

Board Meeting Documents
March 26, 2024

Alpine School District Student Travel Requests
March 26, 2024

CLUSTER	SCHOOL	GROUP	DESTINATION	DATES	NOTES
LONE PEAK	Lone Peak High School	Football	Los Angeles, CA	Sept. 13-15, 2024	
SKYRIDGE	Skyridge High School	Football	Las Vegas, NV	Aug. 22-23, 2024	

Application For Student Travel : Entry # 376938

Submitter

Bart Brockbank

All trips must be approved 90 days before travel. Exceptions will be approved only when an invitation to a national event or national competition occurs outside of the 90-day deadline. If an exception is requested, a letter from the principal is required.

Is this application for In-State travel or Out-of-State travel?

Out-of-State Travel

School

737 - Lone Peak High School

Group Requesting Trip

Football

Name of School Administrator/Secretary over Student Travel

Megan Menlove

Destination

California

Objective of the Trip

Play a football game.

Departure Date

09/13/2024

Return Date

09/15/2024

Number of School Days to be Missed

1

Number of Students in Group

Female	Male	Total
0	75	75

Number of Adult Supervisors

Female	Male	Total
1	15	16

Application For Student Travel : Entry # 376938

Has this group been on a trip this school year?

No

Does this trip conflict with moratorium dates?

No

Did you send & receive parent consent for each participant?

Yes

Estimated Cost Per Student

\$800.00

Less Amount Per Student

\$0.00

Estimated Maximum Cost Per Student

\$800.00

Proposed Itinerary

Date	Destination	Activities	Lodging
09/13/2024	California	Travel and team event	Hotel
09/14/2024	California	Walkthrough and football game	Hotel
09/15/2024	Utah	Fly home	None

Mode of Transportation

Bus/Air

State Risk-Approved Vendor

Yes

Has your School Community Council approved the itinerary for this trip?

Yes

Notes/Comments

Student has the ability to fund raise full cost of trip. It is up to student.

Parent Meeting To Discuss Trip Plans

Only ONE vote per student is allowed.

Application For Student Travel : Entry # 376938

If two parents are in attendance you may only count one of their votes. Total number of votes cannot be greater than the number of students that will be participating in the trip.

Total Approving Parents

72

Total Opposing Parents

14

Total Students in Group

86

Approval %

83.7

Consent

I agree

*Utah Code requires that all chaperones/supervisors have or will have a current criminal background check prior to the trip. No chaperones/supervisors will be allowed to participate unless a background check has been completed. The ratio is gender specific not total students (i.e., if you group includes 20 students -- 12 female and 8 male, you would need 2 female chaperones and 1 male chaperone). Policy 5150, 1.5



Megan Menlove
Travel Rep Approval: Approved.

March 20, 2024 at 7:55 pm



Bart Brockbank
Workflow Submitted

March 20, 2024 at 2:10 pm

Application For Student Travel : Entry # 376626**Submitter**

Justin Hemm

All trips must be approved 90 days before travel. Exceptions will be approved only when an invitation to a national event or national competition occurs outside of the 90-day deadline. If an exception is requested, a letter from the principal is required.

Is this application for In-State travel or Out-of-State travel?

Out-of-State Travel

School

785 - Skyridge High School

Group Requesting Trip

Football

Name of School Administrator/Secretary over Student Travel

Joseph Atwood

Destination

Las Vegas, NV

Objective of the Trip

Football game against Liberty HS (Henderson, NV)

Departure Date

08/22/2024

Return Date

08/23/2024

Number of School Days to be Missed

2

Number of Students in Group

Female	Male	Total
0	85	85

Number of Adult Supervisors

Female	Male	Total
0	10	10

Application For Student Travel : Entry # 376626**Has this group been on a trip this school year?**

No

Does this trip conflict with moratorium dates?

No

Did you send & receive parent consent for each participant?

Yes

Estimated Cost Per Student

\$250.00

Less Amount Per Student

\$0.00

Estimated Maximum Cost Per Student

\$250.00

Proposed Itinerary

Date	Destination	Activities	Lodging
08/22/2024	Henderson, NV	Football	Hotel
08/23/2024	Henderson, Nc	Football	travel home

Mode of Transportation

Bus

State Risk-Approved Vendor

Infinity Tours

Has your School Community Council approved the itinerary for this trip?

Yes

Parent Meeting To Discuss Trip Plans**Only ONE vote per student is allowed.**

If two parents are in attendance you may only count one of their votes. Total number of votes cannot be greater than the number of students that will be participating in the trip.

Total Approving Parents

84

Application For Student Travel : Entry # 376626

Total Opposing Parents

1

Total Students in Group

85

Approval %

98.8

Consent

I agree

*Utah Code requires that all chaperones/supervisors have or will have a current criminal background check prior to the trip. No chaperones/supervisors will be allowed to participate unless a background check has been completed. The ratio is gender specific not total students (i.e., if you group includes 20 students -- 12 female and 8 male, you would need 2 female chaperones and 1 male chaperone). Policy 5150, 1.5



Joseph Atwood

March 20, 2024 at 9:03 am

Travel Rep Approval: Approved.



Justin Hemm

March 20, 2024 at 7:53 am

Workflow Submitted

Alpine School District

Elementary Fee Schedule

School Year 2024-25

Fees Not to Exceed Printed Maximums - Actual Amount Charged May Be Less

<u>Fee Name</u>	<u>Maximum</u>
Before and After School Program (per program)	\$200
Clear Creek Summer Camp	\$180
Ed Services Testing (per test)	\$30
Musical Instrument Rental (per instrument)	\$50

Non-Waivable Charges

Fines - *Refer to Note 2*

Notes:

- 1) Annual maximum aggregate fee per student: \$550 (applies to four (4) or less activities). Maximum fee per activity per student: \$200.
- 2) In addition to the fees listed on this fee schedule, the Board authorizes fines for: failing to return school property; losing, wasting or damaging private or public property through intentional, careless, or irresponsible behavior; substance abuse; or improper use of school property, including parking violations.
- 3) The District's fee schedules, spend plans, fee waiver forms, and board policies on school fees & fundraising are available at alpineschools.org/school-fees/

Alpine School District
Junior High/Middle School Fee Schedule
 School Year 2024-25

Fees Not to Exceed Printed Maximums - Actual Amount Charged May Be Less

	7th & 8th Grades	9th Grade		7th & 8th Grades	9th Grade
<u>Fees For All Students</u>			<u>Extracurricular Fees**</u>		
Activity Fee	\$15	\$15	Participation (per program)	\$100	\$100
Library Fee	\$2	\$2	Uniforms, Apparel, Supplies & Equipment (per program)	\$100	\$100
Locker Fee	\$2	\$2			
<u>Curricular Fees (per course per semester) **</u>			<u>Extracurricular Feeders (may not exceed \$400 per program)</u>		
Art	\$25	\$25	Participation (per program)	\$100	\$100
General P.E.	\$5	\$5	Uniforms, Apparel, Supplies & Equipment (per program)	\$300	\$300
P.E. Skills	N/A	\$20			
Science	\$10	\$10	<u>Camp, Competition, Trip Fees**</u>		
<u>CTE Curricular Fees (per course per semester)</u>			Camps (per camp)	\$400	\$400
Intro to Agriculture	\$5	N/A	Field Trips, Competitions, & Tournaments (per event)	\$200	\$200
Exploring Technology	\$10	N/A	In-State Overnight Trips (per trip)	\$400	\$400
Family & Consumer Science A	\$10	N/A	<u>Miscellaneous Fees</u>		
Family & Consumer Science B	\$10	N/A	Dances & Other Events (per ticket or event)	\$15	\$15
Floriculture	N/A	\$20	Ed Services Testing (per test)	\$30	\$30
Foods & Nutrition 1	N/A	\$15	Graphing Calculator Rental	\$30	\$30
Manufacturing	N/A	\$10	Miscellaneous Rentals (per rental)	\$70	\$70
Sewing Construction & Textiles 1, 2 & 3	N/A	\$10	Musical Instrument Rental (per instrument)	\$150	\$150
Sports & Outdoor Design 1 & 2	N/A	\$10	P.E. Uniforms	\$25	\$25
<u>Co-Curricular Fees**</u>			Schedule Change	\$5	\$5
Performing Arts Participation (per program)	\$100	\$100	Summer School (flat fee)	N/A	\$25
Uniforms, Apparel, Supplies & Equipment (per program)	\$200	\$200	<u>East Shore Online Fees</u>		
<u>Curricular Club Fees**</u>			Registration (365 days)	N/A	\$100
Club Dues (per club)	\$40	\$40	Proctoring per Unit (1/8 credit, 30 days)	N/A	\$5
Uniforms, Apparel, Supplies & Equipment (per club)	\$100	\$100	<u>Non-Waivable Charges</u>		
CTSO National Trips (per trip) (see Note 4)	N/A	N/A	Fines (see Note 2)		

***Camps, Competition, Trip Fees may be in addition to program fees listed above.*

Notes:

- 1) Annual maximum aggregate fee per student: \$3,000. Maximum fee per activity per student: \$1,500.
- 2) In addition to the fees listed on this fee schedule, the Board authorizes fines for: failing to return school property; losing, wasting or damaging private or public property through intentional, careless, or irresponsible behavior; substance abuse; or improper use of school property, including parking violations.
- 3) If a junior high or middle school student participates in an activity at a high school, the high school fee schedule and maximums would apply.
- 4) CTSO National Trip fees only apply when a 9th grade student qualifies for Nationals and is unable to attend Nationals with an affiliated high school CTSO.
- 5) The District's fee schedules, spend plans, fee waiver forms, and board policies on school fees & fundraising are available at alpineschools.org/school-fees/

Alpine School District

High School Fee Schedule

School Year 2024-2025

Fees Not to Exceed Printed Maximums - Actual Amount Charged May Be Less

<u>Fees For All Students</u>		<u>Extracurricular Fees**</u>	
Activity Fee	\$30	Participation (per program)	\$200
Library Fee	\$2	Uniforms, Apparel, Supplies & Equipment (per program)	\$1,900
Locker Fee	\$2		
<u>Curricular Fees (per course per semester) **</u>		<u>Extracurricular Feeders (may not exceed \$600 per program)</u>	
Art	\$35	Participation (per program)	\$200
Art Ceramics	\$40	Uniforms, Apparel, Supplies & Equipment (per program)	\$400
Art Stained Glass	\$50		
General P.E.	\$10	<u>Camp, Competition, Trip Fees**</u>	
Lifetime Activity P.E.	\$45	Camps (per camp)	\$500
Science (non-CTE courses)	\$10	Field Trips, Competitions, & Tournaments (per event)	\$200
		Overnight Trips (per trip) (see Note 3)	\$3,000
<u>CTE Curricular Fees (per course per semester)</u>		<u>Miscellaneous Fees</u>	
Agriculture Systems 1 & 2	\$15	ACT Prep (per subject) / PSAT Test	\$50
Agriculture Mechanics Advanced	\$15	Attendance School	\$5
Baking & Pastry	\$10	Dances & Other Events (per ticket or event)	\$100
Culinary Arts 1, 2 & 3	\$20	Ed Services Testing (per test)	\$30
Floriculture	\$20	Graduation Cap & Gown Package	\$75
Food & Nutrition 1 & 2	\$15	Graphing Calculator Rental	\$30
Prostart 1 & 2	\$20	Miscellaneous Rentals (per rental)	\$70
Sewing Construction & Textiles 1, 2 & 3	\$10	Musical Instrument Rental (per instrument)	\$150
Sports & Outdoor Design 1 & 2	\$10	Parking Sticker	\$20
Welding 1, 2 & 3	\$15	PE Uniforms	\$25
Woods 1, 2 & 3	\$25	Schedule Change	\$5
		Summer School (flat fee)	\$25
<u>Co-Curricular Fees**</u>		<u>East Shore Online Fees</u>	
Drama (per course)	\$60	Registration (365 days)	\$100
Drama Tech (per course)	\$10	Proctoring per Unit (1/8 credit, 30 days)	\$5
Performing Arts Participation (per program)	\$100	Out-of-District Proctoring - Additional	\$100
Uniforms, Apparel, Supplies & Equipment (per program)	\$500		
<u>Curricular Club Fees**</u>		<u>Non-Waivable Charges</u>	
Club Dues (per club)	\$50	Parking Boot	up to \$75
Uniforms, Apparel, Supplies & Equipment (per program)	\$500	Parking Citation	up to \$25
eSports Team Dues	\$150	Fines (see Note 2)	
<u>Driver's Education Fees</u>		<u>Polaris High School Fees</u>	
Driver's Ed	\$200	Flat Fee	\$150
Driver's Ed - Driving Test Retake Fee	\$27		
Driver's Ed - Classroom Retake Fee	\$45		

***Camps, Competition, Trip Fees may be in addition to program fees listed above.*

Notes:

- 1) Annual maximum aggregate fee per student: \$7,500. Maximum fee per activity per student: \$5,000.
- 2) In addition to the fees listed on this fee schedule, the Board authorizes fines for: failing to return school property; losing, wasting or damaging private or public property through intentional, careless, or irresponsible behavior; substance abuse; or improper use of school property, including parking violations.
- 3) Per the District's Procedures for Advisors and Coaches of Extracurricular (PACE), overnight trips shall not exceed \$2,200 per student per trip unless approved by the principal and secondary supervisor. The \$3,000 maximum for overnight trips/competitions applies to international travel.
- 4) The District's fee schedules, spend plans, fee waiver forms, and board policies on school fees & fundraising are available at alpineschools.org/school-fees/

[Link to the 2024-25 School Spend Plans](https://alpinedistrictspendplans.notion.site/DRAFT-2024-2025-Alpine-School-District-78cb05586271481ba9981f3b727d5f4f)

<https://alpinedistrictspendplans.notion.site/DRAFT-2024-2025-Alpine-School-District-78cb05586271481ba9981f3b727d5f4f>

Policy on Employment of Relatives

Statement of Policy

The intent of this policy is to prevent discrimination, favoritism and other work setting problems caused by hiring, supervising and working with relatives. It is also the intent of the Board of Education to hire the best qualified candidate(s) available for each open position. With this understanding, exceptions to the following provisions will be allowed upon the documented recommendation of the Human Resources and approval of Superintendent or designee.

Definitions

1. For the purpose of this policy, the definition of relative in 1.2.1 and 1.2.2 shall be understood to include one's father, mother, husband, wife, son, daughter, sister, brother, uncle, aunt, nephew, niece, first cousin, mother in-law, father-in-law, brother-in-law, sister-in-law, son-in-law, or daughter-in-law.
2. The definition of relative in 1.2.3 shall be understood to include one's father, mother, husband, wife, son, daughter, sister, brother, mother-in-law, father-in-law, brother-in-law, sister-in-law, son-in-law, or daughter-in-law.

1. POLICY ON EMPLOYMENT OF RELATIVES

~~1.1.—The intent of this policy is to prevent discrimination, favoritism and other work setting problems caused by hiring, supervising and working with relatives. It is also the intent of the Board of Education to hire the best qualified candidate(s) available for each open position. With this understanding, exceptions to the following provisions will be allowed upon the documented recommendation of the Superintendent and the approval of the Board of Education.~~

- 1.1. It is against District policy for any ~~person hiring personnel or board member~~ in the Alpine School District holding: ~~any position the compensation for which is paid out of public funds, or any elected official~~

- 1.1.1. to hire, appoint, vote, or recommend for appointment his or her relative(s) in or to any position or employment, when the salary, wages, pay or compensation of such appointee is to be paid out of any public funds ~~and;—This provision does not refer to applicants whose qualifications have been certified by the state [see Section 52-3-1 et Seq. Utah Code Annotated (1988)].~~
- 1.1.2. to directly supervise the compensated work of his or her relative(s): ~~The Superintendent is given authority and latitude to bring all employees into compliance with this provision by the earliest reasonable date.~~
- 1.1.3. to be employed in the same supervisory unit with his or her relative(s). Present employees shall be exempted from this provision unless working with their relative(s) results in identifiable problems within their work unit. In such cases, the Superintendent may take any corrective action necessary, as long as such action does not decrease the present pay level of the employee(s) in question.
- 1.1.4. Exceptions, as stated in [Utah Code § 52-3-1\(2\)\(a\)\(2\)\(b\)](#):
 - 1.1.4.1. A public officer may not employ, appoint, or vote for or recommend the appointment of an appointee when the appointee will be directly supervised by a relative or household member, unless:
 - 1.1.4.1.1. The appointee will be employed for a period of 12 weeks or less;
 - 1.1.4.1.2. The appointee is a volunteer as defined by the employing entity; or
 - 1.1.4.1.3. The superintendent determines that the appointee is the only or best person available, qualified, or eligible for the position.
 - 1.1.4.2. A public officer may not directly supervise an appointee who is a relative or household member of the public officer, unless:
 - 1.1.4.2.1. The appointee was appointed or employed before the public officer assumed the public officer’s supervisory position, if the appointee’s appointment did not violate the provisions of this chapter in effect at the time of the appointee’s appointment;
 - 1.1.4.2.2. The appointee will be employed for a period of 12 weeks or less;
 - 1.1.4.2.3. The appointee is a volunteer as defined by the employing entity;
 - 1.1.4.2.4. The appointee is the only person available, qualified, or eligible for the position; or
 - 1.1.4.2.5. The chief administrative officer determines that the public officer is the only individual available or best qualified to perform supervisory functions for the appointee.

- 1.2. ~~For the purpose of this policy, the definition of relative in 1.2.1 and 1.2.2 shall be understood to include one's father, mother, husband, wife, son, daughter, sister, brother, uncle, aunt, nephew, niece, first cousin, mother-in-law, father-in-law, brother-in-law, sister-in-law, son-in-law, or daughter-in-law.~~
- 1.3. ~~The definition of relative in 1.2.3 shall be understood to include one's father, mother, husband, wife, son, daughter, sister, brother, mother-in-law, father-in-law, brother-in-law, sister-in-law, son-in-law, or daughter-in-law.~~
- 1.4. ~~This policy shall become effective immediately upon approval by the Board of Education.~~

Board Approvals

- Board Adopted: June 14, 1983; Negotiated Revision: July 8, 1997; May, 2006;
Board Reviewed: February 3, 2010

Procedures

No procedures have been established at this time.

Rules & Regulations

No rules & regulations have been established at this time.

Citations

[Utah Code § 52-3-1](#)

Redistricting and Filling Vacancies to School Board Seats

Statement of Policy

Vacancies on the Board of Education of Alpine School District may occur for a variety of reasons, including, but not limited to, a member's resignation, illness, death, or a change of residence to a location outside the local school board district the member represents. In addition, vacancies may occur when District or local school board district boundaries change **or number of board members changes**. When a vacancy occurs, the Board shall act promptly to fill the vacancy as provided for by law. ([Utah Code §20A-1-511](#))

Definitions

1. "Resident" means a person who resides within a specific voting precinct in Utah.
2. "Vacancy" means the absence of a person to serve in any position created by statute, whether that absence occurs because of death, disability, disqualification, resignation, or other cause.

Board Approved: October 9, 1984: **Board Reviewed:** January 27, 2003 **Revised:** February 22, 2022

Procedures

1. CHANGES IN LOCAL SCHOOL BOARD DISTRICT BOUNDARIES

- 1.1. The Utah County Commission reapportions the local school board districts of Alpine School District at least once every ten years and otherwise as provided by statute, to achieve as nearly as may be possible districts of equal population and in compact form. Following reapportionment, the members of the board of education shall be elected from the reapportioned local school board districts. ([Utah Code §20A-14-201](#))

2. ALPINE BOARD OF EDUCATION DISTRICT SEATS

~~(Utah County Maps – Board Member Precincts)~~

- 2.1. All Board member seats within Alpine School District, seats will follow the current [Utah County maps](#).
- ~~2.2. — Seat 1: Includes Eagle Mountain and some precincts in Saratoga Springs area (precincts specifications will be assigned by the county at a later date)~~
- ~~2.3. — Seat 2: Includes most Saratoga Springs precincts and some Lehi precincts (precincts specifications will be assigned by the county at a later date)~~
- ~~2.4. — Seat 3: Includes some precincts in Lehi and American Fork (precincts specifications will be assigned by the county at a later date)~~
- ~~2.5. — Seat 4: Includes precincts in Alpine, Highland, Cedar Hills, parts of American Fork and Draper (precincts specifications will be assigned by the county at a later date)~~
- ~~2.6. — Seat 5: Includes some precincts in American Fork and Lindon and precincts in Pleasant Grove (precincts specifications will be assigned by the county at a later date)~~
- ~~2.7. — Seat 6: Includes some precincts in Lindon, and Orem (precincts specifications will be assigned by the county at a later date)~~
- ~~2.8. — Seat 7: Includes precincts in Vineyard and south Orem (precincts specifications will be assigned by the county at a later date)~~

3. TRANSFERS OF A DISTRICT

- 3.1. If a portion of the Alpine School District becomes part of another school district, or if a portion of another school district becomes part of the Alpine School District, any member of the board residing within the transferred portion becomes a member of the board of the transferee district and shall serve the remainder of the term to which the member was elected ([Utah Code §20A-14-204](#)).

4. BOARD MEMBER RESIGNATION

- 4.1. If a board member must resign, either due to change of residence, illness, or for any other reason, the board member shall submit a written resignation to the president of the board.
- 4.2. Upon receipt of a board member's written resignation, the board will consider the resignation at its next regularly scheduled meeting.
- 4.3. The board will accept the resignation by formal action and declare the board position vacant unless the resignation is withdrawn prior to the board's action.

5. MIDTERM VACANCY

- 5.1. The board shall fill a vacancy by appointment, except as [follows](#):

Alpine School District | 575 N 100 E, American Fork Utah, 84003 | alpineschools.org | 801-610-8400

Alpine School District does not discriminate in its programs, activities, or employment practices on the basis of race, color, religion, national origin, gender or sexual orientation. | additional information: alpineschools.org

- 5.1.1. The Utah County Commission shall fill a vacancy by appointment if the board fails to make an appointment to fill the vacancy:
 - 5.1.1.1. within 30 days after a vacancy occurs on the board; or
 - 5.1.1.2. within 45 days after a vacancy on the board due to the death of a school board member.
- 5.1.2. An appointed board member shall serve until a successor is elected and qualified.
- 5.2. A vacancy on the board shall be filled by an interim appointment, followed by an election to fill a two-year term if:
 - 5.2.1. the vacancy on the board occurs, or a letter of resignation is received by the board president, at least fourteen days before the deadline for filing a declaration of candidacy; and
 - 5.2.2. two or more years of the vacated term will remain after the first Monday of January following the next school board election. A member elected under these circumstances shall serve for the remaining two years of the vacated term and until a successor is elected and qualified.
- 5.3. Before appointing an individual to fill a vacancy, the board shall:
 - 5.3.1. give public notice of the vacancy at least two weeks before the board meets to fill the vacancy;
 - 5.3.2. identify, in the public notice:
 - 5.3.2.1. the date, time, and place of the meeting where the vacancy will be filled;
 - 5.3.2.2. the person to whom interested individuals may submit names for consideration
 - 5.3.2.3. and the deadline for submitting names
 - 5.3.3. in an open meeting, interview each individual whose name is submitted for consideration.
- 5.4. A vacancy results if a board member is called to active, full-time duty in the armed forces in accordance with [Title 10, U.S.C.A.](#) unless the board member takes military leave as outlined in [Utah Code §20A-1-513](#). Such military leave constitutes a temporary absence in the elected office of a political subdivision for military service and the Board shall appoint a temporary replacement to fulfill the board member's duties. The Board shall establish an application form and application deadline to be submitted by an individual who wishes to be considered for appointment as the temporary replacement.

Rules & Regulations

No rules & regulations have been established at this time.

Citations

Utah Code §20A-1-511

Utah Code §20A-14-204

Utah Code §20A-1-513

Utah Code §20A-14-201

Utah County Maps - Board Member Precincts

Title 10, U.S.C.A.

Utah Code §20A-1-513