withholdings	61,206	619,544
9540-001 - Accrued PTO	26,707	26,706
9561 - Other Local	0	12,440

<b>Total Current Liabilities</b>	<b>191,819</b>	<b>1,078,624</b>
<b>Long-Term Liabilities</b>		
9620-01F-005 - Bonds-Series 2017	11,730,000	11,730,000
9620-01F-006 - 2017 Net Reoffering Premium	381,273	381,273
<b>Total Long-Term Liabilities</b>	<b>12,111,272</b>	<b>12,111,273</b>
<b>Fund Balance</b>	<b>7,189,967</b>	<b>5,739,828</b>
<b>Net Income</b>	<b>1,632,733</b>	<b>1,450,139</b>
<b>Total Liabilities &amp; Fund Equity</b>	<b>21,125,791</b>	<b>20,379,864</b>

**Quest Academy**  
**Statement of Activities**  
For the Period 7/1/23-1/31/24

	Annual June 30, 2024	Year-to-Date January 31, 2024	
	Budget	Actual	% of Budget
<b>Net Income</b>			
Income			
Revenue From Local Sources			
1510 - Interest on Investments	200,000	240,727	120.4 %
1610 - Sales to Students	175,000	124,525	71.2 %
1620 - Sales to Adults	3,500	2,639	75.4 %
1743 - Cumcular Activity Fees	45,000	42,675	94.8 %
1745 - Co-Cumcular Activity Fees	95,000	4,430	4.7 %
1747 - Extra-Cumcular Activity Fees	21,500	19,895	92.5 %
1910 - Rentals	15,000	11,730	78.2 %
1920 - Contributions and Donations From Private Sources	100,000	101,433	101.4 %
1990 - Miscellaneous	25,000	13,868	55.5 %
1990-001 - Field Trips	5,000	3,417	68.3 %
Total Revenue From Local Sources	685,000	565,338	82.5 %
Revenue From State Sources			
3005 - Regular School Programs K	0	223,871	0.0 %
3010 - Regular School Programs 1-12	3,790,000	2,123,978	56.0 %
3020 - Professional Staff	235,000	151,200	64.3 %
3100 - Restricted Basic School Programs	1,488,700	895,958	60.2 %
3200 - Related to the Basic Programs	3,363,000	1,994,751	59.3 %
3300 - Special Populations	90,000	26,704	29.7 %
3400 - Other Programs	527,800	301,294	57.1 %
3500 - One-time Funding	409,000	254,699	62.3 %
3800 - Non-MSP State Revenues (via USBE)	77,200	76,868	99.6 %
Total Revenue From State Sources	9,980,700	6,049,323	60.6 %
Revenue From Federal Sources			
4524 - IDEA - B - Disbursed (PL 101-476)	145,000	6,950	4.8 %
4560 - Federal Child Nutrition Programs	175,000	80,379	45.9 %
4800 - Federal No Child Left Behind	47,500	(30)	(0.1) %
Total Revenue From Federal Sources	367,500	87,299	23.8 %
Total Income	11,033,200	6,701,960	60.7 %
<b>Expenses</b>			
Instruction/Salaries			
0121 - Salaries - Principals and Assistants	375,000	250,471	66.8 %
0131 - Salaries - Teachers	3,800,000	1,851,782	48.7 %
0132 - Salaries - Substitute Teachers	75,000	48,104	64.1 %
0142 - Salaries - Guidance Personnel	41,000	23,785	58.0 %
0145 - Salaries - Media Personnel - Licensed	39,000	21,883	56.1 %
0152 - Salaries - Secretarial and Clerical Personnel	140,000	120,210	85.9 %
0161 - Salaries - Teacher Aides and Para-Professionals	1,045,000	572,344	54.8 %
0182 - Salaries - Custodial & Maintenance Personnel	40,000	17,244	43.1 %
0184 - Salaries - Administrative Technology Personnel	68,900	51,421	74.6 %
0191 - Salaries - Food Services Personnel	180,000	109,153	60.6 %
Total Instruction/Salaries	5,803,900	3,066,397	52.8 %
Employee Benefits			
0220 - Social Security	575,000	217,721	37.9 %
0240 - Group Insurance	130,000	65,573	50.4 %
0270 - Industrial Insurance	0	4,701	0.0 %
0280 - Unemployment Insurance	0	35,885	0.0 %
0290 - Other Employee Benefits	300,000	(254,372)	(84.8) %
Total Employee Benefits	1,005,000	69,508	6.9 %
Purchased Prof & Tech Serv			
0320 - Professional - Educational Services	160,000	97,611	61.0 %
0330 - Professional Employee Training and Development	85,000	26,254	30.9 %
0340 - Other Professional Services	70,000	22,522	32.2 %
0345 - Business Services	450,000	281,084	62.5 %
0350 - Technical Services	75,000	65,317	87.1 %
Total Purchased Professional & Technical Services	840,000	492,788	58.7 %
Purchased Property Services			
0410 - Utility Services	135,000	15,224	11.3 %
0412 - Disposal Service	0	1,496	0.0 %
0422 - Snow Removal Services	0	2,359	0.0 %
0424 - Lawn Care Services	0	10,430	0.0 %
0430 - Repairs & Maintenance Services	65,000	42,161	64.9 %
0441 - Rental of Land & Buildings	22,500	10,733	47.7 %
0442 - Rental of Equipment & Vehicles	0	1,077	0.0 %
0443 - Rental of Computers & Related Equipment	20,000	8,555	42.8 %
0490 - Other Purchased Property Services	65,000	7,884	12.1 %
Total Purchased Property Services	307,500	99,919	32.5 %
Other Purchased Services			
0513 - Student Transportation Services - Commercial	30,000	3,358	11.2 %
0518 - Student Day Trips/Field Trips (includes Admission Charges)	30,000	3,695	12.3 %
0521 - Property Insurance	15,000	14,260	95.1 %
0522 - Liability Insurance	15,000	15,740	104.9 %
0530 - Communication (Telephone & Other)	20,000	7,164	35.8 %
0540 - Advertising	5,000	300	6.0 %
0561 - Student Tuition to other LEAs In State	0	525	0.0 %
0580 - Travel/Per Diem	5,000	1,786	35.7 %
Total Other Purchased Services	120,000	46,828	39.0 %
Supplies & Materials			
0610 - General Supplies	350,000	169,950	48.6 %
0610-001 - Furniture and Fixtures (not capitalized)	100,000	(306)	(0.3) %
0621 - Natural Gas	0	34,292	0.0 %
0622 - Electricity	0	15,556	0.0 %
0630 - Food	325,000	177,061	54.5 %
0641 - Textbooks	75,000	44,471	59.3 %
0642 - E-Textbooks / Online Curriculum	121,500	144,465	118.9 %
0644 - Library Books	2,500	2,056	82.2 %
0650 - Supplies - Technology Related	375,000	100,910	26.9 %
0670 - Software	35,000	45,226	129.2 %
0680 - Maintenance Supplies and Materials	40,000	12,714	31.8 %
Total Supplies & Materials	1,424,000	746,395	52.4 %
Property			
0710 - Land and Site Improvements	400,000	105,100	26.3 %
0730 - Equipment	0	155,647	0.0 %
Total Property	400,000	260,747	65.2 %
Debt Services & Miscellaneous			
0810 - Dues and Fees	50,000	31,996	64.0 %
0810-001 - UBTI Federal Tax	3,500	2,500	71.4 %
0830 - Interest	504,300	252,150	50.0 %
0840 - Redemption of Principal	275,000	0	0.0 %
Total Debt Services & Miscellaneous	832,800	286,646	34.4 %
Total Expenses	10,733,200	5,069,228	47.2 %
<b>Total Net Income</b>	<b>300,000</b>	<b>1,632,733</b>	<b>544.2 %</b>



# QUEST ACADEMY

**INNOVATION • PASSION • MASTERY**

School Year 2024-2025

AUGUST 2024						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
NOVEMBER 2024						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
FEBRUARY 2025						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	
MAY 2025						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September 2024						
	M	T	W	Th	F	S
	2	3	4	5	6	7
9	10	11	12	13	14	
16	17	18	19	20	21	
23	24	25	26	27	28	
30						

  

December 2024						
	M	T	W	Th	F	S
	2	3	4	5	6	7
9	10	11	12	13	14	
16	17	18	19	20	21	
23	24	25	26	27	28	
30	31					

  

March 2025						
	M	T	W	Th	F	S
						1
3	4	5	6	7	8	
10	11	12	13	14	15	
17	18	19	20	21	22	
24	25	26	27	28	29	
31						

  

June 2025						
	M	T	W	Th	F	S
	2	3	4	5	6	7
9	10	11	12	13	14	
16	17	18	19	20	21	
23	24	25	26	27	28	
30						

October 2024						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
January 2025						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
19	20	21	22	23	24	25
26	27	28	29	30	31	
April 2025						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			
July 2025						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

YEAR AT A GLANCE	
August 16, 19, 20	Teacher Work Day
August 21	First Day of School/Early Out
August 22-23	Early Out
August 30	Teacher PD / Legislative Day - NO SCHOOL
September 2	Labor Day
October 14	PTC 7:30 to 8 a.m & 4-8 p.m. - EARLY OUT
October 15	PTC 4:00 p.m. to 8:00 p.m. - EARLY OUT
October 16	Teacher Comp Day/No School
October 17-18	Fall Break
October 31	Early Out
November 1	Teacher PD / Legislative Day - NO SCHOOL
November 25	Teacher Comp Day/No School
November 26-29	Thanksgiving Recess
December 23-January 3	Winter Recess
January 20	Martin Luther King Jr. Day
January 29	PTC 7:30 to 8 a.m & 4-8 p.m. - EARLY OUT
January 30	PTC 4:00 p.m. to 8:00 p.m. - EARLY OUT
January 31	Teacher PD / Legislative Day - NO SCHOOL
February 17	Presidents' Day
March 31-April 4	Spring Break
April 7	Teacher Comp Day/No School
May 26	Memorial Day
May 29-30	Early Out
May 30	Last Day of School
June 2	Teacher PD / Legislative Day - NO SCHOOL

## **Q1 - Grades K-5**

4862 West 4000 South  
West Haven, UT 84401

(801) 731-9859 • (801) 731-9860 (f)

[www.QuestAc.org](http://www.QuestAc.org)

## **Q2 - Grades 6-9**

4828 West 4000 South  
West Haven, UT 84401

(801) 731-9859 • (801) 731-9860 (f)

Board Approved Date: xx/xx/xxxx

Quarters	Days
1st Quarter:	x
2nd Quarter:	x
3rd Quarter:	x
4th Quarter:	x
Total	0

# Upcoming School Plan 2024-2025 - Quest Academy

## Goal #1

To decrease the percentage of students scoring well-below benchmark in Acadience Reading.

Measurement:

BOY and EOY Acadience data in reading will be used to measure the number of students scoring well-below benchmark. The number of students scoring well-below at BOY will decrease by 30% at EOY.

Action Steps:

1. We will hire paraprofessionals for reading groups, paying for their salary and benefits. (\$70,000)
2. The paraprofessionals will work with students in small groups to provide targeted instruction using the Science of Reading.

## Goal #2

To increase student performance (raise percentage of proficiency) on RISE testing in Mathematics.

2023-2024 RISE test results in mathematics will serve as baseline data. An increase of 2% growth school wide annually will be the goal.

Action Steps:

1. We will hire paraprofessionals for math groups, paying for their salary and benefits. (\$80,330.91)
2. The paraprofessionals will work with students in small groups to provide targeted instruction on grade-level standards and to solidify foundational skills.

## Summary of Estimated Expenditures

Category	Estimated Cost (entered by the school)
Salaries and Benefits (teachers, aides, specialists, productivity, substitutes)	\$150,330.91
Total:	\$150,330.91

## Council Plan Approval

Please indicate the voting results to approve this school plan.

Number Approved:

6

Number Not Approved:

0

Number Absent:

0

Date:

02-08-2024



SAVE

## Summary of Estimated Expenditures

Estimates	Totals	Amended Expenditures
Hardware > \$5,000 and furniture to house trust purchases; book cases, carts for devices	\$147,433.90	\$ 54288
Salaries and Benefits (teachers, aides, specialists, productivity, substitutes)	\$0.00	\$ 93145.9

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

### Plan Amendment

Please explain the Amendment including the Goal, Academic Area, Action Plan Step(s), and Expenditures being amended:

The TVs were in the original plan. The amendment is to pay for salaries and benefits of TAs instead of purchasing Chromebooks for students.

Goal:

To increase student performance (raise percentage of proficiency) on RISE testing in Mathematics and Language Arts. (2022-2023 RISE test results in mathematics and ELA will serve as baseline data. An increase of 2% growth annually will be the goal.)

Academic Area:

English/Language Arts

Mathematics

Action Steps:

1. Quest will purchase classroom TVs to replace outdated ones, as well as pay salary and benefits for math/ELA paraprofessionals (TAs).
2. The TVs will be installed for all classrooms where Mathematics and ELA are taught. TAs will be assigned to work with students who are scoring below level.
3. Total Land Trust funding and the school's general funding will be used to complete the purchase of the TVs and to pay the salaries and benefits of TAs.
4. TVs will be installed and mounted in classrooms for teachers to display math and ELA content, curriculum, and educational resources.

Originally, funds were going to be used to purchase student Chromebooks. The school received a grant for the Chromebooks, so the funds will now be used to pay for the salaries and benefits of paraprofessionals.

ISSUED TO	DATE	PROJECT DESCRIPTION
Quest Academy Charter School 4862 W 4000 S West Haven UT 84401	12/11/2023	Chromebooks for Student Carts
EXPIRATION DATE	PROJECT MANAGER	
1/10/2024	Shah, Jasim jasim.shah@etscorp.com	

DESCRIPTION	QTY	UNIT PRICE	EXT PRICE
Chromebooks  (Qty. 120) Dell Chromebook 3110 - Intel Celeron N4500 - 32GB eMMC Storage - Limited Hardware Warranty (Qty. 120) Google Chromebook Management License Standard Setup & Configuration of Chromebooks: - They will be sorted in groups of 30 - for four classroom carts - Labeled Krypton, Mercury, Oxygen, and Plutonium.	1	42,960.00	42,960.00

- 4 - Q1 classroom chromebooks
- Digital Teaching & Learning grant

**TERMS AND CONDITIONS**

For equipment purchases, payment is due prior to work being completed. Project invoices will be Due Upon Receipt. Invoices not paid within terms will be subject to an interest charge of 18% per annum. If collection is required, the undersigned agrees to pay collection costs and reasonable attorney fees. Standard manufacturer's warranty applies to equipment unless otherwise stated. Sign and date below to accept this quote.

Signature: \_\_\_\_\_

SUBTOTAL	42,960.00
SALES TAX	0.00
QUOTE TOTAL	<b>42,960.00</b>

Date: \_\_\_\_\_



EMINENT TECHNICAL SOLUTIONS

1103 N 1600 W, Layton, UT 84041  
932 E 00 S, Declo, ID 83323  
833.758.7300  
etscorp.com

# PROJECT QUOTE

EM-2595

ISSUED TO	DATE	PROJECT DESCRIPTION
Quest Academy Charter School 4862 W 4000 S West Haven UT 84401	12/11/2023	Chromebooks with Accidental Warranty
EXPIRATION DATE	PROJECT MANAGER	
	1/10/2024	Shah, Jasim jasim.shah@etscorp.com

DESCRIPTION	QTY	UNIT PRICE	EXT PRICE
Chromebooks  (Qty. 110) Dell Chromebook 3110 - Intel Celeron N4500 - 32GB eMMC Storage - 3 Year ProSupport Plus with Accidental Damage Service (Qty. 110) Google Chromebook Management License Standard Setup & Configuration of Chromebooks	1	52,578.90	52,578.90

• 6th grade chromebooks

- \$14,300.00 Digital Teaching & Learning Grant
- \$30,278.90 IT Hardware

## TERMS AND CONDITIONS

For equipment purchases, payment is due prior to work being completed. Project invoices will be Due Upon Receipt. Invoices not paid within terms will be subject to an interest charge of 18% per annum. If collection is required, the undersigned agrees to pay collection costs and reasonable attorney fees. Standard manufacturer's warranty applies to equipment unless otherwise stated. Sign and date below to accept this quote.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

SUBTOTAL	52,578.90
SALES TAX	0.00
QUOTE TOTAL	52,578.90



EMINENT TECHNICAL SOLUTIONS

1103 N 1600 W, Layton, UT 84041

932 E 00 S, Declo, ID 83323

833.758.7300

etscorp.com

# PROJECT QUOTE

CM-1745

ISSUED TO	DATE	PROJECT DESCRIPTION
Quest Academy Charter School 4862 W 4000 S West Haven UT 84401	1/17/2024	Quest AE Full System
EXPIRATION DATE	PROJECT MANAGER	
	2/16/2024	Bilanzich, Jason D jason.bilanzich@etscorp.com

DESCRIPTION	QTY	UNIT PRICE	EXT PRICE
04. EPIC Class Room Audio System  - (Qty.51) Optimum Amplifier with Integrated XD Receiver with Programming - (Qty.51) Classroom Speaker, Ceiling, 1x2 Tile Replacement - (Qty.51) Wall Plate, WPA-502, PTT & Emergency Buttons w/ Ambient Mic, Decora Plate - (Qty.51) XD Teardrop Teacher Box - (Qty.20) XD Handheld mic - (Qty.51) Optimum-500 System Installation Wiring Kit - On site Commissioning - Installation of classrooms - Setup and Configure	1	167,545.00	167,545.00

\$ 118,427.00 - Security Grant

\$ 106,422.00 - IT Hardware

o Audio enhancement system

## TERMS AND CONDITIONS

For equipment purchases, payment is due prior to work being completed. Project invoices will be Due Upon Receipt. Invoices not paid within terms will be subject to an interest charge of 18% per annum. If collection is required, the undersigned agrees to pay collection costs and reasonable attorney fees. Standard manufacturer's warranty applies to equipment unless otherwise stated. Sign and date below to accept this quote.

Signature: \_\_\_\_\_

SUBTOTAL	224,849.00
SALES TAX	0.00
QUOTE TOTAL	224,849.00

Date: \_\_\_\_\_



EMINENT TECHNICAL SOLUTIONS

1103 N 1600 W, Layton, UT 84041  
932 E 00 S, Declo, ID 83323  
833.758.7300  
etscorp.com

# PROJECT QUOTE

CM-1745

ISSUED TO	DATE	PROJECT DESCRIPTION
<b>Quest Academy Charter School</b> 4862 W 4000 S West Haven UT 84401	1/17/2024	Quest AE Full System
EXPIRATION DATE	PROJECT MANAGER	
	2/16/2024	Bilanzich, Jason D jason.bilanzich@etscorp.com

DESCRIPTION	QTY	UNIT PRICE	EXT PRICE
<b>*** Scope of Work ***</b>			
<ul style="list-style-type: none"><li>- Install EPIC System</li><li>- Install class room AE systems (Qty.51)</li><li>- Install paging units for gym, hallway and exterior (Qty.8)</li><li>- Replace existing speakers</li><li>- Install Claudia at front desk</li><li>- Setup and configure</li><li>- Train admin on system</li></ul>			
01. EPIC Head End System	1	29,495.00	29,495.00
<ul style="list-style-type: none"><li>- EPIC Kiosk with Programming</li><li>- EPIC CLAUDIA - EPIC Front Office Media Player with Programming</li><li>- EPIC System Platform License</li><li>- SAFE System License</li><li>- EPIC System Intercom Paging &amp; Bells License</li><li>- UPS 425VA 6-Outlet 120V for use with EPIC Kiosk</li><li>- Custom Map Development Fee</li><li>- Engineering &amp; Design Fee</li><li>- Administrator Training</li><li>- Enterprise Phone Programming Integration License</li><li>- Virtual Server</li><li>- Site Commissioning</li><li>- Phone Programming</li><li>- AE Head end units System Install</li></ul>			
02. EPIC Zones	1	26,356.00	26,356.00
<ul style="list-style-type: none"><li>- (Qty.2) EPIC Common Zone Amplifier</li><li>- (Qty.8) MS-300 Network Interface System including Programming</li><li>- (Qty.8) 3.5 Aux Cable</li><li>- (Qty.32) 2x2 Tile Replacement 70V Loudspeaker</li><li>- (Qty.8) Indoor Angles 70V Horn Speaker and Enclosure</li><li>- (Qty.10) External 70V Horn Speaker and Enclosure</li><li>- lift rental</li><li>- Installation labor</li><li>- Setup and Configure</li></ul>			
03. EPIC small room off Gym	1	1,453.00	1,453.00
<ul style="list-style-type: none"><li>- (Qty. 1) AE MS-300</li><li>- (Qty.1) Classroom Speaker, Ceiling, 1x2 Tile Replacement</li><li>- (Qty.1) Wiring Bundle for MS-600 Optimum Amplifier with Integrated XD Receiver</li><li>- (Qty. 1) Wall Plate, WPA-502, PTT &amp; Emergency Buttons w/ Ambient Mic, Decora Plate</li><li>- AE Class Room install</li><li>- Setup and Configure</li></ul>			

BILL TO	DATE	PROJECT DESCRIPTION	
Quest Academy Charter School 290 N. Flint St. Kaysville UT 84037	1/4/2024	[CM-1646] CM-1646 - *** New Cameras, Door Access System, , Audio Enhancement... - Progress Billing 2: Door Access and Visitor Management	
LOCATION	DUE DATE		
Primary Location	Due On Receipt		
		PAYMENT TERMS	
		Due On Receipt	

DESCRIPTION	QTY	UNIT PRICE	EXT PRICE
* Scope of Work ***			
Camera Avigilon			
- Update Cameras to enterprise license			
- Update existing cameras to Avigilon			
- Add Cameras to map locations			
Prodatakey System			
- PDK head end system will be installed			
- Review all doors names with Admin			
- Train admin on system			
Interior Doors			
- Class Room Doors			
- Interior Doors according to map			
Exterior Doors			
- All Office Doors			
- Interior Doors according to map			
All Interior			
- All Office Doors			
- Interior Doors according to map			
Install Security Access on Gates			
Tie in existing Access Doors			
Visitor Management			
- Install Printers			
- Install iPad			
- Train Staff			

• Security Grant  
 • Gate  
 • ~~Door~~ Access and Visitor Mgmt  
 Portion Only

BILL TO	DATE	PROJECT DESCRIPTION
Quest Academy Charter School 290 N. Flint St. Kaysville UT 84037	1/4/2024	[CM-1646] CM-1646 - *** New Cameras, Door Access System, , Audio Enhancement... - Progress Billing 2: Door Access and Visitor Management
LOCATION	DUE DATE	
Primary Location	Due On Receipt	
		PAYMENT TERMS
		Due On Receipt

**\*\*\* Scope of Work \*\*\***

- Install EPIC System
- Install class room AE systems (Qty.25)
- Install paging units for gym, hallways and exterior (Qty.4)
- Install Claudia at front desk
- Setup and configure
- Train admin on system
- Systems
- PDK head end system will be installed
- Review all doors names with Admin
- Train admin on system

**Group 1 Classrooms Doors (Qty.55)**

- Class Room Doors
- Interior Doors according to map

**Group 2 Office Doors (Qty.12)**

- All Office Doors
- Interior Doors according to map

**Group 4 Comm Room Doors (Qty.3)**

02. Gate Access Control	1	11,275.00	11,275.00
- (Qty. 2) Cat 6 Cable - (Qty. 3) DAC Cable - (Qty. 3) Door Hardware - (Qty. 3) Card Reader - (Qty. 2) Door Controller - Conduit - Conduit Connectors - Installation labor - Setup and Configure			
03. Visitor Management	1	19,845.00	19,845.00
- Installation - Setup and Configure - (Qty.2) Brother QL-820NWB Label Printer - (Qty.4) Labels Brother QL-820NWB qty 200 white - (Qty.2) Ipad Stand - (Qty.2) Verkada 5-Year Workplace License			

<b>NOTES</b>	<b>SUBTOTAL</b>	31,120.00
Invoices not paid within terms will be subject to an interest charge of 18% per annum. Upon acceptance of this invoice the Customer agrees to pay collection costs and reasonable attorney fees if collection becomes necessary. For questions about this invoice, please email accounting@etscorp.com.	<b>SALES TAX</b>	0.00
	<b>INVOICE TOTAL</b>	<b>31,120.00</b>

BILL TO	DATE	PROJECT DESCRIPTION
Quest Academy Charter School 290 N. Flint St. Kaysville UT 84037	1/26/2024	[CM-1646] CM-1646 - *** New Cameras, Door Access System, , Audio Enhancement... - Progress Billing 3: Door Access
LOCATION	DUE DATE	
Primary Location	Due On Receipt	
	PAYMENT TERMS	
	Due On Receipt	

DESCRIPTION	QTY	UNIT PRICE	EXT PRICE
* Scope of Work ***			
Camera Avigilon - Update Cameras to enterprise license - Update existing cameras to Avigilon - Add Cameras to map locations			
Prodatakey System - PDK head end system will be installed - Review all doors names with Admin - Train admin on system			
Interior Doors - Class Room Doors - Interior Doors according to map			
Exterior Doors - All Office Doors - Interior Doors according to map			
All Interior - All Office Doors - Interior Doors according to map			
Install Security Access on Gates			
Tie in existing Access Doors			
Visitor Management - Install Printers - Install iPad - Train Staff			

o Security Grant  
 o DOOR Access Only

BILL TO	DATE	PROJECT DESCRIPTION
Quest Academy Charter School 290 N. Flint St. Kaysville UT 84037	1/26/2024	[CM-1646] CM-1646 - *** New Cameras, Door Access System, . Audio Enhancement... - Progress Billing 3: Door Access
LOCATION	DUE DATE	
Primary Location	Due On Receipt	
	PAYMENT TERMS	
	Due On Receipt	

**\*\*\* Scope of Work \*\*\***

- Install EPIC System
- Install class room AE systems (Qty.25)
- Install paging units for gym, hallways and exterior (Qty.4)
- Install Claudia at front desk
- Setup and configure
- Train admin on system
- Systems
- PDK head end system will be installed
- Review all doors names with Admin
- Train admin on system

**Group 1 Classrooms Doors (Qty.55)**

- Class Room Doors
- Interior Doors according to map

**Group 2 Office Doors (Qty.12)**

- All Office Doors
- Interior Doors according to map

**Group 4 Comm Room Doors (Qty.3)**

07. Group 1 Class Rooms	1	86,550.00	86,550.00
<ul style="list-style-type: none"> <li>- (Qty.9) Cat 6 CMP</li> <li>- (Qty.6) 8 Door Controller</li> <li>- (Qty.4) 4 Door Controller</li> <li>- (Qty.55) Strike</li> <li>- (Qty.55) Reader</li> <li>- Door access cable</li> <li>- Installation Labor</li> </ul>			
08. Group 2 Office	1	22,725.00	22,725.00
<ul style="list-style-type: none"> <li>- Installation Labor</li> <li>- (Qty.3) Cat 6 CMP</li> <li>- (Qty.2) 4 Door Controller</li> <li>- (Qty.1) 8 Door Controller</li> <li>- (Qty.15) Strike</li> <li>- (Qty.15) Reader</li> <li>- Door access cable</li> </ul>			

<b>NOTES</b>	<b>SUBTOTAL</b>	109,275.00
Invoices not paid within terms will be subject to an interest charge of 18% per annum. Upon acceptance of this invoice the Customer agrees to pay collection costs and reasonable attorney fees if collection becomes necessary. For questions about this invoice, please email <a href="mailto:accounting@etscorp.com">accounting@etscorp.com</a> .	<b>SALES TAX</b>	0.00
	<b>INVOICE TOTAL</b>	<b>109,275.00</b>



**INNOVATION • PASSION • MASTERY**

## **2024-2025 Student Fee Schedule**

**The following student fees may be assessed to students of Quest Academy as follows:**

<b>JUNIOR HIGH REQUIRED FEES (for all fully and partially enrolled students grades identified below)</b>		
<b>FEE DESCRIPTION</b>	<b>EXPENDITURES FUNDED BY FEE (SPEND PLAN)</b>	<b>TOTAL FEE</b>
<b>Grade 6 Required Fees</b>	<ul style="list-style-type: none"><li>★ <b>Science \$15</b> (labs, experiments, consumables, project supplies, models)</li><li>★ <b>S.T.E.M. \$20</b> (engineering project kits, S.T.E.M. Fair, supplies)</li><li>★ <b>Art \$20</b> (supplies, e.g. paint, brushes, paper, glue, markers, mask forms)</li><li>★ <b>Supplies \$20</b> (zipper binder, planners, notebooks, and other classroom supplies)</li><li>★ <b>Student Activity/Field Trips \$10</b> (activity-related costs)</li><li>★ <b>P.E. Uniform \$35</b> (two t-shirts, one hoodie, and one pair of shorts)</li></ul>	<b>\$120</b>
<b>Grade 7 Required Fees</b>	<ul style="list-style-type: none"><li>★ <b>Integrated Science \$15</b> (labs, experiments, consumables, project supplies, models)</li><li>★ <b>CCA \$20</b> (supplies)</li><li>★ <b>Supplies \$20</b> (zipper binder, planners, notebooks, and other classroom supplies)</li><li>★ <b>S.T.E.M. \$20</b> (supplies, e.g. robots, circuits, wiring, computer components)</li><li>★ <b>Student Activity/Field Trips \$10</b> (activity-related costs)</li><li>★ <b>P.E. Uniform \$35</b> (two t-shirts, one hoodie, and one pair of shorts)</li></ul>	<b>\$120</b>
<b>Grade 8 Required Fees</b>	<ul style="list-style-type: none"><li>★ <b>Integrated Science \$20</b> (labs, experiments, consumables, project supplies, models)</li><li>★ <b>Video Production/Adobe \$15</b> (supplies)</li><li>★ <b>Supplies \$20</b> (zipper binder, planners, notebooks, and other classroom supplies)</li><li>★ <b>S.T.E.M. \$20</b> (supplies, e.g. robots, circuits, wiring, computer components)</li><li>★ <b>Student Activity/Field Trips \$10</b> (activity-related costs)</li><li>★ <b>P.E. Uniform \$35</b> (two t-shirts, one hoodie, and one pair of shorts)</li></ul>	<b>\$120</b>
<b>Grade 9 Required Fees</b>	<ul style="list-style-type: none"><li>★ <b>Supplies \$20</b> (zipper binder, planners, notebooks, and other classroom supplies)</li><li>★ <b>Fit for Life \$15</b> (supplies)</li><li>★ <b>Biology or Earth Science \$20</b> (labs, experiments, consumables, project supplies, models)</li><li>★ <b>Art Foundations \$15</b> (supplies, e.g. paint, brushes, paper, glue, markers, colored pencils, notebooks)</li><li>★ <b>S.T.E.M. \$20</b> (supplies, e.g. robots, circuits, wiring, computer components)</li><li>★ <b>Student Activity/Field Trips \$15</b> (activity-related costs)</li><li>★ <b>P.E. Uniform \$35</b> (two t-shirts, one pair of sweatpants and one pair of shorts)</li></ul>	<b>\$140</b>

<b>JUNIOR HIGH FEES FOR OPTIONAL COURSES, PROGRAMS, ACTIVITIES, &amp; SPORTS</b> (for participating students in grades identified below)		
<b>FEE DESCRIPTION</b>	<b>EXPENDITURES FUNDED BY FEE (SPEND PLAN)</b>	<b>TOTAL FEE</b>
<b>Volleyball (grades 6-9)</b>	★ Supplies, apparel, team activities	<b>\$65</b>
<b>Soccer (grades 6-9)</b>	★ Supplies, apparel, team activities	<b>\$65</b>
<b>Basketball (grades 6-9)</b>	★ Supplies, apparel, team activities	<b>\$65</b>
<b>Flag Football (grades 6-9)</b>	★ Supplies, apparel, team activities	<b>\$65</b>
<b>Cross Country (grades 6-9)</b>	★ Supplies, apparel, team activities	<b>\$30</b>
<b>Cheerleading (grades 7-9)</b>	★ Uniform and other apparel, supplies, team activities and camps	<b>\$800</b>
<b>Drama (grades 6-9)</b>	★ Costumes, props, supplies, license/use of play copyright	<b>\$75</b>
<b>Student Council (grades 6-9)</b>	★ Sweater jacket and other apparel, activities, supplies	<b>\$300</b>
<b>National Junior Honor Society (grades 7-9)</b>	★ Costs for activities and service projects	<b>\$15</b>
<b>Robotics (grades 6-8)</b>	★ League fees, apparel, supplies	<b>\$30</b>
<b>CyberPatriots (grades 7-9)</b>	★ League fees, apparel, supplies	<b>\$30</b>
<b>Esports Club (grades 7-9)</b>	★ Games, apparel, competition prizes, supplies	<b>\$30 (half year) \$65 (full year)</b>
<b>Astro Club (grades 6-9)</b>	★ Apparel, supplies	<b>\$30</b>
<b>Helping Africa Club (grades 6-9)</b>	★ Apparel, copy of book that students create, supplies	<b>\$30</b>
<b>Other Junior High After-School Clubs and Activities (grades 6-9)</b>	★ Supplies and activities	<b>Up to \$15 (Per Activity)</b>
<b>9<sup>th</sup> Grade Trip</b>	★ Transportation, lodging, food, activities, supplies	<b>\$1,600 - \$2,000</b>

<b>ELEMENTARY FEES FOR OPTIONAL AFTER-SCHOOL PROGRAMS, CLUBS, &amp; ACTIVITIES</b> (for participating students in grades identified below)		
<b>FEE DESCRIPTION</b>	<b>EXPENDITURES FUNDED BY FEE (SPEND PLAN)</b>	<b>TOTAL FEE</b>
<b>Choir (grades 2-5)</b>	★ Clothing for performances, supplies	<b>\$25</b>
<b>Drama (grades 3-5)</b>	★ Costumes, props, supplies, license/use of play copyright	<b>\$50</b>
<b>Elementary After-School Clubs and Activities (K-5)</b>	★ Supplies and activities	<b>Up to \$15 (Per Activity)</b>
	★	

<b>STUDENT WITHDRAWAL REFUND PAYMENT RATE FOR JUNIOR HIGH REQUIRED FEES</b>		
<b>STUDENT WITHDRAWAL DATE</b>	<b>REFUND PAYMENT RATE</b>	

Prior October 23 <sup>rd</sup>	75% Refund Payment
Prior to January 16 <sup>th</sup>	50% Refund Payment
Prior to March 18 <sup>th</sup>	25% Refund Payment
After March 18 <sup>th</sup>	No Refund Payment

## **Annual Maximum Fees**

Per R277-407-6, Utah schools must provide a per student annual maximum fee amount on their fee schedules. The annual maximum fee amounts below reflect, by grade, the total student fees a student would be required to pay during the school year if the student participated in all courses, programs, and activities provided, sponsored, or supported by the School for the student for the school year. Students in grades K-5 are only charged fees for optional programs and activities that occur outside of the regular school day.

Per Student (Grade 9) Annual Maximum Fee Amount For Year: **\$3,410**

Per Student (Grade 8) Annual Maximum Fee Amount For Year: **\$1,390**

Per Student (Grade 7) Annual Maximum Fee Amount For Year: **\$1,410**

Per Student (Grade 6) Annual Maximum Fee Amount For Year: **\$765**

Per Student (Grades 3, 4 & 5) Annual Maximum Fee Amount For Year: **\$120**

Per Student (Grade 2) Annual Maximum Fee Amount For Year: **\$70**

Per Student (Regular Kindergarten & Grade 1) Annual Maximum Fee Amount For Year: **\$45**

Per Student (Supplemental Kindergarten) Annual Maximum Fee Amount For Year: **\$2,745**

## **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 an administrator at the School and/or review the school fees materials provided on the School's website. If you file a fee waiver request with the School and the request is denied, you may appeal the School's decision.*

## Quest Academy Fee Waiver Policy



### PURPOSE

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

### POLICY

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

#### Definitions

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

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

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

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

“Extracurricular activity”

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

"Fee" means something of monetary value requested or required by the School as a condition to a student's participation in an activity, class, or program provided, sponsored, or supported by the School. This includes money or something of monetary value raised by a student or the student's family through fundraising.

"Instructional equipment"

- (a) means an activity-related, course-related, or program-related tool or instrument that:
  - (i) is required for a student to use as part of an activity, course, or program in a secondary school;
  - (ii) typically becomes the property of the student upon exiting the activity, course, or program, and
  - (iii) is subject to a fee waiver;
- (b) includes:
  - (i) shears or styling tools;
  - (ii) a band instrument;
  - (iii) a camera;
  - (iv) a stethoscope; or
  - (v) sports equipment, including a bat, mitt, or tennis 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. “School equipment” includes a saw or 3D printer.

“Something of monetary value”

- (a) means a charge, expense, deposit, rental, fine, or payment, regardless of how the payment is termed, described, requested or required directly or indirectly, in the form of money, goods or services; and
- (b) includes:
  - (i) charges or expenditures for a School field trip or activity trip, including related transportation, food, lodging, and admission charges;
  - (ii) payments made to a third party that provide a part of a School activity, class, or program;
  - (iii) classroom textbooks, supplies or materials;
  - (iv) charges or expenditures for school activity clothing; and
  - (v) a fine, except for a student fine specifically approved the School for:
    - (A) failing to return School property;
    - (B) losing, wasting, or damaging private or School property through intentional, careless, or irresponsible behavior; or
    - (C) improper use of School property, including a parking violation.
- (c) does not include a payment or charge for damages, which may reasonably be attributed to normal wear and tear.

“Textbook”

- (a) means instructional material necessary for participation in an activity, course, or program, regardless of the format of the material;
- (b) includes:
  - (i) a hardcopy book or printed pages of instructional material, including a consumable workbook;
  - (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-7-602, except for a textbook used for a concurrent enrollment or advanced placement course.

All fees are subject to the fee waiver 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 requirements 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.

## **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 Principal will annually provide written notice of the School's Fee Schedule and Fee Waiver Policy to the parent or guardian of each student in the School by ensuring that a written copy of the School's Fee Schedule and Fee Waiver Policy is included with all registration materials provided to potential or continuing students each year.

The School will also post the following on its website each school year:

- (a) The School's Fee Schedule, including maximum fee amounts, and Fee Waiver Policy;
- (b) The School's fee waiver application;
- (c) The School's fee waiver decision and appeals form; and
- (d) The School's fee notice(s) for families.

### **Donations**

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

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

The School may solicit and accept a donation or contribution in accordance with the School's policies, including the Donation and Fundraising Policy, but 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.

### **Budgeting and Spending Revenue Collected Through Fees**

The School will follow the general accounting standards described in Rule R277-113 for treatment of fee revenue.

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

### **School Fee Collections & Accounting Procedures**

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

Fees must be received and deposited in a timely manner.

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

Beginning in the 2020-21 school year, 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 cannot pay a fee.

All fees are subject to waiver.

Non-waivable charges are not subject to waiver.

## **Fee Waiver Administration**

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

The School will not treat a student receiving a fee waiver or provision in lieu of a fee waiver differently from other students. The process for obtaining waivers or pursuing alternatives will create no visible indicators that could lead to identification of fee waiver applicants.

The process for obtaining waivers or pursuing alternatives will comply with the privacy requirements of the Family Educational Rights and Privacy Act of 1974, 20 U.S.C. 1232g (FERPA). The School may not identify a student on fee waiver to students, staff members, or other persons who do not need to know. As a general rule, teachers and coaches do not need to know which students receive fee waivers. Students may not assist in the fee waiver approval process.

## **Fee Waiver Eligibility**

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

- (a) In accordance with Utah Code § 53G-7-504(4), family income falls within levels established annually by the State Superintendent and published on the Utah State Board of Education website;
- (b) The student to whom the fee applies receives Supplemental Security Income (SSI). If a student receives SSI, the School may require a benefit verification letter from the Social Security Administration;
- (c) The family receives TANF or SNAP funding. If a student's family receives TANF or SNAP, the School may require the student's family to provide the School an electronic copy or screenshot of the student's family's eligibility determination or eligibility status covering the period for which the fee waiver is sought from the Utah Department of Workforce Services; 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 Principal will inform patrons of the process for obtaining waivers and will provide a copy of the standard fee waiver application on the School's website and in registration materials each year.

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

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

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 Principal within ten (10) school days of receiving notice of denial. The School shall contact the parent within two (2) weeks after receiving the appeal and schedule a meeting with the Principal to discuss the parent's concerns. If, after meeting with the Principal, the waiver is still denied, the parent may appeal, in writing, within ten (10) school days of receiving notice of denial to the Board.

In order to protect privacy and confidentiality, the School will not retain information or documentation provided to verify eligibility for fee waivers.

### **Alternatives to Fees and Fee Waivers**

The School may allow a student to perform service or another approved task (as described in Utah Code § 53G-7-504(2)) in lieu of paying a fee or, in the case of an eligible student, in lieu receiving a fee waiver, but such alternatives may not be required. If the School allows an alternative to satisfy a fee requirement, the Principal will explore with the interested student and his or her parent/guardian the alternatives available for satisfying the fee requirement, and parents will be given the opportunity to review proposed alternatives to fees and fee waivers. However, if a student is eligible for a waiver, textbook fees must be waived, and no alternative in lieu of a fee waiver is permissible for such fees.

The School may allow a student to perform service in lieu of paying a fee or receiving a fee waiver if: (a) the School establishes a service policy or procedure that ensure that a service assignment is appropriate to the age, physical condition, and maturity of the student; (b) the School's service policy or procedure is consistent with state and federal laws, including Section 53G-7-504 regarding the waiver of fees and the federal Fair Labor Standards Act, 29 U.S.C. 201; (c) the service can be performed within a reasonable period of time; and (d) the service is at least equal to the minimum wage for each hour or service.

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

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

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

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

### **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.