

**Utah Virtual Academy
Governing Board of Directors
Board Meeting**



Date: April 10, 2024

Time: 6:30PM

Location: 310 E. 4500 S., Suite 620; Murray, UT 84107

Zoom: <https://zoom.us/j/376536884>

Utah Virtual Academy students will attain superior academic achievement through parent involvement, innovative teaching and school accountability within a virtual environment that embraces individual learning styles.

AGENDA

CALL TO ORDER

SPOTLIGHTS

PUBLIC COMMENT (Comments limited to three minutes)

BUSINESS ITEMS (Discussion and Voting)

- Finance Report
 - Acceptance of State Revenue
 - Bank Reconciliations and Payment and Deposit Registers
 - Invoice Approval for Purchases over \$7,500
 - K12 / Stride Payment
 - Academica West Payment
 - Credit Card Limit Increase
 - PTIF Transfer Update
- Director Report
 - Final Report for RDA
 - Annual Counseling Report
- Board Business
 - March 13, 2024 Board Meeting and Closed Session Minutes
 - Staff Handbook, Classified Salary, & Contract Schedules

CALENDARING

- Board Meeting May 8, 2024 6:30pm

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

ADJOURN

In compliance with the Americans with Disabilities Act, persons needing accommodations for this meeting should contact Meghan Merideth at (801) 262-4922. Requests should be made as early as possible to allow time to arrange the accommodation. One or more board members may participate electronically or telephonically pursuant to UCA 52-4-207.



Utah State
Board of
Education

March 22, 2024

Joette Hayden,

Utah Virtual Academy

Dear Joette Hayden,

The Utah State Board of Education Special Education Services (USBE SES) section has the authority and responsibility of monitoring compliance with federal and state requirements under the Individuals with Disabilities Education Act of 2004 (IDEA) and the Utah State Board of Education Special Education Rules (Rules). This responsibility is administered within the framework of supporting positive outcomes for students with disabilities. The USBE SES must provide a State Performance Plan/Annual Performance Report (SPP/APR) to the Office of Special Education Programs (OSEP) to describe the progress of each local education agency (LEA) and the State toward meeting targets on performance indicators established by OSEP. Indicators address specific compliance and outcome components of the special education program. LEAs that meet targets set for each indicator demonstrate minimum compliance or outcome results with the specific indicator. Indicators are measured to indicate levels of risk for LEAs but do not reflect implementation or indicate that an LEA is providing students with a free appropriate public education (FAPE).

The USBE SES considers multiple sources of data including student enrollment, monitoring activities, professional learning, stakeholder input, personnel qualifications, use of funding, and any other public information to determine level of risk for the APR indicators. The USBE SES considers additional indicators in conjunction with the APR indicators to determine the Results Driven Accountability (RDA) risk determination as well as the level of monitoring and support available for each LEA. LEA risk determinations are made annually; therefore, the determination about the status of each LEA and the criteria used will be reviewed and possibly modified each year by the USBE SES. In making these risk determinations and in deciding on appropriate enforcement actions for the federal fiscal year (FFY) 2022 APR, the USBE SES has considered all information available at the time of the determination including the history, nature, and length of time of any reported noncompliance, and any evidence of correction. Risk determinations for the 2022–2023 school year included results from SPP/APR indicators and additional indicators outlined below.

The USBE SES has re-conceptualized its accountability system to more effectively support LEAs in delivering compliant special education programs which lead to positive outcomes for students with disabilities. Several stakeholders were involved in the revision process and provided input and feedback regarding this process. As a result, the USBE SES provides differentiated levels of monitoring and support to LEAs based on need. While the USBE SES monitoring and technical assistance efforts will continue to address compliance issues, the focus will be on working collaboratively with LEAs to develop and strengthen their capacity to implement and scale-up effective instructional practices resulting in preparation for employment, further education, and independent living.

PO Box 144200 Salt Lake City, Utah 84114-4200 | Phone: (801) 538-7500

The USBE SES has completed the annual data review for the 2022–2023 school year. As a result of the data review, Utah Virtual Academy has a final risk determination of:

| 2023 Overall Risk Score | 2023 USBE Results Driven Accountability Tier |
|-------------------------|--|
| 2 | Guiding |

Utah Virtual Academy previously had a final risk determination of:

| 2022 Overall Risk Score | 2022 USBE Results Driven Accountability Tier |
|-------------------------|--|
| 2 | Guiding |

The data used in making the 2023 determination are enclosed. For more information on the USBE tiers, supports and activities, please visit the [USBE Special Education Compliance](#) webpage. If you have any additional questions, please contact [Dana Archuleta](#) (801-538-7698).

Utah Virtual Academy must complete a Program Improvement Plan (PIP) and submit it through the Utah Program Improvement Planning System (UPIPS) online program by June 30, 2024. Consider the areas of need identified on the following pages in addition to areas of need identified by Utah Virtual Academy. If Utah Virtual Academy wishes the USBE SES to review its Program Improvement Plan, the plan must be submitted by April 30, 2024.

cc: Joette Hayden

| Indicator Data | 2023 LEA Risk Score | LEA Data | Target Met? | Points Away From Target | Comments |
|---|---------------------|----------|-------------|-------------------------|---|
| Indicator 1: Graduation State Target: $\geq 68.66\%$ Data Year: 2021-2022 Data Source: UTREx Year End | 1 | 73.08% | YES | 0.00 | Your LEA meets or exceeds the state target. |
| Indicator 2: Dropout State Target: $\leq 24.58\%$ Data Year: 2021-2022 Data Source: UTREx Year End | 1 | 17.31% | YES | 0.00 | Your LEA is at or below the target. |

| Indicator Data | 2023 LEA Risk Score | LEA Data | Target Met? | Points Away From Target | Comments |
|--|---------------------|----------|-------------|-------------------------|---|
| Indicator 3A: Participation Literacy Grade 4 State Target: ≥ 95.00% Data Year: 2022-2023 Data Source: RISE, DLM | 5 | 54.55% | NO | 40.45 | This indicator has been identified as an area of need by the USBE SES. Consider focusing on this indicator during data literacy, when conducting a comprehensive data analysis, and, when appropriate, including it in your Program Improvement Plan. |
| Indicator 3A: Participation Literacy Grade 8 State Target: ≥ 95.00% Data Year: 2022-2023 Data Source: RISE, DLM | 5 | 44.07% | NO | 50.93 | This indicator has been identified as an area of need by the USBE SES. Consider focusing on this indicator during data literacy, when conducting a comprehensive data analysis, and, when appropriate, including it in your Program Improvement Plan. |
| Indicator 3A: Participation Literacy Grade HS State Target: ≥ 95.00% Data Year: 2022-2023 Data Source: Utah Aspire Plus, DLM | 5 | 42.05% | NO | 52.95 | This indicator has been identified as an area of need by the USBE SES. Consider focusing on this indicator during data literacy, when conducting a comprehensive data analysis, and, when appropriate, including it in your Program Improvement Plan. |
| Indicator 3A: Participation Numeracy Grade 4 State Target: ≥ 95.00% Data Year: 2022-2023 Data Source: RISE, DLM | 5 | 54.55% | NO | 40.45 | This indicator has been identified as an area of need by the USBE SES. Consider focusing on this indicator during data literacy, when conducting a comprehensive data analysis, and, when appropriate, including it in your Program Improvement Plan. |
| Indicator 3A: Participation Numeracy Grade 8 State Target: ≥ 95.00% Data Year: 2022-2023 Data Source: RISE, DLM | 5 | 47.46% | NO | 47.54 | This indicator has been identified as an area of need by the USBE SES. Consider focusing on this indicator during data literacy, when conducting a comprehensive data analysis, and, when appropriate, including it in your Program Improvement Plan. |
| Indicator 3A: Participation Numeracy Grade HS State Target: ≥ 95.00% Data Year: 2022-2023 Data Source: Utah Aspire Plus, DLM | 5 | 40.91% | NO | 54.09 | This indicator has been identified as an area of need by the USBE SES. Consider focusing on this indicator during data literacy, when conducting a comprehensive data analysis, and, when appropriate, including it in your Program Improvement Plan. |
| Indicator 3A Overall | 5 | 5.00 | NA | NA | This is the average of risk scores for this indicator and is used in the Monitoring Tier calculation. The USBE recommends the LEA continue to educate parents and adult students on the benefits of participation. |

| Indicator Data | 2023 LEA Risk Score | LEA Data | Target Met? | Points Away From Target | Comments |
|--|---------------------|----------|-------------|-------------------------|---|
| Indicator 3B: Regular Proficiency Literacy Grade 4 State Target: $\geq 14.75\%$ Data Year: 2022-2023 Data Source: RISE | 3 | 9.09% | NO | 5.66 | This indicator has been identified as an area of need by the USBE SES. Consider focusing on this indicator during data literacy, when conducting a comprehensive data analysis, and, when appropriate, including it in your Program Improvement Plan. |
| Indicator 3B: Regular Proficiency Literacy Grade 8 State Target: $\geq 7.67\%$ Data Year: 2022-2023 Data Source: RISE | 1 | 12.50% | YES | 0.00 | Your LEA meets or exceeds the state target. |
| Indicator 3B: Regular Proficiency Literacy Grade HS State Target: $\geq 8.75\%$ Data Year: 2022-2023 Data Source: Utah Aspire Plus | 1 | 16.13% | YES | 0.00 | Your LEA meets or exceeds the state target. |
| Indicator 3B: Regular Proficiency Numeracy Grade 4 State Target: $\geq 19.91\%$ Data Year: 2022-2023 Data Source: RISE | 5 | 9.09% | NO | 10.82 | This indicator has been identified as an area of need by the USBE SES. Consider focusing on this indicator during data literacy, when conducting a comprehensive data analysis, and, when appropriate, including it in your Program Improvement Plan. |
| Indicator 3B: Regular Proficiency Numeracy Grade 8 State Target: $\geq 6.15\%$ Data Year: 2022-2023 Data Source: RISE | 3 | 3.85% | NO | 2.30 | This indicator has been identified as an area of need by the USBE SES. Consider focusing on this indicator during data literacy, when conducting a comprehensive data analysis, and, when appropriate, including it in your Program Improvement Plan. |
| Indicator 3B: Regular Proficiency Numeracy Grade HS State Target: $\geq 3.39\%$ Data Year: 2022-2023 Data Source: Utah Aspire Plus | 1 | 6.67% | YES | 0.00 | Your LEA meets or exceeds the state target. |
| Indicator 3B Overall | 2 | 2.33 | NA | NA | This is the average of risk scores for this indicator and is used in the Monitoring Tier calculation. The USBE recommends the LEA continue to educate parents and adult students on the benefits of participation. |

| Indicator Data | 2023 LEA Risk Score | LEA Data | Target Met? | Points Away From Target | Comments |
|--|---------------------|----------|-------------|-------------------------|---|
| Indicator 3C: Alternate Proficiency Literacy Grade 4 State Target: ≥ 15.17% Data Year: 2022-2023 Data Source: DLM | 5 | 0.00% | NO | 15.17 | This indicator has been identified as an area of need by the USBE SES. Consider focusing on this indicator during data literacy, when conducting a comprehensive data analysis, and, when appropriate, including it in your Program Improvement Plan. |
| Indicator 3C: Alternate Proficiency Literacy Grade 8 State Target: ≥ 23.91% Data Year: 2022-2023 Data Source: DLM | 1 | 100.00% | YES | 0.00 | Your LEA meets or exceeds the target. |
| Indicator 3C: Alternate Proficiency Literacy Grade HS State Target: ≥ 29.62% Data Year: 2022-2023 Data Source: DLM | 1 | 83.33% | YES | 0.00 | Your LEA meets or exceeds the state target. |
| Indicator 3C: Alternate Proficiency Numeracy Grade 4 State Target: ≥ 31.56% Data Year: 2022-2023 Data Source: DLM | 5 | 0.00% | NO | 31.56 | This indicator has been identified as an area of need by the USBE SES. Consider focusing on this indicator during data literacy, when conducting a comprehensive data analysis, and, when appropriate, including it in your Program Improvement Plan. |
| Indicator 3C: Alternate Proficiency Numeracy Grade 8 State Target: ≥ 6.38% Data Year: 2022-2023 Data Source: DLM | 1 | 50.00% | YES | 0.00 | Your LEA meets or exceeds the state target. |
| Indicator 3C: Alternate Proficiency Numeracy Grade HS State Target: ≥ 12.56% Data Year: 2022-2023 Data Source: DLM | 1 | 16.67% | YES | 0.00 | Your LEA meets or exceeds the state target. |
| Indicator 3C Overall | 2 | 2.33 | NA | NA | This is the average of risk scores for this indicator and is used in the Monitoring Tier calculation. The USBE recommends the LEA continue to educate parents and adult students on the benefits of participation. |

| Indicator Data | 2023 LEA Risk Score | LEA Data | Target Met? | Points Away From Target | Comments |
|---|---------------------|----------|-------------|-------------------------|--|
| Indicator 3D: Gap Calculation Literacy Grade 4 State Target: ≤ 23.19% Data Year: 2022-2023 Data Source: RISE | 1 | 10.91% | YES | 0.00 | Your LEA is at or below the state target. |
| Indicator 3D: Gap Calculation Literacy Grade 8 State Target: ≤ 35.51% Data Year: 2022-2023 Data Source: RISE | 1 | 12.95% | YES | 0.00 | Your LEA is at or below the state target. |
| Indicator 3D: Gap Calculation Literacy Grade HS State Target: ≤ 39.23% Data Year: 2022-2023 Data Source: Utah Aspire Plus | 1 | 23.06% | YES | 0.00 | Your LEA is at or below the state target. |
| Indicator 3D: Gap Calculation Numeracy Grade 4 State Target: ≤ 25.10% Data Year: 2022-2023 Data Source: RISE | 1 | -7.27% | YES | 0.00 | Your LEA is at or below the state target. |
| Indicator 3D: Gap Calculation Numeracy Grade 8 State Target: ≤ 30.43% Data Year: 2022-2023 Data Source: RISE | 1 | 6.86% | YES | 0.00 | Your LEA is at or below the state target. |
| Indicator 3D: Gap Calculation Numeracy Grade HS State Target: ≤ 25.52% Data Year: 2022-2023 Data Source: Utah Aspire Plus | 1 | 10.57% | YES | 0.00 | Your LEA is at or below the state target. |
| Indicator 3D Overall | 1 | 1.00 | NA | NA | This is the average of risk scores for this indicator and is used in the Monitoring Tier calculation. The USBE recommends the LEA continue to educate parents and adult students on the benefits of participation. |

| Indicator Data | 2023 LEA Risk Score | LEA Data | Target Met? | Points Away From Target | Comments |
|---|---------------------|----------|-------------|-------------------------|--|
| Indicator 4A: Suspension & Expulsion of Students with IEPs State Target: 0.00% State Rate: 0.10% Data Year: 2021-2022 Data Source: UTREx Dec 1 Count | 1 | 0.00 | YES | 0.00 | This is your LEA's rate of suspensions/expulsions of students with IEPs for more than 10 days in the 2021–2022 school year. Your rate is at or below the State rate. This indicator has not been identified as an area of need by the USBE. |
| Indicator 4B: Suspension & Expulsion of Students with IEPs Based on Race/Ethnicity State Target: 0.00% State Rate: 0.10% Data Year: 2021-2022 Data Source: UTREx Dec 1 Count | 1 | 0.00 | YES | 0.00 | This is your LEA's rate of suspensions/expulsions of students with IEPs of all races/ethnicities for more than 10 days in the 2021–2022 school year. Your rate is at or below the State rate. |
| Indicator 4 Overall | 1 | 1.00 | NA | NA | This is the average of risk scores for this indicator and is used in the Monitoring Tier calculation. The USBE recommends a review of LEA data practices and the accurate recording of discipline data for students with IEPs. |

| Indicator Data | 2023 LEA Risk Score | LEA Data | Target Met? | Points Away From Target | Comments |
|---|---------------------|----------|-------------|-------------------------|--|
| Indicator 5A: Inside the Regular Class 80% or More of the Day State Target: $\geq 65.79\%$ Data Year: 2022-2023 Data Source: UTREx Dec 1 Child Count | 1 | 82.47% | YES | 0.00 | Your LEA meets or exceeds the state target. |
| Indicator 5B: Inside the Regular Class Less than 40% of the Day State Target: $\leq 9.43\%$ Data Year: 2022-2023 Data Source: UTREx Dec 1 Child Count | 2 | 10.31% | NO | 0.88 | This indicator has not been identified as an area of need by the USBE SES. |
| Indicator 5C: In Separate Schools, Residential Facilities, or Homebound/Hospital Placements State Target: $\leq 2.77\%$ Data Year: 2022-2023 Data Source: UTREx Dec 1 Child Count | 1 | 0.00% | YES | 0.00 | Your LEA is at or below the state target. |
| Indicator 5 Overall | 1 | 1.33 | NA | NA | This is the average of risk scores for this indicator and is used in the Monitoring Tier calculation. The USBE recommends a review of LEA continuum of placement policies and practices. |

| Indicator Data | 2023 LEA Risk Score | LEA Data | Target Met? | Points Away From Target | Comments |
|--|---------------------|----------|-------------|-------------------------|--|
| Indicator 6A: Preschool Students Receiving Special Education in Regular Programs State Target: $\geq 47.75\%$ Data Year: 2022-2023 Data Source: UTREx Dec 1 Child Count | NA | NA | NA | NA | Your LEA did not enroll preschool students ages 3–5 with IEPs in 2022–2023. |
| Indicator 6B: Preschool Students Receiving Special Education in Special Class or School State Target: $\leq 32.34\%$ Data Year: 2022-2023 Data Source: UTREx Dec 1 Child Count | NA | NA | NA | NA | Your LEA did not enroll preschool students ages 3–5 with IEPs in 2022–2023. |
| Indicator 6C: Preschool Students Receiving Special Education in Home State Target: $\leq 0.30\%$ Data Year: 2022-2023 Data Source: UTREx Dec 1 Child Count | NA | NA | NA | NA | Your LEA did not enroll preschool students ages 3–5 with IEPs in 2022–2023. |
| Indicator 6 Overall | NA | NA | NA | NA | This is the average of risk scores for this indicator and is used in the Monitoring Tier calculation. The USBE recommends a review of LEA continuum of placement policies and practices. |

| Indicator Data | 2023 LEA Risk Score | LEA Data | Target Met? | Points Away From Target | Comments |
|---|---------------------|----------|-------------|-------------------------|---|
| Indicator 7A: Positive Social Relationships Summary Statement 1 State Target: $\geq 88.94\%$ Data Year: 2022-2023 Data Source: UPOD | NA | NA | NA | NA | Your LEA did not report any students ages 3–5 with IEPs as exiting preschool in 2022–2023. |
| Indicator 7A: Positive Social Relationships Summary Statement 2 State Target: $\geq 56.33\%$ Data Year: 2022-2023 Data Source: UPOD | NA | NA | NA | NA | Your LEA did not report any students ages 3–5 with IEPs as exiting preschool in 2022–2023. |
| Indicator 7B: Knowledge & Skills Summary Statement 1 State Target: $\geq 88.73\%$ Data Year: 2022-2023 Data Source: UPOD | NA | NA | NA | NA | Your LEA did not report any students ages 3–5 with IEPs as exiting preschool in 2022–2023. |
| Indicator 7B: Knowledge & Skills Summary Statement 2 State Target: $\geq 48.80\%$ Data Year: 2022-2023 Data Source: UPOD | NA | NA | NA | NA | Your LEA did not report any students ages 3–5 with IEPs as exiting preschool in 2022–2023. |
| Indicator 7C: Ability to Meet Needs Summary Statement 1 State Target: $\geq 90.00\%$ Data Year: 2022-2023 Data Source: UPOD | NA | NA | NA | NA | Your LEA did not report any students ages 3–5 with IEPs as exiting preschool in 2022–2023. |
| Indicator 7C: Ability to Meet Needs Summary Statement 2 State Target: $\geq 67.01\%$ Data Year: 2022-2023 Data Source: UPOD | NA | NA | NA | NA | Your LEA did not report any students ages 3–5 with IEPs as exiting preschool in 2022–2023. |
| Indicator 7 Overall | NA | NA | NA | NA | This is the average of risk scores for this indicator and is used in the Monitoring Tier calculation. The USBE recommends a review of typical early childhood development and developmental skill levels. |

| Indicator Data | 2023 LEA Risk Score | LEA Data | Target Met? | Points Away From Target | Comments |
|---|---------------------|----------|-------------|-------------------------|--|
| Indicator 8: Parent Involvement State Target: $\geq 78.58\%$ Data Year: 2022-2023 Data Source: Parent Survey | NA | NA | NA | NA | Your LEA was not selected to participate in the parent survey in 2022–2023. |
| Indicator 9: Disproportionate Representation State Target: 0.00% State Threshold: 3.00 Data Year: 2022-2023 Data Source: UTREx Dec 1 Count | 1 | 1.38 | YES | 0.00 | This is your LEA's risk ratio for students who are American Indian to have IEPs. Disproportionate representation is not suspected in your LEA. |
| Indicator 10: Disproportionate Representation by Disability Category State Target: 0.00% State Threshold: 3.00 Data Year: 2022-2023 Data Source: UTREx Dec 1 Count | 1 | 3.13 | YES | 0.00 | This is your LEA's risk ratio for students who are White and identified with Other Health Impairment. Based on your LEA's self-assessment, the disproportionate representation by disability category is not the result of inappropriate identification. |
| Indicator 11: Child Find/Initial Evaluation Timelines State Target: 100.00% Data Year: 2022-2023 Data Source: UPIPS Monitoring | 1 | 100.00% | YES | 0.00 | Your LEA meets the state target. |
| Indicator 12: C to B Transition State Target: 100.00% Data Year: 2022-2023 Data Source: TEDI | NA | NA | NA | NA | Your LEA did not receive referrals from Baby Watch in 2022–2023. |
| Indicator 13: Postsecondary Transition State Target: 100.00% Data Year: 2022-2023 Data Source: UPIPS Monitoring | 1 | 100.00% | YES | 0.00 | Your LEA meets the state target. |

| Indicator Data | 2022 LEA Risk Score | LEA Data | Target Met? | Points Away From Target | Comments |
|--|---------------------|----------|-------------|-------------------------|---|
| Indicator 14A: Enrolled in Higher Education State Target: $\geq 18.29\%$ Data Year: 2022-2023 Data Source: Utah Post High Survey | 1 | 18.75% | YES | 0.00 | Your LEA meets or exceeds the state target. |
| Indicator 14B: Enrolled in Higher Ed or Competitively Employed State Target: $\geq 65.81\%$ Data Year: 2022-2023 Data Source: Utah Post High Survey | 2 | 59.38% | NO | 6.43 | This indicator has not been identified as an area of need by the USBE SES. |
| Indicator 14C: Enrolled in Higher Ed or Competitively Emp. or Other State Target: $\geq 82.70\%$ Data Year: 2022-2023 Data Source: Utah Post High Survey | 2 | 75.00% | NO | 7.70 | This indicator has not been identified as an area of need by the USBE SES. |
| Indicator 14 Overall | 2 | 1.67 | NA | NA | This is the average of risk scores for this indicator and is used in the Monitoring Tier calculation. The USBE recommends the LEA continue to educate students and parents on the purpose and benefits of the survey. |

| Data Source | 2023 LEA Risk Score | Comments |
|---------------------------------------|---------------------|--|
| Program Improvement Plan (PIP) | 1 | LEA submitted a PIP with all required components. |
| Internal Monitoring | 1 | Your LEA finalized a representative sample of IEP records in 2022–2023. |
| Fiscal | 3 | Your LEA received a medium risk score, 10–14, based on the Fiscal Risk Rubric. |
| Reporting Deadlines | 1 | All the required USBE reports were submitted on or before the deadlines. |

The following history data are for information purposes only and are not included in the RDA Monitoring Tier calculation.

| Year | Final Overall Risk Score | Final USBE Results Driven Accountability Tier | Prevalence of Students with Disabilities Within the LEA | Indicator 14 Response Rate |
|-------------|---------------------------------|--|--|-----------------------------------|
| 2022 | 2 | Guiding | 14.44 | 68.09 |
| 2021 | 2 | Guiding | 21.88 | 60.87 |
| 2020 | 3 | Assisting | 18.80 | 77.14 |
| 2019 | 3 | Assisting | 17.30 | 100.00 |
| 2018 | 4 | Coaching | 19.90 | 77.42 |

**UTVA – Board of Directors Meeting
Financial Package Updates
Wednesday, April 10, 2024**

Items of Note:

- March 2024 Financials are included. We are done with 75% of the year. Revenues are at 75.6% of the budget, with federal running behind, but picking up quickly. Local continues to increase with interest from the PTIF and Sweep each month (\$47,000 from the PTIF and another \$7,000 from the sweep). Interest on PTIF is 5.4%. We recently transferred \$1.5M from the operating to the PTIF. We will continue to monitor and analyze the operating account to see if additional transfers can be made to the PTIF.

Expenses are at 64.7% of the budget. We only have one area that is running ahead of budget. Which is 0500 – Purchased Services: This includes one-time liability insurance payment. All other areas are at or below the 75%. We feel good about where the budget is heading into final quarter of FY24.

- Current Net Income of \$2.6 million, this time last year Net Income was \$1.6 million.
- On the balance sheet side, cash and investments are up \$3.3 million than a year ago. Cash is generating a significant amount of interest, over \$54,000 in March. Federal receivables for Title I and IDEA have been recorded.
- March 2024 state allotment of \$1,895,915.12 to accept this month.
- Invoices for approval (over \$7,500) at this time: Lexia Learning, Pulse Technologies, Apple Inc., Mountain State Schoolbook Depository, and 95 Percent Group.
- K-12 Management Invoices of \$557,776.29 for March.
- Academica West April 2024 invoice included. Total invoice amount of \$39,010.40.

Utah Virtual Academy
Statement of Activities
As of March 31, 2024

| | Annual June 30, 2024 Budget | Year-to-Date Actual | % of Budget |
|---|--|--------------------------------|--------------------|
| Net Income | | | |
| Income | | | |
| Revenue From Local Sources | 300,300 | 396,245 | 131.9% |
| Revenue From State Sources | 20,856,636 | 16,389,222 | 78.6% |
| Revenue From Federal Sources | 2,092,800 | 782,842 | 37.4% |
| Total Income | 23,249,736 | 17,568,309 | 75.6% |
| Expenses | | | |
| Instruction/Salaries | | | |
| 0121 - Salaries - Principals and Assistants | 1,080,000 | 523,517 | 48.5% |
| 0131 - Salaries - Teachers | 7,342,356 | 5,094,354 | 69.4% |
| 0132 - Salaries - Substitute Teachers | 42,000 | 10,094 | 24.0% |
| 0142 - Salaries - Guidance Personnel | 390,000 | 254,997 | 65.4% |
| 0151 - Salaries - Accounting Personnel | 0 | 6,300 | 0.0% |
| 0152 - Salaries - Secretarial and Clerical Personnel | 221,448 | 223,898 | 101.1% |
| 0161 - Salaries - Teacher Aides and Para-Professionals | 942,000 | 412,975 | 43.8% |
| 0184 - Salaries – Administrative Technology Personnel | 160,200 | 46,953 | 29.3% |
| Total Instruction/Salaries | 10,178,004 | 6,573,088 | 64.6% |
| Employee Benefits | | | |
| 0220 - Social Security | 1,056,000 | 514,147 | 48.7% |
| 0230 - Local Retirement | 189,600 | 127,647 | 67.3% |
| 0240 - Group Insurance | 1,380,000 | 787,458 | 57.1% |
| 0270 - Industrial Insurance | 0 | 13,111 | 0.0% |
| 0280 - Unemployment Insurance | 0 | 135,229 | 0.0% |
| Total Employee Benefits | 2,625,600 | 1,577,592 | 60.1% |
| Purchased Prof & Tech Serv | | | |
| 0320 - Professional - Educational Services | 825,000 | 575,184 | 69.7% |
| 0330 - Professional Employee Training and Development | 180,000 | 92,212 | 51.2% |
| 0340 - Other Professional Services | 180,000 | 129,534 | 72.0% |
| 0345 - Business Services | 1,836,912 | 1,090,156 | 59.3% |
| 0350 - Technical Services | 50,400 | 40,099 | 79.6% |
| Total Purchased Professional & Technical Services | 3,072,312 | 1,927,185 | 62.7% |
| Purchased Property Services | | | |
| 0410 - Utility Services | 2,400 | 1,092 | 45.5% |
| 0440 - Rentals | 18,000 | 65 | 0.4% |
| 0441 - Rental of Land & Buildings | 150,000 | 103,064 | 68.7% |
| 0442 - Rental of Equipment & Vehicles | 24,000 | 10,115 | 42.1% |
| 0443 - Rental of Computers & Related Equipment | 660,000 | 490,746 | 74.4% |
| 0490 - Other Purchased Property Services | 2,400 | 0 | 0.0% |
| Total Purchased Property Services | 856,800 | 605,082 | 70.6% |
| Other Purchased Services | | | |
| 0518 - Student Day Trips/Field Trips (includes Admission Charges) | 18,000 | 765 | 4.3% |
| 0522 - Liability Insurance | 66,000 | 72,345 | 109.6% |
| 0530 - Communication (Telephone & Other) | 135,000 | 102,951 | 76.3% |
| 0540 - Advertising | 12,000 | 2,400 | 20.0% |
| 0561 - Student Tuition to other LEAs In State | 6,000 | 6,136 | 102.3% |
| 0580 - Travel/Per Diem | 120,000 | 127,241 | 106.0% |
| Total Other Purchased Services | 357,000 | 311,838 | 87.3% |
| Supplies & Materials | | | |
| 0610 - General Supplies | 1,530,000 | 785,635 | 51.3% |
| 0641 - Textbooks | 2,400 | 3,252 | 135.5% |
| 0642 - E-Textbooks / Online Curriculum | 4,140,000 | 2,967,795 | 71.7% |
| 0644 - Library Books | 6,000 | 0 | 0.0% |
| 0650 - Supplies - Technology Related | 42,000 | 51,441 | 122.5% |
| 0670 - Software | 144,000 | 74,093 | 51.5% |
| Total Supplies & Materials | 5,864,400 | 3,882,216 | 66.2% |

**Utah Virtual Academy
Statement of Activities
As of March 31, 2024**

| | Annual June 30, 2024 Budget | Year-to-Date Actual | % of Budget |
|---|--|--------------------------------|--------------------|
| Property | | | |
| 0730 - Equipment | 18,000 | 0 | 0.0 % |
| 0733 - Capitalized Furniture and Fixtures | 42,000 | 0 | 0.0 % |
| Total Property | 60,000 | 0 | 0.0 % |
| Debt Services & Miscellaneous | | | |
| 0810 - Dues and Fees | 27,000 | 19,130 | 70.9% |
| Total Debt Services & Miscellaneous | 27,000 | 19,130 | 70.9% |
| Total Expenses | 23,041,116 | 14,896,131 | 64.7% |
| Total Net Income | 208,620 | 2,672,178 | 1,280.9 % |

Utah Virtual Academy
Statement of Financial Position
As of March 31, 2024

| | Period Ending | Period Ending |
|--|----------------------|----------------------|
| | 3/31/2024 | 3/31/2023 |
| | Actual | Actual |
| Assets & Other Debits | | |
| Current Assets | | |
| Operating Cash | | |
| Cash | 4,365,285 | 5,499,609 |
| Investments | 10,347,823 | 5,906,024 |
| Operating Cash | 14,713,108 | 11,405,633 |
| Accounts Receivables | | |
| 8134 - Federal | 438,710 | 488,249 |
| 8139 - Other Receivables | 2,505 | 2,618 |
| Total Accounts Receivables | 441,215 | 490,867 |
| Other Current Assets | 0 | 14,145 |
| Total Current Assets | 15,154,323 | 11,910,645 |
| Net Assets | | |
| Fixed Assets | 884,425 | 798,220 |
| Depreciation | (265,206) | (123,072) |
| Total Net Assets | 619,219 | 675,148 |
| Total Assets & Other Debits | 15,773,542 | 12,585,793 |
| Liabilities & Fund Equity | | |
| Current Liabilities | 1,170,058 | 439,318 |
| Long-Term Liabilities | 409,147 | 518,737 |
| Fund Balance | 11,522,159 | 9,938,529 |
| Net Income | 2,672,178 | 1,689,209 |
| Total Liabilities & Fund Equity | 15,773,542 | 12,585,793 |

Utah State Board of Education

Allotment Memo

for Fiscal Year/Period 2024/09

Type: **01CHARTER**
 Recipient: **5F0 UTAH VIRTUAL ACADEMY**

| Major Program | Program | District Pgm/Rev | Current_Budget | Current Month | Year-to-Date | Grant to Date | Remaining Balance |
|--|--|------------------|----------------------|---------------------|----------------------|----------------------|---------------------|
| 84010 SAS-Title I Grants to LEA | 221FT 221FT Title IA Flow-Through FFY2022 | 78014800 | 626,580.01 | 0.00 | 0.00 | 626,580.01 | 0.00 |
| | 231FT 231FT Title IA Flow-Through FFY2023 | 78014800 | 565,952.18 | 0.00 | 264,053.16 | 494,022.08 | 71,930.10 |
| | 241FT 241FT Title IA Flow-Through FFY2024 | 78014800 | 356,569.13 | 0.00 | 0.00 | 0.00 | 356,569.13 |
| 84010 SAS-Title I Grants to LEA - Summary | | | 1,549,101.32 | 0.00 | 264,053.16 | 1,120,602.09 | 428,499.23 |
| 84027 SPED-IDEA Disabilities Educ Act | 22FTFL 22FTFL IDEA Flow-Through Formula FFY2022 | 75244524 | 456,879.78 | 0.00 | 127,054.62 | 456,879.78 | 0.00 |
| | 23FTFL 23FTFL IDEA Flow-Through Formula FFY2023 | 75244524 | 331,622.45 | 0.00 | 0.00 | 0.00 | 331,622.45 |
| | 23STAC 23STAC Special Ed State Level Activity FFY2023 | 75244524 | 18,919.49 | 0.00 | 0.00 | 0.00 | 18,919.49 |
| | 24FTFL 24FTFL IDEA Flow-Through Formula FFY2024 | 75244524 | 88,599.99 | 0.00 | 0.00 | 0.00 | 88,599.99 |
| 84027 SPED-IDEA Disabilities Educ Act - Summary | | | 896,021.71 | 0.00 | 127,054.62 | 456,879.78 | 439,141.93 |
| 84027X SPED-IDEA ARP | 22ARPI 22ARPI SPED IDEA ARP FFY2022 | 75254500 | 127,019.84 | 0.00 | 127,019.84 | 127,019.84 | 0.00 |
| 84027X SPED-IDEA ARP - Summary | | | 127,019.84 | 0.00 | 127,019.84 | 127,019.84 | 0.00 |
| 84173 SPED-Preschool Special Educ IDEA | 22PRE 22PRE Preschool SPED Flow-through FFY2022 | 75224522 | 7,849.63 | 0.00 | 0.00 | 7,849.63 | 0.00 |
| | 23PRE 23PRE Preschool SPED Flow-through FFY2023 | 75224522 | 5,184.05 | 0.00 | 0.00 | 0.00 | 5,184.05 |
| 84173 SPED-Preschool Special Educ IDEA - Summary | | | 13,033.68 | 0.00 | 0.00 | 7,849.63 | 5,184.05 |
| 84173X SPED-IDEA ARP Preschool | 22ARPP 22ARPP IDEA ARP Preschool FFY2022 | 75234500 | 9,761.90 | 0.00 | 0.00 | 9,761.90 | 0.00 |
| 84173X SPED-IDEA ARP Preschool - Summary | | | 9,761.90 | 0.00 | 0.00 | 9,761.90 | 0.00 |
| 84365 SAS-English Language Acq-Formula-Title III | 22ELFT 22ELFT Flow-through FFY2022 | 78804800 | 10,843.53 | 0.00 | 10,843.53 | 10,843.53 | 0.00 |
| 84365 SAS-English Language Acq-Formula-Title III - Summary | | | 10,843.53 | 0.00 | 10,843.53 | 10,843.53 | 0.00 |
| 84367 T&L-Improving Teacher Quality-State | 222FT 222FT Title IIA Formula Flow Through FFY2022 | 78604800 | 52,368.56 | 0.00 | 52,368.56 | 52,368.56 | 0.00 |
| | 232FT 232FT Title IIA Formula Flow Through FFY2023 | 78604800 | 59,327.00 | 0.00 | 0.00 | 0.00 | 59,327.00 |
| | 242FT 242FT Title IIA Formula Flow Through FFY2024 | 78604800 | 42,762.00 | 0.00 | 0.00 | 0.00 | 42,762.00 |
| 84367 T&L-Improving Teacher Quality-State - Summary | | | 154,457.56 | 0.00 | 52,368.56 | 52,368.56 | 102,089.00 |
| 84424A T&L-Student Support Academic Enrichment Grants | 22AFT 22AFT Supporting Effective Instruction Flow-Through | 79054800 | 22,210.50 | 0.00 | 0.00 | 22,210.50 | 0.00 |
| | 23AFT 23AFT Supporting Effective Instr Flow-Through SFY23 | 79054800 | 43,829.93 | 0.00 | 22,850.57 | 31,216.28 | 12,613.65 |
| | 24AFT 24AFT Supporting Effective Instr Flow-Through SFY24 | 79054800 | 47,451.89 | 0.00 | 0.00 | 0.00 | 47,451.89 |
| 84424A T&L-Student Support Academic Enrichment Grants - Summary | | | 113,492.32 | 0.00 | 22,850.57 | 53,426.78 | 60,065.54 |
| 84425D SSS-Ellem & Secondary School Emergency Relief | 21ESSR 21ESSR ESSER II Funds to LEAs FFY2021 | 72154200 | 1,210,642.34 | 0.00 | 1,193,294.93 | 1,210,642.34 | 0.00 |
| 84425D SSS-Ellem & Secondary School Emergency Relief - Summary | | | 1,210,642.34 | 0.00 | 1,193,294.93 | 1,210,642.34 | 0.00 |
| 84425U SSS- American Rescue Plan Act of 2021 | 21ARPF 21ARPF American Rescue Plan-Flow-through FFY2021 | 72254200 | 2,720,710.63 | 0.00 | 0.00 | 98,949.39 | 2,621,761.24 |
| 84425U SSS- American Rescue Plan Act of 2021 - Summary | | | 2,720,710.63 | 0.00 | 0.00 | 98,949.39 | 2,621,761.24 |
| 84425W SSS- ARP ESSER Homeless Children & Youth | 21ARPH 21ARPH ARP ESSER Homeless Children & Youth FFY2021 | 72354200 | 9,321.70 | 0.00 | 9,321.70 | 9,321.70 | 0.00 |
| 84425W SSS- ARP ESSER Homeless Children & Youth - Summary | | | 9,321.70 | 0.00 | 9,321.70 | 9,321.70 | 0.00 |
| MSPB MSPB-Minimum School Programs Basic | 24PPA 24PPA Kindergarten SFY2024 | VAR/3005 | 224,971.41 | 18,747.62 | 168,728.57 | 168,728.57 | 56,242.84 |
| | 24PPB 24PPB Grades 1-12 SFY2024 | VAR/3010 | 7,674,741.40 | 639,132.84 | 5,757,342.86 | 5,757,342.86 | 1,917,398.54 |
| | 24PPBD 24PPBD Pub Ed Online Dist SFY2024 | VAR/3010 | 153,097.00 | 737,767.00 | 737,767.00 | 737,767.00 | 0.00 |
| | 24PPBO 24PPBO Pub Ed Online Offset SFY2024 | VAR/3010 | -2,433.00 | 0.00 | -2,433.00 | -2,433.00 | 0.00 |
| | 24PPD 24PPD Professional Staff SFY2024 | VAR/3020 | 627,589.51 | 52,299.12 | 470,692.13 | 470,692.13 | 156,897.38 |
| | 24PPF 24PPF Special Education - Add-on SFY2024 | 1205/3100 | 2,254,532.28 | 187,877.69 | 1,690,899.21 | 1,690,899.21 | 563,633.07 |
| | 24PPH 24PPH Special Education - Self-contained SFY2024 | 1210/3100 | 158,003.33 | 13,166.94 | 118,502.49 | 118,502.49 | 39,500.84 |
| | 24PPI 24PPI Special Education - Extended Year SFY2024 | 1220/3100 | 9,443.72 | 786.98 | 7,082.80 | 7,082.80 | 2,360.92 |
| | 24PPK 24PPK CTE ADM SFY2024 | VAR/3100 | 310,217.00 | 25,851.42 | 232,662.76 | 232,662.76 | 77,554.24 |
| | 24PPKB 24PPKB CTE Comprehensive Counseling & Guide SFY2024 | 5903/3100 | 61,934.00 | 5,161.16 | 46,450.50 | 46,450.50 | 15,483.50 |
| | 24PPKE 24PPKE CTE Technical Student Orgs SFY2024 | 6000/3100 | 128.00 | 0.00 | 128.00 | 128.00 | 0.00 |
| | 24PPKF 24PPKF CTE Skill Certification Competency SFY2024 | 6000/3100 | 15,846.00 | 1,320.50 | 11,884.50 | 11,884.50 | 3,961.50 |
| | 24PPL 24PPL Class Size Reduction SFY2024 | 5201/3100 | 377,375.23 | 31,447.94 | 283,031.43 | 283,031.43 | 94,343.80 |
| | 24PPN 24PPN Special Education - Impact Aid SFY2024 | 1225/3100 | 36,019.32 | 3,001.61 | 27,014.49 | 27,014.49 | 9,004.83 |
| | 24PPP 24PPP SPED Extended Yr Special Educators | 1278/3100 | 18,390.00 | 0.00 | 18,390.00 | 18,390.00 | 0.00 |
| | 24PPR 24PPR Students At-Risk Add-on | 5344/3100 | 436,731.20 | 36,394.26 | 327,548.40 | 327,548.40 | 109,182.80 |
| MSPB MSPB-Minimum School Programs Basic - Summary | | | 12,941,256.40 | 1,168,285.08 | 9,895,692.14 | 9,895,692.14 | 3,045,564.26 |
| MSPRB MSPRB-Minimum School Programs Related to Basic | 21PQS 21PQS Teacher Salary Supplement Program SFY2021 | 5807/3400 | 161,145.97 | 0.00 | 0.00 | 161,145.97 | 0.00 |
| | 23PQS 23PQS Teacher Salary Supplement Program SFY2023 | 5807/3400 | 166,820.63 | 66,168.64 | 66,168.64 | 166,820.63 | 0.00 |
| | 24PQI 24PQI Concurrent Enrollment SFY2024 | 5333/3300 | 25,752.31 | 2,146.02 | 19,314.23 | 19,314.23 | 6,438.08 |
| | 24PQM 24PQM School Land Trust Program SFY2024 | 5420/3500 | 259,564.69 | 0.00 | 259,564.69 | 259,564.69 | 0.00 |
| | 24PQN 24PQN Charter School Local Replacement SFY2024 | 5619/3200 | 5,451,573.00 | 449,688.84 | 4,102,506.50 | 4,102,506.50 | 1,349,066.50 |
| | 24POP 24POP Early Literacy Program SFY2024 | 5805/3300 | 120,154.28 | 8,364.70 | 83,523.06 | 83,523.06 | 36,631.22 |
| | 24PQR 24PQR Educator Salary Adjustments SFY2024 | 5876/3400 | 1,327,279.36 | 110,806.62 | 995,459.52 | 995,459.52 | 331,819.84 |
| | 24POY 24POY Flexible Allocation-WPU Distr buton SFY2024 | 5310/3200 | 5,367.21 | 447.00 | 4,026.23 | 4,026.23 | 1,340.98 |
| | 24PUA 24PUA Teacher Supplies & Materials SFY2024 | 5868/3400 | 19,335.78 | 0.00 | 19,335.78 | 19,335.78 | 0.00 |
| | 24PUC 24PUC Grants for Professional Learning SFY2024 | 5666/3500 | 4,893.24 | 412.01 | 3,708.12 | 3,708.12 | 1,185.12 |
| | 24PUE 24PUE Charter School Funding Base Prog SFY2024 | VAR/3200 | 200,675.00 | 16,555.21 | 151,009.38 | 151,009.38 | 49,665.62 |
| | 24PUU 24PUU Teacher and Student Success Act Program | 5678/3500 | 601,187.95 | 50,099.00 | 450,890.97 | 450,890.97 | 150,296.98 |
| MSPRB MSPRB-Minimum School Programs Related to Basic - Summary | | | 8,343,749.42 | 704,488.04 | 6,155,507.12 | 6,417,305.08 | 1,926,444.34 |
| PEESRA PEESRA-Public Ed Economic Stabilization Rest Acct | 23ELOO 23ELOO Early Literacy Outcomes One-time PEESRA | 5697/3800 | 8,612.00 | 0.00 | 4,059.00 | 4,059.00 | 4,553.00 |
| | 24PUY 24PUY Educator Professional Time PEESRA | 5651/3200 | 205,356.81 | 0.00 | 205,356.81 | 205,356.81 | 0.00 |
| | 24SHHP 24SHHP Small High Schools, Home&Private SchoolsPEESRA | VAR/3010 | 22,093.00 | 22,093.00 | 22,093.00 | 22,093.00 | 0.00 |
| PEESRA PEESRA-Public Ed Economic Stabilization Rest Acct - Summary | | | 236,061.81 | 22,093.00 | 231,508.81 | 231,508.81 | 4,553.00 |
| SAS SAS-Student Advocacy Services | 18PKU 18PKU School Turnaround and Leadership Dev SFY2018 | 5687/3800 | 270,000.00 | 0.00 | 0.00 | 270,000.00 | 0.00 |
| | S18PKU S18PKU School Turnaround & Leadership Dev SFY2018 PSC | 5295/3800 | 3,200.00 | 0.00 | 0.00 | 3,200.00 | 0.00 |
| SAS SAS-Student Advocacy Services - Summary | | | 273,200.00 | 0.00 | 0.00 | 273,200.00 | 0.00 |
| SSS SSS-Student Support Services | 22ECSN 22ECSN Electronic Cigarette Substance & Nicotine Prev | 5673/3800 | 4,000.00 | 0.00 | 0.00 | 4,000.00 | 0.00 |
| | 22SUPV 22SUPV Suicide Prevention SFY2022 | 5674/3800 | 1,000.00 | 0.00 | 0.00 | 1,000.00 | 0.00 |
| | 23SUPV 23SUPV Suicide Prevention SFY2023 | 5674/3800 | 1,000.00 | 0.00 | 0.00 | 1,000.00 | 0.00 |
| | 24SUPV 24SUPV Suicide Prevention SFY2024 | 5674/3800 | 1,000.00 | 0.00 | 1,000.00 | 1,000.00 | 0.00 |
| SSS SSS-Student Support Services - Summary | | | 7,000.00 | 0.00 | 1,000.00 | 7,000.00 | 0.00 |
| T&L T&L-Teaching & Learning | 20PJB 20PJB STEM Endorsement Incentives SFY2020 | 5644/3800 | 700.00 | 0.00 | 0.00 | 700.00 | 0.00 |
| | 22DRED 22DRED Drivers Ed SFY2022 | 5610/3800 | 2,550.00 | 0.00 | 0.00 | 2,550.00 | 0.00 |
| | 23DRED 23DRED Drivers Ed SFY2023 | 5610/3800 | 3,630.00 | 0.00 | 1,920.00 | 3,630.00 | 0.00 |
| | 23PJB 23PJB STEM Endorsement Center Grants SFY2023 | 5644/3800 | 1,500.00 | 0.00 | 1,500.00 | 1,500.00 | 0.00 |
| | 23SOEF 23SOEF Statewide Online Ed Program SFY2023 | 5380/3800 | 161,885.00 | 1,049.00 | 100,173.00 | 161,885.00 | 0.00 |
| | 24DRED 24DRED Drivers Ed SFY2024 | 5610/3800 | 1,980.00 | 0.00 | 1,980.00 | 1,980.00 | 0.00 |
| | 24PKB 24PKB Software Licenses for K-3 Reading SFY2024 | 5618/3800 | 18,006.15 | 0.00 | 0.00 | 0.00 | 18,006.15 |
| T&L T&L-Teaching & Learning - Summary | | | 190,251.15 | 1,049.00 | 105,573.00 | 172,245.00 | 18,006.15 |
| 5F0 UTAH VIRTUAL ACADEMY - Summary | | | 28,805,925.31 | 1,895,915.12 | 18,196,087.98 | 20,154,616.57 | 8,651,308.74 |

Mar 29, 2024

Utah Virtual Academy Reconciliation report

As of 03/31/2024
Account: PTIF - UTVA

| | |
|--------------------------------|---------------|
| Statement ending balance | 10,346,505.16 |
| Deposits in transit | 0.00 |
| Outstanding checks and charges | 0.00 |
| Adjusted bank balance | 10,346,505.16 |
| | |
| Book balance | 10,346,505.16 |
| Adjustments* | 0.00 |
| Adjusted book balance | 10,346,505.16 |

| | | | |
|----------------------------------|------|------------------------|-----------|
| Total Checks and charges Cleared | 0.00 | Total Deposits Cleared | 47,616.92 |
|----------------------------------|------|------------------------|-----------|

Deposits

| Name | Memo | Date | Doc no. | Cleared | In transit |
|----------------|--------------|------------|---------|-----------|------------|
| | REINVESTMENT | 03/31/2024 | | 47,616.92 | |
| Total Deposits | | | | 47,616.92 | 0.00 |

Checks and charges

| Name | Memo | Date | Check no. | Cleared | Outstanding |
|--------------------------|------|------|-----------|---------|-------------|
| Total Checks and charges | | | | 0.00 | 0.00 |

STATEMENT OF ACCOUNT

PTIF

UTAH PUBLIC TREASURERS' INVESTMENT FUND

Marlo M. Oaks, Utah State Treasurer, Fund Manager

PO Box 142315

350 N State Street, Suite 180

Salt Lake City, Utah 84114-2315

Local Call (801) 538-1042 Toll Free (800) 395-7665

www.treasurer.utah.gov

UTAH VIRTUAL ACADEMY
BUSINESS ADMINISTRATOR
310 EAST 4500 SOUTH #620
MURRAY UTAH 84107

Account

Account Period

March 01, 2024 through March 31, 2024

Summary

| | | | |
|-------------------|------------------|-----------------------|------------------|
| Beginning Balance | \$ 10,298,888.24 | Average Daily Balance | \$ 10,298,888.24 |
| Deposits | \$ 47,616.92 | Interest Earned | \$ 47,616.92 |
| Withdrawals | \$ 0.00 | 360 Day Rate | 5.3692 |
| Ending Balance | \$ 10,346,505.16 | 365 Day Rate | 5.4438 |

| Date | Activity | Deposits | Withdrawals | Balance |
|------------|-----------------|--------------|-------------|------------------|
| 03/01/2024 | FORWARD BALANCE | \$ 0.00 | \$ 0.00 | \$ 10,298,888.24 |
| 03/31/2024 | REINVESTMENT | \$ 47,616.92 | \$ 0.00 | \$ 10,346,505.16 |
| 03/31/2024 | ENDING BALANCE | \$ 0.00 | \$ 0.00 | \$ 10,346,505.16 |

Utah Virtual Academy Reconciliation report

As of 03/31/2024

Account: UTVA Zions Bank Operating

| | |
|--------------------------------|--------------|
| Statement ending balance | 4,365,284.96 |
| Deposits in transit | 0.00 |
| Outstanding checks and charges | 0.00 |
| Adjusted bank balance | 4,365,284.96 |
| | |
| Book balance | 4,365,284.96 |
| Adjustments* | 0.00 |
| Adjusted book balance | 4,365,284.96 |

| | | | |
|----------------------------------|--------------|------------------------|--------------|
| Total Checks and charges Cleared | 1,792,942.43 | Total Deposits Cleared | 1,903,494.02 |
|----------------------------------|--------------|------------------------|--------------|

Deposits

| Name | Memo | Date | Doc no. | Cleared | In transit |
|-----------------------|-----------------------------|------------|---------|---------------------|-------------|
| General Ledger entry | SCHOOL DEPOSIT - USCA GRANT | 02/26/2024 | | 157.00 | |
| General Ledger entry | SWEEP INTEREST | 03/29/2024 | | 7,421.90 | |
| General Ledger entry | ALLOTMENT- UTAH VIRTUAL | 03/31/2024 | | 1,895,915.12 | |
| Total Deposits | | | | 1,903,494.02 | 0.00 |

Checks and charges

| Name | Memo | Date | Check no. | Cleared | Outstanding |
|-------------------------------|--------------|------------|-----------|------------|-------------|
| Larry H. Miller Theatres | | 03/02/2024 | 30098 | 560.00 | |
| PowerSchool Group LLC | | 03/02/2024 | 30099 | 7,500.00 | |
| Shelley Jo Dula | | 03/02/2024 | 30100 | 780.00 | |
| THE WRITING REVOLUTION INC. | | 03/02/2024 | 30101 | 1,050.00 | |
| ZION PSYCHOLOGY | | 03/02/2024 | 30102 | 3,062.50 | |
| Boulder Consulting | | 03/04/2024 | 30103 | 2,770.60 | |
| CHARTER SCHOOL THERAPY | | 03/04/2024 | 30104 | 7,475.80 | |
| E-Therapy LLC | | 03/04/2024 | 30105 | 3,527.03 | |
| JBD COUNSELING AND CONSULTING | | 03/04/2024 | 30106 | 4,870.40 | |
| PowerSchool Group LLC | | 03/04/2024 | 30107 | 5,400.00 | |
| T-Mobile | | 03/04/2024 | 30108 | 3,436.65 | |
| General Ledger entry | PAYROLL #531 | 03/07/2024 | | 500,128.46 | |
| JILLIAN HYMAS | | 03/08/2024 | 30109 | 170.85 | |
| General Ledger entry | PAYROLL #532 | 03/08/2024 | | 7,064.94 | |
| Cassandra Asay | | 03/11/2024 | 30110 | 340.67 | |
| JILLIAN HYMAS | | 03/11/2024 | 30111 | 170.85 | |
| Lacey Robinson | | 03/11/2024 | 30112 | 1,512.78 | |
| Lori Simonson | | 03/11/2024 | 30113 | 1,986.51 | |
| Sara Kahl | | 03/11/2024 | 30114 | 1,858.70 | |
| Tiffany Allen | | 03/11/2024 | 30115 | 242.44 | |
| Meghan Merideth | | 03/11/2024 | 30116 | 4,295.80 | |
| Alia Herrod | | 03/14/2024 | 30117 | 380.15 | |
| Amy Quebbeman | | 03/14/2024 | 30118 | 63.35 | |
| AMY WELLS | | 03/14/2024 | 30119 | 179.71 | |
| CAMILLE OSNESS | | 03/14/2024 | 30120 | 465.73 | |
| CARRIE JUSTVIG | | 03/14/2024 | 30122 | 15.20 | |
| Cassidy Ulrich | | 03/14/2024 | 30123 | 165.74 | |
| Cassandra Asay | | 03/14/2024 | 30124 | 666.59 | |
| CYNTHIA STEPHENS | | 03/14/2024 | 30125 | 421.04 | |
| DAWNETTE THOMPSON | | 03/14/2024 | 30126 | 10.55 | |
| JANALEE MILLER | | 03/14/2024 | 30127 | 286.66 | |
| Jennifer Wilson | | 03/14/2024 | 30128 | 243.73 | |
| Jessie Russell | | 03/14/2024 | 30129 | 40.83 | |
| Kiely Dewey | | 03/14/2024 | 30130 | 404.43 | |
| Mason Andersen | | 03/14/2024 | 30131 | 139.20 | |
| Michelle Orton | | 03/14/2024 | 30132 | 410.01 | |
| Porshe Hansen | | 03/14/2024 | 30133 | 270.79 | |

Utah Virtual Academy Reconciliation report

As of 03/31/2024

Account: UTVA Zions Bank Operating

| | | | | |
|---|---|------------|-------|------------|
| Sara Kahl | | 03/14/2024 | 30134 | 2,043.69 |
| SARA LARSON | | 03/14/2024 | 30135 | 214.40 |
| Shayla Miller | | 03/14/2024 | 30136 | 673.34 |
| SHELLY NIELSEN | | 03/14/2024 | 30137 | 477.80 |
| Shelly Strahan | | 03/14/2024 | 30138 | 484.48 |
| Sophie Seegmiller | | 03/14/2024 | 30139 | 40.00 |
| Stefanie Cragun | | 03/14/2024 | 30140 | 35.64 |
| TaMerra Wallin | | 03/14/2024 | 30141 | 399.56 |
| Taylor Spencer | | 03/14/2024 | 30142 | 295.20 |
| Tiffany Wiberg | | 03/14/2024 | 30143 | 199.66 |
| YAERLI ANDERSON | | 03/14/2024 | 30144 | 635.16 |
| ACADEMICA WEST, LLC | | 03/14/2024 | 30145 | 39,010.40 |
| K12 Management Inc. | | 03/14/2024 | 30146 | 505,634.88 |
| General Ledger entry | TO RECORD CREDIT CARD MIDCYCLE TRANSFER/PAYMENT | 03/14/2024 | | 25,000.00 |
| Carol Olson | | 03/15/2024 | 30121 | 380.69 |
| ALICIA HOERNER, Ph.D. dba BILINGUAL PSYCHOLOGICAL SER- VICES | | 03/15/2024 | 30147 | 1,572.50 |
| Boulder Consulting | | 03/15/2024 | 30148 | 2,869.97 |
| Certified Languages In- ternational | | 03/15/2024 | 30149 | 47.25 |
| CHARTER SCHOOL THERAPY | | 03/15/2024 | 30150 | 2,330.43 |
| Comprehensive Psycho- logical | | 03/15/2024 | 30151 | 875.00 |
| DESERET NEWS | | 03/15/2024 | 30152 | 900.00 |
| DOTCOM THERAPY, LLC | | 03/15/2024 | 30153 | 230.00 |
| E-Therapy LLC | | 03/15/2024 | 30154 | 166.50 |
| EIDE BAILLY LLP | | 03/15/2024 | 30155 | 10,500.00 |
| ELUMA LLC | | 03/15/2024 | 30156 | 522.21 |
| JOSTENS, INC | | 03/15/2024 | 30157 | 34.70 |
| MICHAEL SISTO | | 03/15/2024 | 30158 | 742.36 |
| Pacific Office Automation | | 03/15/2024 | 30159 | 1,063.93 |
| ROCKY MOUNTAIN UNIVERSITY OF HEALTH PROFES- SIONS FOUNDATION | | 03/15/2024 | 30160 | 1,814.75 |
| Shelley Jo Dula | | 03/15/2024 | 30161 | 1,527.50 |
| UTAH BUREAU OF CRIMINAL IDENTIFICA- TION | | 03/15/2024 | 30162 | 199.50 |
| ZION PSYCHOLOGY | | 03/15/2024 | 30163 | 812.50 |
| Zions Bank CC-Meghan Merideth | | 03/15/2024 | | 9,962.87 |
| Zions Bank - Hymas CC 0759 | | 03/15/2024 | | 748.71 |
| Zions Bank CC-Shelly Strahan | | 03/15/2024 | | 12,531.56 |
| Zions Bank - Allen CC 0569 | | 03/15/2024 | | 7,706.09 |
| Boulder Consulting | | 03/18/2024 | 30164 | 2,583.76 |
| CHARTER SCHOOL THERAPY | | 03/18/2024 | 30165 | 3,945.53 |
| DOTCOM THERAPY, LLC | | 03/18/2024 | 30166 | 24,218.84 |
| JBD COUNSELING AND CONSULTING | | 03/18/2024 | 30167 | 7,110.00 |
| PULSE TECHNOLO- GIES, INC. | | 03/18/2024 | 30168 | 7,378.13 |
| SURF AND SKI SPEECH THERAPY | | 03/18/2024 | 30169 | 3,813.00 |
| | ACCOUNT ANALYSIS FEE | 03/21/2024 | | 273.19 |

Utah Virtual Academy Reconciliation report

As of 03/31/2024

Account: UTVA Zions Bank Operating

| | | | | |
|---|--------------|------------|-------|---------------------|
| General Ledger entry | PAYROLL #534 | 03/21/2024 | | 1,136.80 |
| ACADEMICA WEST, LLC | | 03/22/2024 | 30170 | 123.85 |
| ALICIA HOERNER, Ph.D. dba BILINGUAL PSYCHOLOGICAL SER- VICES | | 03/22/2024 | 30171 | 3,515.00 |
| Boulder Consulting | | 03/22/2024 | 30172 | 2,484.39 |
| CHARTER SCHOOL THERAPY | | 03/22/2024 | 30173 | 3,609.28 |
| E-Therapy LLC | | 03/22/2024 | 30174 | 2,931.76 |
| FedEx | 4865-4182-2 | 03/22/2024 | 30175 | 134.61 |
| Kevin Knutson | | 03/22/2024 | 30176 | 812.50 |
| PowerSchool Group LLC | | 03/22/2024 | 30177 | 2,700.00 |
| ROCKY MOUNTAIN UNIVERSITY OF HEALTH PROFES- SIONS FOUNDATION | | 03/22/2024 | 30178 | 742.15 |
| Shelley Jo Dula | | 03/22/2024 | 30179 | 585.00 |
| SNOW COLLEGE | | 03/22/2024 | 30180 | 120.00 |
| Virtual Technologies Group, Inc. | | 03/22/2024 | 30181 | 3,675.09 |
| ZION PSYCHOLOGY | | 03/22/2024 | 30182 | 1,312.50 |
| General Ledger entry | PAYROLL #533 | 03/22/2024 | | 505,290.99 |
| POWER STUDENT IN- FORMATION SYSTEMS & JOINT SOLUTIONS, LLC. | | 03/26/2024 | 30188 | 14,000.00 |
| Andrea Peterson | | 03/27/2024 | 30183 | 500.27 |
| DIEGO PEREZ | | 03/27/2024 | 30184 | 106.00 |
| GENERAL COMMUNI- CATIONS, INC. | | 03/27/2024 | 30185 | 3,927.15 |
| Jennifer Wilson | | 03/27/2024 | 30186 | 347.83 |
| JILLIAN HYMAS | | 03/27/2024 | 30187 | 444.88 |
| General Ledger entry | PAYROLL #535 | 03/29/2024 | | 68.01 |
| Total Checks and charges | | | | 1,792,942.43 |
| | | | | 0.00 |

ZIONS BANK®

PO Box 26547, Salt Lake City, UT 84126-0547

Statement of Accounts

This Statement: March 29, 2024
Last Statement: February 29, 2024

Primary Account [REDACTED]

0060929

1466-06-0000-ZFN-PG0021-00000

UTAH VIRTUAL ACADEMY
TIFFANY ALLEN
310 E 4500 S STE 620
SALT LAKE CITY UT 84107-4266

For 24-hour account information, please contact: ■

1-800-789-BANK (2265)

zionsbank.com

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We appreciate your business and want to tell you about upcoming fee changes to some of our Treasury Management products* effective April 1, 2024. To view the updated fees, please visit www.zionsbank.com/tmpricingchanges2024. Please note that these fees are only applied when an account utilizes these services. Your account may not incur these charges. For questions, please contact your Treasury Relationship Manager or Treasury Customer Service at (800) 726-7503.

*Treasury Management products and services may be subject to applicable contracts, agreements, or credit approval. Fees may apply. Terms and conditions apply. See a banker for details.

SUMMARY OF ACCOUNT BALANCE

| Account Type | Account Number | Checking/Savings Ending Balance | Outstanding Balances Owed |
|--------------------------------|----------------|---------------------------------|---------------------------|
| Public Funds Analyzed Checking | [REDACTED] | \$0.00 | |

PUBLIC FUNDS ANALYZED CHECKING [REDACTED]

127 0

| Previous Balance | Deposits/Credits | Charges/Debits | Checks Processed | Ending Balance |
|------------------|------------------|----------------|------------------|----------------|
| 0.00 | 3,669,532.42 | 3,114,184.69 | 555,347.73 | 0.00 |

12 DEPOSITS/CREDITS

| Date | Amount | Description |
|-------|--------------|---|
| 03/01 | 157.00 | DEPOSIT 7676055236 |
| 03/05 | 30,871.23 | SWEEP TRANSFER CREDIT [REDACTED] |
| 03/06 | 513,002.96 | SWEEP TRANSFER CREDIT [REDACTED] |
| 03/07 | 34,545.42 | SWEEP TRANSFER CREDIT [REDACTED] |
| 03/14 | 25,000.00 | SWEEP TRANSFER CREDIT [REDACTED] |
| 03/18 | 16,951.79 | SWEEP TRANSFER CREDIT [REDACTED] |
| 03/19 | 39,010.40 | SWEEP TRANSFER CREDIT [REDACTED] |
| 03/20 | 75,429.21 | SWEEP TRANSFER CREDIT [REDACTED] |
| 03/21 | 506,700.98 | SWEEP TRANSFER CREDIT [REDACTED] |
| 03/26 | 505,634.88 | SWEEP TRANSFER CREDIT [REDACTED] |
| 03/28 | 26,313.43 | SWEEP TRANSFER CREDIT [REDACTED] |
| 03/29 | 1,895,915.12 | State of Utah UTAHEFT 202403280003789REF # 024089004324674 1100248635 |

90 CHARGES/DEBITS

| Date | Amount | Description |
|-------|-----------|--|
| 03/01 | 1.00 | SWEEP TRANSFER DEBIT [REDACTED] |
| 03/05 | 30,949.23 | CREDIT CARD ECS PAYMENT REF # 024065003302277 1123600817 |
| 03/06 | 560.00 | AVIDPAY SERVICE AVIDPAY CK30098 REF # 024066004432167 1100233328 |
| 03/06 | 780.00 | AVIDPAY SERVICE AVIDPAY CK30100 REF # 024066004431272 1100233325 |
| 03/06 | 1,050.00 | AVIDPAY SERVICE AVIDPAY CK30101 REF # 024066004431275 1100233326 |
| 03/06 | 3,062.50 | AVIDPAY SERVICE AVIDPAY CK30102 REF # 024066004431269 1100233324 |



An Easy Approach To Balancing Your Account

To reconcile your checkbook balance to your statement balance: Mark off each entry in your check register that has been charged to your account during the statement period. List the checks you have written, but are not yet charged to your account in the "Checks Outstanding" column below. Then, follow the instructions in lines 1 through 10.

| CHECKS OUTSTANDING | | CHECKBOOK BALANCE | |
|--------------------|--------------|---|--|
| Check Number | Check Amount | | |
| | | 1. LIST your checkbook balance. | |
| | | 2. ADD any deposits or other credits listed on the front of this statement which you have not recorded in your checkbook (such as payroll credits or other direct electronic deposits). | |
| | | 3. SUBTOTAL: | |
| | | 4. SUBTRACT any charges listed on the front of this statement which you have not recorded (such as service charges, automatic transfers, electronic transactions, etc). | |
| | | 5. ADJUSTED CHECKBOOK BALANCE: | |
| | | <i>This balance should agree with line 10, below.</i> | |
| | | STATEMENT BALANCE | |
| | | 6. LIST your current statement balance as shown on the front of this statement. | |
| | | 7. ADD deposits made, but not shown on this statement. | |
| | | 8. SUBTOTAL: | |
| | | 9. SUBTRACT total from "Checks Outstanding." | |
| | | 10. ADJUSTED STATEMENT BALANCE: | |
| | | <i>This balance should agree with line 5, above.</i> | |
| TOTAL: | | | |

Transfer to Line 9.

PROMPTLY EXAMINE YOUR STATEMENT AND REPORT ANY PROBLEM

You must promptly examine your account statements and report any discoverable errors, unauthorized signatures, alterations, missing endorsements, or unauthorized transfers. Failure to do so may result in your loss of certain rights or remedies. For example, you must identify the discoverable alteration or forgery of a check within 30 days of us sending you, or making available to you, the statement reflecting that check, and you must also immediately report to us what you find. Businesses should check their account transactions daily, for which various online services are available. For additional information, please see your deposit account agreement and application service agreement(s) for details. See also the consumer disclosures below.

CONSUMER ACCOUNTS: IN CASE OF ERRORS OR QUESTIONS ABOUT YOUR ELECTRONIC TRANSFERS OR CHECK RESERVE TRANSACTIONS

As soon as you can, please notify us if you think an electronic transfer or Check Reserve transaction is wrong or if you need more information about a transaction listed on the statement. We must hear from you no later than 60 days after we sent or made available the FIRST statement on which the problem or error appeared. The provisions in this paragraph do not apply to business or other non-personal accounts. The owners of those accounts must settle all unauthorized transactions or errors within 24 hours of receipt of the item posting in order to be returned.

1. Tell us your name and account number.
2. Describe the error or the transfer you are unsure about, and explain as clearly as you can why you believe it is an error or why you need more information.
3. Tell us the dollar amount of the suspected error.

For CHECK RESERVE accounts: You do not have to pay any amount in question while we are investigating, but you are still obligated to pay the parts

of your bill that are not in question. The charge in question may remain on your statement, and we may continue to charge you interest on that amount.

But, if we determine that we made a mistake, you will not have to pay the amount in question or any interest or other fees related to that amount. While we investigate your question, we cannot report you as delinquent or take any action to collect the amount you question. You must notify us in writing. You can telephone us, but doing so will not preserve your rights. Contact us at Zions Bank, PO Box 25787, Salt Lake City, UT 84125-0787.

For electronic transfers: We will investigate your complaint and will correct any error promptly. If we take more than 10 business days to do this, we will credit your account for the amount you think is in error, so that you will have the use of the money during the time it takes us to complete our investigation. Contact us at Zions Bank, EFT Dept. PO Box 25837, Salt Lake City, UT 84125-0837 or 1-800-662-4346.

Balance Subject to Interest Rate: We use the method called "average daily balance", (including current transactions) to calculate the daily balance. If you have any further questions about the method and how resulting interest charges are determined, please feel free to contact us at 1-800-974-8800.

We may report information about your Check Reserve account to credit bureaus. Late payments, missed payments, or other defaults on your account may be reflected in your credit report.

Please notify us if we report any inaccurate information about your account(s) to a credit bureau. Your written notice describing the specific inaccuracy should be sent to us at the following address: Zions Bank, PO Box 25787, Salt Lake City, UT 84125-0787.

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ZIONS BANK®

PO Box 26547, Salt Lake City, UT 84126-0547

March 29, 2024
 UTAH VIRTUAL ACADEMY

Continued ...

| Date | Amount | Description |
|-------|------------|--|
| 03/06 | 7,500.00 | AVIDPAY SERVICE AVIDPAY CK30099 REF # 024066004432164 1100233327 |
| 03/06 | 500,128.46 | Stratus HR EDI PYMNTS 1963830 REF # 024066004418788 1100233323 |
| 03/07 | 2,770.60 | AVIDPAY SERVICE AVIDPAY CK30103 REF # 024067005841508 1100220988 |
| 03/07 | 3,436.65 | AVIDPAY SERVICE AVIDPAY CK30108 REF # 024067005841530 1100220989 |
| 03/07 | 3,527.03 | AVIDPAY SERVICE AVIDPAY CK30105 REF # 024067005841657 1100220993 |
| 03/07 | 4,870.40 | AVIDPAY SERVICE AVIDPAY CK30106 REF # 024067005841648 1100220990 |
| 03/07 | 5,400.00 | AVIDPAY SERVICE AVIDPAY CK30107 REF # 024067005841654 1100220992 |
| 03/07 | 7,064.94 | Stratus HR EDI PYMNTS 1967381 REF # 024067005830822 1100220987 |
| 03/07 | 7,475.80 | AVIDPAY SERVICE AVIDPAY CK30104 REF # 024067005841651 1100220991 |
| 03/14 | 25,000.00 | CORPORATE PYMT TO VSA ***7607 ID: 000006687 2323812543 |
| 03/18 | 10.55 | AVIDPAY SERVICE AVIDPAY CK30126 REF # 024078003717514 1100240347 |
| 03/18 | 15.20 | AVIDPAY SERVICE AVIDPAY CK30122 REF # 024078003717490 1100240339 |
| 03/18 | 35.64 | AVIDPAY SERVICE AVIDPAY CK30140 REF # 024078003716189 1100240329 |
| 03/18 | 40.00 | AVIDPAY SERVICE AVIDPAY CK30139 REF # 024078003716192 1100240330 |
| 03/18 | 40.83 | AVIDPAY SERVICE AVIDPAY CK30129 REF # 024078003717505 1100240344 |
| 03/18 | 63.35 | AVIDPAY SERVICE AVIDPAY CK30118 REF # 024078003716204 1100240334 |
| 03/18 | 139.20 | AVIDPAY SERVICE AVIDPAY CK30131 REF # 024078003715025 1100240320 |
| 03/18 | 165.74 | AVIDPAY SERVICE AVIDPAY CK30123 REF # 024078003717499 1100240342 |
| 03/18 | 179.71 | AVIDPAY SERVICE AVIDPAY CK30119 REF # 024078003715034 1100240323 |
| 03/18 | 199.66 | AVIDPAY SERVICE AVIDPAY CK30143 REF # 024078003715028 1100240321 |
| 03/18 | 214.40 | AVIDPAY SERVICE AVIDPAY CK30135 REF # 024078003715043 1100240326 |
| 03/18 | 243.73 | AVIDPAY SERVICE AVIDPAY CK30128 REF # 024078003715031 1100240322 |
| 03/18 | 270.79 | AVIDPAY SERVICE AVIDPAY CK30133 REF # 024078003715046 1100240327 |
| 03/18 | 286.66 | AVIDPAY SERVICE AVIDPAY CK30127 REF # 024078003717481 1100240336 |
| 03/18 | 295.20 | AVIDPAY SERVICE AVIDPAY CK30142 REF # 024078003715040 1100240325 |
| 03/18 | 380.15 | AVIDPAY SERVICE AVIDPAY CK30117 REF # 024078003716207 1100240335 |
| 03/18 | 380.69 | AVIDPAY SERVICE AVIDPAY CK30121 REF # 024078003717508 1100240345 |
| 03/18 | 399.56 | AVIDPAY SERVICE AVIDPAY CK30141 REF # 024078003716195 1100240331 |
| 03/18 | 404.43 | AVIDPAY SERVICE AVIDPAY CK30130 REF # 024078003717496 1100240341 |
| 03/18 | 410.01 | AVIDPAY SERVICE AVIDPAY CK30132 REF # 024078003715037 1100240324 |
| 03/18 | 421.04 | AVIDPAY SERVICE AVIDPAY CK30125 REF # 024078003717502 1100240343 |
| 03/18 | 465.73 | AVIDPAY SERVICE AVIDPAY CK30120 REF # 024078003717493 1100240340 |
| 03/18 | 477.80 | AVIDPAY SERVICE AVIDPAY CK30137 REF # 024078003716201 1100240333 |
| 03/18 | 484.48 | AVIDPAY SERVICE AVIDPAY CK30138 REF # 024078003717511 1100240346 |
| 03/18 | 635.16 | AVIDPAY SERVICE AVIDPAY CK30144 REF # 024078003717487 1100240338 |
| 03/18 | 666.59 | AVIDPAY SERVICE AVIDPAY CK30124 REF # 024078003715049 1100240328 |
| 03/18 | 673.34 | AVIDPAY SERVICE AVIDPAY CK30136 REF # 024078003716198 1100240332 |
| 03/18 | 2,043.69 | AVIDPAY SERVICE AVIDPAY CK30134 REF # 024078003717484 1100240337 |
| 03/20 | 34.70 | AVIDPAY SERVICE AVIDPAY CK30157 REF # 024080006023106 1100238310 |
| 03/20 | 47.25 | AVIDPAY SERVICE AVIDPAY CK30149 REF # 024080006024312 1100238318 |
| 03/20 | 166.50 | AVIDPAY SERVICE AVIDPAY CK30154 REF # 024080006024315 1100238319 |
| 03/20 | 199.50 | AVIDPAY SERVICE AVIDPAY CK30162 REF # 024080006024323 1100238322 |
| 03/20 | 230.00 | AVIDPAY SERVICE AVIDPAY CK30153 REF # 024080006024318 1100238320 |
| 03/20 | 522.21 | AVIDPAY SERVICE AVIDPAY CK30156 REF # 024080006024330 1100238323 |
| 03/20 | 742.36 | AVIDPAY SERVICE AVIDPAY CK30158 REF # 024080006023140 1100238314 |
| 03/20 | 812.50 | AVIDPAY SERVICE AVIDPAY CK30163 REF # 024080006023131 1100238312 |
| 03/20 | 875.00 | AVIDPAY SERVICE AVIDPAY CK30151 REF # 024080006024339 1100238326 |
| 03/20 | 900.00 | AVIDPAY SERVICE AVIDPAY CK30152 REF # 024080006024342 1100238327 |
| 03/20 | 1,063.93 | AVIDPAY SERVICE AVIDPAY CK30159 REF # 024080006024333 1100238324 |
| 03/20 | 1,527.50 | AVIDPAY SERVICE AVIDPAY CK30161 REF # 024080006023134 1100238313 |
| 03/20 | 1,572.50 | AVIDPAY SERVICE AVIDPAY CK30147 REF # 024080006024336 1100238325 |
| 03/20 | 1,814.75 | AVIDPAY SERVICE AVIDPAY CK30160 REF # 024080006023118 1100238311 |
| 03/20 | 2,330.43 | AVIDPAY SERVICE AVIDPAY CK30150 REF # 024080006024307 1100238316 |
| 03/20 | 2,583.76 | AVIDPAY SERVICE AVIDPAY CK30164 REF # 024080006023098 1100238308 |
| 03/20 | 2,869.97 | AVIDPAY SERVICE AVIDPAY CK30148 REF # 024080006023096 1100238307 |
| 03/20 | 3,813.00 | AVIDPAY SERVICE AVIDPAY CK30169 REF # 024080006025453 1100238328 |
| 03/20 | 3,945.53 | AVIDPAY SERVICE AVIDPAY CK30165 REF # 024080006024309 1100238317 |
| 03/20 | 7,110.00 | AVIDPAY SERVICE AVIDPAY CK30167 REF # 024080006025456 1100238329 |
| 03/20 | 7,378.13 | AVIDPAY SERVICE AVIDPAY CK30168 REF # 024080006024044 1100238315 |
| 03/20 | 10,500.00 | AVIDPAY SERVICE AVIDPAY CK30155 REF # 024080006023101 1100238309 |
| 03/20 | 24,218.84 | AVIDPAY SERVICE AVIDPAY CK30166 REF # 024080006024320 1100238321 |
| 03/21 | 273.19 | SERVICE AND TRANSACTION FEES |
| 03/21 | 505,290.99 | Stratus HR EDI PYMNTS 1982352 REF # 024081007415834 1100210039 |
| 03/21 | 1,136.80 | Stratus HR EDI PYMNTS 1986315 REF # 024081007824012 1116001677 |
| 03/28 | 68.01 | Stratus HR EDI PYMNTS 1992798 REF # 024088003214487 1100210392 |
| 03/28 | 120.00 | AVIDPAY SERVICE AVIDPAY CK30180 REF # 024088003112029 1100210386 |
| 03/28 | 134.61 | AVIDPAY SERVICE AVIDPAY CK30175 REF # 024088003111755 1100210380 |
| 03/28 | 585.00 | AVIDPAY SERVICE AVIDPAY CK30179 REF # 024088003112044 1100210390 |
| 03/28 | 742.15 | AVIDPAY SERVICE AVIDPAY CK30178 REF # 024088003112041 1100210389 |
| 03/28 | 812.50 | AVIDPAY SERVICE AVIDPAY CK30176 REF # 024088003112035 1100210388 |
| 03/28 | 1,312.50 | AVIDPAY SERVICE AVIDPAY CK30182 REF # 024088003112052 1100210391 |
| 03/28 | 2,484.39 | AVIDPAY SERVICE AVIDPAY CK30172 REF # 024088003112032 1100210387 |



March 29, 2024
 UTAH VIRTUAL ACADEMY
 [REDACTED]
 ZIONS BANK

Continued ...

| Date | Amount | Description |
|-------|--------------|--|
| 03/28 | 2,700.00 | AVIDPAY SERVICE AVIDPAY CK30177 REF # 024088003111776 1100210382 |
| 03/28 | 2,931.76 | AVIDPAY SERVICE AVIDPAY CK30174 REF # 024088003111779 1100210383 |
| 03/28 | 3,515.00 | AVIDPAY SERVICE AVIDPAY CK30171 REF # 024088003111761 1100210381 |
| 03/28 | 3,609.28 | AVIDPAY SERVICE AVIDPAY CK30173 REF # 024088003111800 1100210385 |
| 03/28 | 3,675.09 | AVIDPAY SERVICE AVIDPAY CK30181 REF # 024088003111782 1100210384 |
| 03/29 | 1,876,588.99 | SWEEP TRANSFER DEBIT [REDACTED] |
| 03/29 | 106.00 | AVIDPAY SERVICE AVIDPAY CK30184 REF # 024089004446248 1100275637 |
| 03/29 | 347.83 | AVIDPAY SERVICE AVIDPAY CK30186 REF # 024089004446248 1100275632 |
| 03/29 | 444.88 | AVIDPAY SERVICE AVIDPAY CK30187 REF # 024089004446062 1100275634 |
| 03/29 | 500.27 | AVIDPAY SERVICE AVIDPAY CK30183 REF # 024089004446248 1100275633 |
| 03/29 | 3,927.15 | AVIDPAY SERVICE AVIDPAY CK30185 REF # 024089004446065 1100275635 |
| 03/29 | 14,000.00 | AVIDPAY SERVICE AVIDPAY CK30188 REF # 024089004446245 1100275636 |

11 CHECKS PROCESSED

| Number.....Date.....Amount | Number.....Date.....Amount | Number.....Date.....Amount |
|----------------------------|----------------------------|----------------------------|
| 30109 03/18 170.85 | 30113 03/28 1,986.51 | 30145* 03/19 39,010.40 |
| 30110 03/18 340.67 | 30114 03/18 1,858.70 | 30146 03/26 505,634.88 |
| 30111 03/20 170.85 | 30115 03/18 242.44 | 30170* 03/28 123.85 |
| 30112 03/28 1,512.78 | 30116 03/18 4,295.80 | |

* Not in check sequence

AGGREGATE OVERDRAFT AND RETURNED ITEM FEES

| | Total for This Period | Total Year-to-Date |
|--------------------------|-----------------------|--------------------|
| Total Overdraft Fees | \$0.00 | \$0.00 |
| Total Returned Item Fees | \$0.00 | \$0.00 |

To learn more about our other products and services that may lower the cost of managing account overdrafts or to discuss removing overdraft coverage from your account, please contact Customer Service or visit your local branch.

DAILY BALANCES

| Date.....Balance | Date.....Balance | Date.....Balance |
|------------------|------------------|------------------|
| 03/01 156.00 | 03/14 0.00 | 03/21 0.00 |
| 03/05 78.00 | 03/18 0.00 | 03/26 0.00 |
| 03/06 0.00 | 03/19 0.00 | 03/28 0.00 |
| 03/07 0.00 | 03/20 0.00 | 03/29 0.00 |

ZIONS BANK®

PO Box 26547, Salt Lake City, UT 84126-0547

Statement of Accounts

This Statement: March 29, 2024
Last Statement: February 29, 2024

Primary Account [REDACTED]

0011766 1466-06-0000-ZFN-PG0007-00000
UTAH VIRTUAL ACADEMY
310 E 4500 S STE 620
SALT LAKE CITY UT 84107-4266

DIRECT INQUIRIES TO:
Treasury Management
Customer Service
1-800-726-7503

39th South Branch
3880 South 700 East
Salt Lake City, UT 84106-1182

WE HAVEN'T FORGOTTEN WHO KEEPS US IN BUSINESS. ®

SUMMARY OF ACCOUNT BALANCE

| Account Type | Account Number | Ending Balance | Outstanding Balances Owed |
|---------------------|----------------|----------------|---------------------------|
| Gold Business Sweep | [REDACTED] | \$4,365,284.96 | |

GOLD BUSINESS SWEEP [REDACTED]

238 0

| Previous Balance | Credits | Debits | Ending Balance |
|------------------|--------------|--------------|----------------|
| 4,254,733.37 | 1,884,011.89 | 1,773,460.30 | 4,365,284.96 |

3 CREDITS

| Date | Amount | Description |
|-------|--------------|----------------------------------|
| 03/01 | 1.00 | SWEEP TRANSFER CREDIT [REDACTED] |
| 03/29 | 1,876,588.99 | SWEEP TRANSFER CREDIT [REDACTED] |
| 03/29 | 7,421.90 | INTEREST PAYMENT 0355045469 |

10 DEBITS

| Date | Amount | Description |
|-------|------------|---------------------------------|
| 03/05 | 30,871.23 | SWEEP TRANSFER DEBIT [REDACTED] |
| 03/06 | 513,002.96 | SWEEP TRANSFER DEBIT [REDACTED] |
| 03/07 | 34,545.42 | SWEEP TRANSFER DEBIT [REDACTED] |
| 03/14 | 25,000.00 | SWEEP TRANSFER DEBIT [REDACTED] |
| 03/18 | 16,951.79 | SWEEP TRANSFER DEBIT [REDACTED] |
| 03/19 | 39,010.40 | SWEEP TRANSFER DEBIT [REDACTED] |
| 03/20 | 75,429.21 | SWEEP TRANSFER DEBIT [REDACTED] |
| 03/21 | 506,700.98 | SWEEP TRANSFER DEBIT [REDACTED] |
| 03/26 | 505,634.88 | SWEEP TRANSFER DEBIT [REDACTED] |
| 03/28 | 26,313.43 | SWEEP TRANSFER DEBIT [REDACTED] |

DAILY BALANCES

| Date | Balance | Date | Balance | Date | Balance |
|-------|--------------|-------|--------------|-------|--------------|
| 03/01 | 4,254,734.37 | 03/14 | 3,651,314.76 | 03/21 | 3,013,222.38 |
| 03/05 | 4,223,863.14 | 03/18 | 3,634,362.97 | 03/26 | 2,507,587.50 |
| 03/06 | 3,710,860.18 | 03/19 | 3,595,352.57 | 03/28 | 2,481,274.07 |
| 03/07 | 3,676,314.76 | 03/20 | 3,519,923.36 | 03/29 | 4,365,284.96 |



Sweep Account Reconciliation Form

The following form is designed to assist in your Sweep Account reconciliation efforts. Please use the following documents:

For Loan Sweeps: Checking Account Statement(s)
 Loan Sweep Account Statement
 Monthly Interest Statement
 Checking Account Ledger

For Sweeps: Checking Account Statement(s)
 Investment Sweep Account Statement
 Checking Account Ledger

- Using *either* your Investment Sweep Account Statement *or* Loan Sweep Statement, check your Sweep Account transfers against the corresponding debits and credits on your checking account statement(s).
- Mark each entry in your checking account ledger that has been charged to your checking account (checks, deposits, etc.).
- List the checks that have been written, but not yet charged to your checking account on the lines below:

| OUTSTANDING CHECKS | | | | | |
|--|--------------|--------------|--------------|--------------|--------------|
| Check Number | Check Amount | Check Number | Check Amount | Check Number | Check Amount |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| Total Amount (Enter this amount on line 6 below): | | | | | |

- | | | | |
|--|----------------------------------|--------------|---|
| 4. Enter the ending balance from the Sweep Account statement. | SWEEPSTATEMENT BALANCE | _____ | |
| 5. Add the ending balance from the Checking Account statement. (if there is more than one checking account, add the balances together and enter the total on this line. If the checking account has a peg balance of \$0.00, enter \$0.00.) | CHECKING STATEMENTBALANCE | + _____ | |
| 6. Subtract the Outstanding Checks Total shown above. | OUTSTANDING CHECKS | - _____ | |
| 7. Add any outstanding deposits. | OUTSTANDING DEPOSITS | + _____ | |
| 8. Calculate the Adjusted Bank Balance. | ADJUSTED BANK BALANCE | = _____ | ← |
| 9. Enter the ending balance from your checking account register. (if there is more than one checking account, add the account balances together and enter the total on this line.) | CHECKING REGISTER BALANCE | + _____ | |
| NOTE: If reconciling an investment Sweep account, go to step 11. For Loan Sweep accounts, go to step 10. | | | |
| 10. Use the Sweep Account statement and Monthly Investment statement to reconcile transfers between the line of credit and sweep account to determine the net draw or net payment to the line. Add the draw or subtract the payment from the book balance. | NET CHANGE IN LINE | + or - _____ | |
| 11. Subtract any bank charges from the account statements. | BANK CHARGES | - _____ | |
| 12. Add interest/dividends received from the account statement. | INTEREST EARNED | + _____ | |
| 13. Calculate the Adjusted Register Balance. This should match the Adjusted Bank Balance (line 8). | ADJUSTED REGISTER BALANCE | = _____ | ← |

SWEEP ACCOUNT ACTIVITY REPORT BALANCE DEFINITIONS:

- Accrued Interest M-T-D:** The amount of interest accrued by the sweep that month to date.
- Current Balance:** A positive balance denotes the total amount of funds in the sweep (collected funds, plus funds in float).
- Available Balance:** A positive balance denotes the amount in one day float to the sweep available for the next business day. A negative balance denotes the amount drawn from uncollected funds.
- Collected Balance:** A positive balance denotes the amount of funds collected from float or same day deposits or credits. Accrued interest is calculated with this amount multiplied by the interest rate.
- Principal Loan Balance owned Online:** The amount currently owed to the Bank through the line of credit or loan.

ZIONS BANK[®]

PO Box 26547, Salt Lake City, UT 84126-0547

March 29, 2024
UTAH VIRTUAL ACADEMY
[REDACTED]

INTEREST

| | | | |
|---------------------------------|-------------|----------------------------|----|
| Interest Earned This Period | \$7,421.90 | Number Of Days This Period | 29 |
| Interest Paid Year-To-Date 2024 | \$23,547.68 | | |

Current interest rate is 2.650%

Interest rate changes this period:

| <i>Date</i> | <i>New Interest Rate</i> |
|-------------|--------------------------|
| 03/01 | 2.630% |
| 03/07 | 2.640% |
| 03/28 | 2.650% |



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PULSE:TECHNOLOGIES

3690 S. 500 W.
Ste 102
South Salt Lake, UT

Invoice

| | |
|--------------|-----------|
| Invoice Date | Invoice # |
| 4/4/2024 | 40818 |

| |
|--|
| Bill To |
| Utah Virtual Academy 310 East 4500 South Suite 620 Murray, UT 84107 |

| |
|--|
| Ship To |
| Utah Virtual Academy 310 East 4500 South Suite 620 Murray, UT 84107 |

| S.O. No. | P.O. Number | Terms | Due Date | Rep | Account # | Service Date | Ship Via |
|----------|----------------|---|-----------|-----|-----------|--------------|-----------|
| | | Net 15 | 4/19/2024 | CKD | | 3/31/2024 | |
| Quantity | Item Code | Description | | | | Price Each | Amount |
| 1 | WIL-CLOUD-... | 10GB Cloud Storage | | | | 39.00 | 39.00T |
| 7 | WIL-PBX-SE... | Wildix PBX Services License | | | | 0.00 | 0.00T |
| 1 | WIL-UC-ESS/... | Wildix Unified Communications Essential License, SIP Trunk, Direct Inward Dial, and Vision Desk Phone Bundle | | | | 41.85 | 41.85T |
| 24 | WIL-UC-ESS/... | Wildix Unified Communications Essential License With SIP Trunk & DID | | | | 24.95 | 598.80T |
| 153 | WIL-UC-ESS/... | Wildix Unified Communications Essential License With DID Bundle | | | | 24.95 | 3,817.35T |
| 2 | PUL-FAX | Hosted Fax Service: 801-618-2690, 801-618-2684 | | | | 15.00 | 30.00T |
| 17 | PUL-DID | Additional Direct Inward Dial Numbers: (385) 465-2581 through (385) 465-2599 | | | | 0.25 | 4.25T |
| 1 | PUL-TEXTB... | PulseText Messenger For Business Number: 801-262-4922 | | | | 49.95 | 49.95T |
| 173 | PUL-TEXTDID | PulseText Messenger For Individual User With DID 3854642401, 3854642402, 3854642403, 3854642404, 3854642406, | | | | 12.95 | 2,240.35T |

| |
|--------------------------|
| Subtotal |
| Sales Tax (7.45%) |
| Payments/Credits |
| Balance Due |

Phone # **801-262-4055**

Fax # **801-262-2728**

www.pulseut.com



PULSE:TECHNOLOGIES

3690 S. 500 W.
Ste 102
South Salt Lake, UT

Invoice

| | |
|--------------|-----------|
| Invoice Date | Invoice # |
| 4/4/2024 | 40818 |

| |
|--|
| Bill To |
| Utah Virtual Academy 310 East 4500 South Suite 620 Murray, UT 84107 |

| |
|--|
| Ship To |
| Utah Virtual Academy 310 East 4500 South Suite 620 Murray, UT 84107 |

| S.O. No. | P.O. Number | Terms | Due Date | Rep | Account # | Service Date | Ship Via |
|----------|-------------|---|-----------|-----|-----------|--------------|----------|
| | | Net 15 | 4/19/2024 | CKD | | 3/31/2024 | |
| Quantity | Item Code | Description | | | | Price Each | Amount |
| | | 3854642407, 3854642408, 3854642409, 3854642410, 3854642411, 3854642412, 3854642413, 3854642414, 3854642415, 3854642416, 3854642417, 3854642418, 3854642419, 3854642420, 3854642421, 3854642422, 3854642423, 3854642425, 3854642427, 3854642428, 3854642429, 3854642430, 3854642431, 3854642433, 3854642434, 3854642435, 3854642436, 3854642437, 3854642438, 3854642439, 3854642440, 3854642441, 3854642442, 3854642443, 3854642445, 3854642446, 3854642447, 3854642448, 3854642449, 3854642450, 3854642451, 3854642452, 3854642453, 3854642454, 3854642455, 3854642456, 3854642457, 3854642458, 3854642459, 3854642460, 3854642461, 3854642462, 3854642463, 3854642464, 3854642465, 3854642466, 3854642467, 3854642468, 3854642469, 3854642470, 3854642472, 3854642473, 3854642474, 3854642475, 3854642476, 3854642477, 3854642478, 3854642479, 3854642480, 3854642481, 3854642482, 3854642483, 3854642484, 3854642485, 3854642486, 3854642487, 3854642488, 3854642489, 3854642490, 3854642491, 3854642493, 3854642494, 3854642495, 3854642496, 3854642497, 3854642498, 3854642499, 3854642501, 3854642502, 3854642503, 3854642504, 3854642505, 3854642506, 3854642507, 3854642508, 3854642509, 3854642510, 3854642511, 3854642512, 3854642513, 3854642514, 3854642515, 3854642516, 3854642517, 3854642518, 3854642519, 3854642520, 3854642521, 3854642522, 3854642523, | | | | | |

| |
|--------------------------|
| Subtotal |
| Sales Tax (7.45%) |
| Payments/Credits |
| Balance Due |

Phone # **801-262-4055**
Fax # **801-262-2728**

www.pulseut.com



PULSE: TECHNOLOGIES

3690 S. 500 W.
Ste 102
South Salt Lake, UT

Invoice

| | |
|--------------|-----------|
| Invoice Date | Invoice # |
| 4/4/2024 | 40818 |

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| Bill To |
| Utah Virtual Academy 310 East 4500 South Suite 620 Murray, UT 84107 |

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| Utah Virtual Academy 310 East 4500 South Suite 620 Murray, UT 84107 |

| S.O. No. | P.O. Number | Terms | Due Date | Rep | Account # | Service Date | Ship Via |
|----------|----------------|--|-----------|-----|-----------|--------------|----------|
| | | Net 15 | 4/19/2024 | CKD | | 3/31/2024 | |
| Quantity | Item Code | Description | | | | Price Each | Amount |
| | | 3854642524, 3854642526, 3854642527, 3854642528, 3854642529, 3854642530, 3854642531, 3854642532, 3854642533, 3854642534, 3854642535, 3854642536, 3854642537, 3854642538, 3854642539, 3854642540, 3854642541, 3854642542, 3854642543, 3854642544, 3854642545, 3854642546, 3854642547, 3854642548, 3854642549, 3854642551, 3854642552, 3854642553, 3854642554, 3854642555, 3854642570, 3854642571, 3854642572, 3854642573, 3854642574, 3854642575, 3854642576, 3854642577, 3854642578, 3854642579, 3854642580, 3854642581, 3854642582, 3854642583, 3854642584, 3854642585, 3854642586, 3854642587, 3854642588, 3854642589, 3854642590, 3854642591, 3854642592, 3854642593, 3854642594, 3854642595, 3854642598, 3854642599 | | | | | |
| 0.1 | WIL-R-PS-12... | Wildix 12V 2A Power Supply for Vision, SuperVision, and W0XFXS/O Gateways | | | | 10.00 | 1.00T |
| | | Subtotal | | | | | 6,822.55 |
| 1 | E-911 NUMB... | E-911 National Number Service | | | | 10.50 | 10.50 |
| 1 | PUL-DIRECT... | Directory Assistance / White Pages | | | | 2.50 | 2.50 |

| |
|--------------------------|
| Subtotal |
| Sales Tax (7.45%) |
| Payments/Credits |
| Balance Due |

Phone # **801-262-4055**

Fax # **801-262-2728**

www.pulseut.com



PULSE: TECHNOLOGIES

3690 S. 500 W.
Ste 102
South Salt Lake, UT

Invoice

| | |
|--------------|-----------|
| Invoice Date | Invoice # |
| 4/4/2024 | 40818 |

| |
|--|
| Bill To |
| Utah Virtual Academy 310 East 4500 South Suite 620 Murray, UT 84107 |

| |
|--|
| Ship To |
| Utah Virtual Academy 310 East 4500 South Suite 620 Murray, UT 84107 |

| S.O. No. | P.O. Number | Terms | Due Date | Rep | Account # | Service Date | Ship Via |
|----------|---------------|--|-----------|-----|-----------|--------------|----------|
| | | Net 15 | 4/19/2024 | CKD | | 3/31/2024 | |
| Quantity | Item Code | Description | | | | Price Each | Amount |
| 1 | TAX-E911 | E-911 Surcharge | | | | 37.00 | 37.00 |
| 1 | TAX-FEDER... | Federal Cost Recovery Fee | | | | 5.95 | 5.95 |
| 1 | TAX-FEDER... | Federal Telecommunications Relay Services Fund | | | | 2.57 | 2.57 |
| 1 | TAX-FEDER... | Federal Universal Service Fund | | | | 16.24 | 16.24 |
| 1 | ACCESS REC... | Access Recovery | | | | 45.27 | 45.27 |
| 1 | ADMIN REC... | Admin Recovery | | | | 43.42 | 43.42 |
| 1 | TAX-UTAH ... | Utah USF | | | | 11.44 | 11.44 |
| 1 | TAX-SMT | State Municipality VoIP Telecom Sales Tax | | | | 8.01 | 8.01 |

| | |
|--------------------------|------------|
| Subtotal | \$7,005.45 |
| Sales Tax (7.45%) | \$508.28 |
| Payments/Credits | \$0.00 |
| Balance Due | \$7,513.73 |

Phone # **801-262-4055**

Fax # **801-262-2728**

www.pulseut.com

*Payments not received within 16 days of due date will be assessed a finance charge of 1.5% monthly or 18% annually.
Balances 60 days past due are subject to a monthly late fee of \$35.*



Remit To: Lexia Learning Systems LLC
Lexia Learning Systems, LLC
 P.O. Box 844737
 Boston, MA 02284-4737 USA
 (888) 399-1995

| INVOICE | |
|----------------------------------|----------------------------------|
| <u>Invoice #</u> 6849227 | <u>Page</u> 1 of 1 |
| <u>Customer #</u> 2861350 | <u>Customer PO</u> UT-2023-66 |
| <u>Invoice Date</u> 7/5/23 | <u>Due Date</u> 8/4/23 |
| Amount Due \$16,870.00 | |

Sold To

Utah Virtual Academy
 ATTN: ACCOUNTS PAYABLE
 310 E 4500 S #620
 Murray, UT 84107

Ship To

Utah Virtual Academy
 310 E 4500 S #620
 Murray, UT 84107

Remittance Advice: Return this portion with your payment

| | |
|---|---|
| <u>ACH Instructions</u> ABA# 211170101 Account# 0024169103 accountsreceivable@lexialearning.com | <u>Wire Instructions</u> Bank Name: Webster Bank, N.A. Address: 436 Slater Rd, New Britain, CT 06053 ABA# 211170101 Account# 0024169103 |
|---|---|

Invoice #
6849227

Customer #
2861350

Contract #
60001003

Terms
Purchase Order - Contracts

Invoice Date
7/5/23

Customer PO
UT-2023-66

Due Date
8/4/23

| Line # | Item #/ Description | Start Date | End Date | Quantity | Ext. Price |
|--------|---|------------|------------|----------|-------------|
| 1.000 | 389618/ Lexia Core5 Reading School Success Partnership Renewal | 2023-08-01 | 2024-07-31 | 1 | \$4,000.00 |
| 2.000 | 389095/ Lexia Core5 Reading Student Subscription Renewal | 2023-08-01 | 2024-07-31 | 330 | \$12,870.00 |

| | |
|-----------------------------|--------------------|
| Tax | \$0.00 |
| Invoice Amount - USD | \$16,870.00 |





Apple Inc. Education Price Quote

Customer:

Tiffany Allen
 UTAH VIRTUAL ACADEMY STE 620
 Email: tallen@utahvirtual.org

Apple Inc:

Kris Grubb
 Email: grubb@apple.com

Apple Quote:

2212692581

Quote Date:

March 25, 2024

Quote Valid Until:

April 24, 2024

Quote Comments:

Please reference Apple Quote number on your Purchase Order.

| Item # | Details | Qty | Unit List Price | Extended List Price |
|--------|--|-----|-----------------|---------------------|
| 1 | 10.9-inch iPad Wi-Fi 64GB - Silver (Packaged in a 10-pack) Part Number: MPQT3LL/A | 30 | \$414.00 | \$12,420.00 |
| 2 | 10.9-inch iPad Wi-Fi 64GB - Silver Part Number: MPQ03LL/A | 8 | \$419.00 | \$3,352.00 |
| 3 | 3-Year AppleCare+ for Schools - iPad (no service fees) Part Number: S7831LL/A | 38 | \$49.00 | \$1,862.00 |
| 4 | STM Dux Plus for iPad 10th Gen. 10 pack bundle - Black Special 10-pack pricing (includes quantity 10 HQF32ZM/A) Part Number: BV662LL/A | 3 | \$419.50 | \$1,258.50 |
| | STM Dux Plus for iPad 10th Gen. - Black Part Number: HQF32ZM/A Quantity: 30 | | | |
| 5 | STM Dux Plus for iPad 10th Gen. - Black Part Number: HQF32ZM/A | 8 | \$59.95 | \$479.60 |

| | |
|-----------------------------------|--------------------|
| Education List Price Total | \$19,372.10 |
| Additional Tax | \$0.00 |
| Estimated Tax | \$0.00 |
| Total Tax | \$0.00 |
| Extended Total Price* | \$19,372.10 |

**In most cases Extended Total Price does not include Sales Tax
 If applicable, eWaste/Recycling Fees are included. Standard shipping is complimentary

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Disclosure

This document has been created for you as Apple Quote ID **2212692581**.

Your institution's Authorized Purchaser may submit an order online at <https://ecommerce.apple.com>. Go to the Quote area of your Apple Online Store, click on it and convert to an order.

- If you're the authorized purchaser and need assistance in registering for access to the Apple Online Store, please contact your Apple Sales Representative.

This is a quote for the sale of products or services. Your use of this quote is subject to the following provisions which can change on subsequent quotes:

- A. Any order that you place in response to this Quote will be governed by the purchase agreement between Apple Inc. ("Apple") and you or another entity under which you're authorized to purchase under, in effect at the time you place the order.
 - If you do not have a purchase agreement in effect with Apple, please contact csteam.edu@apple.com.
- B. All sales are final. Please review Return Policy below if you have any questions. If you use your institution's Purchase Order form to place an order in response to this Quote, Apple rejects any Terms set out on the Purchase Order that are inconsistent with or in addition to the Terms of the governing purchase agreement between the parties.
- C. Your order must refer specifically to this quote and is subject to Apple's acceptance. All formal purchase orders submitted by email must show the information below:
 - Apple Inc. as the vendor
 - Bill-to name and address for your Apple account
 - Physical ship-to name and address (No P.O. Boxes)
 - Purchase order number
 - Valid signature of an authorized purchaser
 - Apple part number and/or description of product and quantity
 - Total dollar amount authorized or unit price and extended price on all line items
 - Contact information: name, phone number and email
- D. Unless this Quote specifies otherwise, it remains in effect until the Quote Valid Until Date set forth above. Apple reserves the right to withdraw this Quote before an order is placed, modify, or cancel any provision of this Quote, or cancel any orders placed.

[Terms & Use](#) | [Privacy Policy](#) | [Return Policy](#)



PO Box 160250 Clearfield, UT 84016
801-773-3200
Fax 801-773-3265
www.mssd.com

DRAFT QUOTE

| | | | |
|--|----------------------|---|--------------|
| Bill To: Utah Virtual Academy Attn: Office 310 E 4500 S #620 Murray, UT 84107 | | Ship To: Utah Virtual Academy Attn: Kiely Dewey 310 E 4500 S #620 Murray, UT 84107 | |
| Account Number Date | 500262 02/23/2024 | Draft Number | 97245 |

| Line # | Pub | ISBN-13 | Description | Ty | Yr | Qty | Price | Amount |
|--------|-----|---------------|---|----|----|-----|-------|---------|
| (1) | MAC | 9781264414086 | WonderWorks 3 Student Workspace 5Yr | OX | 22 | 5 | 61.74 | 308.70 |
| (2) | MAC | 9781264414093 | WonderWorks 4 Student Workspace 5Yr | OX | 22 | 10 | 61.74 | 617.40 |
| (3) | MAC | 9781264414123 | WonderWorks 5 Student Workspace 5Yr | OX | 22 | 10 | 61.74 | 617.40 |
| (4) | MAC | 9781265692902 | Wonders K Student Workspace 1Yr | OX | 22 | 100 | 37.86 | 3786.00 |
| (5) | MAC | 9781265693114 | Wonders 1 Student Workspace 1Yr | OX | 23 | 100 | 37.86 | 3786.00 |
| (6) | MAC | 9781265694081 | Wonders 2 Student Workspace 1Yr | OX | 22 | 120 | 21.63 | 2595.60 |
| (7) | MAC | 9781265698348 | Wonders 3 Student Workspace 1Yr | OX | 22 | 120 | 21.63 | 2595.60 |
| (8) | MAC | 9781265699406 | Wonders 4 Student Workspace 1Yr | OX | 23 | 120 | 21.63 | 2595.60 |
| (9) | MAC | 9781265840303 | Wonders 5 Student Workspace 1Yr | OX | 22 | 130 | 21.63 | 2811.90 |
| (10) | NFP | 999PH40000824 | 95 Phonics Core Program K Digital Presentation | OX | NA | 4 | 69.00 | 276.00 |
| (11) | NFP | 999PH40010824 | 95 Phonics Core Program 1 Digital Presentation | OX | NA | 4 | 69.00 | 276.00 |
| (12) | NFP | 999PH40020824 | 95 Phonics Core Program 2 Digital Presentation | OX | NA | 4 | 69.00 | 276.00 |
| (13) | NFP | 999PH40030824 | 95 Phonics Core Program 3 Digital Presentation | OX | NA | 4 | 69.00 | 276.00 |
| (14) | NFP | 999PH40040825 | 95 Phonics Core Program Digital Presentation Gr 4 Valid July 1-2024-June 30 2025 | OX | NA | 4 | 69.00 | 276.00 |
| (15) | NFP | 999PH40050825 | 95 Phonics Core Program Digital Presentation Gr 5 Valid July 1-2024-June 30 2025 | OX | NA | 4 | 69.00 | 276.00 |

Comments:

| | |
|------------------------|--------------------|
| Subtotal | 21,370.20 |
| Shipping | 0.00 |
| Sales Tax | 0.00 |
| Estimated Total | \$21,370.20 |

Prices are set by the publisher and subject to change without notice.
Shipping/Handling, Sales Tax, and any other fees are based on the item total.
All No Charge items are subject to approval.
A convenience fee will be applied to credit card orders.



QUOTE DATE: March 6, 2024

QUOTE FORM

Company Information

| | | | |
|--------------|--|-----------------|---------------|
| Company Name | 95 Percent Group | Quote Number | Q-07123 |
| Address | 475 Half Day Road, Suite 350 Lincolnshire, IL 60069 | Created Date | March 6, 2024 |
| Prepared By | Natalie Walker | Expiration Date | April 4, 2024 |
| Title | | | |
| Telephone | | | |
| Email | nwalker@95percentgroup.com | | |

Customer Information

| | |
|-------------------|---|
| Account Name | Utah Virtual Academy -- DISTRICT OFFICE |
| Address | Attn: Accounts Payable 310 E 4500 S Suite 620 Salt Lake City, Utah 84107 |
| Contact Name | Kiely Dewey |
| Contact Title | Director of Instruction and Curriculum |
| Contact Telephone | 8016732400 |
| Contact Email | kdewey@utahvirtual.org |

Invoice / Billing Information

| | | | |
|--------------|---|-----------------|---|
| Bill to Name | Utah Virtual Academy -- DISTRICT OFFICE | Bill to Address | Attn: Accounts Payable 310 E 4500 S Suite 620 Salt Lake City, Utah 84107 |
|--------------|---|-----------------|---|

QUOTE SUMMARY

| Professional Development | | | | | |
|---|----------------|--|------------|------------------|--------------------|
| Group1 | | | | | |
| Site Shipping Information: Utah Virtual Academy -- DISTRICT OFFICE 310 E 4500 S Ste 620 Salt Lake City, UT 84107 | | | | | |
| Product Name | Product Item # | Description | Unit Price | Qty | Net Total |
| Complete Phonics Lesson Library | PDV12050 | Complete Phonics Lesson Library, Virtual Product Training, includes digital training materials 120 min | \$1,100.00 | 1 | \$1,100.00 |
| Core Instruction - Consulting and Coaching Services, Virtual, does not include training materials | PDV18915 | Core Instruction - Consulting and Coaching Services, Virtual, does not include training materials | \$3,150.00 | 4 | \$12,600.00 |
| | | | | Sub Total | \$13,700.00 |

| | |
|--|--------------------|
| Total Price : | \$13,700.00 |
| Shipping & Handling (10% of printed product) : | \$0.00 |
| Tax : | \$0.00 |
| Grand Total : | \$13,700.00 |

Notes:

Limited 30 day return/replacement policy: All product returns require prior approval. Please contact orders@95percentgroup.com to receive authorization. 15% restocking fee on all printed Phonics Lesson Library products. 10% on all other printed products. NO returns on opened shrink wrapped product. Damaged materials (stamped, written on, damaged from usage by client) will not be accepted. All sales are final for 95 Phonics Booster Bundle: Summer School Edition. NO refunds, exchanges or returns.

For your planning purposes, please note that effective July 1, 2024, prices for our product and services will increase. All orders received by May 15th will be processed at current prices. Any orders received after this date will be processed with the increased pricing.

95 Percent Group Terms and Conditions

Please read these Terms and Conditions carefully. These Terms and Conditions are a binding legal document between you (“**Client**”) and 95 Percent Group LLC (“**Company**”). By utilizing our Services (defined below) in any way, and/or accepting the Quote accompanying these Terms and Conditions, and/or paying the amount contemplated by the purchase order, Client represents that (1) Client has read, understands, and agrees to be bound by these Terms and Conditions, and (2) Client has the authority to enter into these Terms and Conditions personally or on behalf of their entity, and to bind that entity to these Terms and Conditions. If Client does not agree to be bound by these Terms and Conditions, Client may not access or use the Services.

1. Description of the Services: Client will engage Company to provide consulting services (the “**Services**”) as described in Quote accompanying these Terms and Conditions as evidenced by a purchase order or payment from Client. Company accepts the engagement on the specified terms and conditions.
 - a. Client Benefit Only: The Services provided are solely for the benefit of Client. The Services are intended for employees of schools and/or school districts. All Company Materials (defined below) are for the use of training participants only and may not be copied or shared without Company’s prior written consent. Resale of the Services or the Company Materials is prohibited. The Services provided are not a “training of trainers” project.
 - b. Virtual Training, Online Support, E-Learning, and Client Portal Website: Virtual training, online support, e-learning, and access to Company’s website and cloud-based platforms are provided on a best-efforts basis. They carry no warranty and are not guaranteed to work without incident. Client technology must meet the [Minimum System Requirements](#) specified on Company’s website.
 - i. Virtual Training Session Failures: If a live virtual session fails due to Company reasons, it will be rescheduled at no additional cost. If the failure is attributed to Client, Client will be billed, and rescheduling will incur an additional fee.
2. Ownership: Company, or its third-party licensors, own and hold all right, title and interest in and to any materials made available, including presentations, digital works, physical copies and any outputs of the Services provided, including without limitation, all intellectual property or derivative works derived therefrom (the “**Company Materials**”).
 - a. Recording of Training Sessions or Presentations: Video or audio taping or other recording of training sessions or presentations is strictly prohibited without prior written consent from Company. Consent requires a written amendment to these Terms and Conditions and payment of an additional fee. Company may record sessions or presentations if granted permission and appropriate release forms are obtained.
 - b. Materials: No Company Materials may be copied, downloaded or otherwise saved by Client, regardless of media. No right or license to use the Company Materials is granted under these Terms and Conditions.
3. Confidentiality: The Company Materials, and any other data or information shared with Client by or about Company, are Company’s “**Confidential Information**”. As such, Client agrees that even after the termination or expiration of this Agreement, they must: maintain in strict confidence all Confidential Information using the same standard of care that a Client uses to protect its own confidential information of a like nature and, in any event, no less than a reasonable standard of care; not use the Confidential Information for any reason other than as specified by Company; and not use, reproduce or disclose the Confidential Information to any third party, in each case, without prior express written consent of the other Party. Client will, and will ensure that its staff and agents, comply with all of confidentiality and non-disclosure and non-use obligations hereunder.

95 Percent Group Terms and Conditions

Client will promptly notify Company if Client learns of any unauthorized release or use of Confidential Information.

4. Compensation: Client agrees to pay for the Services specified in the Quote. Exceeding the agreed-upon number of participants will incur an additional fee of at least \$1,000. Product billing occurs upon shipment, while Service billing occurs after each Service is delivered. Late payment beyond 60 days from the invoice date will incur a 2% monthly late payment fee, starting from 30 days past due.
5. Purchase Orders: If Client uses Purchase Orders or similar payment processes, an authorized Purchase Order must be provided before Company commences work. Any conflicting terms between these Terms and Conditions and a Purchase Order shall be superseded by these Terms and Conditions. Client must provide information on special payment processing steps required. If Client is tax-exempt, the state tax exemption certificate must be provided [prior to the commencement of the Services or the shipping of any products]. Purchase Orders for the Services are due to Company no later than 30 days before scheduled delivery of the first Service.
6. Payment Methods: Company accepts bank checks as the standard payment method. However, for Clients preferring credit cards or similar methods, payment cards are accepted with a “**Convenience Fee**” of 3% of the amount due. The Convenience Fee will be included in each invoice. If a payment card payment lacks the Convenience Fee, the invoice will be adjusted and sent to Client for approval. The Convenience Fee amount is subject to change, with notice given to Client who may choose to discontinue payment card payments.
7. Postponement or Cancellation: If Client postpones or cancels a training date fewer than 30 days before the scheduled date, a cancellation fee of no less than \$250 per training date per consultant will be charged for each postponed or cancelled training date that occurs fewer than 30 days before the scheduled date. Additionally, Client will be responsible for any unrecoverable costs incurred by Company, including without limitation non-refundable travel expenses. If Company cancels a training date due to circumstances beyond their control, such as severe weather, flight delays, illness, or other unavoidable factors, both Company and Client will be responsible for their respective incurred expenses.
8. Indemnification: Each party agrees to indemnify, defend, and hold harmless the other party against any actions, claims, demands, or damages resulting from injury, death, loss, or other liabilities caused by the acts or omissions of their respective agents, servants, or employees in connection with the Services provided under these Terms and Conditions. Client agrees to indemnify, defend, and hold harmless Company from Client’s misuse of the Services and/or the Company Materials.
9. Governing Law: These Terms and Conditions shall be governed by and construed in accordance with the laws of the State of Delaware, unless the state law in Client's jurisdiction prohibits the application of out-of-state governing laws. In such cases, the laws of Client’s state shall prevail.
10. Amendment: Any change, modification, extension, termination, or waiver of these Terms and Conditions or any of its provisions shall be valid only if made in writing and signed by duly authorized representatives of both parties.
11. Force Majeure: Neither party shall be held liable or deemed to have defaulted under these Terms and Conditions for failure or delay in fulfilling any term if such failure or delay is caused by circumstances beyond the reasonable control of the affected party, including but not limited to severe weather, airline flight cancellations or delays, fires, earthquakes, floods, embargoes, wars, acts of war (declared or not), insurrections, riots, civil commotions, strikes, lockouts, acts of God, or acts, omissions, or delays by any governmental authority or other party. However, if a training date is canceled after a consultant staff member has already arrived at Client location, Client will be responsible for the consultant's travel expenses and any applicable

95 Percent Group Terms and Conditions

change fees.

12. Disclaimer: THE SERVICES ARE PROVIDED "AS IS" WITHOUT WARRANTY OF ANY KIND, EITHER EXPRESS OR IMPLIED, INCLUDING WITHOUT LIMITATION, ANY WARRANTIES OF MERCHANTABILITY, NON-INFRINGEMENT, OR FITNESS FOR A PARTICULAR PURPOSE (EVEN IF THAT PURPOSE IS KNOWN TO COMPANY), OR FROM A COURSE OF DEALING, USAGE, OR TRADE PRACTICE. COMPANY DOES NOT ASSUME, AND EXPRESSLY DISCLAIMS, ANY LIABILITY TO ANY PERSON FOR ANY LOSS OR DAMAGE CAUSED BY THE SERVICES, WHETHER SUCH ERRORS OR OMISSIONS RESULT FROM NEGLIGENCE, ACCIDENT, OR OTHER CAUSE.
13. Waiver; Release: Client does hereby, for themselves, their heirs, administrators or executors, forever WAIVE, RELEASE, and DISCHARGE any and all rights and claims for any expenses, damages, or other losses that Client may allege or that may hereinafter accrue against Company as an invitee onto Client's premises.



K12 Management, Inc.

11720 Plaza America Drive 9th FL
 Reston, VA 20190
 703-483-7222 phone
 703-483-7330 fax

Invoice No. **INV-003-14095**

INVOICE

Customer

Name **Utah Virtual Academy**

Address _____

City _____ State _____ Zip _____

Phone _____

Date **3/15/2024**

Order No. _____

Rep _____

FOB _____

| Description | TOTAL |
|--|----------------------|
| For March 2024 Educational Products and Services | \$ 557,776.29 |

By paying this invoice, the Customer acknowledges and agrees that K12 and its subsidiaries, parents and affiliates ("K12") own all intellectual property rights and interests in and to K12's intellectual property, including but not limited to trade secrets, know-how, proprietary data, documents and written materials in any format, artwork, graphics, charts, software, licenses, marketing materials, website design for K12, web site design for the Customer, if any, and curricular materials (collectively, "K12 Proprietary Materials"). The Customer further acknowledges and agrees that K12 owns all intellectual property rights and interests in and to K12's trademarks, service marks and trade names (including K12, K12 (& Design), trade names, trade dress, and logos (collectively, "K12 Proprietary Marks"). If the language in this invoice conflicts with the language contained in the Customer's agreement with K12 ("Agreement"), the language of the Agreement will prevail.

The Customer also acknowledges and agrees that it has no intellectual property interest or claims in the K12 Proprietary Materials and K12 Proprietary Marks and has no right to use the K12 Proprietary Materials and Proprietary Marks unless expressly agreed to in writing by K12. The Customer will use the K12 Proprietary Materials and the K12 Proprietary Marks only as provided by the Agreement and this invoice and Customer agrees that it will not alter them in any way, nor will the Customer act or permit action in any way that would impair the rights of K12 in them. The Customer's authorized use will not create any right, title or interest in or to the K12 Proprietary Materials or the K12 Proprietary Marks. K12 will have the right to monitor the quality of the Customer's use of the K12 Proprietary Materials and the K12 Proprietary Marks, and the Customer will notify K12 promptly in writing of any known infringement thereof. Any references to or use of the K12 Proprietary Materials or the K12 Proprietary Marks by the Customer will contain the appropriate trademark, copyright or other legal notice provided from time to time by K12 and will be subject to additional trademark usage standards developed by K12 and modified from time to time by K12 with advance notice in writing.

Upon receipt of payment from Customer, K12 will grant Customer a royalty-free, non-exclusive, non-transferable license, for a period of ninety (90) days or for a duration specified in the Agreement, to use and distribute the K12 Proprietary Materials in connection with the District's operations as contemplated in the Agreement. Notwithstanding the foregoing, the Customer will not be permitted (i) to modify or otherwise create, or permit third parties to modify or otherwise create, derivative works from or using the K12 Proprietary Materials or K12 Proprietary Marks, (ii) to sublicense any rights granted by this invoice or the Agreement without the advance written approval of K12, which approval may be withheld by K12 in its sole discretion or (iii) to frame any website owned by K12. Upon the termination of such license, Customer will cease use of the K12 Proprietary Materials and K12 Proprietary Marks, and will return all K12 Proprietary Materials and K12 Proprietary Marks to K12 promptly, including those in the possession of the Customer, Customer employees, and students.

Payment Details

| | | | |
|--------|--------------------|--------------------|----------------------------|
| | <i>Wire</i> | <i>ACH</i> | <i>Check:</i> |
| Pay: | K12 Management Inc | K12 Management Inc | K12 Management Inc |
| Bank: | PNC Bank | PNC Bank | PO Box 824186 |
| ABA#: | 031000053 | 054000030 | Philadelphia PA 19182-4186 |
| Acct#: | 05303550723 | 5303550723 | |

Online Payment: <https://www.e-billexpress.com/ebpp/StrideK12/>

| | |
|---------------------|----------------------|
| SubTotal | \$ 557,776.29 |
| Shipping & Handling | \$ - |
| Taxes | \$ - |
| Other | \$ - |
| TOTAL | \$ 557,776.29 |



INVOICE

Invoice #: INV2426
Invoice Date: 03/25/2024
Due Date: 03/25/2024

Academica West
290 N Flint St
Kaysville, UT 84037
Ph:
Fax:

Bill To:
Utah Virtual Academy
310 E 4500 S Suite 620
Murray, UT 84107
United States

Ship To:
Utah Virtual Academy
310 E 4500 S Suite 620
MurrayUT 84107
United States

Reference #: Terms: Due on Receipt

| Item | Description | Unit | Quantity | Unit Price | Amount |
|-----------------|--|------|----------|------------|-------------|
| Management Fees | Management Fees - 1,000 Students @ \$375 per student (Based on Oct 1 Count) | Each | 83.3333 | \$375.00 | \$31,249.99 |
| Management Fees | Management Fees - 745 Students @ \$125 per student (Based on Oct 1 Count) | Each | 62.0833 | \$125.00 | \$7,760.41 |
| | | | | Subtotal | \$39,010.40 |
| | | | | Total | \$39,010.40 |

| UTVA Classified Salary Schedule SY 24-25 | | | |
|---|------------|------------|------------|
| Year | 230 | 205 | 185 |
| 1 | \$ 43,240 | \$ 38,540 | \$ 34,780 |
| 2 | \$ 44,537 | \$ 39,696 | \$ 35,823 |
| 3 | \$ 45,873 | \$ 40,887 | \$ 36,898 |
| 4 | \$ 47,250 | \$ 42,114 | \$ 38,005 |
| 5 | \$ 48,667 | \$ 43,377 | \$ 39,145 |
| 6 | \$ 50,127 | \$ 44,678 | \$ 40,320 |
| 7 | \$ 51,631 | \$ 46,019 | \$ 41,529 |
| 8 | \$ 53,180 | \$ 47,399 | \$ 42,775 |
| 9 | \$ 54,775 | \$ 48,821 | \$ 44,058 |
| 10 | \$ 56,418 | \$ 50,286 | \$ 45,380 |
| 11 | \$ 58,111 | \$ 51,795 | \$ 46,741 |
| 12 | \$ 59,854 | \$ 53,348 | \$ 48,144 |
| 13 | \$ 61,650 | \$ 54,949 | \$ 49,588 |
| 14 | \$ 63,499 | \$ 56,597 | \$ 51,076 |
| 15 | \$ 65,404 | \$ 58,295 | \$ 52,608 |

Stacy Dalton



Stacy Dalton plays a pivotal role as the Middle School SOEP and Programs Coordinator, juggling various responsibilities within our school community. Since the inception of the SOEP program two years ago, Stacy has been instrumental in its establishment, handling everything from onboarding to mentoring, and serving as the teacher of record for several middle school SOEP classes.

In addition to her role in SOEP, Stacy manages our flex program, providing support and monitoring the progress of students who choose asynchronous learning. Her dedication extends to participating on the school improvement committee and spearheading the enrichment and collaboration committee for the middle school.

We are incredibly fortunate to have Stacy's unwavering commitment to UTVA, and her contributions are invaluable to our middle school team's success.

MS SOEP Student: Mary Moffat, 8th Grade

Mary is a Middle School SOEP student excelling in all seven courses with consistent high motivation for achieving good grades. She possesses great communication skills and is a joy to work with. Mary's enthusiasm for learning is evident, and she is thriving in our high school art class. Looking ahead, Mary plans to continue with UTVA as an SOEP student next year when she transitions to high school. We commend Mary for her dedication and accomplishments; she truly exemplifies what it means to be a great student.



UTAH
VIRTUAL ACADEMY SM

Executive Director Report

UTVA Board Meeting, April 10, 2024

Agenda

1

Enrollment SY24 and SY25

2

Special Education: RDA Report

3

Annual School Counseling Report

Enrollment SY24 and SY25



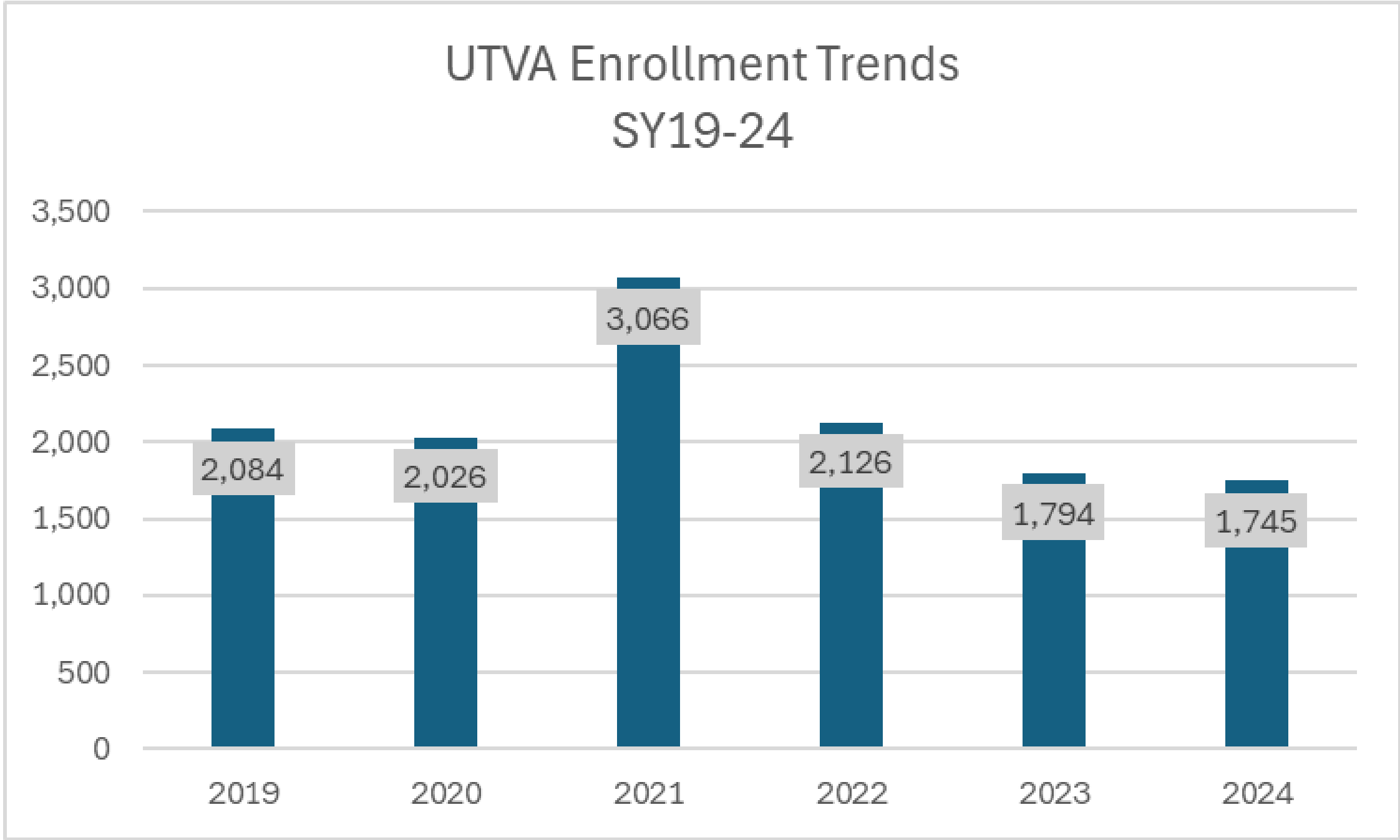
Current Enrollments (4/8/2024)

| Cohort | FY25 | Forecast | FY24 | FY23 | FY22 | FY21 | vs. Forecast | vs. Forecast% | vs.FY24 | vs. FY24% | vs.FY23 | vs. FY23% | vs.FY22 | vs. FY22% | vs.FY21 |
|--------------------------|-------|----------|-------|-------|-------|-------|--------------|---------------|---------|-----------|---------|-----------|---------|-----------|---------|
| Active Enrollment | 1,660 | 0 | 1,741 | 1,774 | 2,009 | 1,468 | 1,660 | | -81 | -4.7% | -114 | -6.4% | -349 | -17.4% | 192 |
| Fall Season | 109 | 0 | 117 | 76 | 40 | 85 | 109 | | -8 | -6.8% | 33 | 43.4% | 69 | 172.5% | 24 |
| Registering | 1,551 | 0 | 1,624 | 1,698 | 1,969 | 1,383 | 1,551 | | -73 | -4.5% | -147 | -8.7% | -418 | -21.2% | 168 |

Season to Date (2/22/2024 - 4/8/2024):

| | FY25 | Forecast | FY24 | FY23 | FY22 | FY21 | vs. Forecast | vs. Forecast% | vs.FY24 | vs. FY24% | vs.FY23 | vs. FY23% | vs.FY22 | vs. FY22% | vs.FY21 |
|-------------|------|----------|------|------|------|------|--------------|---------------|---------|-----------|---------|-----------|---------|-----------|---------|
| Application | 282 | 0 | 296 | 201 | 177 | 294 | 282 | | -14 | -4.7% | 81 | 40.3% | 105 | 59.3% | -12 |
| Enrollment | 111 | 0 | 120 | 77 | 40 | 87 | 111 | | -9 | -7.5% | 34 | 44.2% | 71 | 177.5% | 24 |
| Withdrawal | 1 | 0 | 0 | 0 | 0 | 2 | 1 | | 1 | | 1 | | 1 | | -1 |

UTVA Enrollment Trends



RDA: Results Driven Accountability

Annual School Counseling Report

UTVA SCHOOL COUNSELING PROGRAM

School counselors provide an important leadership role in improving student achievement and are uniquely positioned to be student and system advocates.



K-12

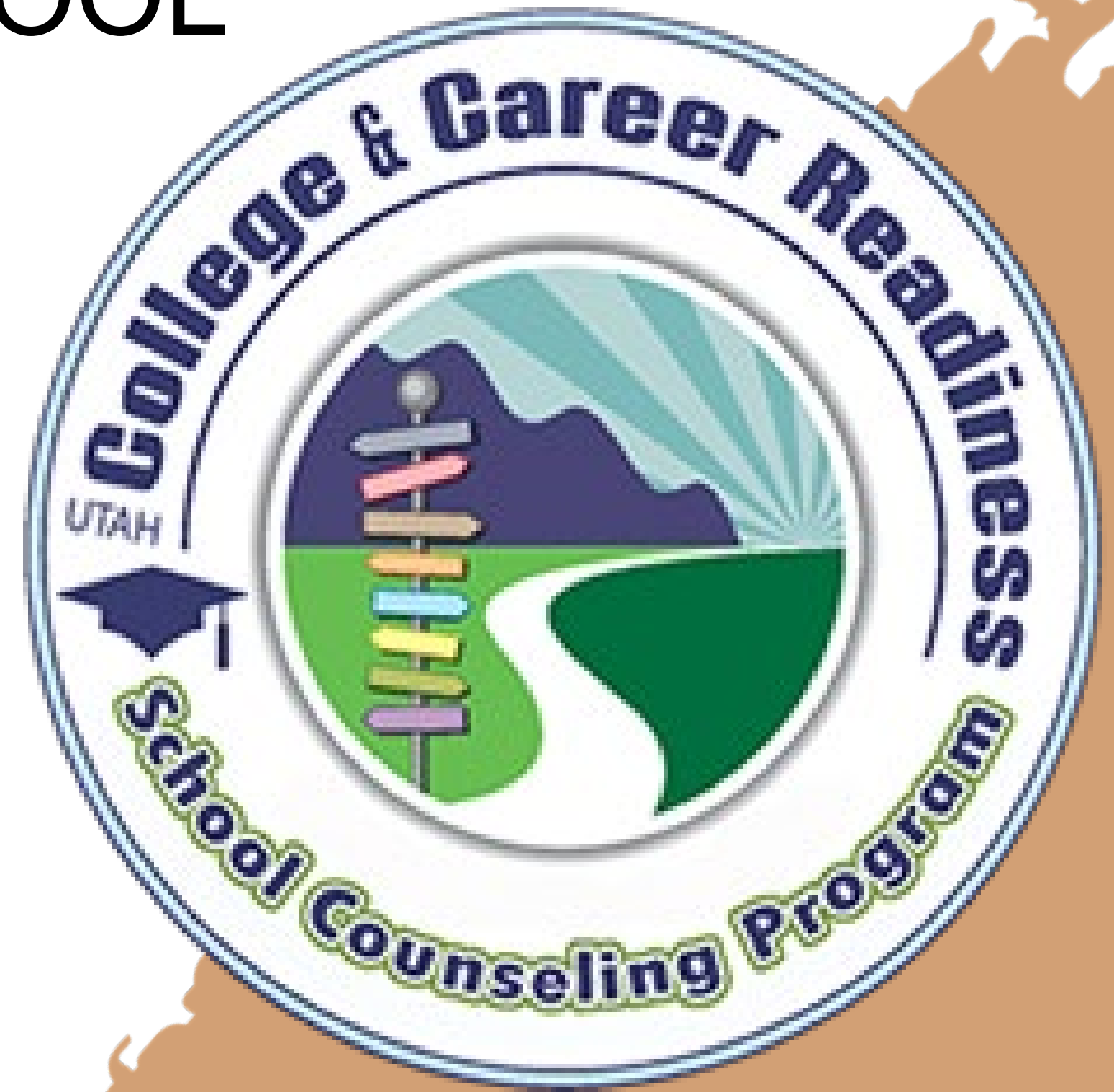


The role of a school counselor in Utah

STATE APPROVED SCHOOL COUNSELING PROGRAM

UTVA is the first online school to receive state approval and funding

Our program is structured around the College & Career Readiness School Counseling Model



THE COMPREHENSIVE, SYSTEMIC PROGRAM DESIGN REACHES 100% STUDENTS THROUGH THE FOLLOWING 4 PROGRAM DELIVERY AREAS:

1

PLAN FOR COLLEGE AND CAREER READINESS

Individual student planning in which school counselors coordinate ongoing activities to help students establish personal goals and develop future plans.

2

SYSTEMIC APPROACH TO DROPOUT PREVENTION WITH SOCIAL/ EMOTIONAL SUPPORTS

School counselors offer a range of services along the continuum from early intervention to crisis response in order to meet student needs.

3

COLLABORATIVE CLASSROOM INSTRUCTION

School counselors support teachers with the distribution of knowledge and skills in areas where counseling expertise can enhance student academic learning and development

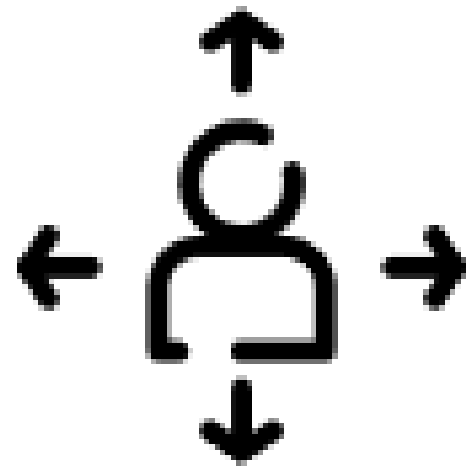
4

SYSTEMIC PROGRAM MANAGEMENT

Systemic practice consists of management activities that establish, maintain, and enhance the total school counseling program.

PLAN FOR COLLEGE & CAREER READINESS

CCR MEETINGS



UTVA Counselors meet with students and parents/guardians in individual or group meetings to develop, review, and/or revise student's Plan for College and Career Readiness.

Since August, our counselors have completed individual CCRs with 10th-12th graders and 1 group meeting with 9th graders

12th: 84%

11th: 89%

10th: 84%

9th: 66% - ongoing



GRADUATION PLANNING

HS Counselors work especially close with seniors to make sure they will fulfill all state graduation requirements.

93% Current, active seniors on track to graduate

49 12th graders have already graduated this year

29 11th graders set to graduate by May 2024

PLAN FOR COLLEGE & CAREER READINESS

(CONTINUED)



CREDIT RECOVERY

The Credit Recovery Team & HS Counseling Team work closely to help students get back on track for graduation through credit recovery options

Credits Recovered 23/24 SY

55.5 Block 1

69.5 Block 3

46 Block 2

SYSTEMIC APPROACH TO DROPOUT PREVENTION WITH SOCIAL/ EMOTIONAL SUPPORTS



TIERED PROCESS

Counselors and mentors follow a tiered process to offer support to students needing extra academic, emotional/mental support. Our team meets regularly to discuss these individual students and brainstorm interventions to help these students find success at UTVA.



SMALL GROUPS

Counselors assess the needs of our student population and provide small group counseling. When necessary, referrals are made to our school social worker when students require more in-depth support.

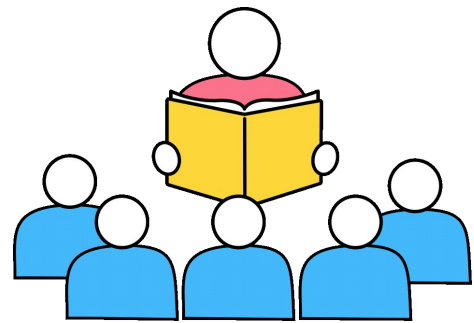
Groups provided this year:

DEPRESSION/ANXIETY/STRESS

MANAGEMENT

BUILDING LIFE SKILLS

COLLABORATIVE CLASSROOM INSTRUCTION



HOMEROOM

HS Counselors provide monthly instruction for students that includes structured lesson plans intended to enhance student academic learning and development



NEW HS COLLEGE & CAREER READINESS CLASS

Students work with school counselors and advisors to build a personalized career pathway plan to help them understand their interests and aspirations and how that relates to their career.



PARENT INSTRUCTION

Throughout the year, counselors provide multiple after hours information sessions to encourage parent and student to attend together. Some examples are:

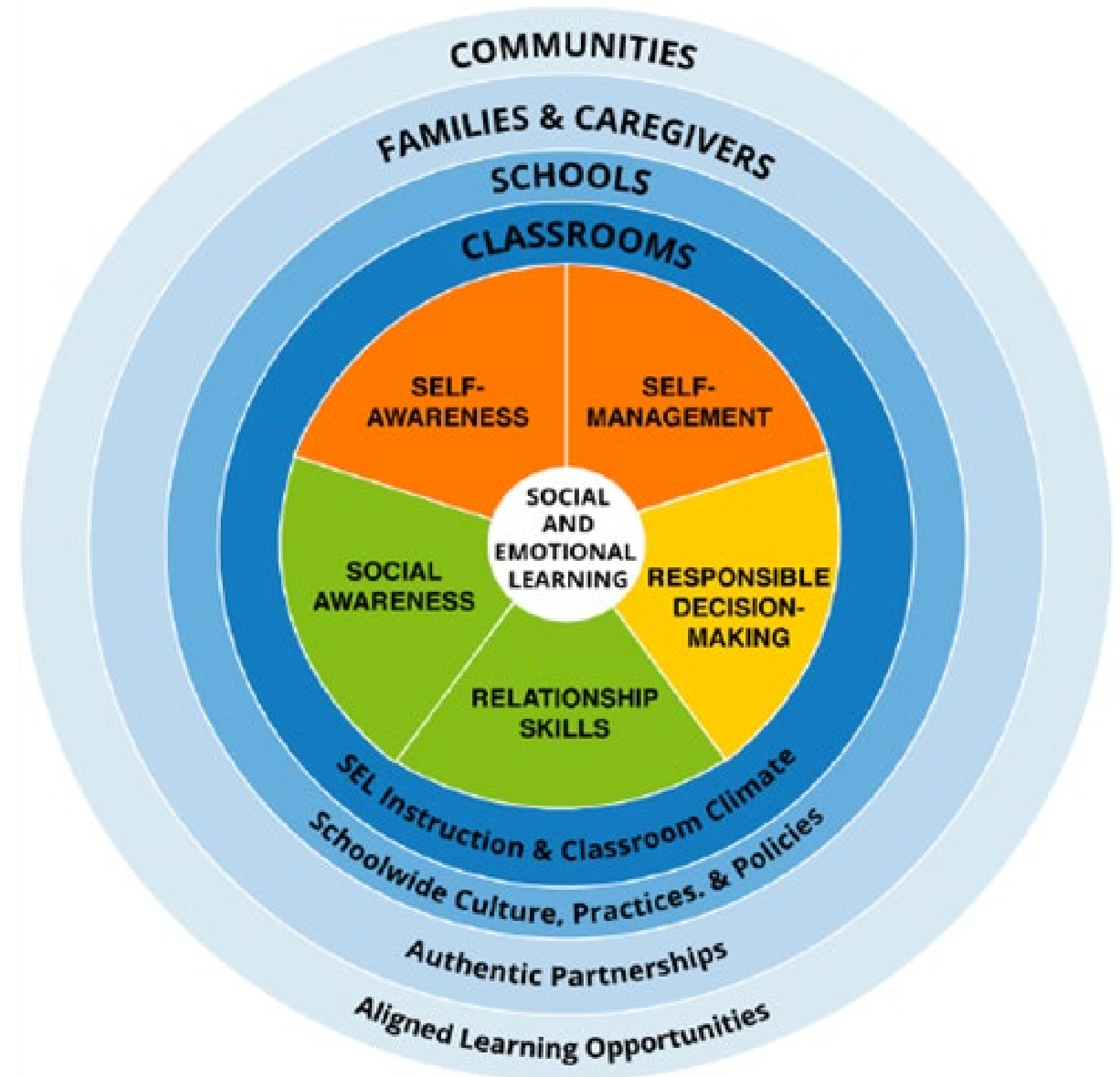
9TH GRADE ORIENTATION
FAFSA NIGHT

COLLABORATIVE CLASSROOM INSTRUCTION

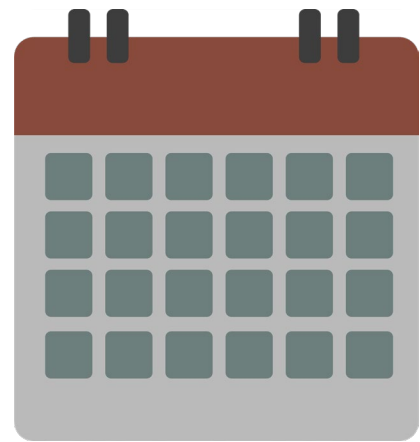
(CONTINUED)

LYNX TIME

MS Counselors follow the 7 Mindsets Curriculum and deliver instruction weekly.



SYSTEMIC PROGRAM MANAGEMENT



PROGRAM MANAGEMENT & OPERATIONS

Counselors (K5, MS, & HS) work together to plan and manage tasks needed to support activities conducted in the school counseling program. These include budget, procedures, annual calendaring, data analysis, etc.



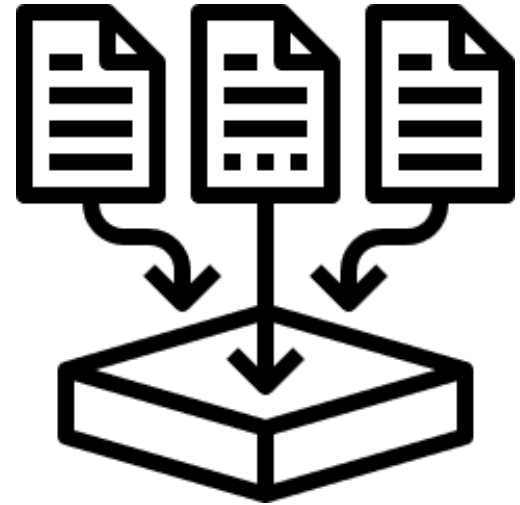
PROFESSIONAL DEVELOPMENT

UTVA counselors actively seek out opportunities for updating their professional knowledge and skills. All counselors are members of USCA (Utah School Counselor Association) and attend their yearly conference.

DATA PROJECT

PER STATE STANDARDS, A DATA PROJECT

MUST BE COMPLETED EVERY YEAR



We are in our second year of tracking and increasing our attendance at CCR meetings with our free and reduced lunch

The goal is to raise attendance by 5% each year. This year the goal is 70%. We are still collected data and have already passed this target

students

22/23 RESULTS

12th: 82%
11th: 68%
10th: 82%
9th: 51%
8th: 58%
7th: 83%
Total: 69%

23/24 RESULTS (\$7-9TH ONGOING)

12th: 82%
11th: 86%
10th: 83%
9th: 68%
8th: 66%
7th: 71%
Total: 74%

UTVA PROGRAM STRENGTHS



STRONG CONNECTION WITH STUDENTS & FAMILIES



STRONG COLLABORATION WITH CTE TEACHERS



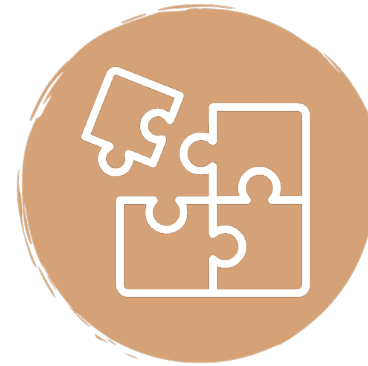
USE OF DATA TO DRIVE PROGRAM DEVELOPMENT



SMALL GROUPS TO MEET STUDENT NEEDS



LOW STUDENT TO COUNSELOR RATIO



STRONG ADMINISTRATION SUPPORT



UTVA MIDDLE SCHOOL COUNSELING TEAM



MICHELLE ORTON



TIFFANY WIBERG

UTVA HIGH SCHOOL COUNSELING TEAM



STEPHANIE BIRD
LAST NAMES: A-C, T-Z



KAITLYN BLACKHAM
LAST NAMES: M-S



CAMILLE LOPEZ
LAST NAMES: D-L



ABBIE CHAMBERS
HS COUNSELING PROGRAM SPECIALIST



Employee Handbook

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WELCOME!

The Utah Virtual Academy (UTVA) is a highly effective public charter school, funded by state tax dollars, that provides an individualized standards-based education for students throughout the State of Utah. Our teachers are among the best in the state for distance learning. Our team of hard working, highly qualified staff work as partners with parents to provide an innovative and challenging education experience. UTVA believes parents are integral in students' acquisition of knowledge and works to strengthen family values, promote character, and provide skill mastery through the use of technology and K12 Curriculum.

UTVA is a rapidly-growing organization that offers our teachers and staff members the excitement of exploring an emerging concept in education. Online public schools – sometimes also called distance learning programs, or virtual education – are growing rapidly across the country, and indeed the world. Every year, more and more states, school districts, and schools are embracing distance education programs that use the power of the Internet and technology to deliver instruction to students in new ways. These programs come in many forms, using different models. Some of these programs are full-time schools, while others are supplemental programs. However, the goal of all is the same: providing access to education programs that give parents and students more options and flexibility.

The school's Board of Directors is the governing body of the school. Our Board of Directors is comprised of parents and community members who are passionate about providing additional educational options to Utah families. The Board of Directors has entered into a management contract with K12 Inc., a Virginia-based education curriculum and school management company.

Thank you for joining UTVA. Not only are we proud of our school, but we believe that is a profoundly good choice for families who are interested in getting actively involved in their children's education. We hope you agree that you have a great contribution to make to UTVA, and that you will find your employment here a rewarding experience. We look forward to working together to create a truly successful educational environment for the children we serve.

UTVA Mission Statement

Utah Virtual Academy students will attain superior academic achievement through parent involvement, innovative teaching and school accountability within a virtual environment that embraces individual learning styles.

UTVA Vision Statement

Our passionate commitment to individualized instruction leads us to reach all students at their own level, guiding each one to make real progress and to feel the joy of learning and achievement, both measured and intuitive.

Challenging Minds – Creating Opportunities – Leading Change

UTVA Values

Positive Attitude, Professionalism, Enthusiasm, Passion, Innovation, Ownership, Dedication

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Introduction – Welcome to Stratus HR!

MISSION STATEMENT

Stratus HR offers strategic business solutions in the areas of human resources, workers' comp, risk management, employee benefits, payroll and HR software to our exclusive and valued clientele, and their employees and families, by employing a dedicated, knowledgeable and friendly staff of service professionals.

Stratus HR is a professional employer organization in the business of providing outsourced human resource services. Stratus HR has contracted with the business, now referred to as UTVA, to provide services such as payroll administration, employee benefit administration, and other human resource needs. Under this arrangement, both Stratus HR and the worksite employer are your employers and have certain rights and responsibilities with respect to your employment. As a co-employer, we both want to do our part to assist in making your job more fulfilling. Our goal is to provide you with the best benefits and employee services possible.

How does this co-employer relationship affect you?

- As an employee you will report to UTVA for your day-to-day direction, control, and function at the worksite.
- You are responsible for acknowledging both Stratus HR and UTVA's policies and procedures.
- As an employee you will contact Stratus HR for information regarding payroll, employee benefits, and some of the policies affecting employment and have access to a human resource representative.
- In the event you need to notify your employer on any formal document, you will be required to notify both employers: Stratus HR and UTVA.

It is your responsibility to read, understand and comply with all provisions of this handbook. Described within are many of your responsibilities as an employee and outlines of the programs developed by Stratus HR to benefit employees. It is one of Stratus HR's objectives to provide a work environment for employee and employer that are conducive to both personal and professional growth.

This handbook is not a contract of employment and is not to be interpreted as contractual or binding in nature. This handbook will be ever evolving, as no handbook can anticipate every circumstance or question regarding policy. As Stratus HR continues to grow and as state and federal laws change, the need may arise to revise, supplement, or rescind any policy or portion of this handbook from time to time as it is deemed appropriate in Stratus HR's sole and absolute discretion. The only exception to any change would be the "at-will" employment policy permitting you, Stratus HR, or UTVA to end our employment relationship at any time, with or without cause. Employees will, of course, be notified of any changes to the handbook as they occur.

Nothing in this handbook prohibits or restricts Employee from exercising Employee's rights under the National Labor Relations Act (NLRA), including rights under Section 7 of the NLRA, such as the right to self-organization, to form, join, or

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assist labor organizations, to bargain collectively through representatives of their own choosing, and to engage in other concerted activities for the purpose of collective bargaining or other mutual aid or protection, or any other activities protected by the NLRA.

Contact Information

Stratus HR is committed to providing the best quality of services to both our clients and our employees. To ensure the best access to our services, we have listed our contact information below:

| Stratus HR Employee Services Representatives | |
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| Director, Human Resources Stacey Gibson, SHRM-SCP, SPHR Phone: 801.984.1331 Email: hr@stratus.hr | 75 West Towne Ridge Pkwy, Building 2, Suite 440 Sandy, UT 84070 Office: 801.984.0252 Toll free: 877.977.8233 Fax: 801-984-0254 Website: https://stratus.hr Office Hours: 8:00 AM – 5:30 PM <i>Monday – Friday</i> |
| Senior Payroll Manager Kim Davis-Anderson, CPP Phone: 801.984.1328 Email: payroll@stratus.hr | |
| Benefits Consultants Phone: 801.984.1326 Email: benefits@stratus.hr | |
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During *out-of-office hours*, one may leave a message with Stratus HR’s urgent Voice Mailbox and the voice recording will be escalated and emailed to our service representatives.

Employment At-Will

Employment with UTVA is entered into voluntarily, and you are free to terminate your employment at-will at any time, with or without cause or notice. Similarly, Stratus HR or UTVA may terminate the employment relationship at-will at any time, with or without cause or notice, so long as there is no violation of applicable federal or state law.

Nothing contained in this Handbook should be considered either an express or implied contract of employment. These policies are not contractual employment commitments and except for the employment-at-will policy may be changed or revoked at any time. No policy is intended as a guarantee of terms or conditions of employment or of benefits or rights. This handbook does not alter the employment-at-will relationship in any way. Employment is not for any specific time and may be terminated at will, without notice, at any time with or without reason. These guidelines supersede any previous oral or written policies and practices regarding matters covered in this Handbook.

No manager, supervisor or employee of UTVA has any authority to enter into an agreement for employment for any specified period of time or to make an agreement for employment other than at-will. Only the UTVA Board of Directors has the authority to make any such agreement and then only in writing.

Equal Opportunity

Equal Opportunity Employment

In order to provide equal employment and advancement opportunities to all individuals, employment decisions will be based on merit, qualifications, abilities and employer needs. UTVA is an equal employment opportunity employers and prohibit unlawful discrimination, harassment and retaliation against employees, applicants, or any other covered persons as described in this section. UTVA will extend equal employment and advancement opportunities to all qualified individuals regardless of their race, color, religion, creed, age (40 and over), sex, gender, sexual orientation, gender identity, pregnancy, disability, national origin, ethnic background, genetic information (including of a family member), past, current, or prospective military service, and/or citizenship, or any other classification protected by applicable local, state or federal law. This non-discrimination policy extends to all terms, conditions, and privileges of employment as well as the use of all company facilities, participation in all company-sponsored activities, and all employment actions such as promotions, compensation, benefits, hiring, and termination of employment.

Employees who become aware of or experience unlawful discrimination as a result of any protected class as outlined above or any other characteristic protected by law shall promptly report the matter to his or her supervisor and to their Stratus HR Employee Services Representative. If the manager is unavailable or the employee believes it would be inappropriate to contact that person, the employee shall immediately contact any other member of management and their Stratus HR Employee Services Representative. Contact information is provided at the beginning of this manual.

Any manager who becomes aware of possible discrimination as a result of any protected class as outlined above or any other characteristic protected by law shall promptly notify the highest management official available and your Stratus HR Employee Services Representative immediately. Failure to provide notice could result in disciplinary action, up to and including termination.

Anyone engaging in unlawful discrimination will be subject to disciplinary action, up to and including termination.

Disability Accommodation

UTVA is committed to full compliance with the Americans with Disabilities Act (ADA) and the ADA Amendments Act (ADAAA) and ensuring equal opportunity in employment for qualified persons with disabilities. All employment practices and activities are conducted on a non-discriminatory basis.

Hiring procedures have been established to provide persons with disabilities access to meaningful employment opportunities. Pre-employment inquiries are made only regarding the applicant's ability to perform the essential functions of the position.

Consistent with ADA requirements, UTVA will reasonably accommodate qualified individuals with a disability if such accommodation would allow the individual to perform the essential functions of the job, unless doing so would create an undue hardship. All employment decisions are based on the merits of the situation in accordance with defined criteria, not on the disability of the individual.

UTVA is also committed to not discriminate against any qualified employee or applicant because of his or her relationship or association with a person with a disability. UTVA will follow any applicable state or local law that provides individuals with disabilities greater protection than the ADA.

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If you believe you need an accommodation because of your disability, you are responsible for requesting a reasonable accommodation from the Human Resources Department. You may request it orally or in writing. UTVA encourages employees to make their request in writing and to include such relevant information, such as:

- A description of the accommodation you are requesting.
- The reason you need an accommodation.
- How the accommodation will help you perform the essential functions of your job.

Upon receipt of an accommodation request, a member of the Human Resources department and your manager will engage in an interactive dialogue with you to discuss and identify the precise limitations resulting from the disability and explore potential accommodation that UTVA might make to help overcome those limitations. However, the company is not required to provide the specific accommodation requested by you and may provide an alternative effective accommodation, to the extent any reasonable accommodation can be made without imposing an undue hardship on UTVA.

If your disability or need for accommodation is not obvious, UTVA may ask you to provide supporting documents showing that you have a disability within the meaning of the ADA and applicable state or local laws, and that your disability necessitates a reasonable accommodation. If the information provided in response to this request is insufficient, UTVA may require that you see a health care professional of UTVA's choosing, at UTVA's expense. In those cases, if you fail to provide the requested information or see the designated health care professional, your request for a reasonable accommodation may be denied. Stratus HR and UTVA will keep confidential any medical information obtained in connection with your request for a reasonable accommodation.

This policy is neither exhaustive nor exclusive. UTVA is committed to taking all actions necessary to ensure equal employment opportunity for persons with disabilities in accordance with the ADA and all other applicable federal, state, and local laws.

Pregnancy Accommodation

Employees who are pregnant, are breastfeeding, or have other conditions related to pregnancy and childbirth may need some accommodations at work. In accordance with applicable laws, UTVA provides reasonable accommodations unless doing so would cause undue hardship. Depending upon the circumstances and as allowed under applicable law, UTVA may require a medical certification from the employee's health care provider concerning the need for accommodation. However, UTVA will not require a medical certification for a request for more frequent restroom, food, or water breaks due to pregnancy or breastfeeding. Employees who require accommodations for pregnancy, breastfeeding or related conditions should contact their manager/supervisor or Human Resources.

Break Time for Nursing Mothers

Federal law entitles an employee to reasonable breaks to express breast milk for her nursing child, for up to one year after the child's birth, each time the employee needs to express milk, Supervisors are encouraged to consider flexible schedules to accommodate an employee's needs.

UTVA provides a private place (other than a bathroom) that is shielded from view and free from intrusion from coworkers and the public for an employee to use when expressing breast milk. If possible, supervisors will ensure that employees are aware of these workplace accommodations prior to maternity leave. UTVA is not required to compensate nursing mothers for breaks taken for the purpose of expressing milk. However, where UTVA already provides compensated breaks, an employee who uses that time to express milk must be compensated in the same way that other

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employees are compensated for break time. Questions relating to an undue hardship or this policy may be directed to your Stratus HR Employee Services Representative. Contact information is located at the beginning of this handbook.

Relevant state and local laws will also be followed where applicable.

Religious Accommodation

UTVA complies with Title VII of the Civil Rights Act of 1964, and all applicable state and local fair employment practices laws and is committed to providing equal employment opportunities to all individuals, regardless of their religious beliefs and practices or lack thereof. Consistent with this commitment, UTVA will provide a reasonable accommodation of an applicant's or employees sincerely held religious belief if the accommodation would resolve a conflict between the individual's religious beliefs or practices and a work requirement, unless doing so would create an undue hardship for UTVA.

If you believe you need an accommodation because of your religious beliefs or practices or lack thereof, you should request an accommodation from your Stratus HR Employee Services Representative or through your manager. You may make the request orally or in writing. Employees are encouraged, but not required, to make their request in writing and to include relevant information, such as:

- A description of the accommodation you are requesting.
- The reason you need an accommodation.
- How the accommodation will help resolve the conflict between your religious beliefs or practices or lack thereof and one or more of your work requirements.

After receiving your oral or written request, UTVA will engage in a dialogue with you to explore potential accommodations that could resolve the conflict between your religious beliefs or practices and one or more of your work requirements. UTVA encourages you to suggest specific reasonable accommodations that you believe would resolve any such conflict. However, UTVA is not required to provide specific accommodation requested by you and may provide an alternative, effective accommodation, to the extent any accommodation can be made without imposing an undue hardship on UTVA.

UTVA may ask you to provide additional information about your religious practices or beliefs and the accommodation requested. If you fail to provide the requested information, your request for an accommodation may be denied.

Pregnant Workers Fairness Act (PWFA)

The PWFA is administered and enforced by the EEOC and requires employers with 15 or more employees to provide reasonable accommodations to a worker's known limitations related to pregnancy, childbirth, or related medical conditions, unless the accommodation will cause an undue hardship. Accordingly, pregnancy may require certain workplace accommodations to ensure the health and well-being of pregnant employees. We are committed to engaging in an interactive process with pregnant employees to determine and provide reasonable accommodation that enables them to perform their job duties effectively, without undue hardship on the organization.

PWFA applies to all pregnant, postpartum, or medically affected employees, regardless of employment type or tenure. Pregnant employees qualify for reasonable accommodations if there is any inability to perform essential functions for a temporary period; the essential function could be performed in the near future; and the inability to perform the essential function can be reasonably accommodated.

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We encourage open and supportive communication between pregnant employees and their supervisors or HR representatives. Pregnant workers are encouraged to inform their immediate supervisors about their pregnancy as soon as they feel comfortable doing so. Such communication will allow for a smooth and efficient process in determining appropriate accommodation and addressing any concerns that may arise.

Eligible employees are required to provide appropriate documentation or medical certification, as requested, to verify their pregnancy or related medical condition.

We will maintain strict confidentiality regarding an employee's pregnancy-related information, in accordance with applicable privacy laws and regulations.

We strictly prohibit retaliation against employees who assert their rights under the PWFA or participate in any investigation or complaint related to pregnancy discrimination. Retaliation against individuals who advocate for the rights of pregnant workers is a violation of our policy and will be subject to disciplinary action, up to and including termination.

Ethics & Confidentiality

Harassment at the Workplace

UTVA is dedicated to providing a work environment free of any form of unlawful harassment. We expressly prohibit any form of unlawful harassment by anyone, including any manager personnel, co-worker, vendor, client, or customer, that is sexual in nature or based on race, color, religion, creed, age (40 and over), sex, gender, sexual orientation, gender identity, pregnancy, disability, national origin, ethnic background, genetic information (including of a family member), military service, and/or citizenship, or any other classification protected by applicable local, state or federal law. Violation of this policy will result in disciplinary action up to and including termination.

Definitions of Harassment

- **Sexual harassment means any harassment based on someone's sex or gender.** Sexual harassment constitutes discrimination and is illegal under federal, state, and local laws. For the purposes of this policy, sexual harassment is defined as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when, for example: (i) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; (ii) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or (iii) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Sexual harassment may include a range of subtle and not so subtle behaviors and may involve individuals of the same or different gender, sexual orientation, or gender identity. Depending on the circumstances, these behaviors may include, but are not limited to: unwanted sexual advances or requests for sexual favors; sexual jokes and innuendos; verbal abuse of a sexual nature; commentary about an individual's body, sexual prowess or sexual deficiencies; leering, catcalls or touching; insulting or obscene comments or gestures; display or circulation in the workplace of sexually suggestive objects or pictures (including through e-mail); and other physical, verbal or visual conduct of a sexual nature. This list is illustrative only, and not exhaustive. No form of sexual harassment will be tolerated. Sex-based harassment, which is harassment not involving sexual activity or language (e.g., male manager yells only at female employees and not males), may also constitute discrimination if it is severe or pervasive and directed at employees because of their gender or gender identity.

- **Harassment** on the basis of any other protected status is also strictly prohibited. Under this policy, harassment is verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his/her race, color, religion, creed, age (40 and over), sex, gender, sexual orientation, gender identity, pregnancy, disability, national origin, ethnic background, genetic information (including of a family member), military service, and/or citizenship, or any other classification protected by applicable local, state or federal law, and that: (i) has the purpose or effect of creating an intimidating, hostile or offensive work environment; (ii) has the purpose or effect of unreasonably interfering with an individual's work performance; or (iii) otherwise adversely affects an individual's employment opportunities.

Harassing conduct includes, but is not limited to epithets, slurs, or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes and display or circulation in the workplace of written or graphic material that denigrates or shows hostility or aversion toward an individual or group (including through e-mail).

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Whether or not the conduct rises to the level of unlawful harassment depends on the facts and circumstances in each particular instance. UTVA and/or Stratus HR will investigate all reported incidents. Harassment is prohibited both at workplace and at employer-sponsored events.

Workplace Bullying

The purpose of this policy is to communicate to all employees, including team leaders and owners, that the company will not tolerate bullying behavior by and against employees, supervisors, managers, applicants for employment, and others in the workplace environment. Employees found in violation of this policy will be subject to discipline, up to and including termination.

Your worksite employer defines bullying as “inappropriate behavior, either direct or indirect, whether verbal, physical or otherwise, conducted by one or more persons against another or others, at the place of work and/or during employment.” All employees will be treated with dignity and respect.

Bullying may be intentional or unintentional. However, it must be noted that where an allegation of bullying is made, the intention of the alleged bully is irrelevant and will not be given consideration when meting out discipline. As in sexual harassment, it is the effect of the behavior upon the individual that is important. The company considers the following types of behavior examples of bullying:

- **Verbal bullying:** Slandering, ridiculing, or maligning a person or his/her family; persistent name calling that is hurtful, insulting or humiliating; using a person as the butt of jokes; abusive and offensive remarks.
- **Physical bullying:** Pushing, shoving, kicking, poking, tripping, assault, or threat of physical assault; damage to a person’s work area or property.
- **Gesture bullying:** Nonverbal threatening gestures or glances that convey threatening messages.
- **Exclusion:** Socially or physically excluding or disregarding a person in work-related activities.

This list is illustrative only and is not exhaustive. All workplace bullying is prohibited.

Complaint Procedure

Each member of management is responsible for creating an atmosphere free of discrimination and harassment. Additionally, employees are responsible for respecting the rights of their co-workers.

Misunderstandings or conflicts can arise in any organization. To ensure effective working relations, it is important that such matters be resolved before serious problems develop. Most incidents resolve themselves naturally; however, if a situation persists that you believe is detrimental to you or to the School, you should follow the Grievance Policy adopted by the Board of Directors. Board policy can be found here: <https://utva.k12.com/who-we-are/board.html>

UTVA expects all employees to report immediately all concerns of bullying or abusive conduct so that prompt and appropriate action can be taken. If you witness or experience any conduct you believe violates this policy, you must promptly report the incident to your manager or other available management including your Stratus HR Employee Services Representative. If you believe it would be inappropriate to discuss the matter with your manager, or if your manager is the offending party, you may report the incident directly to any other available member of management and your Stratus HR Employee Services Representative. Contact information is provided at the beginning of this manual.

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Your complaint should be as detailed as possible, including the names of all individuals involved and any witnesses. Stratus HR will directly and thoroughly investigate the facts and circumstances of all claims of perceived harassment and will take prompt and corrective action, if appropriate.

Employees who experience conduct that they believe to be contrary to this policy are required to take advantage of the complaint procedure. An employee's failure to fulfill this obligation could affect his or her rights.

Retaliation Is Prohibited

UTVA prohibits retaliation against any individual who makes a good-faith report of discrimination or harassment, or participates in an investigation of such reports. Retaliation against an individual for reporting harassment or discrimination, or for participating in an investigation of a claim of harassment or discrimination is a serious violation of this policy and, like harassment or discrimination itself, will be subject to disciplinary action up to and including termination.

UTVA is committed to enforcing this policy against all forms of harassment. However, the effectiveness of our efforts depends largely on employees telling us about inappropriate workplace conduct. If employees feel that they or someone else may have been subjected to conduct that violates this policy, they should report it immediately. If employees do not report harassing conduct, UTVA may not become aware of a possible violation of this policy and may not be able to take appropriate corrective action.

Confidentiality

Stratus HR and UTVA, to the extent possible, will maintain the confidentiality of information received as a result of the discrimination or harassment charge and the resulting investigation.

Whistleblower Policy

Definition

“Protected Disclosure” means an allegation, made in good faith, that Utah Virtual Academy (UTVA) or one or more of its employees, contractors (acting in the course of its work for UTVA) or members of the Board of Directors, has in the course of his, her or its duties to UTVA acted unlawfully or in violation of published Board of Directors’ policies.

Preamble:

UTVA has moral, ethical and legal responsibilities for the stewardship of its resources and the public and private support that enables it to pursue its mission. Although UTVA’s controls and operating procedures are intended to deter, detect and prevent improper activities, as at any institution, intentional and unintentional violations of laws, regulations, and policies may occur. This policy is intended to result in the internal identification and remediation of such violations.

Policy:

Reporting Protected Disclosures: Any person may make a Protected Disclosure. It is the responsibility of all employees and board members to report Protected Disclosures. Protected Disclosures should be made in writing so as to assure a clear understanding of the issues but may be made orally. Reports should be factual and contain as much specific information as possible. Protected Disclosures shall be made 1) by employees to their immediate supervisor or other person upwards in the supervisory chain, and 2) by other persons to the head of school. However, when there is a potential conflict of interest, such reports may be made to another person in management who you may reasonably

expect to have either responsibility over the affected area or the authority to review the alleged improper activity on behalf of UTVA.

Protection from Retaliation: UTVA and its employees and board members are prohibited from 1) retaliating or attempting to retaliate against any person who has made a Protected Disclosure or who has refused to obey an order that is illegal or in violation of published Board of Director’s policies, and from 2) directly or indirectly using or attempting to use the authority or influence of his or her position for the purpose of interfering with the right of the person to make a Protected Disclosure. Anyone who retaliates against or interferes with someone who has made a Protected Disclosure is subject to discipline which, for employees, could be up to and including termination.

Investigations: Supervisors to whom a Protected Disclosure is made are required to report them to the head of school. The head of school will undertake or cause to be undertaken an investigation and resolution of the alleged violations. The head of school will advise the board chair and/or board vice chair, of all Protected Disclosures regarding accounting practices, internal fiscal controls or auditing. All internal complaints will be investigated promptly and with discretion, and all information obtained will be handled on a “need to know” basis. At the conclusion of an investigation, as appropriate, remedial and/or disciplinary action will be taken where the allegations are verified and/or otherwise substantiated. *Adopted September 29, 2009*

Nothing in this policy prohibits or restricts Employee from exercising Employee’s rights under the NLRA, including rights under Section 7 of the NLRA, such as the right to self-organization, to form, join, or assist labor organizations, to bargain collectively through representatives of their own choosing, and to engage in other concerted activities for the purpose of collective bargaining or other mutual aid or protection, or any other activities protected by the NLRA.

Confidentiality of Employee Personal Information

Your worksite employer has adopted this policy to protect the privacy and confidentiality of its employees (past, present and/or future) and customer Personal Information (PI) whenever it is used by company representatives. The private and confidential use of such information will be the responsibility of all individuals.

Definition of Personal Information

PI is defined as: Any representation of information that permits the identity of an individual to whom the information applies to be reasonably inferred by either direct or indirect means.

The following types of information are considered to be PI:

- Phone Number
- Home Address
- Email Address
- Work Schedule

This list is illustrative only and not exhaustive. Please note Managers will be held to a higher standard and are expected to lead by example.

Responsibility

During employment with your worksite employer, employees may have access to the PI of others. Employees are expected to maintain all PI in strict confidence and use such information only in the interest of the company.

PI acquired by an employee in the course of their employment with the company must not be used for individual benefit. Any distribution of such information requires both a need-to-know and a right-to-know authorization. The employee will not disclose or divulge, either directly or indirectly, another employee's confidential PI to others.

The only permissible exception to this policy is with prior express written consent authorized by both your worksite employer and the owner of the PI.

Actions

Any employee who is found to have shared PI not belonging to them, without prior express written consent, intentionally or unintentionally, will be subject to disciplinary actions, up to and including termination.

Any employee who has knowledge of a coworker violating this policy MUST report it immediately to a member of management or the Stratus HR Employee Services Representatives. Any employee who is found to be aware of the inappropriate distribution of PI without reporting it will be subject to disciplinary action, up to and including termination.

Work for Hire

When an employee has created a work within the scope of their employment, the work is considered a "work made for hire," and the employer - not the creator - owns the work.

Conflicts of Interest

The successful business operation and reputation of Stratus HR and UTVA are built upon the principals of fair dealing and the ethical conduct of our employees. Transactions conducted with outside firms must be done in a manner consistent with the framework established by Stratus HR and UTVA. Employees owe a duty to Stratus HR, UTVA, their customers, vendors, and shareholders to act in a way that will merit the continued trust and confidence of others. Business dealings with outside firms should not result in unusual gains for those firms. Unusual gain refers to bribes, product bonuses, special fringe benefits, unusual price breaks, and other windfalls designed to ultimately benefit the employer, the employee, or both. Promotional plans that could be interpreted to involve unusual gain require specific executive-level approval.

No presumption is created by the mere existence of a relationship with outside firms. However, if employees have any influence on transactions involving purchases, contracts or leases, it is imperative that they disclose such influence to Stratus HR as soon as possible. Stratus HR can establish safeguards to protect all parties from the existence of any actual or potential conflicts of interest.

Ethics

Employees are expected to act ethically, honestly, and with the highest standard of personal integrity at all times in the performance of their job responsibilities. Employees must comply fully with federal, state and local laws and regulations governing our operations, and must conduct their business affairs according to the highest legal and ethical standards. Violation of this policy may subject an employee to discipline, up to and including immediate termination.

You are to report any actual or potential violations of applicable laws or regulations and any unethical, dishonest or improper conduct to your supervisor, the president/CEO, Head of School, or to your Stratus HR Representative. If you are uncertain as to the applicability of a law or this policy to your work, you are responsible for seeking guidance from

your manager, the president/CEO, Head of School, or your Stratus HR Representative. No reprisal or detrimental action of any kind shall be taken against an employee who reports a violation of law or of this policy.

Student and Family Relations

UTVA strives to consistently provide students and their families with service that is of exceptional quality and value. In order to realize our commitment to our families, we expect the following from each of our employees:

- Provide courteous service in a prompt and efficient manner.
- Establish and maintain positive relationships with families by gaining their trust and respect through professional, honest interaction.
- Handle complaints quickly and professionally. If you are unable to resolve a complaint to the parent's satisfaction, review the situation with a member of the Administrative team.
- Communicate with families in a professional manner whether in person, over the phone, or via e-mail.

Always remember that you are the School to our customers and our reputation and the customer's perception of the school is attributed to each employee.

Family Education Rights and Privacy Act (FERPA)

Employees shall ensure the confidentiality of all student records, as required by state and federal law, including the federal Family Educational Rights and Privacy Act (20 U.S.C. 1232g et seq.) ("FERPA"). Any personally identifiable information about a student that is disclosed to Employee shall be used solely for the stated purposes of the disclosure and shall not be redisclosed to any other person without the prior written consent of the student's parent (or of the student if he/she is age 18 or older). Redisclosure of such information by Employee without the required prior written consent will result in disciplinary action, up to and including termination

Confidentiality Agreement

As an employee, you agree that during employment, you will not remove, retain, copy, or utilize any confidential, privileged or proprietary information of Stratus HR or UTVA unless authorized to do so. You agree that if you are authorized to remove, retain or copy any confidential, privileged or proprietary information of Stratus HR or UTVA, all removed, retained or copied confidential or privileged information shall be returned to an executive of Stratus HR or UTVA within one business day of notification of your termination of employment. You agree that upon termination of employment, you will not remove, retain, copy or utilize any confidential, privileged or proprietary information of Stratus HR or UTVA.

Confidential information includes but is not limited to: software; prospect worksheets; customer worksheets; customer lists; contractor lists; customer agreements; contractor agreements; service guidelines; marketing information and strategy; financial information and plans; customer and contractor information, both technical and non-technical; present and future plans; sales quotes, costs and margins procedures; pricing and bidding methods and techniques; accounting; finances; compensation information; actual or potential customer information, lists and data; business plans and goals; profit margins and information; servicing methods; production processes; research and development strategies, drawings, CAD data and all other trade secrets and proprietary data.

Confidential information shall not include any data or information that is lawfully in the public domain or becomes known in the marketplace through no wrongful act of an employee, or information that has been independently developed and disclosed by others.

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All discoveries, inventions or techniques developed in the course of your employment belong to Stratus HR or UTVA. Employees who improperly use or disclose trade secrets or confidential business information will be subject to disciplinary action, up to and including termination of employment and legal action, even if they do not actually benefit from the disclosed information.

Employees may be required to sign a separate Non-Compete Agreement and/or a Confidentiality Agreement as a condition of employment.

Notwithstanding the foregoing nondisclosure obligations, pursuant to the federal Defend Trade Secrets Act, 18 U.S.C. § 1833(b), employees shall not be held criminally or civilly liable under any federal or state trade secret law for the disclosure of a trade secret that is made: (1) in confidence to a federal, state, or local government official, either directly or indirectly, or to an attorney, and solely for the purpose of reporting or investigating a suspected violation of law; or (2) in a complaint or other document filed in a lawsuit or other proceeding, if such filing is made under seal.

Workplace Monitoring

UTVA may use various business and employee monitoring methods to ensure quality control, customer service, production, workplace standards, employee evaluations and safety measures that meet company standards. Some forms of monitoring may include, but are not limited to, accessing computer/e-mail files and documents, listening/recording business calls and security cameras.

UTVA ~~reserves the right at all times~~ may search or inspect employee's surroundings and possessions **under reasonable circumstances**. This right extends to the search or inspection of clothing, offices, files, desks, credenzas, lockers, bags, briefcases, containers, packages, parcels, boxes, tools and toolboxes, lunch boxes, any employer-owned or leased vehicles, and any vehicles parked on company property.

Employees understand that they have no expectation of privacy while on company premises, including, but not limited to, in connection with the use of business equipment or with the transmission, receipt, or storage of information on equipment provided by UTVA.

Stratus HR and UTVA are sensitive to the legitimate privacy rights of employees. Every effort will be made to guarantee that workplace monitoring is done in a legal, ethical, and respectful manner. Monitoring of the workplace will be conducted by authorized persons.

UTVA has provided you with a computer for work-related tasks. UTVA computers will be monitored with a monitoring system to maintain the computers are being used for work related items. Under no circumstances should any staff download a program, game, or other software without the permission of the tech manager or an administrator. Computers are to be used for work only and staff must take security precautions to ensure the computer is only accessed by the staff member to which it was issued. Accessing unapproved websites or having any material not approved by the administration (hardware, software, or otherwise) may result in disciplinary action up to an including termination. If you are unsure about a website or have other questions, please ask your lead teacher or an administrator.

Personal emails must not be used to conduct official school business.

Personal Phone Calls and Personal Business

UTVA provides staff with a designated phone line for all UTVA related phone calls. The phone service and equipment is provided free of charge to UTVA staff. As such, any other phone charges will not be reimbursed.

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During business hours, you are requested to keep personal calls, including personal cell phone calls, to an absolute minimum. No long distance or toll calls, such as directory assistance, other than School business calls, are to be made from School telephones.

If you need to leave your workspace to conduct personal business, you must first obtain permission from your immediate supervisor. This will allow us to make modifications to the work schedule if necessary and will keep us aware of your activities during the day. Personal visits of friends and family members during work time are discouraged.

Use of Communication Systems

It is the intent of the School to provide the communication systems necessary for the conduct of its business. Employees are expected to adhere to proper use of all communication systems. These include, but are not limited to, the telephone, electronic mail (e-mail), cell phone, facsimile, Internet, corporate intranet, voice mail, computer terminals, modems, systems and other software. Employees are permitted use of School property and must comply with School policies and procedures regarding its use.

The communication systems are owned and operated by the School and are to be used for the business of the School. Employees should have no expectation of privacy of any correspondence, messages or information in the systems, regardless of the content or purpose of the same.

The School reviews, monitors and accesses all electronic content, keystrokes and messages sent or received for any purpose, regardless of whether messages are transmitted/received via the School's e-mail system or the employee's personal e-mail account(s). All such messages, regardless of content or the intent of the sender, are a form of corporate correspondence, and are subject to the same internal and external regulation, security and scrutiny as any other corporate correspondence. E-mail communications must be written following customary business communication practices as is used in School correspondence. E-mail communications are official internal School communications, which may be subject to summons in legal proceedings. Work-related messages should be directed to the affected employee(s) rather than sending a global message to all employees. It is the employee's obligation to notify any third parties affected by this policy of the School's policies regarding monitoring employee communications.

The School's communication systems shall not be used as a forum to promote religious or political causes, or an illegal activity. Offensive or improper messages or opinions, transmission or postings of sexually explicit images or other images or materials inappropriate for the workplace, messages, cartoons, or other such items, or messages that may be construed as harassment or disparagement of others based on their race, color, religion, age (40 and over), sex, gender, sexual orientation, gender identity, pregnancy, disability, national origin, ethnic background, genetic information (including of a family member), military service, and/or citizenship, or any other classification protected by applicable local, state or federal law. are also prohibited on the School's communication systems.

Employees shall not, unless authorized by personnel with the authority to grant such authorization, attempt to gain access to another employee's personal communications system and messages. The School, however, reserves the right to access, and will access an employee's messages and other electronic data at any time, without notice to the employee.

Any violation of these guidelines may result in disciplinary action up to and including termination.

Acceptable Use of Generative AI Tools

Publicly available applications driven by generative artificial intelligence (GenAI), such as chatbots (ChatGPT, Google's Bard, Microsoft Bing) or image generators (DALL-E 2, Midjourney) are impressive and widely popular. But while these

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content-generating tools may offer attractive opportunities to streamline work functions and increase efficiency, they come with serious security, accuracy, and intellectual property risks. This policy highlights the unique issues raised by GenAI, helps employees understand the guidelines for its acceptable use, and protects Stratus HR and your worksite employer's confidential or sensitive information, trade secrets, intellectual property, workplace culture, commitment to diversity, and brand.

Guidelines

DO:

1. Understand that GenAI tools may be useful but are **not a substitute** for human judgment and creativity.
2. Understand many GenAI tools are prone to “hallucinations,” false answers, or information, or information that is stale, and therefore responses must always be carefully verified by a human.
3. Treat every bit of information you provide to a GenAI tool as if it will go viral on the internet, attributed to you or the Company, regardless of the settings you have selected within the tool (or the assurances made by its creators).
4. Inform your supervisor when you have used a GenAI tool to help perform a task.
5. Verify that any response from a GenAI tool that you intend to rely on or use is **accurate, appropriate, not biased, not a violation of any other individual or entity's intellectual property or privacy, and consistent** with Company policies and applicable laws.

DO NOT:

1. Do not use GenAI tools to make or help you make **employment decisions** about applicants or employees, including recruitment, hiring, retention, promotions, transfers, performance monitoring, discipline, demotion, or terminations.
2. Do not upload or input any **confidential proprietary, or sensitive** Company information into any GenAI tool. Examples include passwords and other credentials, protected health information, personnel material, information from documents marked Confidential, Sensitive, or Proprietary, or any other nonpublic Company information that might be of use to competitors or harmful to the Company if disclosed. This may breach your or the Company's obligations to keep certain information confidential and secure, risks widespread disclosure, and may cause the Company's rights to that information to be challenged.
3. Do not upload or input any personal information (names, addresses, likenesses, etc.) about any person into any GenAI tool.
4. Do not **represent work** generated by a GenAI tool as being your own original work.
5. Do not **integrate any GenAI tool** with internal Company software without first receiving specific written permission from your supervisor and the IT Department.
6. If applicable, do not use GenAI tools other than those on the approved list from the IT department, Malicious chatbots can be designed to steal or convince you to divulge information.

Guidelines

Violating this policy may result in disciplinary action, up to and including immediate termination, and could result in legal action. If you are concerned that someone has violated this policy, report this behavior to your supervisor or any member of your Stratus HR Employee Services Representatives.

Disclaimer

Nothing in this policy is designed or intended to interfere with, restrain, or prevent employee communications regarding wages, hours, or other terms and conditions of employment or any other rights protected by the NLRA.

Internet Code of Conduct

Staff members use the internet as a part of their daily job. It allows employees to connect to information resources around the world. Every staff member has a responsibility to maintain and enhance the School's public image and to use the Internet in a productive manner. To ensure that all employees are responsible, productive Internet users and are protecting the School's public image, the following guidelines have been established for using the Internet.

Acceptable Use of the Internet

Employees accessing the Internet are representing the School. All communications should be for professional reasons. Employees are responsible for seeing that the Internet is used in an effective, ethical and lawful manner. Instant Messaging Systems and Internet Forums may be used to conduct official School business or to gain technical or analytical advice. Databases may be accessed for information as needed. E-mail may be used for business contacts.

Unacceptable Use of the Internet

Using the Internet on school equipment and/or during contract time should not be used for personal gain or advancement of individual views. Solicitation of non-School business or any use of the Internet for personal gain is strictly prohibited. Use of the Internet must not disrupt the operation of the School network or the network of other users. It must not interfere with your productivity.

Communications

Each employee is responsible for the content of all text, audio or images that he/she places or sends over the Internet including, but not limited to, any Web-based sites or programs utilized through the School. Fraudulent, harassing or obscene messages are prohibited. All messages communicated on the Internet should have your name attached. No messages will be transmitted under an assumed name. Users may not attempt to obscure the origin of any message. Information published on the Internet should not violate or infringe upon the rights of others. No abusive, profane or offensive language may be transmitted through the system. Employees who wish to express personal opinions on the Internet are to use non-School Internet systems and should refrain from making any representations that would somehow attribute their personal opinions to the School.

Software

To prevent computer viruses from being transmitted through the system, there will be no unauthorized downloading of any software. All software downloads require prior management approval.

Copyright Issues

Staff members while using the Internet may not transmit copyrighted materials belonging to entities other than the School. One copy of copyrighted material may be downloaded for use in research. Users are not permitted to copy, transfer, rename, add or delete information or programs belonging to other users unless given express permission to do so by the owner. Failure to observe copyright or license agreements may result in disciplinary action from the School up to and including immediate termination or legal action by the copyright owner.

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Passwords

While our systems may accommodate the use of passwords for security, the reliability of such for maintaining confidentiality cannot be guaranteed. Individual passwords do not prevent the School from accessing your files.

You are required, however, to disclose your password(s) to your supervisor because your system may need to be readily accessed by the School when you are absent. Never disclose personal or system passwords to anyone other than authorized School representatives.

Employees will not attempt to gain access to another employee's e-mail or voice mail messages. However, the School reserves the right to access an employee's messages at any time, without notice, to the employee.

Security

All messages created, sent or retrieved over the Internet are the property of the School and should be considered public information. The School accesses and monitors all messages and files on the computer system as deemed necessary and appropriate. Internet messages are public communication and are not private. All communications including text and images can be disclosed to law enforcement or other third parties without prior consent of the sender or the receiver. You cannot change your computer password without permission from your supervisor.

Harassment

Harassment of any kind is prohibited. Messages with derogatory or inflammatory remarks about an individual or group's race, color, religious creed, sex, national origin, ancestry, citizenship status, pregnancy, childbirth, physical disability, mental disability, age, military status or status as a Vietnam-era or special disabled veteran, marital status, registered domestic partner or civil union status, gender (including sex stereotyping and gender identity or expression), medical condition (including, but not limited to, cancer related or HIV/AIDS related), genetic information or sexual orientation will not be permitted.

Violations

Violations of any guidelines listed herein may result in disciplinary action, up to and including immediate termination. If necessary, the School will advise appropriate legal officials of any illegal violations.

Social Media

UTVA takes no position on your decision to start or maintain a blog or participate in other social networking activities. However, employee's use of social media can pose risks to the company's confidential and proprietary information, reputation, and brands, can expose the company to discrimination and harassment claims, and can jeopardize the company's compliance with business rules and laws.

It is the right and duty of UTVA to protect itself from unauthorized disclosure of information. UTVA's social networking policy includes rules and guidelines for company-authorized social networking and personal social networking and applies to all executive officers, board members, management, and staff.

General Provisions

Social media is an important part of our current culture. If Social Networking is to be used for school purposes including, but not limited to, Twitter, Facebook, Blogger or WordPress, the employee must have a designated account used for school purposes only.

The use of social media sites must have a clear, educational purpose and will provide value to students. As an example, social media can be utilized to send reminder Tweets for approaching deadlines or class sessions, sharing relevant news or information, homework help, and for continuing classroom discussions. Unless specifically instructed by Stratus HR or

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UTVA, employees are not authorized to speak on behalf of Stratus HR or UTVA. Employees are expected to protect the privacy and reputation of Stratus HR, UTVA, its employees and families, and are prohibited from disclosing proprietary and nonpublic information to which employees have access. Such information includes but is not limited to “confidential information” as defined in this Handbook.

Personal Social Networking

UTVA respects the right of employees to write blogs and use social networking sites and does not want to discourage employees from self-publishing and self-expression. Employees are expected to follow the guidelines and policies set forth to provide a clear line between you as the individual and you as the employee.

UTVA respects the right of employees to use blogs and social networking sites as a medium of self-expression and public conversation and do not discriminate against employees who use these media for personal interests and affiliations or other lawful purposes.

Bloggers and commenters are personally responsible for their commentary on blogs and social networking sites. Bloggers and commenters can be held personally liable for commentary that is considered defamatory, obscene, proprietary, or libelous by any offended party, not just Stratus HR or UTVA.

Employees shall not use employer-owned equipment, including computers, company-licensed software, or other electronic equipment, nor facilities or school time, to conduct personal blogging or social networking activities without permission.

Employees shall not use blogs or social networking sites to unlawfully harass, threaten, discriminate or disparage employees or anyone associated with or doing business with Stratus HR or UTVA.

If you choose to identify yourself as an employee of Stratus HR or UTVA, please understand that some readers may view you as a company spokesperson. Because of this possibility, we ask that you state that your views expressed in your blog or social networking area are your own and not those of the school, nor of any person or organization affiliated or doing business with Stratus HR or UTVA.

Employees shall not post on personal blogs or other sites the name, trademark, or logo of Stratus HR or UTVA or any business with a connection to Stratus HR or UTVA without permission. Employees shall not post company-privileged information, including copyrighted information or school-issued documents.

Employees shall not reference or cite UTVA’s students, families, or employees.

Employees shall not post on personal blogs or social networking sites photographs of other employees, clients, vendors, or suppliers, nor shall employees post photographs of persons engaged in school business or at school events without permission.

Employees shall not post on personal blogs and social networking sites any advertisements or photographs of school products, nor sell school products and services without school permission.

Employees shall not link from a personal blog or social networking site to Stratus HR or UTVA’s internal or external web site without permission.

If contacted by the media or press about any communication that relates to Stratus HR or UTVA, employees are encouraged to speak with their manager or company spokesperson before responding. If you have any questions relating to this policy, your personal blog or social networking, ask your manager or supervisor.

Stratus HR or UTVA investigates and responds to *all* reports of violations of the social networking policy and other related policies. Violation of the social networking policy will result in disciplinary action up to and including immediate termination. Discipline or termination will be determined based on the nature and factors of any blog or social networking post. Stratus HR and UTVA reserve the right to take legal action where necessary against employees who engage in prohibited or unlawful conduct.

Nothing in this policy prohibits or restricts Employee from exercising Employee's rights under the NLRA, including rights under Section 7 of the NLRA, such as the right to self-organization, to form, join, or assist labor organizations, to bargain collectively through representatives of their own choosing, and to engage in other concerted activities for the purpose of collective bargaining or other mutual aid or protection, or any other activities protected by the NLRA.

Media Inquiries

From time to time, as an employee of the School, you may receive inquiries from the media (e.g., newspapers, television stations, radio stations, magazines, or other periodicals). To ensure that the School maintains the appropriate public image and that communications to the media are accurate and in line with applicable school policy, if you are contacted by the media, you should refer the individual making the inquiry to the Executive Director. Only the Executive Director or other individual authorized by the Board of Directors is authorized to give statements to any representative of the media.

Gifts and Favors

No employee shall solicit or accept for personal use, or for the use of others, any gift, favor, loan, gratuity, reward, promise of future employment, or any other thing of monetary value that might influence, or appear to influence, the judgment or conduct of the employee in the performance of their job.

Employees can accept occasional unsolicited courtesy gifts or favors (such as business lunches, tickets to sporting events or cultural events, holiday baskets, flowers, etc.) so long as the gifts or favors have a market value under \$10, are customary in the industry, and do not influence or appear to influence the judgment or conduct of the employee. Please discuss any exceptions to this amount with your supervisor.

Employees are not to give, offer or promise directly or indirectly anything of value to any representative of a customer, a potential customer, a vendor or potential vendor, financial institution or potential financial institution with whom UTVA has or may have a business relationship.

Solicitations and Distribution of Literature

It is the intent of UTVA to maintain a proper business environment and prevent interference with work and inconvenience to others from solicitations and/or distribution of literature.

The following guidelines will apply throughout UTVA:

- Group meetings for solicitation purposes during work hours or in work areas are prohibited. This guideline does not pertain to School-sponsored meetings.
- The distribution or circulation of literature or other materials during work hours or in work areas is prohibited.

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- Employees shall not engage in any solicitation of other employees for any purpose whatsoever during working hours or in work areas.
- The School's facilities may not be used as a meeting place that involves solicitation and/or distribution of literature.
- In order to maintain good customer relations and preserve the professional work environment, employees may not wear any insignia, badge or button on their person, nor display any insignia, badge or button on their desk or in their work area, excluding professional designation awards, except as allowed by law.
- Management will approve and post all information on the Schools bulletin boards.
- Non-employees are prohibited from trespassing, soliciting or distributing literature on School premises.

School Property

In an effort to ensure the safety and welfare of employees and invitees, the School reserves the right, on reasonable suspicion that School policy is being violated, to conduct searches or inspections which includes, but is not limited to, employee's work area, desks and any other property located on School premises or worksites. Entry on School premises or worksites constitutes consent to searches or inspections.

Employment Status

Immigration Law Compliance

It is Stratus HR and UTVA's policy to employ persons legally authorized to work in the United States without regard to citizenship, ethnic background, or national origin. In compliance with the Immigration Reform and Control Act of 1986, new employees as a condition of employment, must provide actual documents verifying eligibility to work and complete INS Form I-9. These conditions apply to rehired employees as well.

Employees with questions or seeking more information regarding immigration law issues are encouraged to contact a Stratus HR Employee Services Representative. Employees may raise questions or complaints regarding immigration law compliance without fear of reprisal.

E Verify

Federal and state law may require the verification of the identity and employment eligibility of all persons hired to work in the United States through E-Verify. Upon hire, Stratus HR may provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each new employee's Form I-9 to confirm work authorization. If the government cannot confirm that you are authorized to work, Stratus HR is required to provide you written instructions and an opportunity to contact SSA and/or DHS before taking adverse action against you, including terminating your employment. E-Verify will not be used to pre-screen job applicants or to re-verify current employees and may not limit or influence the choice of documents presented for use on the Form I-9. If you believe that your employer has violated its responsibilities under this program or has discriminated against you during the verification process based upon your national origin or citizenship status, please call the Office of Special Counsel for Immigration Related Unfair Employment Practices at 1-800-255-7688. (TDD: 1-800-237-2515).

Employment Classification

It is the intent of Stratus HR to clarify the definitions of employment classifications so that employees understand their employment status and benefit eligibility. All employees are classified as either exempt or non-exempt for the purposes of the Fair Labor Standards Act.

Exempt:—Exempt employees are typically managers, executives, administrative staff, professional staff, technical staff, officers, directors, owners and others whose duties and responsibilities allow them to be exempt from overtime pay provisions as provided by applicable laws.

Non-exempt:—Non-exempt employees are typically those who do not fall in the exempt category. Non-exempt employees are eligible for overtime pay under the specific provisions of federal and state laws.

For benefit eligibility, employees are further classified as follows:

Regular full-time:—are scheduled for at least 30 hours per week and are not on temporary status. These employees are eligible for all employee benefit programs provided by Stratus HR subject to the terms, conditions and limitations of each benefit plan and the Client Service Agreement.

Regular part-time:—are regularly scheduled for less than 30 hours per week and are not on temporary status. These employees are not eligible for the group benefit plans offered. Other benefits may apply subject to terms and conditions of employment.

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Temporary:—are typically those who are hired as interim replacements to temporarily supplement the workforce, or to assist in a specific project for a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status. All legally mandated benefits, i.e., Social Security and Workers' Compensation Insurance, are provided.

Employee Conduct

As a School team member, employees are expected to accept certain responsibilities, follow acceptable business principles in matters of conduct, and exhibit a high degree of integrity at all times. This not only involves sincere respect for the rights and feelings of others, but also demands that employees refrain from any behavior that might be harmful to themselves, co-workers, the School, or that might be viewed unfavorably by current or potential customers or by the public at large. Employee conduct reflects on the School. Employees are, consequently, encouraged to observe the highest standards of professionalism at all times.

To ensure orderly operations and provide the best possible work environment, Stratus HR and UTVA expect employees to follow rules of conduct that will protect the interests and safety of all employees and organizations.

Nothing in this policy prohibits or restricts Employee from exercising Employee's rights under the NLRA, including rights under Section 7 of the NLRA, such as the right to self-organization, to form, join, or assist labor organizations, to bargain collectively through representatives of their own choosing, and to engage in other concerted activities for the purpose of collective bargaining or other mutual aid or protection, or any other activities protected by the NLRA.

The following infractions of rules of conduct will result in immediate termination:

- Theft or inappropriate removal or possession of Stratus HR's or UTVA's property or the property of fellow employees; possessing or removing any School property, including documents, from the premises without prior permission from management; using School equipment or property for personal reasons without proper authorization; using School equipment for profit
- Criminal activity of any type
- Threatening or intimidating a co-employee, client, customer, vendor or other person
- Falsification of records
- Possession, distribution, sale, transfer, use, or under the influence of illegal drugs or alcohol in the workplace, while on duty, during break period, or while operating employer owned vehicles or equipment
- Possession of weapons or dangerous unauthorized materials, such as explosives or firearms, in the workplace without authorization in violation of School policy or while on duty
- Soliciting gratuities from customers or clients
- Sexual or other unlawful harassment or verbal or physical abuse
- Insubordination or other disrespectful or discourteous conduct that is not protected as concerted activity under the NLRA
- Unauthorized contact of a customer or use of customer's private information
- Sleeping or appearing to sleep on the job
- Fraud or manipulation of any sales transaction, commission, process or documents
- Any form of retaliation, fighting or threatening violence in the workplace
- Refusal to take a drug test
- Disrespect of customer property or unauthorized access to customer personal areas

- Violation of Social Media expectations; Employees must refrain from all negative/disruptive/harassment type conduct
- Violation of state, federal or local laws and regulations
- Mishandling of company funds

The following infractions of standards of conduct may be disciplined up to and including termination:

- Boisterous or disruptive activity in the workplace
- Misrepresenting the school's products, services or employees
- Behavior that is rude, condescending or otherwise socially unacceptable
- Negligence or improper conduct leading to damage of employer-owned or customer owned property
- Using School property and supplies, particularly for personal purposes in an excessive, unnecessary or unauthorized way
- Violation of safety or health rules that is not protected as concerted activity under the NLRA
- Smoking in prohibited areas or at non-designated times in accordance with School policy.
- Excessive tardiness, absenteeism or any absence without notice
- Unauthorized absence from your work station during the workday
- Unauthorized use of telephones, mail systems, internet or other employer-owned equipment
- Unauthorized disclosure of business secrets or confidential information
- Unsatisfactory performance or conduct
- Use of cellular phone while driving during work hours or while conducting work business
- Allowing customers, friends or any other unauthorized persons into off-limit areas without authorization
- Knowingly and/or maliciously making false statements, which have a negative impact on your employer's success and/or integrity of your employer and its personnel
- Gossiping or excessive socializing in the workplace
- Poor attitude
- Inappropriate, abusive, or threatening language or gestures
- Excessive personal calls, emails or similar behavior
- Conducting similar or competitive industry side businesses without prior authorization from management
- Failure to act professionally and responsibly at school functions. Employees are required to act in a manner that is respectful to the school, staff, and themselves
- Failure to complete assigned tasks
- Failure to maintain appropriate attire & hygiene
- Unauthorized overtime
- Failure to notify supervisor of any absence prior to scheduled shift
- Soliciting, selling, or collecting funds for any purpose while on working time (not including meals and authorized breaks). Employees who are not on working time shall not interfere with the work of employees who are on working time.
- Posting, removing or altering notices on any bulletin board on School property without the permission of an officer of the School or in violation of procedures related to same

This list is illustrative only and not exhaustive. Please note that Supervisors and those in management positions will be held to a higher standard and are expected to lead by example.

Should an employee's performance, work habits, overall attitude, conduct or demeanor become unsatisfactory based on violations either of the above or of any other School policies, rules or regulations, the employee will be subject to disciplinary action up to and including termination.

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Absenteeism and Tardiness

The School expects all employees to assume diligent responsibility for their attendance and promptness.

If you are unable to work because of illness, you must notify your Administrator by 8:00 am on each day of your absence unless you are granted an authorized medical leave, in which case different notification procedures apply.

If you are absent for more than three consecutive workdays, a statement from a physician is required before you will be permitted to return to work. In such instances, the School also reserves the right to require you to submit to an examination by a physician designated by the School at its discretion. In addition, the School may require you either to submit a statement from your physician or to be examined by a school-designated physician in other instances at its discretion, such as where attendance abuse is suspected (e.g., where an employee's record indicates a pattern of short absences and/or frequent absences before or after holidays and weekends).

If you are absent for three or more consecutive days and do not call your Administrator to report your acceptable reason for being absent, it is assumed you decided to terminate your employment with the School (voluntary resignation).

Absenteeism or tardiness that is unexcused or excessive in the judgment of the School is grounds for disciplinary action, up to and including termination.

Employee Discipline

To ensure orderly business operations and provide the best possible work environment, Stratus HR and UTVA expect employees to conduct themselves in a professional and courteous manner at all times while at the worksite and/or during business hours, and while at work-sponsored events. The disciplinary procedure is written to correct any problem, prevent recurrence and prepare the employee for satisfactory future performance.

Disciplinary action may call for any of the following steps depending on the severity of the problem and number of occurrences: verbal warning, written warning, suspension with or without pay, and termination of employment.

Verbal Warning

A "verbal warning" is a verbal communication to an employee that his/her conduct is unacceptable, and that repeated or continued failure to conform conduct or performance to the School standards will result in more severe disciplinary action. A record of the notice of the verbal counseling may be made and retained in the employee's personnel file.

Written Warning

A "written warning" describes the unacceptable conduct or performance of the employee and specifies needed changes or improvements. A copy of the written counseling generally will be retained in the employee's personnel file.

Suspension

Suspension of the employee's employment may, at the sole discretion of the School, be used prior to termination. The length of the suspension will vary based upon such factors as the severity of the offense, the employee's performance and the employee's disciplinary record. An employee may be suspended for repeated instances of minor misconduct, failure to conform his/her conduct or performance to the standards of his/her position, or for a single serious offense. A record of the suspension generally will be retained in the employee's personnel file.

Termination

If an employee fails to conform his/her conduct or performance to the standards required by the School, the School may, in its sole discretion, terminate the employee's employment.

The use of “progressive discipline” is used at management’s discretion and is not intended to change the at will status of your employment. Management recognizes that certain types of issues are serious enough to justify a more severe procedure even for a first offense. Certain conduct, as noted above will result in immediate termination.

If you have any questions, please contact your supervisor or Stratus HR Employee Service Representative.

Problem Resolutions

Stratus HR and UTVA strive to ensure fair and honest treatment of all employees and encourage an “open door” policy. Misunderstandings or conflicts can arise in any organization. To ensure effective working relations, it is important that such matters be resolved before serious problems develop. Most incidents resolve themselves naturally; however, should an employee have concerns regarding work performance or atmosphere employees are strongly encouraged to meet with their supervisor and speak openly to help resolve any issues. If you do not believe that a discussion with your supervisor is appropriate or if your problem is not resolved after that discussion, you may contact your Stratus HR Service Representative. Stratus HR contact information is provided at the beginning of this manual.

The School does not tolerate any form of retaliation against employees availing themselves of this procedure. The procedure should not be construed, however, as preventing, limiting or delaying the School from taking disciplinary action against any individual, up to and including termination, in circumstances (such as those involving problems of overall performance, conduct, attitude or demeanor) where the School deems disciplinary action appropriate.

Additionally, the School provides its employees with a convenient and reliable method for reporting incidents of alleged harassment, including sexual harassment and discrimination. Any employee, who believes that they have been or are being harassed or discriminated against should follow the Complaint Procedure as described in this handbook in the Anti-Harassment policy. Job Performance Evaluations

You will be evaluated with respect to the specific job that you are performing. As you demonstrate the ability to take on additional responsibilities, your talents will be utilized in the manner deemed most suitable to your demonstrated ability and the needs of the School.

A written performance evaluation of each employee may be performed periodically. The evaluation will be conducted by your supervisor and will be reviewed with you. Any areas of specific achievement or in need of improvement will be noted and discussed with you.

A positive performance review does not guarantee either an increase in compensation or continuing employment. Raises, if given, may be based on a number of factors, such as UTVA performance and profitability, department or group performance and individual performance.

Employment Termination

Termination of employment is an inevitable part of personnel activity within any organization. The reason being, employment is based on mutual consent; you the employee, and UTVA have the right to terminate employment at will with or without cause, at any time, with or without notice.

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Stratus HR or your supervisor may schedule an exit interview or request that an exit interview form be completed by the employee at the time of employment termination. The exit interview will provide an opportunity to discuss such issues as eligible benefits, conversion privileges, and return of school property and repayment of any outstanding debts to UTVA or Stratus HR. Employee suggestions, complaints, and questions can also be discussed at that time. Your Stratus HR Employee Services Representative will be able to answer specific benefit questions and provide all required separation paperwork.

Some qualifying benefits may be continued at the employee's expense pursuant to COBRA or state continuation laws, if the employee or dependents choose to. The employee and dependents will be notified in writing of any benefits eligible to be continued and the terms, conditions, and limitations of such continuance.

Return of School Property

Any property issued to you by UTVA, such as software, computer equipment, databases, files, cell phone, wireless devices or credit card(s) must be returned at the time of your termination. You will be responsible for any lost or damaged items.

Employees who separate employment from the worksite employer should contact Stratus HR for reassignment opportunities. Contact information is provided at the beginning of this manual.

Records, References, & Changes

Access to Personnel Files

Stratus HR maintains a personnel file on each employee. Personnel files contain information such as applications, resumes, and records of training, documentation of performance, wage increases and disciplinary actions. These files are the property of Stratus HR. Access to those files is restricted only to those representatives having a legitimate reason to review the information. A current employee may request to review the contents of their personnel file. However, Stratus HR or UTVA retains the right to pull out certain confidential documents. The current employee may review the file in the presence of a Stratus HR Representative and no documents may be copied or retained by the employee. Requests to review the file must be made in writing and, depending upon the circumstances and amount of information, Stratus HR reserves the right to a reasonable time frame in which to schedule the viewing of requested materials. Stratus HR will comply with state and local laws regarding requests for access to employee files should they vary from the standard policy.

Reference & Background Checks

To ensure that employees are qualified for a position, UTVA may check professional and personal references on employees. UTVA may require applicants and employees to satisfactorily complete a background check. UTVA will consider your job duties, among other factors, in determining what constitutes satisfactory completion of the background check. All information obtained as a result of a background check will be used solely for employment purposes. These verifications may check into such things as work history, criminal history, DMV records, credit checks and others as deemed necessary. When a background check is required, employees and applicants will be required to fill out a form authorizing UTVA and their representatives to conduct such checks into credit history or criminal convictions. Failure to timely complete an authorization may result in termination of UTVA's consideration of your application. Falsification or omission of information may result in denial of employment or discipline, up to and including termination. UTVA complies with all applicable federal, state, and local laws regarding background checks.

Personnel Data Changes

It is the responsibility of each employee to immediately notify Stratus HR of any changes in their personnel data. Employees must update all changes within 30 days. Such data includes address, phone, emergency contact, household status (i.e. marriage, divorce, dependents) and personal changes such as educational accomplishments and certifications. Timely notification of a change is critical if that change has any possible effect on an employee's benefits options or location specific employment law. Most benefits offer only a small window of time in which to make necessary changes. Any changes that will affect payroll must be submitted to Stratus HR no later than the last day of the pay period. Changes made after this time may not be reflected until the following pay period. If you find a discrepancy or have any questions or concerns regarding your personnel data, please contact a representative from Stratus HR by phone or by email using the contact information at the beginning of this manual.

Because local law varies from state to state, updating your home address and work location when you move is imperative for legal compliance. If you are unsure on how to update this information, please contact Stratus HR.

Time Keeping & Payroll

FLSA

Stratus HR and UTVA are subject to all regulations pertaining to the Fair Labor Standards Act (FLSA). This includes all overtime, minimum wage, and payroll deduction regulations. It is our policy to comply with the requirements of the FLSA.

Improper payroll deductions are not allowable under FLSA and may result in the loss of “Exempt Status.”

If you believe an improper deduction has been made, please contact your worksite supervisor **and** your Stratus HR Service Representative so that the deduction can be immediately investigated. If it is determined that an improper deduction occurred, you will be promptly reimbursed.

Time Keeping

Employees shall accurately record all time worked each day, by project if necessary. Time records must be kept and turned in at the end of each pay period. Inadvertent errors in posting time could result in late pay and/or delivery of paychecks. Intentionally altering, falsifying, tampering with time records or recording time for yourself or another employee may result in disciplinary actions up to and including termination and/or criminal prosecution.

Eligible PTO or other authorized leave taken by you must be recorded. If an employee cannot document paid time off, the appropriate supervisor may record the time for the employee. It is the employee’s responsibility to ensure that his/her time record is completely accurate. Employees are encouraged to maintain a personal copy of their time records.

Online Timekeeping: Employees will record their time in Stratus HR’s timekeeping system, Swipeclock.

To access the time keeping system, employees will log into their employee portal: <https://account.splashtrack.com/>, and click on your profile icon in the upper right-hand corner of the page. Here you will find quick links to the Time Keeping, Benefits Portal and more. Make sure to allow for any popups in the internet browser of your choice and use this portal to record time or request time off. If you have questions or need further assistance, please contact Stratus HR using the contact information provided at the beginning of this manual.

All time worked by non-exempt employees should be recorded in this fashion. Any missed punches should be reported to your supervisor immediately for correction.

All employees will use this system to request PTO. Please ensure that your actual hours worked and leave time taken are recorded accurately. Falsifying a time record is a breach of the School policy and is grounds for disciplinary action, up to an including termination on the first offense.

Payroll Corrections

Stratus HR takes all reasonable steps to ensure that employees receive the correct amount of pay in each paycheck and that the payroll is paid promptly on the scheduled pay date.

In the event that there is an error in the amount of pay, including that you have been overpaid or underpaid, it is the employee’s responsibility to promptly bring the discrepancy to the attention of their immediate supervisor. The worksite employer will contact their Stratus HR Employee Services Representative to correct any errors as soon as possible. You

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may also contact a representative from Stratus HR by phone or by email using the contact information at the beginning of this handbook.

Hours of Operation

Our School's hours of operation are from 8:00 am to 5:00 pm Monday through Friday except on those days designated as School Holidays. Staff are expected to complete their work during school hours, unless otherwise approved by their supervisor.. Occasionally there will be a need to work in the evenings to participate in school activities. On such occasions the staff member may contact their supervisor to modify their work schedule for the day of those such activities.

Workplace

Most UTVA employees' "workplace" is their home office. Staff are expected to do their work from the home address listed in their employee file unless otherwise specified in writing. If staff would like to work remotely from any other location except for specified school activities, you must notify your supervisor and get written authorization to do so including the address of the remote location and time period(s) you will be working away from your home office. Staff members understand that there is a certain amount of travel required for school outings, testing assignments, and professional development. Staff members may also be asked to work for up to 5 days per quarter in the school office or other designated school location for the purpose of training and support from school administrators. Staff members will be reimbursed for travel expenses for travel assigned by their supervisor as per school travel policy.

Home Office

Each employee is expected to set aside a space for a home office with doors that close in order to minimize distractions and background noise during meetings, conference calls and all instruction. Each teacher's home office needs to have phone and internet connections available.

Due to federal privacy laws, it is required that you secure your wireless network to protect the privacy and confidentiality of students and staff. UTVA will not reimburse you for the wireless network. Teachers must have a high speed internet connection in the home office.

Teacher Classroom Funds

Teachers are eligible for legislative funding to be used toward their students each year. All expenses must be approved by your supervisor and properly documented on your expense report. According to R277-459-2 the purpose of the funding is "classroom teachers for school materials, supplies, field trips, and purposes or equipment that protect the health of teachers in instructional or lab settings or in conjunction with field trips." Staff that are not teachers, may be eligible to purchase school material for reimbursement, depending on fund availability. All requests must be approved in writing by your supervisor prior to purchasing materials.

Travel and Expense Reimbursement

All mileage must be pre-approved by a supervisor. Employees are eligible for mileage reimbursement for school sponsored business trips. **Reimbursement requests must be submitted within 30 days or will not be reimbursed.**

UTVA staff members will be reimbursed at the current federal guidelines per mile for travel required to perform his/her job. If a staff member lives more than 250 miles from the final travel destination required for his/her job, he/she may purchase an airline ticket if the cost of the ticket is less than the mileage reimbursement amount.

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If a staff member needs to travel more than 90 miles one way to a school approved activity they may request permission to stay in a hotel overnight and be reimbursed the meal per diem. Staff members must have written approval from their Head of School prior to incurring the cost and a copy of that approval must accompany the expense report requesting reimbursement for such expenses.

Meals

Employees are eligible for meal reimbursement if they are on a school sponsored business trip requiring an overnight stay. Meals will not be reimbursed for trips that do not require an overnight stay.

| | |
|---|---------|
| Meals Daily Total | \$64.00 |
| Breakfast (if hotel breakfast is not available) | \$14.00 |
| Lunch | \$16.00 |
| Dinner | \$29.00 |

Other Expenses

Any other expenses accrued during travel will need to be approved through the Executive Director for reimbursement.

Child Care Policy

UTVA strives to maintain a professional work environment yet understands the need for an atmosphere that is family oriented. UTVA values the flexibility that it can provide to its employees due to the virtual setting utilized by the school. Therefore, UTVA has implemented a childcare policy that encompasses the family friendly values of UTVA while maintaining the degree of professionalism necessary to serve the families of UTVA. Employees of UTVA must provide undivided attention to the UTVA families when performing their duties and responsibilities. Childcare needs must not interfere with such duties and responsibilities. Children of teachers must not be present in the classroom environment.

Requirements of the Child Care Policy:

- Employees may not bring any child/children to any marketing, promotional or testing situations presented by UTVA where such employee participation is expected as part of their regular duties.
- Employees may bring their child/children to school outings and events, as long as one of the following is true: The employee's child/children will be supervised by an appropriate child care provider (other than the employee or any other UTVA employee); or the child is a UTVA student and is participating in an age appropriate school outing/event and more than one UTVA employee is overseeing the outing/event.
- Employees of UTVA must provide undivided attention to the UTVA families when performing their duties and responsibilities. Childcare needs must not interfere with such duties and responsibilities. Children of teachers should not be present in the classroom environment.
- UTVA will not be responsible for any costs related to meals or admission for children or other family members if they attend an outing or when traveling to an event.

Web Cam Policy

UTVA staff are expected to conduct most of the class instruction, family communication, and various school meetings online via online platforms such as Zoom or. the following regulations are required web cam is on:

- Staff must follow the schools dress code policy

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- Staff must take necessary precautionary steps to ensure there are no other people in the background, including all family members such as children, spouses, and others.
- Backgrounds must always portray a professional environment. No religious, vulgar, or otherwise school inappropriate deemed items can be displayed in the background.
- Staff are responsible to take necessary cautionary actions to ensure they know when the webcam and audio are on or off.

Emergency Closings

It is the policy of the School that offices be open during normal working hours in order to provide the service our clients require and expect from us. The School has the sole discretion in determining if the office is to be closed in the event of inclement weather, power or other utility failure, fire, flood, earthquake or some other emergency.

The School realizes its obligation to employee's physical well-being and strives to maintain a safe place for employees to work. The occasional emergency that may arise needs to be handled efficiently and calmly. Your supervisor will advise of procedures to be followed when offices are closed because of inclement weather or when emergencies arise during the day. If the office is closed for a full day or more, non-exempt employees will not be paid, but they will have the option to use any accrued but unused paid time off.

Paydays, Delivery & Advances

For payroll purposes, the work week runs from Monday through Sunday. Employees will be paid on the 22nd of each month for work performed from the 1st to the 15th of the month and on the 7th for all work performed from the 16th to the end of the month. For paydays falling on a weekend or holiday, you will be paid the prior business day. If you are absent on payday and someone else is to pick up your check, it will not be released without a signed, handwritten note from you authorizing the named person to pick it up. The person designated to pick up your check will be asked to produce identification satisfactory to management; otherwise, your check will not be released. Any deviations from this procedure must have prior approval from an officer of the School.

As a general rule, UTVA and Stratus HR do not advance wages on unearned income. Please see your immediate supervisor regarding any questions on this issue.

Payroll Deductions

Federal and State laws require Stratus HR to take certain deductions from every employee's earned income. Among these are the applicable federal, state and local income taxes and social security taxes.

Stratus HR also offers programs and benefits that may require an employee contribution. If an eligible employee elects to participate in such a benefit, the contribution amount will be deducted from each payroll check.

Court ordered garnishments for debt obligations may also be deducted from an employee's payroll check. The withheld amounts are then forwarded to the obligatory party.

Reduction of Salary- Exempt Employees

Exempt employees are paid on a salary basis and, in general, must be paid their full salary for any week in which they perform work. Their salary may be reduced only in the following circumstances:

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1. Employees who are absent from work for at least a full day for personal reasons other than sickness or disability will not be paid for that day unless they have accrued paid time off under the UTVA PTO policy if any. Their salary will not be reduced for less than a full day because of personal reasons.
2. Employees who are absent for at least a full day because of sickness or disability will not be paid for that day unless they have accrued paid time off under the UTVA PTO or disability policy and the absence qualifies for pay under such policy. Their salary will not be reduced for less than a full day because of sickness or disability.
3. Employees who are absent from work for jury duty, attendance as a witness or military leave may have their salary reduced by the amount of payment they receive in the form of jury fees, witness fees or military pay. Their salary will not be reduced by the number of hours or days they are absent unless they perform no work during a given week.
4. If an employee violates a safety rule of major significance, his/her salary may be reduced in an amount to be determined by the School as a penalty for that violation.
5. Employees may be suspended without pay for other types of workplace misconduct, but only in full day increments. This refers to suspensions imposed according to a written policy applicable to all employees regarding serious misconduct, including, but not limited to, workplace harassment, violence, drug and alcohol violations, legal violations, etc. The possibility of such unpaid suspensions is hereby incorporated into all such policies.
6. Employees who work less than forty (40) hours during their first and/or last week of employment will be paid a proportionate part of their full salary for the time actually worked.
7. Employees who take leave under the Family and Medical Leave Act will not be paid for that time unless they have accrued paid time off under the UTVA PTO or disability policy, if any. Their salary will be reduced by the hours missed, even if it is for less than a full day.

This policy is subject to applicable law. The School will follow the state law regarding reduction of exempt employees' salaries if the state law is more favorable to employees.

Prohibited Reductions / Complaint Procedure

Any salaried exempt employee whose salary is reduced in violation of this policy will be reimbursed. If you feel your salary has been improperly reduced, please notify your Stratus HR Human Resources Consultant. No employee will be penalized in any way for making such a complaint.

This policy is intended solely to implement Fair Labor Standards Act (FLSA) regulatory requirements, and applicable state law will be applied and modified as necessary in accordance with such requirements and is not to be considered any type of contract.

Online Access

You have online access to many important documents and features. You can find the most up-to-date information, including the Employee Handbook, W-2, and paycheck history online. To connect to our employee portal, go to <https://stratus.hr/> and click Login in the top right-hand corner.

Your username is your work or personal email address. If you are unsure what email address we have on file for you, please contact Stratus HR at 1.801.984.1331 or email hr@stratus.hr. You can also contact one of our service agents using

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the live chat feature on <https://stratus.hr>. If at any time you forget your password, simply click on the 'Password Help' link and follow the instructions to reset your password.

Stratus HR also has a mobile app available from the [App Store](#) for iPhone and [Google Play](#) for Android devices. Find it by searching **Stratus.hr Mobile**. Once downloaded, you will access the app by entering your employee portal credentials. Get more information here: <https://stratus.hr/app/>

Lost or Stolen Payroll Checks

Stratus HR reserves the right to determine if a lost or stolen payroll check will be reissued and the timing of such event. When a check is determined to be lost or stolen, the employee and/or the Company must notify their Payroll Consultant immediately. Contact information is provided at the beginning of this manual. Stratus HR will collaborate with the parties involved to verify and approve a reissued payment. Any stop payment fees will be the employee's responsibility.

Work Schedules

Work schedules will be determined by UTVA and will specify the work week and hours of operation. Please refer to your Compensation Agreement for specific details on your work schedule. Any modifications from the specified schedule must be approved in writing by your supervisor and the Executive Director.

Overtime

When business operating requirements or other needs cannot be met during regular working hours, employees may be scheduled to work overtime hours. Where possible, advance notification of these required assignments will be provided. All overtime work must receive prior authorization from their supervisor. . Overtime assignments will be distributed as equitably as practical to all employees qualified for the required work.

Overtime compensation is paid to all non-exempt employees in accordance with federal and state wage and hour laws. Overtime pay is based on actual hours worked. Time off for any qualified leave of absence will not be considered hours worked for purposes of overtime calculations.

At no time should employees perform work while "off the clock." All time spent working should be properly recorded. If given a directive to perform work "off the clock," please promptly notify the Executive Director, or if the Executive Director has given a directive to work "off the clock" and/or has told you not to properly record all hours worked, notify your Stratus HR Human Resources Consultant. No employee will be penalized in any way for making such a complaint.

Employees who work overtime without receiving the prior authorization from the Head of School may be subject to disciplinary action, up to and including possible termination of employment.

Employee Benefits

UTVA employees are provided with a wide range of benefits. Programs such as Social Security, Workers' Compensation, State Disability and Unemployment Insurance cover all employees in the manners prescribed by law.

Waiting Period

New hires or employees going from a part-time to full-time employment classification will be eligible for coverage on the 1st of the month following 30 days of employment. This date is determined based off a new employee's start date or the date in which an existing employee becomes classified as full-time, working 30 or more hours each week. ***It is important to note that benefit deductions will then be taken one month prior to your coverage date.**

Eligibility & Enrollment

Benefits eligibility is dependent upon a variety of factors including employee classification. Typically, within one week of being hired, full-time employees working 30 or more hours each week, will receive an email from Stratus HR's Benefits Department detailing how to access the online enrollment system to view premiums, including employer contributions, compare plans and enroll in benefits. You may also [click here](#) to view the company's **benefit guide**.

To enroll in benefits or access information regarding plan elections, employees will log into their employee portal by navigating to: <https://stratus.hr/> and clicking Login in the top right-hand corner. If you have forgotten your password, click on the 'Forgot Password' link and enter your email address. A reset email will be sent to the email address on file. Simply follow the link to set up your new password.

Once logged in, you will see an instructional banner that guides you through the enrollment process. You may be required to complete additional form(s) to finalize your enrollment. Please email your completed form(s) to the Stratus HR Benefits Department: benefits@stratus.hr. Employees must enroll in benefits no later than 30 days after their date of hire. Failure to enroll may require employees to wait to enroll at the normal open enrollment period unless there is a qualifying event. ***It is important to note that benefit deductions will then be taken one month prior to your coverage date.**

If there are questions about benefits, eligibility or enrollment process, please contact the Stratus HR Benefits Consultants by phone or email using the contact information provided at the beginning of this handbook.

Employee Assistance Program (EAP)

Employees and their dependents covered by the life insurance plan may access the Employee Assistance Program (EAP). This coverage gives you the opportunity to access professionals to assist you in the resolution of personal problems on a confidential basis. The counselors are trained in dealing with emotional distress, substance abuse, marital and family disputes, stress, legal issues, depression and financial difficulties. Please contact Stratus HR's Benefits Consultants for information on this benefit.

401k

UTVA offers a 401k retirement plan to eligible employees and provides a generous employer contribution as outlined below.

| <u>Employee Contribution</u> | <u>Employer Match</u> |
|------------------------------|-----------------------|
| 1% | 1% |
| 2% | 2% |
| 3% | 3% |
| 4%+ | 3.5% |

Eligibility, Enrollment & Education

- 18 years of age and 3 months of service. Upon eligibility, the employee will receive a packet from Transamerica and will enroll on-line at www.transamerica.com/portal/home. Following initial eligibility, employees may enroll at the first day of any month.
- [Click here](#) to view a copy of the **Enrollment Kit**. Page 27 of the Enrollment Kit will walk you through enrolling online.
- [Click here](#) to view **Plan Highlights & Contact Information**. You may also contact your Stratus HR Employee Service Representatives for more information regarding this benefit. Contact information is provided at the beginning of this handbook.

Vesting

- Employee contributions 100% vested.
- Employer matching contributions are 100% vested after just 1 year.

Leaves of Absence

Family Medical Leave Act (FMLA)

Employees are eligible to take FMLA leave if they have worked for their employer for at least 12 months, have worked for at least 1,250 hours over the previous 12 months, and work at a location where at least 50 employees are employed by the employer within 75 miles. FMLA laws grant eligible employees up to a total of 12 work-weeks of unpaid leave during a rolling 12-month period for one or more of the following reasons:

- Birth and care of a newborn child of the employee;
- Placement with the employee of a child for adoption or foster care;
- To care for an immediate family member (spouse, child or parent) with a serious health condition; or,
- To take medical leave when the employee is unable to work because of a serious health condition.

In addition, FMLA laws grant eligible employees leave for the following reasons:

- **Military Caregiver Leave:** A covered employer must grant an eligible employee who is a spouse, son, daughter, parent or next of kin of a covered service member with a serious injury or illness up to a total of 26 workweeks of unpaid leave during a “single 12-month period” to care for the service member. An eligible employee is limited to a combined total of 26 workweeks of leave for any FMLA-qualifying reason during the “single 12-month period.”
- **Qualifying Exigency Leave:** A covered employer must grant an eligible employee up to a total of 12 workweeks of unpaid leave during the normal 12-month period established by the employer for FMLA leave for qualifying exigencies arising out of the fact that the employee’s spouse, son, daughter or parent is on active duty, or has been notified of an impending call or order to active duty, in support of a contingency operation.

Under some circumstances, employees may take FMLA leave intermittently — which means taking leave in smaller blocks of time, or by reducing their normal weekly or daily work schedule.

- If FMLA leave is for birth and care, placement for adoption, or foster care, use of intermittent leave is subject to the employer's approval.
- FMLA leave may be taken intermittently whenever *medically necessary* to care for a seriously ill family member, or if the employee is seriously ill and unable to work.

If you are eligible for FMLA leave, a “rolling” 12-month period measured backwards from the date you take leave will be used for computing the period within which the 12 weeks of leave may be taken. If you live in a state, county, or city that provides more generous benefits, you will be given those benefits. Please check with your Stratus HR Service Representative for any local variations that may be applicable.

A covered employer is required to maintain group insurance coverage and the associated employer portion of the premium, if any, for an employee on FMLA leave if such insurance was provided to the employee before the leave was taken and on the same terms as if the employee had continued to work. If applicable, arrangements need to be made for the employees to pay their share of insurance premiums while on leave. In some instances, the employer may recover premiums it paid to maintain health coverage for an employee who fails to return to work from FMLA leave.

Employees are required to provide employers a 30-day advance written notice of the need to take FMLA leave when the need is foreseeable and such notice is practicable. Employers may also require employees to provide:

- Medical certification supporting the need for leave due to a serious health condition affecting the employee or an immediate family member;
- Second or third medical opinions (at the employer's expense) and periodic recertification;
- Periodic reports during FMLA leave regarding the employee's status and intent to return to work.

When intermittent leave is needed to care for an immediate family member or the employee's own illness, and is for planned medical treatment, the employee must try to schedule treatment so as not to unduly disrupt the employer's business operation.

FMLA leave is unpaid leave. Pay that will end during leave includes all forms of compensation paid by Stratus HR and UTVA to you, including but not limited to wages, bonuses, commissions and discounts. You are required to use any accrued paid time off for the applicable FMLA leave unless you are currently receiving workers' compensation benefits. FMLA does not affect your eligibility, if any, for short- or long-term disability payments and/or workers' compensation benefits under those plans. FMLA leave runs concurrently with any other applicable paid or unpaid leave. Using available paid time off, short-term disability or workers' compensation will not extend your leave time beyond the maximum time allowed of 12 weeks of FMLA leave per 12-month period.

For more detailed information regarding FMLA, contact your Stratus HR HR Representative.

Leave Policy & Procedures

Leaves of Absence: If you will be taking any time off of work for any reason other than PTO, including maternity, your supervisor, as well as Stratus HR need to know about that. ***It is your responsibility to make sure all parties are notified in a timely fashion.*** Many times, all applicable parties are not aware of the exact date that leave begins and ends. This has caused confusion, and in some cases, mistakes in payroll. To make this process easier for you, please email leave@stratus.hr to communicate exact begin and end dates of any applicable leave.

Below is additional information on some types of leave and ways that they can benefit you.

1. **Short-term Disability:** UTVA generously provides short-term disability for employees. Short-term disability provides payment of lost wages (60%) for up to 11 weeks for full-time employees (30 hours or more per week). It does have a 2-week elimination period meaning that employees do not receive benefits until the 15th day of the disabling injury or illness. Employees are **required** to use any remaining PTO during this elimination period. Should you desire to use the short-term disability benefit, please notify Stratus HR. Your Stratus HR Employee Representatives will coordinate with you regarding the required paperwork and its submission to the insurance carrier for the plan. Please note that a doctor must certify the need for and length of leave. **If any portion of leave falls during a school holiday, you WILL NOT receive holiday pay from UTVA in addition to the disability payment.**
2. **FMLA** is available to eligible employees who have worked for UTVA for at least 12 months and who have worked 1,250 hours or more in the 12 months prior to the start of the leave. It allows employees to take up to 12 weeks of **unpaid**, job-protected leave for the birth of a child or adoption, or when the employee is unable to work because of a serious health condition of themselves or an immediate family member or other covered circumstances. Should you need to use FMLA, please notify your supervisor **AND** contact Stratus HR by emailing leave@stratus.hr. The staff at Stratus HR will coordinate the required paperwork and tracking. Again, please

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note that a doctor must certify the need for and length of leave. Employees are required to use any remaining PTO during this period.

PTO: If you are requesting time off for vacation or personal time for any reason, please submit a request in Swipeclock, the time keeping system. All requests must be entered prior to taking the time and before the pay period end date. Employees should not enter time off request for prior pay periods. If you need to submit a request for a prior pay period, please email your supervisor who will notify Stratus HR.

Holidays

Regular, full- and part-time employees are eligible for paid holidays during each calendar year. To receive holiday pay, a nonexempt employee must work the regularly scheduled workday before and after the holiday, unless the Head of School approves an exception in writing. A paid holiday does not count as a day worked in calculating overtime for the week.

The School holidays are defined annually on the academic calendar. Please review the academic calendar and your Compensation Agreement for specifics. As a general rule, we observe the following holidays each year:

- Labor Day
- Fall Break
- Thanksgiving Break
- Winter Break
- Martin Luther King Day
- President’s Day
- Spring Break
- Memorial Day
- Summer Recess (as applicable)
- Independence Day

If a paid holiday falls on a Saturday, the preceding Friday will normally be observed as the holiday. If a paid holiday falls on a Sunday, the following Monday will normally be observed as the holiday. Regular, full-time employees receive 8 hours of holiday pay. Regular, part-time employees receive 4 hours of holiday pay.

Paid Time Off (PTO)

UTVA provides paid time off (PTO) to regular, full time eligible employees to provide opportunities for rest, relaxation and personal pursuits including vacation, personal or family illness, doctor appointments, school, volunteerism, and other activities of your choice as outlined in this policy. The established period for purposes of this policy is from August 1 through July 31 (policy year).

If you leave the School, you will be paid for accrued but unused PTO computed at the rate of pay earned upon separation, provided you give two (2) weeks’ written notice and are not being terminated for misconduct.

| Employee Status | PTO Amount |
|---|------------------------------|
| Full Time (30 hours or more per week) – | 8 days/64 hours policy year |
| Part Time- first year of employment | 4 days/ 32 hours policy year |

So that we may schedule appropriate job duty coverage, employees should give as much notice as possible in scheduling PTO. Two weeks advance notice is required in most cases. Administrators have the right to accept or reject PTO requests during the school year based on school and student needs. **Employees classified as exempt may take PTO in half-day**

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(four (4) hour) or full-day (eight (8) hour) increments. Nonexempt employees should record their PTO in exact time increments to the quarter hour, e.g., 4 hours, 6 hours, etc. All employees must take PTO in no less than 4-hour blocks of time. In the event of conflicting PTO requests within a department, priority will be determined based on seniority. A more junior employee who already has an approved PTO date will not, however, be bumped by a more senior employee. Unless otherwise prohibited by law, employees are required to use available PTO when taking time off from work that is not covered under a leave of absence.

If a planned PTO must be canceled due to the needs of UTVA and an employee is unable to reschedule the PTO within the year, UTVA reserves the option of paying the employee in lieu of taking the canceled PTO or to allow rescheduling of that PTO. Employees who are away from work on a leave of absence do not accrue PTO time while on leave.

If a terminating employee has taken unaccrued PTO hours, by taking PTO that has not yet accrued, an employee agrees to repay any such amounts and will be required to sign an authorization allowing the Company to deduct the amount of PTO used but not accrued from the employee's final paycheck. While PTO is paid through Stratus HR, PTO is solely a UTVA policy. Pay for PTO days will be paid on the regular pay cycle. PTO days are not used in calculating overtime hours.

Employees on Leaves of Absence will not accrue PTO and all accrued time off benefits must be exhausted prior to an unpaid Leave of Absence in accordance with state and federal law.

Blackout Dates

PTO will not be allowed during the dates outlined below. Exceptions will only be considered with a doctor's note and a PTO request for the full day.

- August- no more than 2 days off in a row
- First week of school
- May-entire month
- First day of each quarter
- Teacher work days
- Dedicated professional development days
- Spring State Assessment window – no more than 2 days off in a row

To request PTO, employees will log into their employee portal: <https://stratus.hr/> → Login.

Once logged in to the employee portal, click on your profile picture in the upper right-hand corner. Choose 'Time Keeping Employee' from the dropdown. A new window or tab will pop-up automatically logging you into the time keeping system. If no pop-up appears, make sure the browser you are using allows pop-ups. In the new window or tab, select the 'Time Off' icon in the top navigation. Press the 'Request Time Off' button and provide the information in the 'Time Off Request' dialog box. Press the 'Request Time Off' button to submit your request. A notice will be sent to your supervisor for approval.

If you have questions or need further assistance, please contact Stratus HR using the contact information provided at the beginning of this manual.

Bereavement Leave

If a death occurs in the family of a full-time regular or part-time regular employee, the employee will be compensated for time lost from his/her regular work schedule in accordance with the following guidelines. The employee will be granted up to five (5) days off from work with pay in the event of the death of a spouse, child, parent, sibling or

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comparable step relation; up to three (3) days in the event of the death of a grandparent, father-in-law, mother-in-law, son-in-law, or daughter-in-law; and one (1) day in the event of the death of a relative not a member of your immediate family as defined herein. Request for bereavement leave should be made to your immediate supervisor.

Jury Duty Leave

UTVA encourages employees to fulfill their civic responsibilities by serving jury duty when summoned. If an employee is summoned to jury duty, UTVA will continue his/her pay for five (5) working days of jury service per calendar year. If a full-time regular employee is required to serve more than five (5) working days of jury service in a calendar year, he/she will be allowed additional time off without pay to complete the jury service. UTVA will continue to pay an employee for this extended period of service only if and to the extent provided for under applicable law. An employee is also permitted to retain the allowance he/she receives from the court for such service.

All employees are allowed unpaid time off if summoned to appear in court as a witness.

To qualify for either jury or witness duty leave, employees are required to present to their supervisor, upon receipt, any jury duty summons they may receive. This will enable the supervisor to make arrangements to accommodate the employee's absence. Stratus HR or UTVA may request a "deferment" if, in either's judgment, the employee's absence would create "serious operational difficulties."

In addition, the employee must also submit to the employee's supervisor a related proof of service when the period of jury or witness duty is completed. No adverse employment action will be taken against employees due to their service as either a juror or witness in state or federal courts.

Employees are expected to return to work if they are excused from jury duty during regular working hours or released from jury duty earlier than expected.

Parental Leave for Court Appearances

If an employee's minor child or ward is required to appear in court, UTVA will allow unpaid time off to accompany him/her. Employees must notify their supervisor at least seven (7) days in advance or within 24 hours of receiving notice of the court hearing.

Voting

UTVA believes that it is the responsibility and duty of employees to exercise the privilege of voting in elections. In accordance with this philosophy, the company will grant its employees approved time off to vote if necessary due to work schedules and for periods of service as an election official.

Time Off for Voting

All employees should be able to vote either before or after regularly assigned work hours. However, when this is not possible due to work schedules, managers are authorized to grant a reasonable period, up to two (2) hours of paid time off during the workday to vote if the employee does not have three (3) or more consecutive hours off-duty to vote while polls are open. The Company reserves the right to specify the time which an employee may take leave to vote. In jurisdictions where advanced mail voting is provided, the company strongly encourages employees to vote by mail.

Employees should request time off to vote from their supervisor at least one (1) working day prior to the Election Day.

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Advanced notice is required so that the necessary time off can be scheduled at the beginning or end of the work shift; whichever provides the least disruption to the normal work schedule and business needs. We are committed to adhere to all voting laws by state.

Military Leave

A military leave of absence will be granted to eligible regular, full-time, part-time and probationary employees as required by state and federal law. If eligible, all PTO and holiday benefits will continue to accrue, and employees may use any or all of their accrued but unused PTO during their military leave.

The employee must provide advance notice of the need for leave whenever possible. The employee should give your manager and Stratus HR Employee Service Representative as much advance notice as possible, but a minimum of 30 days' notice, to allow the company to make arrangements to cover his or her position. Written notice is preferred, but not required. When possible, please submit a copy of your military orders, training notice, or order to active duty to your supervisor or your Stratus HR Employee Service Representative.

State and Local Employee Leave Laws

Any state and local laws regarding employee leave, including laws regarding paid sick leave will be followed. Eligibility for these leaves is state specific and employees should notify their Human Resources Representative when they apply for, and are accepted for leave by the state. Any state allowed leave or paid sick leave shall run concurrently with FMLA when taken for the same health condition.

Personal Non-FMLA Leave of Absence

Employees may be granted a leave of absence to attend to personal matters in situations in which the School determines that an extended period of time away from the job will be in the best interest of the employee and the School.

Requests for a leave of absence or any extension of a leave should be submitted in writing to the employee's supervisor at least thirty (30) days prior to commencement of the leave period, or as soon as is practicable. The supervisor will forward the request to the appropriate manager recommending approval or denial. Management will make the final decision concerning the request. All employees on approved leave are expected to report any change of status in their need for leave or their intention to return to work to their supervisor.

Employees on personal leave will be required to use all accrued PTO while on leave before going on unpaid leave. The School will continue health insurance and other benefits to employees on leave for no longer than twelve (12) weeks from the beginning date of leave so long as the employee continues to pay any employee portion of the contribution. Benefits that accrue according to length of service, such as paid PTO and holidays, do not accrue during periods of leave.

Employees returning from a personal leave due to an illness or injury must provide a job-related release indicating their ability to perform the functions of their job. Any restrictions must be noted on the release.

Employees on an authorized personal leave of absence may not perform work for any other employer that is considered by the School to be an actual or potential conflict of interest.

A personal leave of absence may not provide a guarantee of reinstatement to the same or similar position. If an employee fails to return to work at the end of an approved leave of absence, including any extension of the leave time, the employee will be considered to have voluntarily terminated employment with the School.

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Working Conditions

Professional Appearance

Appropriate dress and hygiene are important in promoting a positive school image to customers, both internally and externally. It is very important that you are well-groomed, neat, and dress appropriately for your job function. We expect your appearance to represent your employers in a professional manner.

The following personal appearance guidelines should be followed at school sponsored activities:

- School provided or UTVA shirts should be worn unless otherwise directed.
- Clothes should be clean and in good repair.
- Shoes must provide safe, secure footing, and offer protection against hazards.
- Mustaches and beards must be clean, well-trimmed, and neat.
- Hairstyles are expected to be in good taste.
- Extreme hairstyles that do not present an appropriate professional appearance are not permitted.
- Offensive body odor and poor personal hygiene is not professionally acceptable.

The following personal appearance guidelines should be followed while using a web-cam for instruction or student/family interaction:

- Clothes should be clean and in good repair.
- Shoes must provide safe, secure footing, and offer protection against hazards.
- Mustaches and beards must be clean, well-trimmed, and neat.
- Hairstyles are expected to be in good taste.
- Extreme hairstyles that do not present an appropriate professional appearance are not permitted.

Please contribute to a positive work environment by maintaining high standards of neatness, grooming and personal hygiene. This is particularly true if you are attending school events or interacting with students and/or families at a face-to-face meeting.

If your supervisor feels your personal appearance is inappropriate, you may be asked to leave the workplace until you are properly dressed or groomed. Under such circumstance, you will not be compensated for the time away from work. Consult your supervisor if you have questions as to what constitutes appropriate appearance.

Reasonable accommodations will be considered for dress or grooming standards related to an employee's religion, ethnicity or medical condition upon request.

Outside Employment

Employees may hold outside jobs so long as they meet the performance standards of their job with the School and the work hours of the outside employment do not interfere with the work hours agreed to with UTVA in your Employment Agreement. All employees will be judged by the same performance standards and will be subject to scheduling demands, regardless of any existing outside work requirements. If it is determined that an employee's outside work conflicts or interferes with performance, safety or the ability to meet the requirements of the School, the employee may be asked to terminate the outside employment if he desires to remain with the School.

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Outside employment that constitutes a conflict of interest is prohibited. Employees also may not receive any income or material gain from individuals outside the School for materials produced or services rendered while performing their jobs with the School.

Employment of Relatives

The School permits the employment of qualified relatives of employees so long as such employment does not, in the opinion of the School, create actual or perceived conflicts of interest. For purposes of this policy, "relative" is defined as a spouse, child, parent, sibling, grandparent, grandchild, aunt, uncle, first cousin, or corresponding in-law or "step" relation. The School will exercise sound business judgment in the placement of related employees in accordance with the following guidelines:

- Individuals who are related by blood or marriage are permitted to work in the same School facility provided no direct reporting or supervisory/management relationship exists. That is, no employee is permitted to work within the "chain of command" of a relative such that one relative's work responsibilities, salary or career progress could be influenced by the other relative.
- No relatives are permitted to work in the same department or in any other positions in which the School believes an inherent conflict of interest may exist.

This policy applies to all categories of employment at the School, including regular, temporary and part-time classifications.

Fraternization/Personal Relationships in the Workplace

The employment of individuals involved in a consenting romantic or sexual relationship in the organization may cause serious conflicts and problems with favoritism and employee morale. In addition to claims of partiality in treatment at work, personal conflicts from outside the work environment can be carried over into day-to-day working relationships which may lead to unhappy complications and significant difficulties for all concerned—the employee, the supervisor, and the school.

UTVA strongly discourages such relationships, especially between a supervisor and employee. If a romantic or sexual relationship between a supervisor and an employee should develop, it shall be the responsibility and mandatory obligation of the supervisor and the employee to promptly disclose the existence of the relationship to human resources or management. Any employee who does not disclose such a supervisory relationship is subject to disciplinary action, up to and including termination. Upon learning of the existence of such a relationship, company management, in its discretion, may alter the work schedules of those involved, transfer one or all parties, or terminate employment of those involved.

In other cases where a relationship between employees results in performance issues, even if there is no line of authority or reporting involved, management, at its discretion, may separate the employees by reassignment or alteration of their work schedule, or terminate employment.

Employees in a close personal relationship should refrain from public workplace displays of affection or excessive personal conversation. Employees are expected to behave in a professional manner in the workplace at all times. Employees should also remember that the School and Stratus HR maintain a strict policy against unlawful harassment of any kind, including sexual harassment. The School and Stratus HR will vigorously enforce this policy consistent with all applicable federal, state and local laws.

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This policy shall apply without regard to gender and without regard to the sexual orientation of the participants in a relationship of the kind described.

Safety

It is Stratus HR's and UTVA's objective to ensure that your work environment is as safe as possible. To assist in providing a safe and healthy environment for all employees, customers, and visitors, we have established a workplace safety program. It is the responsibility of UTVA to provide to you a place of employment that is free from recognizable hazards that are causing or are likely to cause death or serious physical harm or injury to you or any other employee as set forth in OSHA's code of federal regulations.

Every employee has the primary responsibility to perform all duties in a safe and productive manner to prevent injury to themselves and others. As a condition of employment, employees must obey all established policies for health, safety, and preventing injuries/accidents, or near-misses while at work, and to comply with all safety rules and exercise caution and common sense in all work activities.

Employees shall immediately report any unsafe condition or activity to the appropriate supervisor. No one is ever expected or required to perform work that he/she believes is unsafe. As an employee, if you have any questions or are not sure how to perform your job duties safely, you are instructed **NOT** to begin the task until you discuss the situation with your supervisor. Employees who violate safety standards, cause hazardous or dangerous situations, fail to report or, where appropriate, remedy such situations, may be subject to disciplinary action up to and including termination of employment. The success of any safety plan depends on the alertness and the personal commitment of all employees. Contact your immediate supervisor and/or your Stratus HR Employee Services Representative for further information or training.

Nothing in this policy prohibits or restricts Employee from exercising Employee's rights under the NLRA, including rights under Section 7 of the NLRA, such as the right to self-organization, to form, join, or assist labor organizations, to bargain collectively through representatives of their own choosing, and to engage in other concerted activities for the purpose of collective bargaining or other mutual aid or protection, or any other activities protected by the NLRA.

Accidents/Injuries

In the case of on-the-job accidents that result in illness or injury, regardless of how insignificant the injury may appear, employees are required to immediately notify their supervisor and seek emergency medical attention if necessary, by calling 911. Any incident must be reported to your Stratus HR Employee Services Representative within 24 hours. Failure to report any incident in a timely manner may significantly delay needed coverage.

To report an incident, contact the **Stratus HR Service Center at 801 984 0252**. If you are calling *after* business hours, leave a message to include your name, your work site employer name, a telephone number you may be reached at, and state in which you were injured. You will be contacted by a Stratus HR Service Representative as soon as possible.

Workers' compensation fraud affects everyone and is a crime punishable by law. If you suspect anyone of committing workers' compensation fraud, please report it to Stratus HR immediately, 801 984 0252. The identity and disclosures will be kept as confidential as possible.

Use of Equipment and Vehicles

School equipment, machinery, and vehicles essential in accomplishing job duties, may be expensive and difficult to replace. When using school property, employees are expected to exercise care, perform any required maintenance, and follow all operating instructions, safety standards and guidelines.

Employees are required to notify their supervisor if any equipment, machines, tools or vehicles appear to be damaged, defective, unsafe or in need of repair. Prompt reporting may prevent deterioration of equipment and possible injury to employees or others. The supervisor can answer any questions about an employee's responsibility for maintenance and care of equipment or vehicles used on the job.

Improper, careless, negligent, destructive, or unsafe use or operation of equipment or vehicles, as well as excessive or avoidable traffic and parking violations, can result in disciplinary action for the employee, up to and including termination of employment and legal action.

School Issued Equipment, Cell Phone, & Electronic Device Use Policy

Employees must adhere to all federal, state and local rules and regulations regarding the use of any cell phone or electronic device.

UTVA supports a zero-tolerance policy regarding any use of a cell phone, or other type of electronic device, while operating a vehicle/equipment during business or after business hours in relation to business duties. Regardless of the ownership of the cell phone or electronic device in use, this policy will apply when the use is relevant to business purposes. The use of "hands-free" cell phone devices may be used in limited situations and not for prolonged conversations nor in fast or difficult driving environments (bad weather, heavy traffic, winding roadways, etc.). Employees are required to safely pull off to the side of the road and stop the vehicle in a safe location before use.

Employees who are charged with traffic or other violations resulting from the use of a cell phone or electronic device will be solely responsible for all liabilities that result from such actions.

Employees issued school owned cell phones or electronic devices are responsible to use them in a professional manner at all times. Employees are prohibited from using cell phones or electronic devices in any negative or illegal manner. Employees provided with wireless communication and hands-free devices for business use will be expected to carry such equipment on their person as directed by their supervisor.

Employees are not permitted to use any school issued equipment for personal use without prior, written approval of their supervisor. UTVA accesses and monitors electronic communications made using UTVA issued devices.

UTVA will not pay for or reimburse an employee for expenses related to personal calls. Such expenses are the employee's personal responsibility. In the event UTVA grants an exception to initially cover such personal expenses, such an exception is specifically conditioned on initial receipt of a related payroll deduction authorization form signed by the employee.

Employees are responsible for lost or stolen school issued equipment and must report such losses immediately.

Employees violating this policy are subject to disciplinary action up to and including termination.

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Return of School Property

Employees are responsible for all school materials, including, but not limited to, all books, laptops, software, data, files, or written information issued to them, developed or prepared by them, or in their possession or control (school property). All such school property must be returned by employees to the School on or before their last day of work, or at any other time as requested by the school.

Smoking

In order to maintain a safe and comfortable working environment and to ensure compliance with applicable laws, smoking in School offices and facilities is strictly regulated. You should familiarize yourself with those areas throughout the premises where smoking is either permitted or prohibited. For your convenience, these areas have been marked clearly. Because the School may be subject to criminal and civil penalties for violations of applicable smoking laws, we must insist on strict adherence to this policy. Employees smoking in any non-smoking area may be subject to disciplinary action up to and including termination. Please contact your Head of School or the Human Resources Department if you have any questions regarding the smoking policy. Complaints regarding violations of this policy may be filed under the complaint resolution procedure, which is described elsewhere in this section of the handbook.

Workplace Violence Prevention

UTVA is committed to preventing workplace violence and to maintaining a safe work environment. We have a zero-tolerance policy of violence or the threat of violence at the workplace regardless of whether it originally began inside or outside the workplace. Given the increasing violence in society in general, the following guidelines to deal with intimidation, harassment, or other threats of (or actual) violence that may occur during business hours or at a worksite.

All employees, including supervisors and temporary employees, as well as customers and vendors should be treated with respect and courtesy at all times. Employees are to refrain from verbal or physical fighting and “horseplay” or other conduct that may cause harm to others. Firearms, weapons and other dangerous or hazardous devices or substances are prohibited from all worksites.

Employee conduct that threatens, intimidates, or coerces an employee, customer, vendor, or any other individual at any time, including off-duty periods, will not be tolerated. These acts, as well as all threats of (or actual) violence, both direct and indirect, must be reported immediately to a supervisor or other member of management and to your Stratus HR Employee Services Representative. This includes threats by employees as well as by customers, vendors, solicitors, or any other member of the public.

If you feel the situation is such that physical harm is imminent or becoming a danger to others, you are required to contact the local police immediately. Everyone’s safety is our highest concern.

UTVA will thoroughly investigate all reports regarding these matters. The identity of the individual reporting the incident and parties involved will be protected as much as possible. Any employee determined to be “responsible for” or “participating in” any incidents will be subject to disciplinary actions up to and including termination and legal action.

Stratus HR and UTVA encourage all employees to bring their disputes or differences with others to the attention of their supervisor or Stratus HR Employee Services Representative before the situation escalates into potential violence. We are eager to assist in the resolution of any disputes and will not discipline employees for raising such concerns.

Domestic violence has had increasing effects within the work environment. If you have concerns regarding yourself or others and a domestic situation, speak with your supervisor or Stratus HR Employee Services Representative. All individuals and disclosures will be kept as confidential as possible.

Employment of Minors

Employees under the age of 18 are minors and work conditions, schedules, and breaks and meals should be adhered to in compliance with state and federal law. Managers and supervisors should work with their Stratus HR Employee Services Representative to ensure compliance and then communicate the requirements with their minor employees.

The Fair Labor Standards Act (FLSA) sets wage, hours worked, and safety requirements for minors (individuals under age 18) working in jobs covered by the statute. The rules vary depending upon the particular age of the minor and the particular job involved. As a general rule, the FLSA sets 14 years old as the minimum age for employment and limits the number of hours worked by minors under the age of 16.

Also, the FLSA generally prohibits the employment of a minor in work declared hazardous by the Secretary of Labor (for example, work involving excavation, driving, and the operation of many types of power-driven equipment). The FLSA contains a number of requirements that apply only to particular types of jobs (for example, agricultural work or the operation of motor vehicles) and many exceptions to the general rules (for example, work by a minor for his or her parents). Each state also has its own laws relating to employment, including the employment of minors. **If state law and the FLSA overlap, the law which is more protective of the minor will apply.**

Weapons

UTVA strives to provide a safe and secure workplace for employees, families, students, and visitors. The School has “zero tolerance” for, and forbids the possession of any type of weapon, firearm, explosive and/or ammunition while on School property or conducting school business. For purposes of this policy, school property includes, but is not limited to, all school facilities, school-provided vehicles and equipment that are either leased or owned by the School.

Possession of firearms or other weapons may be cause for discipline, including, but not limited to, immediate termination of employment. In enforcing this policy, UTVA reserves the right to request inspections of any employee and their personal effects while on School property, to the extent allowable under applicable law. Any employee who refuses to allow an inspection will be subject to the same disciplinary action as having been found in possession of firearms or other weapons.

In the event an employee lawfully possesses a firearm, the employee can store the firearm in the employee’s personal vehicle while on School parking areas; however, the firearm must be stored in the employee’s locked vehicle, or locked to the vehicle, and hidden from plain view.

Drug and Alcohol Policy

UTVA has a longstanding commitment to providing a safe, quality-oriented, and productive work environment. Alcohol and drug abuse pose a threat to the health and safety of employees and to the security of our equipment and facilities. For these reasons, UTVA is committed to the elimination of drug and/or alcohol use in the workplace.

Employee Assistance and Drug Free Awareness

Employees should report to work fit for duty and free of any adverse effects of illegal drugs, marijuana, or alcohol. This policy does not prohibit employees from the lawful use and possession of prescribed medications. Employees must,

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however, consult with their doctors about the medications' effect on their fitness for duty and ability to work safely and promptly disclose any work restrictions to their manager. Employees should not, however, disclose underlying medical conditions unless directed to do so.

Medical Marijuana (Laws vary by state)

While the use of marijuana has been legalized under certain state laws, it remains an illegal drug under federal law and its use as it impacts the workplace is prohibited by UTVA's policy. If you have been prescribed marijuana for medicinal purposes by a licensed physician, you may not use marijuana in the workplace or during work hours and may not report to work or perform your job duties while under the influence of marijuana. In addition, if you undergo a drug screen and the presence of marijuana is detected in your system, the test will be considered positive and you may be subject to discipline, up to and including termination. If you or your physician believes that you may need time off from work to receive treatment for a condition for which marijuana has been prescribed, please discuss your situation with your manager or Stratus HR Employee Services Representative.

Work Rules

No employee shall use, possess, distribute, sell or be under the influence of alcohol, legal or illegal drugs in the workplace, while working, or at a company workplace. All employees are required during work hours, on the worksite and while conducting business-related activities, to be alcohol and drug free. If you are using legally prescribed medications or taking over-the-counter medications which may influence your behavior or work in any way, you are required to contact your manager prior to returning to work. The legal use of prescribed drugs is permitted on the job only if it does not impair an employee's ability to perform in a safe and effective manner.

Required Drug and Alcohol Testing Policy

UTVA reserves the right to conduct a drug test as part of the approval for hiring for any employment position.

Employees in safety or security-sensitive positions are subject to drug and alcohol testing on a random basis. All employees may be asked to submit to a drug and alcohol test if an employee's supervisor or other person in authority has a reasonable suspicion, based on objective factors such as the employee's appearance, speech, behavior, or other conduct and facts, that the employee possesses or is under the influence of unlawful drugs, including marijuana, or alcohol or both. Employees are subject to testing based upon (but not limited to) observations by the manager or management of apparent workplace use, possession of drugs or alcohol, or impairment. Worksite management will contact their worksite employer Employee Service Representative regarding the procedures for testing under suspicious circumstances.

Employees involved in any work-related accident or incident involving the violation of any safety or security procedures may be required to submit to drug and alcohol testing. This applies even if the incident did not result in injury to any person or any property damage. The investigation and subsequent testing must take place within two (2) hours following the accident. Under no circumstances will the employee be allowed to drive him or herself to the testing facility.

You will be notified of any additional testing that may be done where required, as a requirement of a contract with a federal, state agency or otherwise required by law.

Any employee violating this drug and alcohol policy, refusing to take a drug test when asked or required by this policy, or having the test return positive for drugs or alcohol will be removed from the workplace, and may be referred to an Employee Assistance Program (EAP) and/or disciplined up to and including termination.

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Inspection

Your worksite employer reserves the right to inspect all portions of its worksite and premises for drugs, alcohol, or other contraband **when conducting an investigation under reasonable circumstances**. All employees and independent contractors may be asked to cooperate in inspections of their persons, work areas and property that might conceal drugs, alcohol or contraband. Employees who possess drugs, alcohol or other contraband, or refuse to cooperate in inspections are subject to discipline, up to and including termination.

All drug and alcohol testing under this policy will be conducted by an independent testing facility, which will obtain the individual's written consent prior to testing. Your worksite employer will pay the full cost for the test. Employees will be compensated at their regular rate of pay for time spent submitting to a drug and alcohol test required by your worksite employer. Employees suspected of working while under the influence of drugs or alcohol will be suspended without pay until your worksite employer receives the results of a drug and alcohol test from the testing facility and any other information that may be required to make an appropriate determination. Employees who have tested positive, or otherwise violated this policy, are subject to discipline up to and including termination of employment. Depending upon the circumstances and the employee's work history/record, the extent of the discipline will be decided on a case-by-case basis.

Employees who refuse to submit to testing or who use, possess, buy, sell, manufacture, or dispense drugs in violation of this policy will be subject to discipline, up to and including termination. **If the employee refuses to be tested, yet we believe they are impaired, under no circumstances will the employee be allowed to drive himself or herself home.** Job applicants who refuse to submit to drug and alcohol testing will be deemed to have withdrawn themselves from the application process and will no longer be considered for employment.

Employees who test positive for alcohol or illegal drug use under this policy, will be subject to discipline up to and including termination. Job applicants who test positive will have their conditional job offers withdrawn.

Information and records relating to positive test results, drug and alcohol dependencies and legitimate medical explanations provided to the Medical Review Officer (MRO) shall be kept confidential to the extent required by law and maintained in secure files separate from normal personnel files. Such records and information may be disclosed between managers and managers on a need-to-know basis and may also be disclosed where relevant to a grievance, charge, claim or other legal proceeding initiated by or on behalf of an employee or applicant.

Funds for Professional Development

Reimbursement can be requested for a portion of tuition, class fees, or registration costs. All requests for reimbursements must be applied for by filling the Title 2 applications on SharePoint. Completion of application does not guarantee approval. There is a limited amount that can be awarded to a teacher. For more details regarding Title2 funds please contact the Special Programs Coordinator or visit the [teacher quality website](https://utva.k12.com/).

Tracked Changes

| Date | By | Section Updated | Update Summary |
|----------------|------------|--|---|
| May 2022 | Stratus HR | Stratus HR Employee Services Representatives | Updated contact information. |
| May 2022 | Stratus HR | Title VI throughout | Updated language to prohibit discrimination for gender identity. |
| May 2022 | Stratus HR | Disability Accommodation | Updated |
| May 2022 | Stratus HR | Break Time for Nursing Mothers | Updated |
| May 2022 | Stratus HR | Workplace Bullying | Added |
| May 2022 | Stratus HR | Social Media | Updated |
| May 2022 | Stratus HR | Reference & Background Checks | Updated |
| May 2022 | Stratus HR | Employee Assistance Program (EAP) | Added |
| May 2022 | Stratus HR | Employee Benefits | Updated link to benefits guide. |
| May 2022 | Stratus HR | 401k | Added link to Plan Highlights and updated contribution table. |
| May 2022 | Stratus HR | PTO | Updated instructions on how to request PTO via time keeping system. |
| May 2022 | Stratus HR | Military Leave | Updated |
| March 2023 | Stratus HR | Branding | Update Stratus.hr to Stratus HR |
| September 2023 | Stratus HR | Employee Benefits | Updated enrollment instructions and hyperlinks with current guide information |
| September 2023 | Stratus HR | 401k | Updated Enrollment Kit link |
| September 2023 | Stratus HR | NLRA | Added throughout |
| September 2023 | Stratus HR | E Verify | Updated |
| September 2023 | Stratus HR | Employee Conduct | Updated with NLRA language |
| September 2023 | Stratus HR | Personnel Data Changes | Updated |
| September 2023 | Stratus HR | Safety | Updated |

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|----------------|------------|--|---------|
| September 2023 | Stratus HR | Confidentiality of Employee Personal Information | Added |
| September 2023 | UTVA | Workplace Monitoring | Updated |
| September 2023 | UTVA | Personal Phone Calls and Personal Business | Updated |
| September 2023 | UTVA | Media Inquiries | Updated |
| September 2023 | UTVA | Home Office | Updated |
| September 2023 | UTVA | Travel and Expense Reimbursement | Updated |
| September 2023 | UTVA | Outing Requirements | Removed |
| September 2023 | UTVA | Overtime | Updated |
| September 2023 | UTVA | Professional Appearance | Updated |
| September 2023 | UTVA | School Issued Equipment, Cell phone & Electronic Device Use Policy | Updated |
| September 2023 | UTVA | School Academic Procedures: Academic Excellence Framework | Removed |
| September 2023 | Stratus HR | Acceptable Use of Generative AI Tools | Added |
| February 2024 | Stratus HR | Pregnant Workers Fairness Act | Added |
| February 2024 | Stratus HR | Workplace Monitoring | Updated |
| February 2024 | Stratus HR | Voting Leave | Updated |
| February 2024 | Stratus HR | State & Local Leave Laws | Added |
| February 2024 | Stratus HR | Employment of Minors | Added |

**Utah Virtual Academy Agreements
2024-2025**

| | Administrator | Educator 205 | Educator 185 | Classified | Classified 205 | Classified 185 |
|--|----------------------|---------------------|---------------------|-------------------|-----------------------|-----------------------|
| Agreement Dates | 8/01/24-7/31/25 | 8/01/24-7/31/25 | 8/08/24-7/31/25 | 8/01/24-7/31/25 | 8/01/24-7/31/25 | 8/08/24-7/31/25 |
| National Holidays | 11 | 11 | 11 | 11 | 11 | 11 |
| PTO | 20 | 8 | 8 | 15 | 8 | 8 |
| Summer Recess | N/A | 6/17-7/31 | 5/28-7/31 | N/A | 6/12-7/31 | 5/28-7/31 |
| Fall Break: October 16-18 Thanksgiving Break: November 20-24 Winter Break: December 20-January 5 Spring Break: April 7-11 | | | | | | |

Website Management Services Agreement

This Agreement is made effective as of [Date], by and between Digital Easy ("Service Provider"), and Utah Virtual Academy ("Client").

Whereas, the Service Provider is engaged in the business of providing website management services, and the Client desires to engage the Service Provider to manage and maintain its websites under the terms and conditions herein.

Therefore, in consideration of the mutual covenants contained herein, the parties agree as follows:

Services Provided: The Service Provider agrees to manage and maintain the Utah Virtual Elementary, Middle, and High School websites for the Client. The services to be provided include hosting, security, optimization, updates, and consulting services related to the aforementioned websites.

Payment: The Client agrees to pay the Service Provider a fee \$1,200 per month for the services rendered under this Agreement. Payments shall be due within the first fourteen (14) days of each month.

Term of Agreement: The term of this Agreement shall commence on [Start Date] and shall continue in full force and effect for a period of one (1) year, covering the management of the Utah Virtual Elementary, Middle, and High School websites, unless earlier terminated as provided herein.

Termination: Either party may terminate this Agreement upon ninety (90) days' written notice to the other party. Upon termination, the Client shall pay the Service Provider for all services rendered up to the date of termination.

Confidentiality: The Service Provider shall maintain the confidentiality of all proprietary information of the Client and shall not disclose such information without the Client's written consent, except as required by law.

Liability: The Service Provider shall not be liable for any indirect, special, or consequential damages arising out of or related to the performance of the services under this Agreement.

Independent Contractor: The Service Provider is engaged as an independent contractor, and not as an employee, partner, or agent of the Client.

Governing Law: This Agreement shall be governed by and construed in accordance with the laws of the State of [State Name], without regard to its conflict of law principles.

Amendments: No amendment, change, or modification of this Agreement shall be valid unless in writing signed by both parties.

Entire Agreement: This Agreement contains the entire understanding of the parties and supersedes all prior agreements, understandings, and negotiations between the parties.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the date first above written.

Digital Easy: _____ Date: _____

Utah Virtual Academy: _____ Date: _____

Website Management Services Agreement

This Agreement is made effective as of [Date], by and between Digital Easy ("Service Provider"), and Utah Virtual Academy ("Client").

Whereas, the Service Provider is engaged in the business of providing website management services, and the Client desires to engage the Service Provider to manage and maintain its K12 UTVA site under the terms and conditions herein.

Therefore, in consideration of the mutual covenants contained herein, the parties agree as follows:

Services Provided: The Service Provider agrees to manage and maintain the K12 UTVA site for the Client. The services to be provided include optimization, updates, and consulting services related to the website.

Payment: The Client agrees to pay the Service Provider a fee of \$400 per month for the services rendered under this Agreement. Payments shall be due within the first fourteen (14) days of each month.

Term of Agreement: The term of this Agreement shall commence on [Start Date] and shall continue in full force and effect for a period of six (6) months, unless earlier terminated as provided herein.

Termination: Either party may terminate this Agreement upon ninety (90) days' written notice to the other party. Upon termination, the Client shall pay the Service Provider for all services rendered up to the date of termination.

Confidentiality: The Service Provider shall maintain the confidentiality of all proprietary information of the Client and shall not disclose such information without the Client's written consent, except as required by law.

Liability: The Service Provider shall not be liable for any indirect, special, or consequential damages arising out of or related to the performance of the services under this Agreement.

Independent Contractor: The Service Provider is engaged as an independent contractor, and not as an employee, partner, or agent of the Client.

Governing Law: This Agreement shall be governed by and construed in accordance with the laws of the State of [State Name], without regard to its conflict of law principles.

Amendments: No amendment, change, or modification of this Agreement shall be valid unless in writing signed by both parties.

Entire Agreement: This Agreement contains the entire understanding of the parties and supersedes all prior agreements, understandings, and negotiations between the parties.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the date first above written.

Digital Easy: _____ Date: _____

Utah Virtual Academy: _____ Date: _____



UTAH
VIRTUAL ACADEMY SM
POWERED BY K12

TRAVEL AND EXPENSE TRACKING

PROPOSAL

Prepared for: **Meghan Merideth, UTVA**

Prepared by: **Ross McCaig, Insum**

Prepared on: **April 10, 2024**



insum

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ABOUT INSUM

Insum is a custom application development and consulting firm specialized in Oracle products. We develop and deploy enterprise-grade solutions for organizations from a wide range of sectors, including public and private, finance, education, travel, governmental, and Fortune 500 companies.

We are also the world's leading consultancy specialized in Oracle Application Express, Oracle's Rapid Application Development platform. Thanks to an integrated technology stack and a software development toolset that supports rapid, iterative development, we can transform how your organization builds and deploys business applications.

Steeped in community culture ever since we started more than 15 years ago, we've established a highly collaborative methodology both internally and with our clients. Together we grow our collective pool of knowledge and deepen our experience while solving bigger and bigger clients' challenges.

Our team includes leading APEX developers, several Oracle ACEs and two Oracle ACE Directors, giving your organization access to industry-leading expertise and top-notch knowledge transfer. We have offices in Montreal, Canada, Plattsburgh and Boston, USA, and Arequipa, Peru. We look forward to serving you.

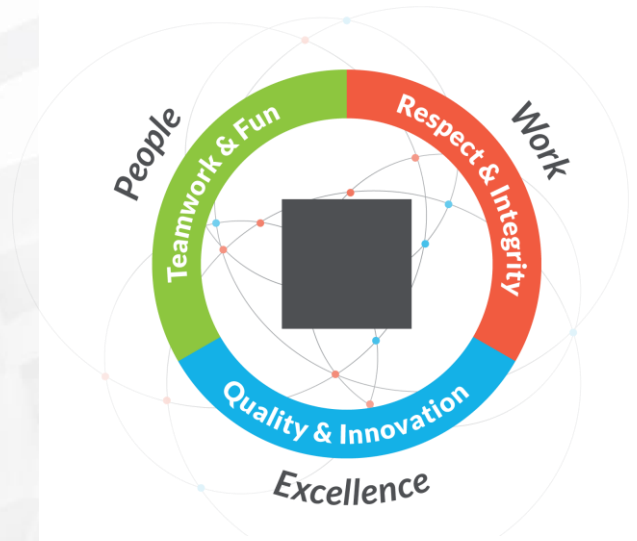
OUR MISSION

Is to help clients develop quality solutions built to handle ever-changing needs, on time and on budget.







OUR VISION

Is to remain the world's Center of Excellence for Oracle APEX.

OUR VALUES



OUR SERVICES

-  CONSULTING
-  CUSTOM APPLICATION DEVELOPMENT
-  APPLICATION MAINTENANCE AND ENHANCEMENT
-  ORACLE-BASED ERP EXTENSIONS
-  CLOUD SERVICES
-  APEX COACHING AND TEAM AUGMENTATION

Visit insum.ca for more information.

CONTEXT AND BUSINESS NEED

The Utah Virtual Academy (UTVA) is looking to implement a Travel and Expense system in an effort to modernize their business processes.

UTVA is interested in Oracle APEX as the development platform.

FEATURES TO BE DEVELOPED

1. Authentication method
 - a. Table driven authentication for all users
2. 2 types of claims can be entered:
 - a. Mileage only
 - b. Mileage, Lodging, per-diem and miscellaneous
3. Employee can only see their claims
4. For mileage claims, ability to enter multiple origins and destinations in a grid format
5. Supervisors and Auditors can view, approve, or reject claims for their employees only
6. Administrator can modify non-monetary fields
7. User management screen for administrators
8. Email sent to employee and supervisor upon auditor approval or rejection
9. Corporate colors of Utah Virtual Academy web site (<https://utva.k12.com>)
10. Google Maps – Distance Matrix API*
11. Import scanned documents in claims such as PDF, images, etc.
12. Claim document printout (AOP) - 1 report**

***Note on Google Maps APIs**

Google Maps provides flexible pricing, daily quotas, and 28,500 maploads per month for no charge.

The Distance Matrix API is a service that provides travel distance and time for a matrix of origins and destinations, based on the recommended route between start and end points. Each query sent to the Distance Matrix API generates elements, where the number of origins times the number of destinations equals the number of elements.

The Distance Matrix API uses a [pay-as-you-go pricing model](#). Distance Matrix API requests generate calls to one of two SKUs depending on the type of request: [basic](#) or [advanced](#). Along with the overall Google Terms of Use, there are [usage limits](#) specific to the Distance Matrix API. [Manage your costs and usage](#) with tools available in the Google Cloud Console.

MONTHLY VOLUME RANGE (Price per ELEMENT)
0–100,000

0.005 USD per each (5.00 USD per 1000)

****Note on AOP**

APEX Office Print (AOP) is a cloud-based integrated solution that provides an easy way for printing and exporting data. Output templates are maintained via Microsoft Office. Based on anticipated activity, The AOP Cloud FOREVER Package is recommended.

AOP Cloud FOREVER Package - 100 reports per month – cost FREE

Should demand exceed the FOREVER Package, Insum’s recommends

AOP Cloud SILVER Package - 1000 reports per month – cost \$35/month or \$420/year

ASSUMPTIONS

General Assumptions

1. UTVA resource(s) will be available to answer functional questions or resolve issues in a timely manner
2. UTVA resource(s) will be responsible for testing the application functionalities
3. Unless specified, development will be performed remotely by the Insum development team
4. Changes to the scope of the deliverables will need to be approved and will be charged in addition to the original functional scope

Functional Assumptions

1. Access to GSA Lodging and Per Diem Rates is a redirect to a web page
2. Trip Optimizer functionality is not required
3. There is no initial load of claims for historical purposes
4. There is no formal technical documentation
5. There is no training documentation, train-the-trainer only.

Technical Assumptions

1. Oracle will provide an OCI ATP environment needed for development and production
2. Insum will be provided full access to both the development and production environments
3. Insum resources will develop on a non-PROD instance
4. Developers will be granted the following access:
 - a. APEX workspace administrator's access
 - b. Database custom schema

Development Assumptions

1. Application will be developed using the Universal Theme
2. There is no need for specific mobile design
3. There is no need for offline functionalities
4. The application will be created in English only (not multilingual)
5. QA is client's responsibility; a minimum of testing is included.
6. No data conversion or initial load provided
7. Insum will be in charge on deployment to production

Other info

1. There are 4 roles: Employees, Supervisors, Auditors and Administrators.
 - a. Employee - can submit claims
 - b. Supervisor - can see all claims (approve/reject)
 - c. Auditors - can see all claims (approve/reject)
 - d. Administrators - can change claims info (can change non-monetary fields)
2. Claims can only be rejected as a whole.
3. After approval from auditor, a notification email is sent to employee and supervisor.
4. Approval is for internal users only.
5. We need to provide the ability to import scanned documents, PDF, images, etc. into claims.
6. A reject allows an employee to edit fields of a claim
7. Roles are maintained in APEX
8. Number of users: 150-200
9. Number of claims in 10 years: 6000
10. Number of claims per year: 600
11. Number of claims per day: 2-3
12. Presentation will align with the look and feel of Utah Virtual Academy web site (<https://utva.k12.com>)

SCHEDULE

The engagement is expected to begin around May 1, 2024 and is estimated to finish by June 14, 2024.



Communications Proposal for
Utah Virtual Academy

April 2024

This proposal provides the objectives, strategies, and deliverables for a 6-12 month Communications program to increase awareness of Utah Virtual Academy (UTVA), help achieve the annual admissions cap, and help enroll more SOEP students.

Marketing Communications Mission

Increase enrollment to capacity by strengthening perception and awareness of UTVA among its key audiences throughout Utah. SOEP as a key emphasis.

Objectives

- Develop a messaging platform for use with all key audiences for all communications.
- Create awareness among target audiences – kids, parents, gov. and education officials and others.
- Drive audiences to action—enrollment.
- Strengthen overall company content for blog, website, social and other PR and marketing materials.
- Position administrators as education industry thought leaders for education paths of k-12 students.
- Drive parents to the website to increase awareness and enrollments.

Strategy

The key strategy is to develop quarterly communications plans utilizing a mix of public relations, online and social outreach, outdoor advertising, print and advertising, email marketing, event marketing when appropriate, thought leadership outreach, and other items in achievement of objectives. Each quarterly plan will utilize a strategic topic or theme. For example:

- Q1—Parents have many education choices for their school age children—UTVA is an excellent choice, and here’s why
- Q2—Enroll in school now—Benefits of UTVA, convenience, no tuition or fees, high-quality education, flexibility for families. For professional kids, and kids and families on the move.
- Q3— Back to School. It’s time to enroll your kids in school, now. Here’s why you should enroll in UTVA.
- Q4—Successes of UTVA kids and media spotlights—here’s what UTVA accomplishes for your kids.

The goal will be to have all quarterly plans in place by the end of April.

Conduct a positioning and messaging workshop with school administrators and executives. Develop compelling position messages for content creation, marketing materials, media interviews and website that helps drive people to the website.

Maloy PR will Immediately go after the low hanging fruit among the media communicating news and views related to education, virtual education, and other opportunities for HTVA. Additionally, Maloy PR will make connections for UTVA administrators and teachers with business, government officials, state education directors, superintendents, and Utah Tech School leaders.

Create on-going awareness among audiences through the media by introducing UTVA to local media outlets and some key national media outlets. Drive media coverage using case studies or examples if available and on-going media coverage with steady stream of news.

Deliverables

The communications program will include the following key deliverables.

Strategic Counsel

Maloy PR will continually give strategic counsel and recommendations related to project management, public relations, marketing and corporate communications for leaders and executives.

- Regular client meetings – report, brainstorm and recommend
- Media coaching and advisement
- Management and handling of all communications and media inquiries

Mission Messaging

It will be crucial to spend a few hours developing a full positioning and messaging foundation. Completed in a workshop among the executive staff, the workshop will determine the following:

- Mission: help more kids and parents understand the educational options available to them.
- Audiences: Who needs to know about this campaign and our story?

Content Creation

Content creation will be a key element of the campaign. Maloy PR will create content and work with the executive and management teams to generate content for use with the media, social media, blogs, websites and for other opportunities.

Communications – Press releases, OPEDs, media briefs, blog posts, and social posts. Monthly schedule of events and news.

- This includes establishing or revamping an aggressive blog presence to house all content that will feed social media and other communications vehicles.
- Note: All significant news items will also be placed on the newswire, which requires a nominal fee. See below.

Editing of Internal Content – Editing, proofreading of internal content developed by other company sources.

Social Media Coordination – Coordinating generated content for use with social media including media coverage.

Social Media

Oversight

- Maloy PR will utilize all content, blog posts, statements, and other content suggestions for use with social media and work with the academy's social media team to properly utilize social media including coaching.

Media Outreach

Maloy PR will provide on-going media outreach to local, regional, and national media of all news announcements, generate media coverage opportunities, and proactive placement of coverage. Media coverage becomes part of the content strategy.

Maloy PR will train all spokespeople and act as spokesperson as needed and will manage all media inquiries.

Includes Crisis Communication if needed – Depending on the nature of the crisis and how much time is spent on it, may require additional work authorization for additional fees.

Not included in this proposal, but available for additional fee if needed

Video and Photo – Maloy PR will offer video and photo services in support of the campaign as needed, and will coordinate other video, photo, and graphic services. Fee based on project.

Web Content – Maloy PR can aid in drafting and editing web copy. Fee based on project.

Advertising

Maloy PR will recommend as part of the marketing mix advertising venues that are appropriate for each quarterly plan. Maloy PR will coordinate all approved advertising buys, media purchases, and design. Advertising buys and creative will require additional direct costs/expense. Maloy PR will establish and manage resources for advertising creation.

Outdoor advertising including billboards—Maloy PR has strong relationship with Reagan outdoor advertising and other outdoor providers.

- Print
- Digital

Online and Social Advertising—as needed to reinforce social campaigns.

Advertising costs will be established and submitted for approval.

Proposed Budget

| | |
|--|-------------------|
| Monthly Flat Fee | |
| 6-month campaign (April 2024 – October 2024) | \$6,000 per month |
| 12-Month campaign (April 2024 – May 2025) | \$5,500 per month |

- Maloy PR professional fees only.
- Prepaid monthly via electronic method (or check)
- Does not include wire distribution fees or other direct costs or expenses. Wire fees are \$250 per press release.
- Advertising expenses and other marketing items will be charged separately from the monthly Maloy PR retainer. An expense budget will be prepared and submitted for approval as part of the quarterly programs. Fees will be in addition to the monthly MaloyPR fee.
- The budget includes a \$100 per month database and software fee.

About Maloy PR – Mission Accomplishment

With no expensive operating costs or overhead, Maloy PR offers high-value public relations an marketing communications programs to achieve your mission at reasonable prices. With an eye

on mission accomplishment, PR programs stay focused on reaching your audience with your story to influence perception, awareness, and movement to action.

Maloy PR is centrally located in the heart of Silicon Slopes - the hottest growing business center in the United States. MaloyPR.com

Cory Maloy, Founder and CEO

Maloy is an experienced PR pro who helps you achieve your vision and mission. He has executed successful communications programs for companies such as Noorda-COM, Rocky Mountain University, Fishbowl, Apiary Fund, Waterford Institute, InsideSales.com, CenturyLink, Nelson Laboratories, Travelers, Plantronics, Maxtor, Iomega, and many others. He is passionate about understanding your mission and putting together unique PR programs to achieve it. He is a graduate of Brigham Young University with a BA in Mass Communications.

Maloy PR Terms

This will constitute an agreement between **Utah Virtual Academy** (client) and **Maloy PR, LLC** for public relations and marketing communications services for the period **April 11, 2024, to October 31, 2024**, for a 6-month program. **April 11, 2024, through May 31, 2025, for a 12-month program.**

For more programs or deliverables outside the scope of this proposal, a work authorization outlining work and costs of the added programs will be provided for client approval before work begins. This includes all marketing costs and expenses associated with the marketing communications program, which will need to be paid in advance of work performed.

Maloy PR requires the first full month of professional fees along with any fraction of months paid in advance of starting work.

For this proposal:

- **Monthly Fee: \$6,000 (6-month), \$5,500 (12-month)**
- **Upfront payment due: \$3000 (6-month), \$2750 (12-month)**
- **All other MARCOM costs will be provided as recommended for approval and will require pre-payment.**

Thereafter, the monthly fee is due on the first of each month **via ACH or Credit Card.** (An authorization form must be signed. Maloy PR's preference is ACH.)

Any expenses exclusive of normal overhead is not included in this agreement and will be invoiced separately before expenses are incurred.

Work will normally be performed at the offices of Maloy PR but occasionally may take place at other locations as needed. Work priority and scheduling will be at the discretion of Maloy PR.

Maloy PR and client agree to a mutually binding non-disclosure agreement and shall not disclose confidential, proprietary or information to outside parties without the express permission of either party.

The results of all work performed by Maloy PR for client, including original creative work (apart from photos by Maloy PR), will remain the property of the client. Client may use this material in any way considered appropriate.

All materials furnished by client will remain the property of client and will be returned upon request, or no more than 10 days from the termination of this agreement.

Client agrees to indemnify and hold harmless Maloy PR of and from all claims, demands, losses, causes of action, damage, lawsuits, judgments, including attorneys' fees and costs, to the extent caused by or arising out of or relating to the work of Maloy PR.

At the conclusion of this agreement, the program will **automatically turn into a month-to-month program** following the same terms and programs here outlined. A new contract may be resubmitted instead of a month-to-month program.

This agreement, or a month-to-month program, **may be terminated on 30 days' written notice** by either Maloy PR or client. In case of termination, Maloy PR shall make a reasonable attempt to finish work in progress within the 30-day notice.

Maloy PR

Utah Virtual Academy

Print Name: A. Cory Maloy

Meghan Merideth

Signature:



Date: April 11, 2024

**Utah Virtual Academy
Governing Board of Directors
Board Meeting**



Date: March 13, 2024

Location: 310 E. 4500 S., Suite 620; Murray, UT 84107

In Attendance: Dallin Drescher, Doug DeVore, Marty Carpenter, Kristen Davidson, Kellie Openshaw

Excused: Brian Maxwell, Amberly Keeler

Others in Attendance: Meghan Meredith, LuAnn Charles, Lori Simonsen, Brad Taylor, Krystal Taylor, Chantel Wixon, Cindy Wright, Tiffany Allen, Lacy Robinson

MINUTES

CALL TO ORDER

Dallin Drescher called the meeting to order at 6:01PM.

SPOTLIGHTS

Spotlights for teachers and staff were presented. The highlights were celebrated by both UTVA staff and the board.

Marty Carpenter entered the meeting at 6:36PM.

PUBLIC COMMENT

There were no public comments.

BUSINESS ITEMS (Discussion and Voting)

- Finance Report
Brad Taylor and Chantel Wixon discussed the financial packet. These items included state revenue, bank reconciliations, and invoices due.
 - Acceptance of State Revenue
Doug DeVore made a motion to accept State Revenue as presented. Dallin Drescher seconded. Motion passed unanimously. Votes were as follows: Brian Maxwell, Aye; Dallin Drescher, Aye; Marty Carpenter, Aye; Doug DeVore, Aye; Kristen Davidson, Aye; Kellie Openshaw, Aye.
 - Bank Reconciliations and Payment and Deposit Registers
Marty Carpenter made a motion to accept approve the Bank Reconciliations and Payment, and Deposit Registers. Kristen Davidson seconded. Motion passed unanimously. Votes were as follows: Brian Maxwell, Aye; Dallin Drescher, Aye; Marty Carpenter, Aye; Doug DeVore, Aye; Kristen Davidson, Aye; Kellie Openshaw, Aye.
 - Invoice Approval for Purchases over \$7,500
Dallin Drescher made a motion to approve the outlined invoices in the board packet, and the total PowerSchool University amount not to exceed \$50,000. Doug Drescher seconded. Motion passed unanimously. Votes were as follows: Brian Maxwell, Aye; Dallin Drescher, Aye; Marty Carpenter, Aye; Doug DeVore, Aye; Kristen Davidson, Aye; Amberly Keeler, Aye; Kellie Openshaw, Aye.

Kristen Davidson made a motion to approve PowerSchool Implementation and not to exceed \$15,000. Doug DeVore seconded. Motion passed unanimously. Votes were as follows: Brian Maxwell, Aye; Dallin Drescher, Aye; Marty Carpenter, Aye; Doug DeVore, Aye; Kristen Davidson, Aye; Kellie Openshaw, Aye.

Doug DeVore made a motion to accept the Eide Bailly invoice. Kristen Davidson seconded. Motion passed unanimously. Votes were as follows: Brian Maxwell, Aye; Dallin Drescher, Aye; Marty Carpenter, Aye; Doug DeVore, Aye; Kristen Davidson, Aye; Kellie Openshaw, Aye.

- K12 / Stride Payment
- Academica West Payment

Kristen Davidson made a motion to approve the K12/Stride Payment and Academica West payment as presented. Kellie Openshaw seconded. Motion passed unanimously. Votes were as follows: Brian Maxwell, Aye; Dallin Drescher, Aye; Marty Carpenter, Aye; Doug DeVore, Aye; Kristen Davidson, Aye; Kellie Openshaw, Aye.

- Director Report

- Meghan Meredith reviewed enrollment numbers. Also outlined during the report was both the final 2022/2023 School Land Trust Plan and the upcoming 2024/2025 School Land Trust Plan.

- Board Business

- February 13, 2024, Board Meeting Minutes

Doug DeVore made a motion to approve the February 13, 2024, Board Meeting Minutes. Kristen Davidson seconded. Motion passed unanimously. Votes were as follows: Brian Maxwell, Aye; Dallin Drescher, Aye; Marty Carpenter, Aye; Doug DeVore, Aye; Kristen Davidson, Aye; Kellie Openshaw, Aye.

- 2024/2025 School Land Trust Plan

Dallin Drescher made a motion to approve the 2024/2025 School Land Trust Plan. Doug DeVore seconded. Motion passed unanimously. Votes were as follows: Brian Maxwell, Aye; Dallin Drescher, Aye; Marty Carpenter, Aye; Doug DeVore, Aye; Kristen Davidson, Aye; Kellie Openshaw, Aye.

- Sex Education Instruction Policy- Review

This board reviewed the Sex Education Instruction Policy. There were no changes made at this time. The board was also provided with the most recent health data along with the review of this policy.

- Rescind Religion and Education Policy

Dallin Drescher made a motion to rescind the Religion and Education Policy. Kristen Davidson seconded. Motion passed unanimously. Votes were as follows: Brian Maxwell, Aye; Dallin Drescher, Aye; Marty Carpenter, Aye; Doug DeVore, Aye; Kristen Davidson, Aye; Kellie Openshaw, Aye.

- HR Request for Proposal Update

Meghan Meredith provided an update for the HR RFP. The committee has met and they have determined a recommendation. This will come to the board at the next meeting for approval.

- Staff Handbook
Meghan Meredith explained that the staff handbook has been reviewed for legal updates, and will come back to a
- Updated Salary Schedule
The board reviewed the Updated Salary Schedule. Meghan Meredith celebrated that the pay scales are very competitive with many districts. *Kristen Davidson made a motion to approve the Updated Salary Schedule as presented. Kellie Openshaw seconded. Motion passed unanimously. Votes were as follows: Brian Maxwell, Aye; Dallin Drescher, Aye; Marty Carpenter, Aye; Doug DeVore, Aye; Kristen Davidson, Aye; Kellie Openshaw, Aye.*

CALENDARING

- Board Meeting April 10, 2024 6:30pm

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

At 7:38PM Dallin Drescher Made a motion to move into closed session, located at the UTVA offices. Kristen Davidson seconded. Votes were as follows: Dallin Drescher, Aye; Doug DeVore, Aye; Kellie Openshaw, Aye; Marty Carpenter, Aye; Kristen Davidson, Aye. Motion passed unanimously.

ADJOURN

At 8:06PM Dallin Drescher made a motion to move out of closed session and adjourn. Doug DeVore seconded. Motion passed unanimously. Votes were as follows: Brian Maxwell, Aye; Dallin Drescher, Aye; Marty Carpenter, Aye; Doug DeVore, Aye; Kristen Davidson, Aye; Kellie Openshaw, Aye.

**Utah Virtual Academy
Board of Directors Closed Session**

Meeting Date: 03.13.2024

Location: 310 E. 4500 S., Suite 620; Murray, UT 84107



CLOSED SESSION SWORN STATEMENT:

At a duly noticed public meeting held on the date listed above, the board of directors for Utah Virtual 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 13th day of March, 2024, at 310 E. 4500 S., Suite 620; Murray, UT 84107.

Dallin Drescher, Board Chair

DRAFT