

# Wasatch Peak Academy

## Board of Directors Meeting

**Date:** February 15, 2024

**Time:** 8:15AM

**Anchor Location:** 414 N Cutler Drive, North Salt Lake, UT 84054

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.

**Online Access:**

<https://us02web.zoom.us/j/82947919240?pwd=MTY4TS9NRHhQL3d1RU5xQnhiUzBLUT09>



Wasatch Peak Academy will provide a meaningful educational experience utilizing service-learning and Spanish emphasis instruction to inspire in students:

- ★ a genuine appreciation for community and country;
- ★ a willingness to embrace leadership opportunities;
- ★ a perpetual enthusiasm for learning; and
- ★ a standard of individual academic excellence.

## AGENDA

---

### CALL TO ORDER

### PUBLIC COMMENT (Comments limited to three minutes each)

- 2024-2025 Fee Schedule and Fee Waiver Policy

### CONSENT ITEMS

- January 24, 2024, Board Meeting Minutes

### VOTING AND DISCUSSION ITEMS

- 2024-2025 Fee Schedule and Fee Waiver Policy
- Bank Account Signers
- Award RFP

**CLOSED SESSION** – to discuss the character, professional competence, or physical or mental health of an individual pursuant to Utah Code 52-4-205(1)(a).

### CALENDARING

- Next Board Meeting March 20, 2024

### ADJOURN



## 2024-2025 Student Fee Schedule

The following student fees may be assessed to students of Wasatch Peak Academy as follows:

FEES FOR OPTIONAL AFTER-SCHOOL CLUBS, ACTIVITIES, AND SPORTS (for participating students in grades identified below)		
FEE DESCRIPTION	EXPENDITURES FUNDED BY FEE (SPEND PLAN)	TOTAL Quarterly FEE
<b>Cup Stacking Club (grades K-6)</b>	<ul style="list-style-type: none"> <li>Materials and supplies (cups, shirt, competition fees, etc.)</li> <li>Staff stipends</li> </ul>	<b>Up to \$50</b>
<b>Robotics Club (grades 2-6)</b>	<ul style="list-style-type: none"> <li>Materials and supplies (robots, iPad apps, etc.)</li> <li>Staff stipends</li> </ul>	<b>Up to \$50</b>
<b>Builders (grades K-6)</b>	<ul style="list-style-type: none"> <li>Materials and supplies (i.e. Legos)</li> <li>Staff stipends</li> </ul>	<b>Up to \$50</b>
<b>Other clubs as proposed by teachers &amp; parents (K-6)</b>	<ul style="list-style-type: none"> <li>Materials and supplies</li> <li>Staff stipends</li> </ul>	<b>Up to \$50</b>

**PER STUDENT (GRADES K-6) ANNUAL MAXIMUM FEE AMOUNT FOR SCHOOL YEAR: \$800.00**

This amount reflects the total student fees any student in grades K-6 would be required to pay if the student participated in all activities for the year.

**Notice to Parents:** Your student may be eligible to have on 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 on the School’s website (School Fees Posters and Notices, Fee Waiver Policy, Fee Waiver Applications, Fee Waiver Decision and Appeal Form, etc.). If the parents of the student your student files a fee waiver request with the school and the request is denied, you may appeal the school’s decision.

**Wasatch Peak Academy  
Policy: Fee Waiver Policy  
Approved: March 21, 2019  
Amended: August 16, 2023**



## **Purpose**

Wasatch Peak 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, pain, 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 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.

### **Fee Refunds**

Student fees are non-refundable.

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

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

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

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

It is the responsibility of the 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.



# Wasatch Peak Academy

## Board of Directors Meeting



**Date:** January 24, 2024

**Location:** 414 N Cutler Drive, North Salt Lake, UT 84054

**In Attendance:** Wendy Tibbitts, Jennifer Royall, Brad Wyatt, Emily Willey, Marlowe Wolferstan, Paul Franzen (via zoom)

**Excused:** Megan Triplett

**Others In Attendance:** Amy Pilkington, Alicia Ady, Kyle Rasmussen, Chantel Wixon, Landon Farnsworth

### MINUTES

---

#### CALL TO ORDER

At 8:19 am Marlowe Wolferstan called the meeting to order.

#### PUBLIC COMMENT

- 2024-2025 Fee Schedule and Fee Waiver Policy
- New Literacy Curriculum: Wonders, CKLA, Wit and Wisdom  
This was the first for the public to comment on the 2024-2025 fee schedule. There were no comments.

Wendy Tibbitts joined the meeting at 8:28am

#### PRESENTATIONS

- Eide Bailey Audit Presentation and Training  
Kyle Rasmussen provided the audit report and training. The audit has a clean audit opinion from Eide Bailey. He covered the three reports that Eide Bailey provides from the audit. This included Assets, Liabilities, Deferred outflows, and the school's net position. He discussed how revenues have increased and the expenses increased as well but not as much as the revenue. The school has earned some good interest on some of the investments they have set aside. The reports show comparatively where the school is compared to previous school years. He answered the questions the board had about the audit reports. He discussed the controls that were used in the audit. The school was tested on Budgetary Compliance, Fraud Risk Assessment, Internal Control Systems, and Public Education Programs. The school had no adjustments, no findings and are in good standing. There were no difficulties in performing the audit.

Kyle Rasmussen and Landon Farnsworth left the meeting at 8:39am

#### REPORTS

- Director's Report  
Amy Pilkington provided the director's report. Amy provided a building construction update. All of the design plans have been finished and approved. She discussed that there is currently an RFP out for a construction company for the project. She reported that Rocky Mountain Power had to approve the electrical switch and they were able to go with a less expensive quicker option than they initially thought. The building committee will meet and then report their recommendation to the board when they are ready to award the RFP. Amy also reported that they are finishing up their middle of the year



Acadience testing this week. She reported that the scores this year are looking better compared to last year's middle of the year testing. Amy discussed the trends of scores rising with specific groups of kids. They will start the winter interim in early February. She showed math data for the last 3 years. There was a huge jump in 2<sup>nd</sup> grade math scores. 1<sup>st</sup> grade is the grade that they need to target for math. She discussed how full day kindergarten will help 1<sup>st</sup> grade scores next year. They are excited to have the building addition done so they can offer full day kindergarten. Amy discussed trends she looks for in the data so that targeted services can be offered when needed. The school really thrived in their growth scores. She discussed a few ways that teachers run interventions with students that need a little extra help. The school is also writing an informal "gifted" IEP for students that are well above where they need to be so that they can continue to challenge these students as well. She discussed professional learning the teachers and staff are participating in. This includes coaching and gifted and talented trainings.

- Budget Report

Chantel Wixon provided the budget report. She discussed that local revenue is up, as is the state revenue. State revenue is up because enrollment is up. The federal revenue is behind because of the timing of grants. It reported that it will eventually catch up to where it needs to be. She discussed the expenses that are slightly higher than expected in the initial budget. Most of these expenses are high because they are one-time purchases that will not occur again during this school year. She discussed the balance sheet. Their investments are up 250% from last year. All the other categories are similar to what they were last school year. They transferred money into the PTIF to draw higher interest. This will continue to grow over the next couple of months. Brad Wyatt reported that they would like to authorize the use of a sweep account. He explained how a sweep account functions and how it would be beneficial to the school. He also discussed the option of a positive pay option.

### CONSENT ITEMS

- December 18, 2023, Board Meeting Minutes  
*Wendy Tibbitts made a motion to approve the December 18, 2023, Board Meeting Minutes. Jennifer Royall seconded. Motion passed unanimously. Votes were as follows: Marlowe Wolferstan, Aye; Paul Franzen, Aye; Wendy Tibbitts, Aye; Brad Wyatt, Aye; Jennifer Royall, Aye; Emily Willey, Aye.*

### VOTING AND DISCUSSION ITEMS

- PTIF Resolution  
Chantel Wixon discussed the need to approve a new PTIF resolution.  
*Brady Wyatt made a motion to approve the PTIF Resolution. Emily Willey seconded. Motion passed unanimously. Votes were as follows: Marlowe Wolferstan, Aye; Paul Franzen, Aye; Wendy Tibbitts, Aye; Brad Wyatt, Aye; Jennifer Royall, Aye; Emily Willey, Aye.*
- Construction Update  
Amy Pilkington provided an update on the school construction project in her director's report. There was no action needed at this time.
- 2024-2025 School Year Calendar  
Amy Pilkington discussed the proposed 2024-2025 School Year Calendar. She discussed how it closely aligns with Davis School District. It also closely follows the 2023-2024 School Year Calendar. She discussed the reasoning behind starting before Davis School District.

*Emily Willey made a motion to approve the 2024-2025 School Year Calendar. Brad Wyatt seconded. Motion passed unanimously. Votes were as follows: Marlowe Wolferstan, Aye; Paul Franzen, Aye; Wendy Tibbitts, Aye; Brad Wyatt, Aye; Jennifer Royall, Aye; Emily Willey, Aye.*

- School LAND Trust Plan

Amy Pilkington presented the School LAND Trust Plan to the Board. She discussed the goals associated with the plan. She discussed how the funding will be divided and the rationale behind each of the different expense areas. Amy discussed how the school LAND Trust plan could potentially change in the future. She also discussed where any unspent funds will be allocated. Amy discussed how they different areas will be tracked, and ways to measure the goals set.

*Marlowe Wolferstan made a motion to approve the School LAND Trust Plan as presented. Jennifer Royall seconded. Motion passed unanimously. Votes were as follows: Marlowe Wolferstan, Aye; Paul Franzen, Aye; Wendy Tibbitts, Aye; Brad Wyatt, Aye; Jennifer Royall, Aye; Emily Willey, Aye.*

- Policies to Rescind

- Reuse and Disposal of Textbooks Policy

- Policies to Amend

- Selection and Purchase of Instructional Materials policy

The board discussed the need to rescind the Reuse and Disposal of Textbooks Policy due to a change in law. They also discussed amending the Selection and Purchase of Instructional Materials Policy. They were provided a summary of the changes and received a redline version in their online documentation packet.

*Wendy Tibbitts made a motion to Rescind the Reuse and Disposal of Textbooks Policy, and to Amend the Selection and Purchase of Instructional Materials Policy as discussed. Jennifer Royall seconded. Motion passed unanimously. Votes were as follows: Marlowe Wolferstan, Aye; Paul Franzen, Aye; Wendy Tibbitts, Aye; Brad Wyatt, Aye; Jennifer Royall, Aye; Emily Willey, Aye.*

## CALENDARING

- Next Board Meeting March 20, 2024
- Meetings for Construction RFP

The board discussed having a set time every other week that might work for a meeting so that the construction process won't be held up waiting on the board for approval.

- Annual Board Meeting June – Reschedule

The board discussed possible dates to reschedule their annual board meeting. The current date conflicts with the UAPCS Conference.

## ADJOURN

*At 9:49am Jennifer Royall made a motion to Adjourn. Brad Wyatt seconded. Motion passed unanimously. Votes were as follows: Marlowe Wolferstan, Aye; Paul Franzen, Aye; Wendy Tibbitts, Aye; Brad Wyatt, Aye; Jennifer Royall, Aye; Emily Willey, Aye.*

**FINAL EVALUATION COMMITTEE SCORE SHEET**  
**RFP for General Contractor**

Name of Offeror: Stout

Names of Evaluation Committee Members: [Signature], [Signature], [Signature]

Date of Scoring: 2/8/24

**Points Recommended by Evaluation Committee for Non-Cost Criteria:**

1. Offeror's Experience and Qualifications (35 points possible) 35  
This criterion is based on the information provided in response to the specifications contained RFP Section V(B)(1).

2. Past Performance for WPA and/or References (10 points possible) 10  
This criterion is based on the information provided in response to the specifications contained in RFP Section V(B)(2).

3. Management Plan (25 points possible) 22.67  
This criterion is based on the information provided in response to the specifications contained in RFP Section V(B)(3).

**Total Evaluation Points for Non-Cost Criteria (70 points possible) 67.67**

3. Cost (30 points possible) 14.2  
This criterion is based on the pricing proposal provided in response to the specifications in RFP Section V(C)(1).

**Total Evaluation Points for Non-Cost and Cost Criteria (100 points possible) 81.87**

**FINAL EVALUATION COMMITTEE SCORE SHEET**  
**RFP for General Contractor**

Name of Offeror: R 10

Names of Evaluation Committee Members: [Signature], [Signature], [Signature]

Date of Scoring: 2/29/24

**Points Recommended by Evaluation Committee for Non-Cost Criteria:**

1. Offeror's Experience and Qualifications (35 points possible) 23.33  
This criterion is based on the information provided in response to the specifications contained RFP Section V(B)(1).

2. Past Performance for WPA and/or References (10 points possible) 8.67  
This criterion is based on the information provided in response to the specifications contained in RFP Section V(B)(2).

3. Management Plan (25 points possible) 10  
This criterion is based on the information provided in response to the specifications contained in RFP Section V(B)(3).

**Total Evaluation Points for Non-Cost Criteria (70 points possible) 42**

3. Cost (30 points possible) 25  
This criterion is based on the pricing proposal provided in response to the specifications in RFP Section V(C)(1).

**Total Evaluation Points for Non-Cost and Cost Criteria (100 points possible) 66.93**

**FINAL EVALUATION COMMITTEE SCORE SHEET**  
**RFP for General Contractor**

Name of Offeror: One west

Names of Evaluation Committee Members: [Signature], [Signature], [Signature]

Date of Scoring: 2/8/24

**Points Recommended by Evaluation Committee for Non-Cost Criteria:**

- 1. Offeror's Experience and Qualifications (35 points possible) 35  
This criterion is based on the information provided in response to the specifications contained RFP Section V(B)(1).
- 2. Past Performance for WPA and/or References (10 points possible) 10  
This criterion is based on the information provided in response to the specifications contained in RFP Section V(B)(2).
- 3. Management Plan (25 points possible) 13.33  
This criterion is based on the information provided in response to the specifications contained in RFP Section V(B)(3).

**Total Evaluation Points for Non-Cost Criteria (70 points possible)** 58.33

- 3. Cost (30 points possible) 6.7  
This criterion is based on the pricing proposal provided in response to the specifications in RFP Section V(C)(1).

**Total Evaluation Points for Non-Cost and Cost Criteria (100 points possible)** 65.03

**FINAL EVALUATION COMMITTEE SCORE SHEET**  
**RFP for General Contractor**

Name of Offeror: KDK

Names of Evaluation Committee Members: [Signature], [Signature], [Signature]

Date of Scoring: 2/8/24

**Points Recommended by Evaluation Committee for Non-Cost Criteria:**

1. Offeror's Experience and Qualifications (35 points possible) 20  
This criterion is based on the information provided in response to the specifications contained RFP Section V(B)(1).

2. Past Performance for WPA and/or References (10 points possible) 0  
This criterion is based on the information provided in response to the specifications contained in RFP Section V(B)(2).

3. Management Plan (25 points possible) 13.3  
This criterion is based on the information provided in response to the specifications contained in RFP Section V(B)(3).

**Total Evaluation Points for Non-Cost Criteria (70 points possible) 33.3**

3. Cost (30 points possible) 30  
This criterion is based on the pricing proposal provided in response to the specifications in RFP Section V(C)(1).

**Total Evaluation Points for Non-Cost and Cost Criteria (100 points possible) 63.3**

**FINAL EVALUATION COMMITTEE SCORE SHEET**  
**RFP for General Contractor**

Name of Offeror: Judd

Names of Evaluation Committee Members: [Signature], [Signature], [Signature]

Date of Scoring: 2/2/24

**Points Recommended by Evaluation Committee for Non-Cost Criteria:**

- 1. Offeror's Experience and Qualifications (35 points possible) 31.67  
This criterion is based on the information provided in response to the specifications contained RFP Section V(B)(1).
- 2. Past Performance for WPA and/or References (10 points possible) 10  
This criterion is based on the information provided in response to the specifications contained in RFP Section V(B)(2).
- 3. Management Plan (25 points possible) 20  
This criterion is based on the information provided in response to the specifications contained in RFP Section V(B)(3).

**Total Evaluation Points for Non-Cost Criteria (70 points possible)** 61.67

- 3. Cost (30 points possible) 71  
This criterion is based on the pricing proposal provided in response to the specifications in RFP Section V(C)(1).

**Total Evaluation Points for Non-Cost and Cost Criteria (100 points possible)** 62.38

**FINAL EVALUATION COMMITTEE SCORE SHEET**  
**RFP for General Contractor**

Name of Offeror: May Flower

Names of Evaluation Committee Members: [Signature], [Signature], [Signature]

Date of Scoring: 2/8/24

**Points Recommended by Evaluation Committee for Non-Cost Criteria:**

1. Offeror's Experience and Qualifications (35 points possible) 16.67  
This criterion is based on the information provided in response to the specifications contained RFP Section V(B)(1).
2. Past Performance for WPA and/or References (10 points possible) 6.33  
This criterion is based on the information provided in response to the specifications contained in RFP Section V(B)(2).
3. Management Plan (25 points possible) 8.33  
This criterion is based on the information provided in response to the specifications contained in RFP Section V(B)(3).

**Total Evaluation Points for Non-Cost Criteria (70 points possible)** 31.33

3. Cost (30 points possible) 17  
This criterion is based on the pricing proposal provided in response to the specifications in RFP Section V(C)(1).

**Total Evaluation Points for Non-Cost and Cost Criteria (100 points possible)** 48.29



**FINAL EVALUATION COMMITTEE SCORE SHEET**  
**RFP for General Contractor**

Name of Offeror: Gladden

Names of Evaluation Committee Members: [Signature], [Signature], [Signature]

Date of Scoring: 2/8/24

**Points Recommended by Evaluation Committee for Non-Cost Criteria:**

- 1. Offeror's Experience and Qualifications (35 points possible) 6.67  
This criterion is based on the information provided in response to the specifications contained RFP Section V(B)(1).
- 2. Past Performance for WPA and/or References (10 points possible) 1.67  
This criterion is based on the information provided in response to the specifications contained in RFP Section V(B)(2).
- 3. Management Plan (25 points possible) 5.  
This criterion is based on the information provided in response to the specifications contained in RFP Section V(B)(3).

**Total Evaluation Points for Non-Cost Criteria (70 points possible)** 13.34

- 3. Cost (30 points possible) 18.5  
This criterion is based on the pricing proposal provided in response to the specifications in RFP Section V(C)(1).

**Total Evaluation Points for Non-Cost and Cost Criteria (100 points possible)** 31.28

**FINAL EVALUATION COMMITTEE SCORE SHEET**  
**RFP for General Contractor**

Name of Offeror: Maddox

Names of Evaluation Committee Members: [Signature], [Signature], [Signature]

Date of Scoring: 2/8/24

**Points Recommended by Evaluation Committee for Non-Cost Criteria:**

- 1. Offeror's Experience and Qualifications (35 points possible) 16.67  
This criterion is based on the information provided in response to the specifications contained RFP Section V(B)(1).
- 2. Past Performance for WPA and/or References (10 points possible) 3.33  
This criterion is based on the information provided in response to the specifications contained in RFP Section V(B)(2).
- 3. Management Plan (25 points possible) 8.33  
This criterion is based on the information provided in response to the specifications contained in RFP Section V(B)(3).

**Total Evaluation Points for Non-Cost Criteria (70 points possible) 28.33**

- 3. Cost (30 points possible) 0  
This criterion is based on the pricing proposal provided in response to the specifications in RFP Section V(C)(1).

**Total Evaluation Points for Non-Cost and Cost Criteria (100 points possible) 28.33**