

# Wasatch Peak Academy

## Board of Directors Meeting



**Date:** March 20, 2024

**Time:** 8:15AM

**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), Megan Triplett

**Others In Attendance:** Amy Pilkington, Alicia Ady, Chantel Wixon, Cathie Hurst, Rachel Ebling

### MINUTES

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#### CALL TO ORDER

At 8:16AM Marlowe Wolferstan called the meeting to order.

#### PUBLIC COMMENT

There was no public comment.

#### CONSENT ITEMS

- February 15, 2024, Board Meeting and Closed Session Minutes  
*Wendy Tibbitts made a motion to approve the February 15, 2024, Board Meeting and Closed Session Minutes. Jennifer Royall seconded. Motion passed unanimously. Votes were as follows: Marlowe Wolferstan, Aye; Paul Franzen, Aye; Wendy Tibbitts, Aye; Jennifer Royall, Aye; Emily Willey, Aye; Aye; Brad Wyatt, Aye.*

#### VOTING AND DISCUSSION ITEMS

- Armitex Window Film Quote  
Amy Pilkington discussed with the board the need to approve the Armitex Window Film Quote. This provides protection on the windows that make them bullet resistant. This will be paid for by the school safety grant.

Megan Triplett joined the meeting at 8:30am.

- Quote for Security Cameras  
Amy Pilkington discussed the Quote for Security Cameras. She described in detail the services and benefits. This invoice will be paid for by the School Safety Grant. The Quote for Security Cameras is not up to date so that item will be tabled.  
*Brad Wyatt made a motion to approve the Armitex Window Film Quote as presented. Emily Willey seconded. Motion passed unanimously. Votes were as follows: Marlowe Wolferstan, Aye; Paul Franzen, Aye; Wendy Tibbitts, Aye; Jennifer Royall, Aye; Emily Willey, Aye; Megan Triplett, Aye; Brad Wyatt, Aye.*
- ETS Invoices  
Amy Pilkington discussed the four ETS invoices included in the packet. These invoices included a quote to upgrade the Windows Server, a quote for new Chromebooks, a quote for Teacher Laptops, and a quote for Replacement phones and hotspots. The Replacement phone and hotspot quotes looked inaccurate so they will be tabled.

*Jennifer Royall made a motion to approve the ETS Invoice for Chromebooks, and the ETS Invoice for Teacher computers as presented. Wendy Tibbitts seconded. Motion passed unanimously. Votes were as follows: Marlowe Wolferstan, Aye; Paul Franzen, Aye; Wendy Tibbitts, Aye; Jennifer Royall, Aye; Emily Willey, Aye; Megan Triplett, Aye; Brad Wyatt, Aye.*

○ Bank Account Signers

Chantel Wixon discussed with the board the reasoning behind adding Jed Stevenson and Sheldon Kilpack as bank signers on the accounts for the school. The board expressed their concerns. Paul Franzen discussed that they have not needed Jed and Sheldon on in the past and would like to leave things as is. Cathie Hurst described the process and how it can be helpful to have additional bank signers. Amy Pilkington brought up past fraud that concerns her with adding additional people. The board decided not to add Jed Stevenson and Sheldon Kilpack as bank signers.

*Brad Wyatt made a motion to approve Board Chair on the Operating Account and Principal and Board Chair on the Petty Account as Banks Signers. Paul Franzen seconded. Motion passed unanimously. Votes were as follows: Marlowe Wolferstan, Aye; Paul Franzen, Aye; Wendy Tibbitts, Aye; Jennifer Royall, Aye; Emily Willey, Aye; Megan Triplett, Aye; Brad Wyatt, Aye.*

○ Award Landscaping and Snow Removal RFP

Amy Pilkington discussed the Landscaping and Snow Removal RFP bids that were received. She discussed which bid they feel will be best for the school given past history with companies and cost.

○ Award Financial Advisor RFP

Amy Pilkington discussed the Financial Advisor IFB. The agenda states it's an RFP in error. The school posted an IFB for the Financial Advisor. The school only received one bid. Amy Pilkington recommends that the school award the IFB to the only bidder: David Robertson from LRB Public Finance Advisors.

*Wendy Tibbitts made a motion to award the Landscaping and Snow Removal RFP to Lawn Butler, and the Financial Advisor IFB to David Robertson from LRB Public Finance Advisors. Jennifer Royall seconded. Motion passed unanimously. Votes were as follows: Marlowe Wolferstan, Aye; Paul Franzen, Aye; Wendy Tibbitts, Aye; Jennifer Royall, Aye; Emily Willey, Aye; Megan Triplett, Aye; Brad Wyatt, Aye.*

○ Reimbursement Resolution

Chantel Wixon discussed the need to approve a new Reimbursement Resolution. She discussed that the school will cover the costs for the construction project until the financing is secured. Once the financing is secured, the school will be reimbursed for the cost of the construction.

*Paul Franzen made a motion to approve the Reimbursement Resolution. Brad Wyatt seconded. Motion passed unanimously. Votes were as follows: Marlowe Wolferstan, Aye; Paul Franzen, Aye; Wendy Tibbitts, Aye; Jennifer Royall, Aye; Emily Willey, Aye; Megan Triplett, Aye; Brad Wyatt, Aye.*

○ Policies to Rescind:

○ Learner Validated Program Policy

○ Religion and Education Policy

The Board discussed the needs to rescind the Learner Validated Program Policy. This Policy was put in place when during covid and is no longer relevant. They also discussed that the Religion and Education Policy is no longer required so it will be

rescinded and turned into an Administrative Procedure.

Marlowe Wolferstan made a motion to rescind the Learner Validated Program Policy and the Religion and Education Policy. Emily Willey seconded. Motion passed unanimously. Votes were as follows: Marlowe Wolferstan, Aye; Paul Franzen, Aye; Wendy Tibbitts, Aye; Jennifer Royall, Aye; Emily Willey, Aye; Megan Triplett, Aye; Brad Wyatt, Aye.

## **CLOSED SESSION**

At 8:56 am, Emily Willey made a motion to move into closed session, located at 414 N Cutler Dr, North Salt Lake, UT; to discuss the character, professional competence, or physical or mental health of an individual pursuant to Utah Code 52-4-205(1)(a). Wendy Tibbitts seconded the motion. Votes were as follows: Megan Triplett, Aye; Wendy Tibbitts, Aye; Marlowe Wolferstan, Aye; Jennifer Royall, Aye; Emily Willey, Aye; Paul Franzen, Aye; Brad Wyatt, Aye. Motion passed unanimously.

At 9:12AM Brad Wyatt made a motion to move out of closed session. Jennifer Royall seconded the motion. Motion passed unanimously. Votes were as follows: Megan Triplett, Aye; Wendy Tibbitts, Aye; Marlowe Wolferstan, Aye; Jennifer Royall, Aye; Emily Willey, Aye; Paul Franzen, Aye; Brad Wyatt, Aye.

## **CALENDARING**

- Next Board Meeting May 15, 2024, at Academica West.

## **ADJOURN**

At 9:23AM Brad Wyatt made a motion to adjourn. Marlowe Wolferstan seconded. Motion passed unanimously. Votes were as follows: Megan Triplett, Aye; Wendy Tibbitts, Aye; Marlowe Wolferstan, Aye; Paul Franzen, Aye; Jennifer Royall, Aye; Emily Willey, Aye; Brad Wyatt, Aye.

**Wasatch Peak Academy  
Board of Directors Closed Session**

**Meeting Date:** March 20, 2024  
**Location:** 414 N Cutler Dr, North Salt Lake, UT 84054



**CLOSED SESSION SWORN STATEMENT:**

At a duly noticed public meeting held on the date listed above, the board of directors for Wasatch Peak Academy entered into a closed session for the sole purpose of discussing the character, professional competence, or physical or mental health of an individual in accordance with Utah Code Ann. 52-4-2(1)(a).

I declare under criminal penalty under the law of Utah that the foregoing is true and correct.

Signed on the 20<sup>th</sup> day of March, 2024, at 414 N Cutler Dr, North Salt Lake, Utah.

  
Marlowe Wolfertan, Board Chair