

## Scholar Academy

### Board of Directors Meeting

**Date:** May 30, 2024

**Time:** 5:00PM

**Anchor Location:** 928 North 100 East, Tooele, UT 84074

This meeting of the board of directors will be held electronically. If you would like to attend the meeting, accommodations will be made for the public at the anchor location identified.

**Online:** <https://us02web.zoom.us/j/82673277265?pwd=aklaRFh5UGhkT2lYdnprak5YeHBVdz09>

*Scholar Academy is committed to creating a learning environment that fosters in students the development of divergent thinking and problem-solving skills, providing opportunities which enable all students to develop a sense of civic responsibility and achieve their highest potential.*

## AGENDA

### CALL TO ORDER

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

### REPORTS

- Director's Report
  - Positive Behaviors Plan
- Budget Report
  - Fraud Risk Assessment
  - Annual Commitment to Ethical Behavior

### CONSENT ITEMS

- April 15, 2024, Board Meeting and Closed Session Minutes

### VOTING ITEMS AND DISCUSSION ITEMS

- Amended 2023-2024 Budget
- Proposed 2024-2025 Budget
- Audit Engagement Letter
- Teton Invoice
- DHE Invoices – New Teacher laptops, New Lab Computers, Student Laptops (upper grades)
- Chariot Group Quote – Smart Displays
- Reading Horizons Renewal Quote
- ESS Proposal
- OUR Math textbooks
- School Based Mental Health Grant
- Amended School Land Trust Plan
- Teacher Student Success Act Plan
- Sex Education Committee
- Policies to Review:
  - Sex Education Instruction Policy

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

- Board Member Terms and Elected Offices

**CALENDARING**

- Next Board Meeting August 29, 2024 @ 5:00PM
- Annual Board Meeting Calendar

**ADJOURN**

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

# Scholar Academy Statement of Activities

Created on May 10, 2024  
For Prior Month

	Annual June 30, 2024 Budget	Year-to-Date April 30, 2024 Actual	% of Budget
<b>Net Income</b>			
Income			
Revenue From Local Sources	228,650	255,271	111.6 %
Revenue From State Sources	6,520,813	5,331,646	81.8 %
Revenue From Federal Sources	551,900	240,325	43.5 %
Total Income	<u>7,301,363</u>	<u>5,827,242</u>	<u>79.8 %</u>
Expenses			
Instruction/Salaries	3,302,540	2,697,326	81.7 %
Employee Benefits	930,000	702,849	75.6 %
Purchased Prof & Tech Serv	520,500	442,053	84.9 %
Purchased Property Services	569,000	388,845	68.3 %
Other Purchased Services	74,700	76,374	102.2 %
Supplies & Materials	596,500	565,925	94.9 %
Property	85,000	20,617	24.3 %
Debt Services & Miscellaneous	825,800	820,462	99.4 %
Total Expenses	<u>6,904,040</u>	<u>5,714,451</u>	<u>82.8 %</u>
<b>Total Net Income</b>	<u><b>397,323</b></u>	<u><b>112,791</b></u>	<u><b>28.4 %</b></u>

**Scholar Academy**  
**Statement of Financial Position**  
**Created on May 10, 2024**  
**For Prior Month**

	<b>Period Ending</b> <b>04/30/2024</b>	<b>Period Ending</b> <b>04/30/2023</b>
	<u>Actual</u>	<u>Actual</u>
<b>Assets &amp; Other Debits</b>		
Current Assets		
Operating Cash	3,473,817	3,465,514
Accounts Receivables	4,744	41,134
Total Current Assets	<u>3,478,561</u>	<u>3,506,648</u>
Restricted Cash	<u>891,157</u>	<u>814,534</u>
Net Assets		
Fixed Assets	11,223,435	11,054,693
Depreciation	(1,342,415)	(1,051,028)
Total Net Assets	<u>9,881,020</u>	<u>10,003,665</u>
<b>Total Assets &amp; Other Debits</b>	<b><u>14,250,739</u></b>	<b><u>14,324,847</u></b>
<b>Liabilities &amp; Fund Equity</b>		
Current Liabilities	107,724	115,569
Long-Term Liabilities	<u>10,634,166</u>	<u>10,920,153</u>
Fund Balance	<u>3,396,058</u>	<u>2,433,810</u>
Net Income	<u>112,791</u>	<u>855,315</u>
<b>Total Liabilities &amp; Fund Equity</b>	<b><u>14,250,739</u></b>	<b><u>14,324,847</u></b>

# Fraud Risk Assessment

## **INSTRUCTIONS:**

- Reference the *Fraud Risk Assessment Implementation Guide* to determine which of the following recommended measures have been implemented.
- Indicate successful implementation by marking “Yes” on each of the questions in the table. Partial points may not be earned on any individual question.
- Total the points of the questions marked “Yes” and enter the total on the “Total Points Earned” line.
- Based on the points earned, circle/highlight the risk level on the “Risk Level” line.
- Enter on the lines indicated the entity name, fiscal year for which the Fraud Risk Assessment was completed, and date the Fraud Risk Assessment was completed.
- Print CAO and CFO names on the lines indicated, then have the CAO and CFO provide required signatures on the lines indicated.

# Fraud Risk Assessment

Continued

\*Total Points Earned: 355/395 \*Risk Level: Very Low Low Moderate High Very High  
> 355 316-355 276-315 200-275 < 200

	Yes	Pts
1. Does the entity have adequate basic separation of duties or mitigating controls as outlined in the attached Basic Separation of Duties Questionnaire?	200	200
2. Does the entity have governing body adopted written policies in the following areas:		
a. Conflict of interest?	5	5
b. Procurement?	5	5
c. Ethical behavior?	5	5
d. Reporting fraud and abuse?	5	5
e. Travel?	5	5
f. Credit/Purchasing cards (where applicable)?	5	5
g. Personal use of entity assets?	5	5
h. IT and computer security?	5	5
i. Cash receipting and deposits?	5	5
3. Does the entity have a licensed or certified (CPA, CGFM, CMA, CIA, CFE, CGAP, CPFO) expert as part of its management team?	20	20
a. Do any members of the management team have at least a bachelor's degree in accounting?	10	10
4. Are employees and elected officials required to annually commit in writing to abide by a statement of ethical behavior?	20	20
5. Have all governing body members completed entity specific (District Board Member Training for local/special service districts & interlocal entities, Introductory Training for Municipal Officials for cities & towns, etc.) online training ( <a href="http://training.auditor.utah.gov">training.auditor.utah.gov</a> ) within four years of term appointment/election date?	--	20
6. Regardless of license or formal education, does at least one member of the management team receive at least 40 hours of formal training related to accounting, budgeting, or other financial areas each year?	20	20
7. Does the entity have or promote a fraud hotline?	20	20
8. Does the entity have a formal internal audit function?	--	20
9. Does the entity have a formal audit committee?	20	20

\*Entity Name: Scholar Academy

\*Completed for Fiscal Year Ending: June 30, 2024 \*Completion Date: May 28, 2024

\*CAO Name: Traelle Gailey \*CFO Name: Dusty Griffith

\*CAO Signature: \_\_\_\_\_ \*CFO Signature: \_\_\_\_\_

\*Required

# Basic Separation of Duties

See the following page for instructions and definitions.

	Yes	No	MC*	N/A
1. Does the entity have a board chair, clerk, and treasurer who are three separate people?	X			
2. Are all the people who are able to receive cash or check payments different from all of the people who are able to make general ledger entries?	X			
3. Are all the people who are able to collect cash or check payments different from all the people who are able to adjust customer accounts? If no customer accounts, check "N/A".				X
4. Are all the people who have access to blank checks different from those who are authorized signers?		X	X	
5. Does someone other than the clerk and treasurer reconcile all bank accounts OR are original bank statements reviewed by a person other than the clerk to detect unauthorized disbursements?	X			
6. Does someone other than the clerk review periodic reports of all general ledger accounts to identify unauthorized payments recorded in those accounts?	X			
7. Are original credit/purchase card statements received directly from the card company by someone other than the card holder? If no credit/purchase cards, check "N/A".	X			
8. Does someone other than the credit/purchase card holder ensure that all card purchases are supported with receipts or other supporting documentation? If no credit/purchase cards, check "N/A".	X			
9. Does someone who is not a subordinate of the credit/purchase card holder review all card purchases for appropriateness (including the chief administrative officer and board members if they have a card)? If no credit/purchase cards, check "N/A".	X			
10. Does the person who authorizes payment for goods or services, who is not the clerk, verify the receipt of goods or services?	X			
11. Does someone authorize payroll payments who is separate from the person who prepares payroll payments? If no W-2 employees, check "N/A".	X			
12. Does someone review all payroll payments who is separate from the person who prepares payroll payments? If no W-2 employees, check "N/A".	X			

\* MC = Mitigating Control

# Basic Separation of Duties

Continued

**Instructions:** Answer questions 1-12 on the Basic Separation of Duties Questionnaire using the definitions provided below.

☺ If all of the questions were answered “Yes” or “No” with mitigating controls (“MC”) in place, or “N/A,” the entity has achieved adequate basic separation of duties. Question 1 of the Fraud Risk Assessment Questionnaire will be answered “Yes.” 200 points will be awarded for question 1 of the Fraud Risk Assessment Questionnaire.

☹ If any of the questions were answered “No,” and mitigating controls are not in place, the entity has not achieved adequate basic separation of duties. Question 1 of the Fraud Risk Assessment Questionnaire will remain blank. 0 points will be awarded for question 1 of the Fraud Risk Assessment Questionnaire.

## Definitions:

**Board Chair** is the elected or appointed chairperson of an entity’s governing body, e.g. Mayor, Commissioner, Councilmember or Trustee. The official title will vary depending on the entity type and form of government.

**Clerk** is the bookkeeper for the entity, e.g. Controller, Accountant, Auditor or Finance Director. Though the title for this position may vary, they validate payment requests, ensure compliance with policy and budgetary restrictions, prepare checks, and record all financial transactions.

**Chief Administrative Officer (CAO)** is the person who directs the day-to-day operations of the entity. The CAO of most cities and towns is the mayor, except where the city has a city manager. The CAO of most local and special districts is the board chair, except where the district has an appointed director. In school districts, the CAO is the superintendent. In counties, the CAO is the commission or council chair, except where there is an elected or appointed manager or executive.

**General Ledger** is a general term for accounting books. A general ledger contains all financial transactions of an organization and may include sub-ledgers that are more detailed. A general ledger may be electronic or paper based. Financial records such as invoices, purchase orders, or depreciation schedules are not part of the general ledger, but rather support the transaction in the general ledger.

**Mitigating Controls** are systems or procedures that effectively mitigate a risk in lieu of separation of duties.

**Original Bank Statement** means a document that has been received directly from the bank. Direct receipt of the document could mean having the statement 1) mailed to an address or PO Box separate from the entity’s place of business, 2) remain in an unopened envelope at the entity offices, or 3) electronically downloaded from the bank website by the intended recipient. The key risk is that a treasurer or clerk who is intending to conceal an unauthorized transaction may be able to physically or electronically alter the statement before the independent reviewer sees it.

**Treasurer** is the custodian of all cash accounts and is responsible for overseeing the receipt of all payments made to the entity. A treasurer is always an authorized signer of all entity checks and is responsible for ensuring cash balances are adequate to cover all payments issued by the entity.

Board Member Annual Commitment to Ethical Behavior

I understand that as a board member of Scholar Academy I should always engage in ethical behavior. I have read the school's Ethics Policy and am committed to abiding by the policy, conducting myself consistent with high standards of ethics, and complying with applicable law.

Signature \_\_\_\_\_  
Board Member Name

\_\_\_\_\_  
Date

Signature \_\_\_\_\_  
Board Member Name

\_\_\_\_\_  
Date

Signature \_\_\_\_\_  
Board Member Name

\_\_\_\_\_  
Date

Signature \_\_\_\_\_  
Board Member Name

\_\_\_\_\_  
Date

Signature \_\_\_\_\_  
Board Member Name

\_\_\_\_\_  
Date

Signature \_\_\_\_\_  
Board Member Name

\_\_\_\_\_  
Date

Signature \_\_\_\_\_  
Board Member Name

\_\_\_\_\_  
Date

## Scholar Academy

### Board of Directors Meeting

**Date:** April 15, 2024

**Time:** 5:00PM

**Anchor Location:** 928 North 100 East, Tooele, UT 84074

This meeting of the board of directors was held electronically.

**In Attendance:** Jared Hamner, Cami Cazier, Dusty Griffith

**Excused:** Johanna Leonelli, Caitlin Shumway

**Others In Attendance:** Traelle Gailey, Jon McQueary, Stacey Phillips, Alicia Ady

---

## MINUTES

---

### CALL TO ORDER

At 5:11 PM Jared Hamner called the meeting to order.

### CONSENT ITEMS

- March 20, Board Meeting and Closed Session Minutes
- April 8, 2024, Board Meeting and Closed Session Minutes  
*Dusty Griffith made a motion to approve the March 20, 2024, Board Meeting and Closed Session Minutes and the April 8, 2024, Board Meeting and Closed Session Minutes. Cami Cazier seconded. Motion passed unanimously. Votes were as follows: Jared Hamner, Aye; Cami Cazier, Aye; Dusty Griffith, Aye.*

### VOTING ITEMS AND DISCUSSION ITEMS

- Policy to Rescind:
  - Religion and Education Policy  
The board discussed that this policy is no longer required so the school would like to rescind the policy and turn it into an Administrative Procedure.  
*Cami Cazier made a motion to Rescind the Religion and Education Policy. Dusty Griffith seconded. Motion passed unanimously. Votes were as follows: Jared Hamner, Aye; Cami Cazier, Aye; Dusty Griffith, Aye.*
- Education Services Provider RFP  
Traelle reported that the school put out an RFP for an Educational Services Provider. Academica West was the only company to respond to the RFP. The RFP Evaluation committee scored the proposal and recommended that the school award the RFP to Academica West.  
*Dusty Griffith made a motion to Approve the Education Services Provider with Academica West as discussed. Cami Cazier seconded. Motion passed unanimously. Votes were as follows: Jared Hamner, Aye; Cami Cazier, Aye; Dusty Griffith, Aye.*

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

At 5:17 PM Cami made a motion to move into closed session located via Zoom with an anchor location of 928 North 100 East, Tooele, UT. Dusty Griffith seconded the motion.

Votes were as follows: Cami Cazier, Aye; Dusty Griffith, Aye; Jared Hamner, Aye. Motion passed unanimously.

At 5:47 PM Dusty Griffith made a motion to move out of closed session. Cami Cazier seconded. Motion passed unanimously. Votes were as follows: Cami Cazier, Aye; Jared Hamner, Aye; Dusty Griffith Aye.

## **VOTING AND DISCUSSION ITEMS**

- Director Compensation and Agreement  
This was discussed in closed session. There was no further discussion. Dusty Griffith made a motion to approve the Director Compensation Agreement as discussed in closed session. Cami Cazier seconded. Motion passed unanimously. Votes were as follows: Jared Hamner, Aye; Cami Cazier, Aye; Dusty Griffith, Aye.

## **CALENDARING**

- Next Board Meeting May 30, 2024 @ 5:00PM

## **ADJOURN**

At 5:52pm Dusty Griffith made a motion to Adjourn. Cami Cazier seconded the motion. The motion passed unanimously. Votes were as follows: Jared Hamner, Aye; Cami Cazier, Aye; Dusty Griffith, Aye.

DRAFT

**Scholar Academy  
Board of Directors Closed Session**

**Meeting Date:** April 15, 2024

**Location:** 928 North 100 East, Tooele, UT 84074

**CLOSED SESSION SWORN STATEMENT:**

At a duly noticed public meeting held on the date listed above, the board of directors for Scholar 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 15<sup>th</sup> day of April 2024, at 928 North 100 East, Tooele, Utah.



\_\_\_\_\_  
Jared Hamner, Board Chair

**Scholar Academy**  
**Proposed Initial FY25 Budget and Final FY24 Budget**  
**For Approval at May 30, 2024 Board Meeting**

Accounts	Actual FY2023 Results	Original FY2024 Budget	Current P&L Through 4-30-24	Proposed FY2024 Amended	Proposed FY2025 (All Funds)
<b>Income</b>					
1000 - Revenue From Local Sources	241,277	228,650	255,271	291,691	284,969
3000 - Revenue From State Sources	6,042,019	6,520,813	5,331,646	6,379,805	6,621,271
4000 - Revenue From Federal Sources	449,384	551,900	240,325	600,618	510,347
5000 - Other Financing Sources					
6000 - Budget From Surplus				125,000	
<b>Total Income</b>	<b>6,732,680</b>	<b>7,301,363</b>	<b>5,827,242</b>	<b>7,397,114</b>	<b>7,416,587</b>
<b>Gross Margin</b>	6,732,680	7,301,363	5,827,242	7,397,114	7,416,587
<b>Gross Margin %</b>	100.0%	100.0%	100.0%	100.0%	100.0%
<b>Expenses</b>					
0100 - Salaries	3,029,672	3,302,540	2,697,326	3,670,397	3,720,741
0200 - Employee Benefits	809,778	930,000	702,849	951,732	907,635
0300-Purchased Professional and Technical Services	487,008	520,500	442,053	551,454	641,886
0400-Purchased Property Services	219,255	569,000	388,845	416,524	86,524
0500-Other Purchased Services	77,511	74,700	76,374	111,140	105,883
0600-Supplies and Materials	492,902	596,500	565,925	802,227	793,618
0700-Property	10,046	85,000	20,617	21,622	19,017
0800-Debt Service and Miscellaneous	813,623	825,800	820,462	831,343	837,249
<b>Total Expenses</b>	<b>5,939,796</b>	<b>6,904,040</b>	<b>5,714,450</b>	<b>7,356,439</b>	<b>7,112,553</b>
Net Income	792,884	397,323	112,792	40,675	304,034
Net Income %	11.8%	5.4%	1.9%	0.5%	4.1%
EBITDA	792,884	397,323	112,792	40,675	304,034
<b>EBITDA %</b>	11.8%	5.4%	1.9%	0.5%	4.1%

**Notes:**  
Original FY24 Budget based on 666 Students  
Updated FY24 Estimate from State based on 647 Students  
Original FY25 Budget based on 640 Students

May 1, 2024

Board of Directors

School

Address

City, State

You have requested that we audit the financial statements of the governmental activities and each major fund of School as of June 30, 2024, and for the year then ended, and the related notes to the financial statements, which collectively comprise School's basic financial statements.

In addition, we will audit the entity's compliance over major federal award programs for the period ended June 30, 2024, if necessary. We are pleased to confirm our acceptance and our understanding of this audit engagement by means of this letter.

Our audits will be conducted with the objectives of our expressing an opinion on each opinion unit and an opinion on compliance regarding the entity's major federal award programs. The objectives of our audit of the financial statements are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with auditing standards generally accepted in the United States of America (GAAS) and in accordance with *Government Auditing Standards*, and/or any state or regulatory audit requirements will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

The objectives of our compliance audit are to obtain sufficient appropriate audit evidence to form an opinion and report at the level specified in the governmental audit requirement about whether the entity complied in all material respects with the applicable compliance requirements and identify audit and reporting requirements specified in the governmental audit requirement that are supplementary to GAAS and Government Auditing Standards, if any, and perform procedures to address those requirements.

Accounting principles generally accepted in the United States of America (U.S. GAAP), as promulgated by the Governmental Accounting Standards Board (GASB), require that Management's Discussion and Analysis, Statement of Revenues, Expenditures and Changes in Fund Balance – Budget and Actual – General Fund and Notes to Required Supplementary Information be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the required supplementary information (RSI) in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist primarily of inquiries of management regarding their methods of measurement and presentation and comparing the information for consistency with management's responses to our inquiries. We will not express an opinion or provide any form of assurance on the RSI. The following RSI is required by accounting principles generally

accepted in the United States of America. This RSI will be subjected to certain limited procedures but will not be audited:

- Management’s Discussion and Analysis
- Statement of Revenues, Expenditures and Changes in Fund Balances - Budget and Actual – General Fund
- Notes to Required Supplementary Information

### **Schedule of Expenditures of Federal Awards**

We will subject the schedule of expenditures of federal awards to the auditing procedures applied in our audit of the basic financial statements and certain additional procedures, including comparing and reconciling the schedule to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and additional procedures in accordance with auditing standards generally accepted in the United States of America. We intend to provide an opinion on whether the schedule of expenditures of federal awards is presented fairly in all material respects in relation to the financial statements as a whole.

### **Data Collection Form**

Prior to the completion of our engagement, we will complete the sections of the Data Collection Form that are our responsibility. The form will summarize our audit findings, amounts and conclusions. It is management’s responsibility to submit a reporting package including financial statements, schedule of expenditure of federal awards, summary schedule of prior audit findings and corrective action plan along with the Data Collection Form to the federal audit clearinghouse. The financial reporting package must be text searchable, unencrypted, and unlocked. Otherwise, the reporting package will not be accepted by the federal audit clearinghouse. We will assist you in the electronic submission and certification. You may request from us copies of our report for you to include with the reporting package submitted to pass-through entities.

The Data Collection Form is required to be submitted within the *earlier* of 30 days after receipt of our auditors’ reports or nine months after the end of the audit period, unless specifically waived by a federal cognizant or oversight agency for audits. Data Collection Forms submitted untimely are one of the factors in assessing programs at a higher risk.

### **Audit of the Financial Statements**

We will conduct our audits in accordance with GAAS, the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States of America, the audit requirements of Title 2 U.S. Code of Federal Regulations (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance) and, if applicable, in accordance with any state or regulatory audit requirements. As part of an audit of financial statements in accordance with GAAS and in accordance with *Government Auditing Standards*, Uniform Guidance and/or any state or regulatory audit requirements we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of control.

- Obtain an understanding of the system of internal control in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. However, we will communicate to you in writing concerning any significant deficiencies or material weaknesses in internal control relevant to the audit of the financial statements that we have identified during the audit.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- Conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the School's ability to continue as a going concern for a reasonable period of time.

Because of the inherent limitations of an audit, together with the inherent limitations of internal control, an unavoidable risk that some material misstatements or noncompliance may not be detected exists, even though the audit is properly planned and performed in accordance with GAAS and *Government Auditing Standards* of the Comptroller General of the United States of America and/or state or regulatory audit requirements.

Our responsibility as auditors is limited to the period covered by our audit and does not extend to any other periods.

We will issue a written report upon completion of our audit of the School's basic financial statements. Our report will be addressed to the governing body of the School. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions, add an emphasis-of-matter or other-matter paragraph(s) to our auditor's report, or if necessary, withdraw from the engagement. If our opinions on the basic financial statements are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or to issue a report as a result of this engagement.

In accordance with the requirements of *Government Auditing Standards*, we will also issue a written report describing the scope of our testing over internal control over financial reporting and over compliance with laws, regulations, and provisions of grants and contracts, including the results of that testing. However, providing an opinion on internal control and compliance over financial reporting will not be an objective of the audit and, therefore, no such opinion will be expressed.

We also will issue a written report on our financial statement and single audit upon completion of our audit.

### **Audit of Major Program Compliance**

Our audit of the School's major federal award program(s) compliance will be conducted in accordance with the requirements of the Single Audit Act, as amended; and the Uniform Guidance and will include tests of accounting records, a determination of major programs in accordance with the Uniform Guidance, and other procedures we consider necessary to enable us to express such an opinion on major federal award program compliance and to render the required reports. We cannot provide assurance that an unmodified opinion on compliance will be expressed. Circumstances may arise in which it is necessary for us to modify our opinion or withdraw from the engagement.

The Uniform Guidance requires that we also plan and perform the audit to obtain reasonable assurance about whether the material noncompliance with applicable laws and regulations, the provisions of contracts and grant

agreements applicable to major federal award programs, and the applicable compliance requirements occurred, whether due to fraud or error, and express an opinion on the entity's compliance based on the audit. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS, *Government Auditing Standards*, and the Uniform Guidance will always detect material noncompliance when it exists. The risk of not detecting material noncompliance resulting from fraud is higher than for that resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Noncompliance with the compliance requirements is considered material if there is a substantial likelihood that, individually or in the aggregate, it would influence the judgment made by a reasonable user of the report on compliance about the entity's compliance with the requirements of the federal programs as a whole.

As part of a compliance audit in accordance with GAAS and in accordance with *Government Auditing Standards*, we exercise professional judgment and maintain professional skepticism throughout the audit. We also identify and assess the risks of material noncompliance, whether due to fraud or error, and design and perform audit procedures responsive to those risks.

Our procedures will consist of determining major federal programs and performing the applicable procedures described in the U.S. Office of Management and Budget *OMB Compliance Supplement* for the types of compliance requirements that could have a direct and material effect on each of the entity's major programs, and performing such other procedures as we considers necessary in the circumstances. The purpose of those procedures will be to express an opinion on the entity's compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to the Uniform Guidance.

Also, as required by the Uniform Guidance, we will obtain an understanding of the entity's internal control over compliance relevant to the audit in order to design and perform tests of controls to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each of the entity's major federal award programs. Our tests will be less in scope than would be necessary to render an opinion on these controls and, accordingly, no opinion will be expressed in our report. However, we will communicate to you, regarding, among other matters, the planned scope and timing of the audit and any significant deficiencies and material weaknesses in internal control over compliance that we have identified during the audit.

We will issue a report on compliance that will include an opinion or disclaimer of opinion regarding the entity's major federal award programs, and a report on internal controls over compliance that will report any significant deficiencies and material weaknesses identified; however, such report will not express an opinion on internal control.

### **Management Responsibilities**

Our audit will be conducted on the basis that management and, when appropriate, those charged with governance, acknowledge and understand that they have responsibility:

1. For the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America;
2. For the design, implementation, and maintenance of the system of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error;
3. For identifying, in its accounts, all federal awards received and expended during the period and the federal programs under which they were received;

4. For maintaining records that adequately identify the source and application of funds for federally funded activities;
5. For preparing the schedule of expenditures of federal awards (including notes and noncash assistance received) in accordance with the Uniform Guidance;
6. For designing, implementing, and maintaining effective internal control over federal awards that provides reasonable assurance that the entity is managing federal awards in compliance with federal statutes, regulations, and the terms and conditions of the federal awards;
7. For identifying and ensuring that the entity complies with federal laws, statutes, regulations, rules, provisions of contracts or grant agreements, and the terms and conditions of federal award programs and implementing systems designed to achieve compliance with applicable federal statutes, regulations, and the terms and conditions of federal award programs;
8. For disclosing accurately, currently, and completely, the financial results of each federal award in accordance with the requirements of the award;
9. For identifying and providing report copies of previous audits, attestation engagements, or other studies that directly relate to the objectives of the audit, including whether related recommendations have been implemented;
10. For taking prompt action when instances of noncompliance are identified;
11. For addressing the findings and recommendations of auditors, for establishing and maintaining a process to track the status of such findings and recommendations and taking corrective action on reported audit findings from prior periods and preparing a summary schedule of prior audit findings;
12. For following up and taking corrective action on current year audit findings and preparing a corrective action plan for such findings;
13. For submitting the reporting package and data collection form to the appropriate parties;
14. For making the auditor aware of any significant contractor relationships where the contractor is responsible for program compliance;
15. To provide us with:
  - a. Access to all information of which management is aware that is relevant to the preparation and fair presentation of the financial statements including disclosures, and relevant to federal award programs, such as records, documentation, and other matters;
  - b. Additional information that we may request from management for the purpose of the audit; and
  - c. Unrestricted access to persons within the entity and others from whom we determine it necessary to obtain audit evidence.
16. For adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the current year period(s) under audit are immaterial, both individually and in the aggregate, to the financial statements as a whole;
17. For acceptance of nonattest services, including identifying the proper party to oversee nonattest work;
18. For maintaining adequate records, selecting and applying accounting principles, and safeguarding assets;
19. For informing us of any known or suspected fraud affecting the entity involving management, employees with significant role in the system of internal control and others where fraud could have a material effect on compliance;
20. For the accuracy and completeness of all information provided;
21. For taking reasonable measures to safeguard protected personally identifiable and other sensitive information; and
22. For confirming your understanding of your responsibilities as defined in this letter to us in your management representation letter.

With regard to the schedule of expenditures of federal awards referred to above, you acknowledge and understand your responsibility (a) for the preparation of the schedule of expenditures of federal awards in

accordance with the Uniform Guidance, (b) to provide us with the appropriate written representations regarding the schedule of expenditures of federal awards, (c) to include our report on the schedule of expenditures of federal awards in any document that contains the schedule of expenditures of federal awards and that indicates that we have reported on such schedule, and (d) to present the schedule of expenditures of federal awards with the audited financial statements, or if the schedule will not be presented with the audited financial statements, to make the audited financial statements readily available to the intended users of the schedule of expenditures of federal awards no later than the date of issuance by you of the schedule and our report thereon.

With regard to the supplementary information referred to above, you acknowledge and understand your responsibility (a) for the preparation of the supplementary information in accordance with the applicable criteria, (b) to provide us with the appropriate written representations regarding supplementary information, (c) to include our report on the supplementary information in any document that contains the supplementary information and that indicates that we have reported on such supplementary information, and (d) to present the supplementary information with the audited financial statements, or if the supplementary information will not be presented with the audited financial statements, to make the audited financial statements readily available to the intended users of the supplementary information no later than the date of issuance by you of the supplementary information and our report thereon.

As part of our audit process, we will request from management and, when appropriate, those charged with governance, written confirmation concerning representations made to us in connection with the audit.

We understand that your employees will prepare all confirmations we request and will locate any documents or invoices selected by us for testing.

If you intend to publish or otherwise reproduce the financial statements and make reference to our firm, you agree to provide us with printers' proofs or masters for our review and approval before printing. You also agree to provide us with a copy of the final reproduced material for our approval before it is distributed.

### **Nonattest Services**

With respect to any nonattest services we perform, we agree to perform the following:

- Prepare federal and state income tax returns.
- Prepare or assist with preparing financial statements in conformity with U.S. generally accepted accounting principles based on information provided by you.
- Complete the auditee's portion of the Data Collection Form, as applicable.
- Prepare or assist in preparing the government-wide statements and conversion entries and note disclosures.
- Assistance with preparation of Schedule of Expenditures, as applicable.

We will not assume management responsibilities on behalf of the School. The School's management understands and agrees that any advice or recommendation we may provide in connection with our audit engagement are solely to assist management in performing its responsibilities.

The School's management is responsible for (a) making all management decisions and performing all management functions; (b) assigning a competent individual to oversee the services; (c) evaluating the adequacy of the services performed; (d) evaluating and accepting responsibility for the results of the services performed; and (e) designing, implementing, and maintaining the system of internal control, including the process used to monitor the system of internal control.

Our responsibilities and limitations of the nonattest services are as follows:

- We will perform the services in accordance with applicable professional standards.
- The nonattest services are limited to the services previously outlined above. Our firm, in its sole professional judgment, reserves the right to refuse to do any procedure or take any action that could be construed as making management decisions or assuming management responsibilities. Our firm will advise the School with regard to tax positions taken in the preparation of the tax return, but the School must make all decisions with regard to those matters.

### **Fees and Timing**

Ken Jeppesen is the engagement partner for the audit services specified in this letter. He will be assisted with the Single Audit portion of the engagement (as necessary) by Paul Skeen. The engagement partner's responsibilities include supervising services performed as part of this engagement and signing or authorizing another qualified firm representative to sign the audit report.

Our fees are based on the amount of time required at various levels of responsibility, plus actual out-of-pocket expenses, administrative charges and a technology fee. Invoices are payable upon presentation. We estimate that our fees for the financial statement audit and state compliance procedures will be \$12,985. If a Single Audit is required, these fees will be billed separately. The information return (Form 990) fees are estimated at \$1,900.

The ability to perform and complete our engagement consistent with the estimated fee included above depends upon the quality of your underlying accounting records and the timeliness of your personnel in providing information and responding to our requests. To assist with this process, we will provide you with an itemized request list that identifies the information you will need to prepare and provide in preparation for our engagement, as well as the requested delivery date for those items. A lack of preparation, including not providing this information in an accurate and timely manner, unanticipated audit adjustments, and/or untimely assistance by your personnel may result in an increase in our fees and/or a delay in the completion of our engagement.

We may be requested to make certain audit documentation available to outside parties, including regulators, pursuant to authority provided by law or regulation or applicable professional standards. If requested, access to such audit documentation will be provided under the supervision of Eide Bailly LLP's personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the outside party, who may intend, or decide, to distribute the copies of information contained therein to others, including other governmental agencies. We will be compensated for any time and expenses, including time and expenses of legal counsel, we may incur in making such audit documentation available or in conducting or responding to discovery requests or participating as a witness or otherwise in any legal, regulatory, or other proceedings as a result of our Firm's performance of these services. You and your attorney will receive, if lawful, a copy of every subpoena we are asked to respond to on your behalf and will have the ability to control the extent of the discovery process to control the costs you may incur.

Should our relationship terminate before our audit procedures are completed and a report issued, you will be billed for services to the date of termination. All bills are payable upon receipt. A service charge of 1% per month, which is an annual rate of 12%, will be added to all accounts unpaid 30 days after billing date. If collection action is necessary, expenses and reasonable attorney's fees will be added to the amount due.

## Other Matters

During the course of the engagement, we will only provide confidential engagement documentation to you via Eide Bailly's secure portal or other secure methods, and request that you use the same or similar tools in providing information to us. Should you choose not to utilize secure communication applications, you acknowledge that such communication contains a risk of the information being made available to unintended third parties. Similarly, we may communicate with you or your personnel via e-mail or other electronic methods, and you acknowledge that communication in those mediums contains a risk of misdirected or intercepted communications.

Should you provide us with remote access to your information technology environment, including but not limited to your financial reporting system, you agree to (1) assign unique usernames and passwords for use by our personnel in accessing the system and to provide this information in a secure manner; (2) limit access to "read only" to prevent any unintentional deletion or alteration of your data; (3) limit access to the areas of your technology environment necessary to perform the procedures agreed upon; and (4) disable all usernames and passwords provided to us upon the completion of procedures for which access was provided. We agree to only access your technology environment to the extent necessary to perform the identified procedures.

Regarding the electronic dissemination of audited financial statements, including financial statements published electronically on your website or elsewhere, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in these sites or to consider the consistency of other information in the electronic site with the original document.

Professional standards prohibit us from being the sole host and/or the sole storage for your financial and non-financial data. As such, it is your responsibility to maintain your original data and records and we cannot be responsible to maintain such original information. By signing this engagement letter, you affirm that you have all the data and records required to make your books and records complete.

We may use third party service providers and/or affiliated entities (including Eide Bailly Shared Services Private Limited) (collectively, "service providers") in order to facilitate delivering our services to you. Our use of service providers may require access to client information by the service provider. We will take reasonable precautions to determine that they have the appropriate procedures in place to prevent the unauthorized release of confidential information to others. We will remain responsible for the confidentiality of client information accessed by such service provider and any work performed by such service provider. You acknowledge that your information may be disclosed to such service providers, including those outside the United States.

Neither of us may use or disclose the other's confidential information for any purpose except as permitted under this engagement letter or as otherwise necessary for Eide Bailly to provide the services. Your confidential information is defined as any information you provide to us that is not available to the public. Eide Bailly's confidential information includes our audit documentation for this engagement. Our audit documentation shall at all times remain the property of Eide Bailly LLP. The confidentiality obligations described in this paragraph shall supersede and replace any and all prior confidentiality and/or nondisclosure agreements (NDAs) between us.

We agree to retain our audit documentation or work papers for a period of at least eight years from the date of our report.

Further, we will be available during the year to consult with you on financial management and accounting matters of a routine nature.

You agree to share all facts that may affect your financial statements, even if you first become aware of those facts after the date of the auditor's report but before the date your financial statements are issued.

At the conclusion of our audit engagement, we will communicate to management and the board of directors the following significant findings from the audit:

- Our view about the qualitative aspects of the entity's significant accounting practices;
- Significant difficulties, if any, encountered during the audit;
- Uncorrected misstatements, other than those we believe are trivial, if any;
- Disagreements with management, if any;
- Other findings or issues, if any, arising from the audit that are, in our professional judgment, significant and relevant to those charged with governance regarding their oversight of the financial reporting process;
- Material, corrected misstatements that were brought to the attention of management as a result of our audit procedures;
- Representations we requested from management;
- Management's consultations with other accountants, if any; and
- Significant issues, if any, arising from the audit that were discussed, or the subject of correspondence, with management.

*Government Auditing Standards* require that we provide, upon request, a copy of our most recent external peer review report and any subsequent review reports to the party contracting for the audit. Accordingly, we will provide a copy of our most recent peer review report at your request.

## **MEDIATION**

Any disagreement, controversy or claim arising out of or related to any aspect of our services or relationship with you (hereafter a "Dispute") shall, as a precondition to litigation in court, first be submitted to mediation. In mediation, the parties attempt to reach an amicable resolution of the Dispute with the aid of an impartial mediator. Mediation shall begin by service of a written demand. The mediator will be selected by mutual agreement. If we cannot agree on a mediator, one shall be designated by the American Arbitration Association ("AAA"). Mediation shall be conducted with the parties in person in Ogden, Utah. Each party will bear its own costs in the mediation. The fees and expenses of the mediator will be shared equally by the parties. Neither party may commence a lawsuit until the mediator declares an impasse.

## **LIMITED INDEMNITY**

Eide Bailly LLP and its partners, affiliates, officers and employees (collectively "Eide Bailly") shall not be responsible for any misstatements in your financial statements and tax return that we may fail to detect as a result of misrepresentations or concealment of information by any of your owners, directors, officers or employees. You shall indemnify and hold Eide Bailly harmless from any claims, losses, settlements, judgments, awards, damages and attorneys' fees arising from any such misstatement or concealment of information.

If through no fault of Eide Bailly we are named as a party to a dispute between you and a third party, you shall indemnify and hold Eide Bailly harmless against any losses, damages, settlements, judgments, awards, and the costs of litigation (including attorneys' fees) we incur in connection with the dispute.

Eide Bailly shall not be entitled to indemnification under this agreement unless the services were performed in accordance with professional standards in all material respects.

**LIMITATION OF LIABILITY**

The exclusive remedy available to you for any alleged loss or damages arising from or related to Eide Bailly’s services or relationship with you shall be the right to pursue claims for actual damages that are directly caused by Eide Bailly’s breach of this agreement or Eide Bailly’s violation of applicable professional standards. In no event shall Eide Bailly’s aggregate liability to you exceed two times fees paid under this agreement, nor shall Eide Bailly ever be liable to you for incidental, consequential, punitive or exemplary damages, or attorneys’ fees.

**TIME LIMITATION**

You may not bring any legal proceeding against Eide Bailly unless it is commenced within twenty-four (24) months (“Limitation Period”) after the date when we delivered our report, return, or other deliverable under this agreement to you, regardless of whether we do other services for you or that may relate to the audit and tax return preparation. The Limitation Period applies and begins to run even if you have not suffered any damage or loss, or have not become aware of a possible Dispute.

**GOVERNING LAW AND VENUE**

Any Dispute between us, including any Dispute related to the engagement contemplated by this agreement, shall be governed by Minnesota law. Any unresolved Dispute shall be submitted to a federal or state court located in Minneapolis, Minnesota.

**ASSIGNMENTS PROHIBITED**

You shall not assign, sell, barter or transfer any legal rights, causes of actions, claims or Disputes you may have against Eide Bailly to any person.

Please sign and return the attached copy of this letter to indicate your acknowledgment of, and agreement with, the arrangements for our audit of the financial statements including our respective responsibilities.

We appreciate the opportunity to be your certified public accountants and look forward to working with you and your staff.

Respectfully,

\_\_\_\_\_  
Kenneth D. Jeppesen  
Partner

\*\*\*\*\*

RESPONSE:

This letter correctly sets forth our understanding.

Acknowledged and agreed on behalf of the School by:

Name: \_\_\_\_\_

Title: \_\_\_\_\_



**teton science schools**  
EDUCATING FOR A VIBRANT WORLD

# INVOICE

TAX ID: 83-0219163

**Invoice Date:** May 13, 2024

**Due Date:** April 24, 2024

Scholar Academy  
Attn: Traelle Gailey  
928 N 100 E  
Tooele, UT 84074

**Group Name:** Scholar Academy

**Program Dates:** March 18 - March 22, 2024

Item Description	Item Detail	Rate	QTY	TOTAL PRICE
<b>Linens</b>	Per Student	\$30.00	40	\$1,200.00
<b>Lodging</b>	Per Student	\$151.20	36	\$5,443.20
<b>Meals</b>	Per Student	\$182.90	36	\$6,584.40
<b>Program Fee</b>	Per Student	\$274.04	36	\$9,865.44
			<b>TOTAL</b>	<b>\$23,093.04</b>
			<b>Deposit Paid</b>	<b>\$11,486.52</b>
				<b>Balance Due</b> \$11,606.52

<b>Please Remit To:</b>
Teton Science Schools Accounts Receivable 700 Coyote Canyon Road Jackson, WY 83001



E16

Quote #006687 v1

Prepared For:

**Scholar Academy**

KAREN MORGAN  
Scholar Charter School  
928 North 100 East  
Tooele, UT 84074

P: (435) 268-1753

E: kmorgan@scholarcharter.org

Prepared by:

**DHE Computer Systems - CO**

Dan Hammack  
7076 South Alton Way  
Building C  
Centennial, CO 80112

P: 720.240.4560

E: dan.hammack@dhecs.com

Date Issued:

**03.19.2024**

Expires:

**04.18.2024**

Products


Product ID	Customer Description	Qty	Price	Tax	Total Price
21JT001BUS	Lenovo ThinkPad E16 Gen 1 21JT - AMD Ryzen 5 7530U / 2 GHz - Win 11 Pro - Radeon Graphics - 16 GB RAM - 256 GB SSD TCG Opal Encryption 2, NVMe - 16" IPS 1920 x 1200 - Wi-Fi 6 - graphite black - kbd: English	1	\$819.00	\$0.00	\$819.00
				Subtotal:	<b>\$819.00</b>

OMNIA Public Sector Contract

Participating Dealer Authorization – DHE Computer Systems LLC Omnia Partners Public Sector #R200803

Quote Summary	Amount
Products	\$819.00
Total:	<b>\$819.00</b>

Taxes, shipping, handling and other fees may apply. We reserve the right to cancel orders arising from pricing or other errors.

Acceptance	
<b>DHE Computer Systems - CO</b>	<b>Scholar Academy</b>
 _____ Dan Hammack Signature / Name	_____ KAREN MORGAN Signature / Name <span style="float: right;">Initials</span>
_____ 03/19/2024 Date	_____ Date



Scholar Academy Tiny + TIO Monitor

Quote #007102 v1

Prepared For:

**Scholar Academy**

Scholar Academy  
 Scholar Charter School  
 928 North 100 East  
 Tooele, UT 84074

P: (435) 566-6957  
 E: satech@scholarcharter.org

Prepared by:

**DHE Computer Systems - CO**

Dan Hammack  
 7076 South Alton Way  
 Building C  
 Centennial, CO 80112

P: 720.240.4560  
 E: dan.hammack@dhecs.com

Date Issued:

**04.11.2024**

Expires:

**05.11.2024**

Products


Product ID	Customer Description	Qty	Price	Tax	Total Price
11JQS63G00	Lenovo M75Q Ryzen 7 Pro 5750GE (up to 4.6GHz)- Windows 11 Pro 64 - 16GB, 256GB SSD - 1GBe + Intel® Wi-Fi 6 AX200 2x2 AX vPro® & Bluetooth® 5.1 or above - USB KB and Mouse - 3YR On-Site Warranty	1	\$858.00	\$0.00	\$858.00
12NBGAR1US	Lenovo TIO Touch 24 Gen5 23.8 Monitor with VESA Mount, 1080P Cam, Mic and Speakers w/ Secure enclosure for PC	1	\$277.00	\$0.00	\$277.00
				Subtotal:	<b>\$1,135.00</b>

Omnia Public Sector Contract

Participating Dealer Authorization – DHE Computer Systems LLC Omnia Partners Public Sector #R200803

Quote Summary	Amount
Products	\$1,135.00
Total:	<b>\$1,135.00</b>

Taxes, shipping, handling and other fees may apply. We reserve the right to cancel orders arising from pricing or other errors.

Acceptance	
<b>DHE Computer Systems - CO</b>	<b>Scholar Academy</b>
 _____ Dan Hammack Signature / Name	_____ Scholar Academy Signature / Name <span style="float: right;">Initials</span>
_____ 04/11/2024 Date	_____ Date



Scholar Academy 100W Refresh

Quote #007105 v1

Prepared For:

**Scholar Academy**

KAREN MORGAN  
Scholar Charter School  
928 North 100 East  
Tooele, UT 84074

P: (435) 268-1753

E: kmorgan@scholarcharter.org

Prepared by:

**DHE Computer Systems - CO**

Dan Hammack  
7076 South Alton Way  
Building C  
Centennial, CO 80112

P: 720.240.4560

E: dan.hammack@dhecs.com

Date Issued:

**04.11.2024**

Expires:

**05.11.2024**

Products

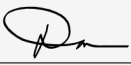
Product ID	Customer Description	Qty	Price	Tax	Total Price
82VLS01M00	Notebook Lenovo 100w G4 - Intel® N100 Processor - 4GB Memory - 128G Storage - W11Pro License - 720P HD RGB with 3YR Depot Embedded	90	\$354.00	\$0.00	\$31,860.00
				Subtotal:	<b>\$31,860.00</b>

Omnia Public Sector Contract

Participating Dealer Authorization – DHE Computer Systems LLC Omnia Partners Public Sector #R200803

Quote Summary	Amount
Products	\$31,860.00
Total:	<b>\$31,860.00</b>

Taxes, shipping, handling and other fees may apply. We reserve the right to cancel orders arising from pricing or other errors.

Acceptance	
<b>DHE Computer Systems - CO</b>	<b>Scholar Academy</b>
 Dan Hammack Signature / Name	KAREN MORGAN Signature / Name
04/11/2024 Date	_____ Initials
	_____ Date



**Bill Barnes**

Branch Manager, Utah

801.657.2558 (Mobile)  
801.733.9477 (Office)  
801.733.9481 (Fax)

318 W Quail Trax Place  
Murray, UT 84107

bill.barnes@chariotgroup.com

Quote # : **248932**

Quote Revision: 4/10/2024 3:53 PM

Quote Expiration: 4/25/2024

**Quote Issued To:**

Scholar Academy  
Karen Morgan  
Email: kmorgan@scholarcharter.org  
Fax: \_\_\_\_\_

**Bill To:**

Scholar Academy  
928 North 100 East  
Tooele, Utah 84074

**Ship To:**

928 North 100 East  
Tooele  
Utah  
84074

**Terms:**

Payment Terms: Net 30 (OAC)  
Payment Structure: \_\_\_\_\_  
Payment Method: PO  
FOB Point: Origin  
Shipping Method: Ground  
Additional Terms: Pricing is based on State of Utah  
Contract MA4634.

**Please send order information to your local branch:**

bill.barnes@chariotgroup.com  
801.733.9481(Fax)

**Please remit payment to our corporate headquarters:**

**The Chariot Group, Inc.** (877) 822-5300 (Toll Free)  
3120 Denali St., Suite 1 (907) 222-5300 (Office)  
Anchorage, AK 99503 (907) 222-5301 (Fax)

Qty.	Product Name	Description	Unit Price	Price
2	SBID-MX275-V4	SMART MX series for Education, 75 inch interactive flat panel display with iQ, ships with SMART Notebook and 3 years of Remote Management. 3 year limited warranty standard, optional 2 & 4 year extensions available. Wall mount not included.	\$3,448.85	\$6,897.70



**Bill Barnes**  
Branch Manager, Utah

801.657.2558 (Mobile)  
801.733.9477 (Office)  
801.733.9481 (Fax)

318 W Quail Trax Place  
Murray, UT 84107

bill.barnes@chariotgroup.com

Quote # : **248932**  
Quote Revision: 4/10/2024 3:53 PM  
Quote Expiration: 4/25/2024

**Terms and Conditions**

**Inspection of Deliveries:** Inspect all boxes for damage upon delivery. All dings, dents and tears MUST be documented on the Carrier Delivery Receipt. Customer assumes liability for failure to inspect. Report to Support@chariotgroup.com with photos within one business day.

**Return Policy:** Product must be returned within 30 days of invoice date and be in factory fresh condition. Restocking fee and freight charges apply.

**Credit Card Fees:** All Credit Card orders are subject to a 2.75% percent surcharge. Final Credit Card fees subject to change based on associated shipping fees.

These prices may not include applicable taxes, insurance, shipping, delivery, setup fees, or any cables or cabling services or material unless specifically listed above.

Total:	\$6,897.70
Shipping:	\$700.00
Tax:	\$0.00
<b>Grand Total:</b>	<b>\$7,597.70</b>



## Quote

Scholar Academy  
 Christy Bergin  
 928 N 100 E  
 TOOELE, UT 84074  
 Customer ID: 46001

Purchase includes:  
 \* Unlimited 800-line phone support for the life of the product.

Quotation prepared by Steff Clark, 5/1/2024

Account Manager	Quote #	Shipping Method	Shipping Terms	Payment Terms
Steff Clark	107091	Ground		30 days

Item	Description	Quantity	Unit Price	Total
C310-001	Reading Horizons Discovery® Student Transfer Book - Set of Six - Grade K Includes: (6) Sets of Kindergarten Student Transfer Books - Volumes 1-2	2	\$120.00	\$240.00
C310-101	Reading Horizons Discovery® Student Transfer Book - Set of Six - Grade 1 Includes: (6) Sets of Grade 1 Student Transfer Books - Volumes 1-2	2	\$150.00	\$300.00
C310-201	Reading Horizons Discovery® Student Transfer Book - Set of Six - Grade 2/3 Includes: (6) Sets of Grade 2/3 Student Transfer Books - Volumes 1-2	4	\$150.00	\$600.00
C572-000	Reading Horizons Discovery® Print Manuals - Grade K Includes: (6) Teacher's Manuals - Alphabet and Sound Wall Introduction-Chapter 3 plus a Language Lessons manual	1	\$600.00	\$600.00
C572-100	Reading Horizons Discovery® Print Manuals - Grade 1 Includes: (6) Teacher's Manuals - Chapter 1-4 plus a Language Lessons manual	1	\$600.00	\$600.00
C572-200	Reading Horizons Discovery® Print Manuals - Grade 2/3 Includes: (6) Teacher's Manuals - Chapters 1-5 plus a Language Lessons manual	1	\$600.00	\$600.00
H338-006	Single Site Unlimited Access - The new Reading Horizons Discovery product provides teachers with a digital tool that includes an interactive teacher's manual with scripted lessons for whole-class and small-group instruction, reporting features, and gamified activities and assessments for students. The digital tool streamlines instruction for teachers by providing the lesson content, resources, data, and differentiation in the palm of their hand. (Year 1)	1	\$12,000.00	\$12,000.00

\* Indicates Component Product

Item	Description	Quantity	Unit Price	Total
H238-002	Reading Horizons Elevate Online Software includes a comprehensive Administration System, 81 multi-sensory interactive lessons, Vocabulary development system with over 13,000 terms, Reading Library with 280+ passages to build fluency and comprehension, and the Pronunciation tool. Reference Materials: User Manual. It is necessary to purchase an entry for each student that will access the program. Students may be deleted at any time and replaced with new students. The software is accessible from any computer with an Internet connection. Students can access the software on their home computers at no additional charge. (Year 1)	2	\$110.00	\$220.00

Subtotal	\$15,160.00
Shipping & Handling	\$0.00
Tax (0%)	\$0.00
<b>Total</b>	<b>\$15,160.00</b>

**Notes**

Discovery software to be reimbursed by state EISP grant money.

Sale and use of the Reading Horizons products in this quote are governed by the Terms and Conditions found at <https://readinghorizons.com/company/terms-of-use> and the privacy policy at <https://readinghorizons.com/company/privacy-policy/>. By accepting this order and purchasing the quoted products, customer agrees that they have read, accept, and agree to be bound by all such Terms and Conditions, and will use the products and services in accordance with all requirements. Payment Terms: 1% 10Net 30

\* Indicates Component Product

Reading Horizons \* 1194 Flint Meadow Drive \* Kaysville, UT 84037  
 800.333.0054 \* info@readinghorizons.com \* www.readinghorizons.com \* fax: 801.295.7088

Quotation is valid through 6/1/2024  
 Quote # 107091

**PRESENTED TO**  
**Scholar Academy**  
**April 22, 2024**  
**Substitute Management Program**

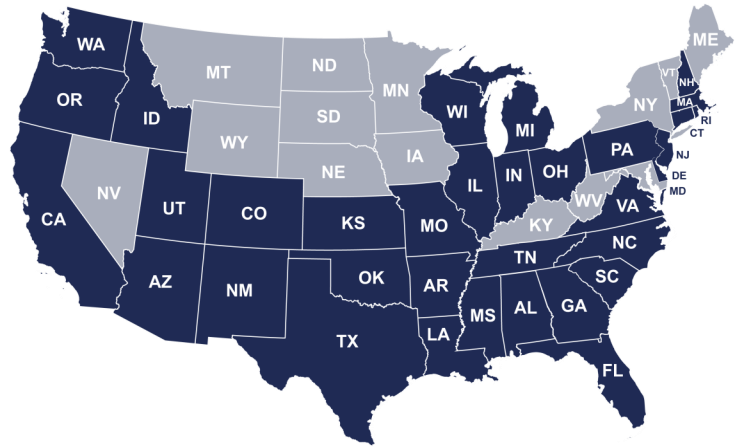
---

**PRESENTED BY**  
**ESS**  
**Amy Spivey**  
**Natalie Williams**



## ✓ The Nation's Largest Education-Exclusive Provider

ESS is the largest dedicated provider of substitute services to the K-12 education market. It was founded 23 years ago with the vision of providing administrative relief to school districts and professional working opportunities to qualified educators. Beginning in 2000 with just 17 partner districts and 150 employees, ESS quickly became the premier solution for school districts nationwide. Today, ESS is partnered with more than 900 school districts nationwide, serving 5,000,000 students with more than 100,000 employees.



### Connecting Educators with Students and Students with Success

ESS is fully committed to delivering an education-focused management solution. Scholar Academy can expect a substitute program truly designed to meet the needs of the school while eliminating the administrative burden of identifying, recruiting, training, disciplining, payroll, and managing a pool of educators — all while providing transparent and accurate reporting of performance to Scholar Academy.

Scholar Academy is unique, and our approach to filling assignments with qualified professionals within Scholar Academy reflects this understanding. Our program places daily, long-term, permanent, supplementary, and last-minute assignments for over 40 position types with the most highly skilled employees. Each employee has the skills, certifications, and knowledge for their specific position, ensuring every day is a valuable learning day for Scholar Academy students.

### Ensuring Every Day Counts

ESS will provide Scholar Academy a level of service that no other provider can offer. A few of the essential factors that make ESS different include:

#### **EDUCATION ONLY, ALWAYS**

ESS was founded with the sole focus of improving education.

#### **RESPONSIVE LOCAL MANAGEMENT**

You deserve to be supported by a local team that genuinely listens.

#### **COLLABORATIVE PROGRAM STRATEGY**

Our partnerships are built on communication and accountability.

#### **EVERY VOICE IS HEARD**

We proactively collect feedback from District and school stakeholders.

## **The Substitute Program Scholar Academy Deserves**

The ESS program is a comprehensive management solution that will provide Scholar Academy administration more time, efficiency, and resources. We take on the entirety of the substitute program, from hiring and training to placement and management, and maximize its output to make it a positive educational resource that helps ensure quality education for Scholar Academy students. Our program includes everything necessary for an impactful, thriving substitute program:

### **CUSTOM SOLUTIONS**

A program that is flexible, adaptable, and focused on what's essential for Scholar Academy.

### **LOCAL MANAGEMENT**

A dedicated local management team that manages all facets of the substitute program and connects and collaborates with Scholar Academy administration and faculty to ensure a successful partnership.

### **ACCOUNTABILITY & REPORTING**

Our program gets results, and we share program details every step of the way. From custom reports to complete fill rate data, we will show you everything you need to know about our work in Scholar Academy

### **PRACTICAL TRAINING**

A training program puts substitutes in front of practiced educators and teaches them real-world skills, empowering them to succeed in Scholar Academy students' education.

### **STRATEGIC STARTUP PLAN**

We will collaborate with Scholar Academy to create a comprehensive transition plan to launch the program quickly, efficiently, and effectively.

### **EMPLOYEE RETENTION**

From health benefits to incentive programs, substitute employees are provided extensive benefits to help ensure they stay with Local Education Agency (LEA)/schools.

### **TIME-SAVING TECHNOLOGY**

Technology solutions that expedite and simplify the substitute process save Scholarly the time and relieve Scholarly of significant administrative burdens.

### **ABSORPTION OF ADMINISTRATIVE TASKS**

Our team will remove the time-consuming tasks related to substitute placement and management, including recruiting, credentialing, training, job placement, employee support, payroll, workers' compensation, and any other tasks associated with the substitutes working in Scholar Academy .

## ✓ A Partnership That Cares About the Scholar Community

A partnership with ESS makes us members of the Scholar Academy community, and we strongly believe in being active and supportive in every community we serve. We also understand that supporting the local community is essential to helping student success. Participating in coat drives and backpack drives, running contests to engage students, and partnering with local organizations are just a few of the ways ESS throws its support behind its partner LEA's' communities. Our team will look to Scholar Academy's administration for guidance to ensure we are engaging the community in ways that best fit Scholar students' needs.



*“The ESS team has effectively integrated into the RCISD culture and has provided the needed support for us to meet our goals of providing an excellent educational opportunity for each and every student...Given the success to date, I anticipate continued partnership for years to come. It is without reservation that I recommend ESS as a partner in your district.”*

*Juan Solis, Director of Human Resources  
Royse City ISD, TX*

## High Fill Rates to Ensure Equity for All Students

Our LEA partners depend on us to provide consistently high fill rates in all their schools because every student learning day is essential. ESS delivers the best possible support for each of its partner LEA, tailoring services to the LEA's needs, their schools' needs, and their students.

ESS has spent the past 23 years developing fill rate strategies to ensure we're helping advance student achievement, classroom continuity, and educational equity. Our plan for achieving high fill rates is based on several essential foundations:

### **ACTIVE INVOLVEMENT**

The minute Scholar Academy reports an absence, ESS begins searching for a qualified substitute. While our systems look for coverage online and through the smartphone app, ESS also actively reaches out to eligible substitutes via phone, email, and text.

### **EXPANSIVE RECRUITING**

Scholar Academy will benefit from a targeted recruiting campaign based on each school's specific requirements. Through social media, grassroots strategies, local colleges, and community partnerships, our team recruits year-round to consistently grow the Scholar Academy substitute pool. ESS recruits from its partner LEA's communities, selecting the most qualified candidates based on their credentials and their familiarity with the students they will be working with.

### **DATA ANALYTICS**

Our team will analyze Scholar Academy absence data and take proactive steps to ensure we are bridging the gap between classrooms in need and high-quality educators. We will build a plan with Scholar Academy to help address trends, mitigate the frequency of absences occurring in the first place, and offer suggestions for changes.

### **RETAINING TALENT**

We invest heavily in the retention of the valuable substitutes working in Scholar Academy. Substitutes will be offered health benefits regardless of hours worked, ongoing learning opportunities, recognition awards, referral program bonuses, and incentives for accepting assignments.

### **PERMANENT SUBSTITUTES**

We identify a group of highly qualified candidates from the Scholar Academy substitute pool and assign an appropriate amount directly to each school. These substitutes report to their assigned schools each day to fill critical vacancies or last-minute assignments.

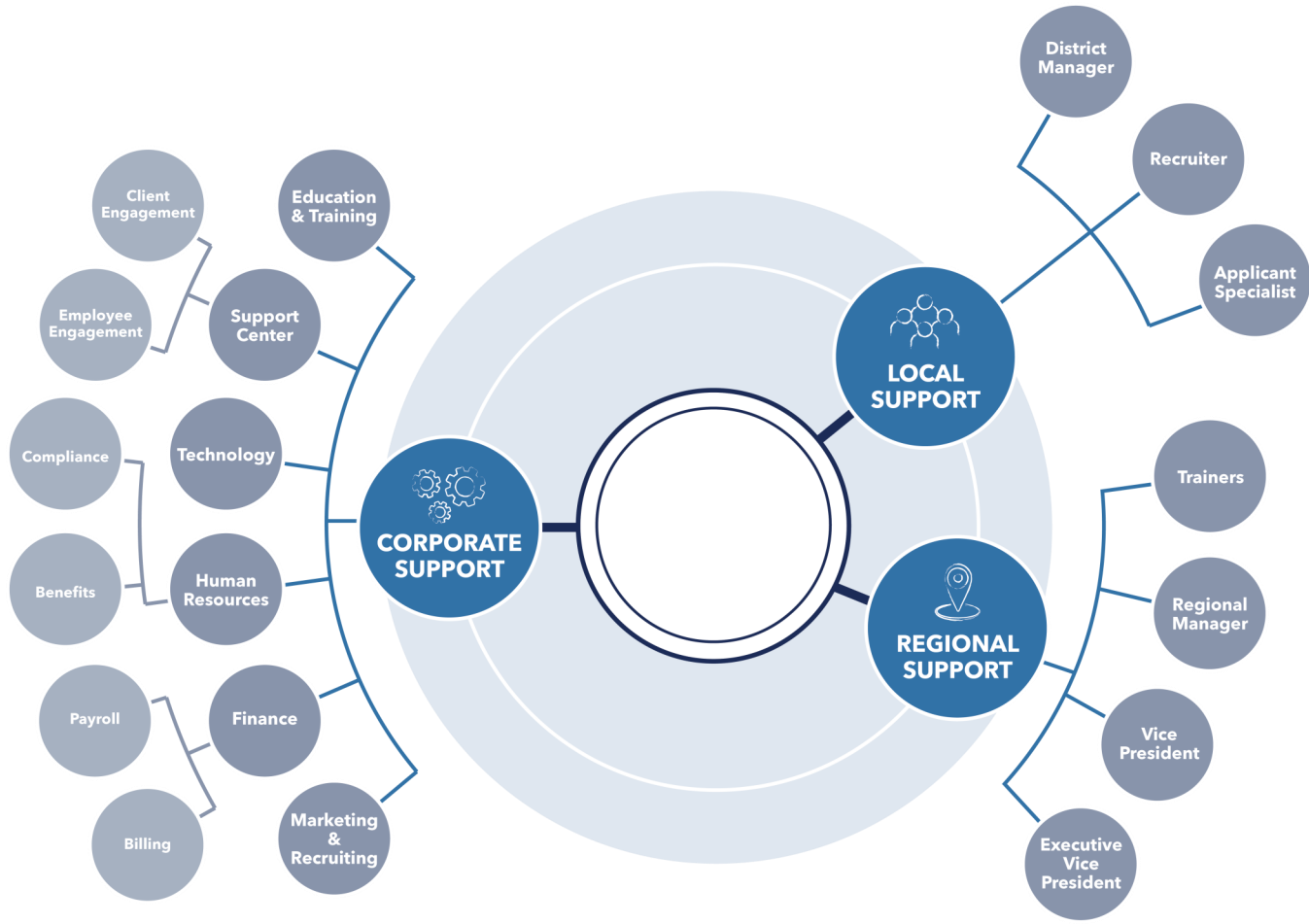


## ✓ Management Team Built for Maximum Support

A major distinguishing factor of ESS is our level of management support. Our multi-structured LEA management team is specifically designed for Scholar Academy creating a successful impact on the students, and the Scholar Academy community.

We are committed to providing consistent customer service at every level. To honor this commitment, the ESS LEA Support Team works with Scholar Academy schools and community to learn the unique needs and create a service plan that suits them. Our customer service initiatives are in-depth, far-reaching, and flexible to what works best for Scholar Academy. ESS makes sure to provide a simple, dependable, and effective service experience for Scholar Academy at every turn.

The ESS LEA Support Team is shaped by three dedicated groups that serve as a continual source of day-to-day service, client engagement, program solutions, and customer support for Scholar Academy. This team is made up of committed professionals who have outstanding credentials and in-depth experience with K-12 school LEAs. Their unique career qualifications will help our partnership achieve success through high fill rates, consistent community recruitment, and retaining high-quality substitutes while providing superior service. The ESS LEA Support Team will ensure Scholar Academy is receiving personalized service every day.



### **Regional Support Team**

The Regional Support Team is the leadership and management core of the ESS LEA Support Team. They focus on Scholar Academy building the knowledge and understanding of the Scholar Academy community necessary to provide the best possible service. They have experience in all aspects of substitute staffing, including recruiting, training, and managing K-12 substitute programs. The Regional Support Team will listen to Scholar Academy unique needs, understand the challenges, and provide valuable solutions. They oversee the Local Support Team and collaborate with the Corporate Support Team to ensure we provide an exceptional level of efficiency and reliability.

### **Local Support Team**

Through our vast experience, we understand the importance of placing local management staff to provide an extra level of personal support to our partner LEAs. The Local Support Team will ensure the substitute program runs smoothly and meets Scholar Academy needs. Their primary focus will be Scholar Academy. The Local Support Team will be an active and engaged presence throughout the Scholar Academy community, building relationships and working to establish ESS as a force for positive growth and service.

### **Corporate Support Team**

The Corporate Support Team understands the formula for success and will always be proactive and accessible to Scholar Academy. This team coordinates with the Regional Support Team, Local Support Team, and Scholar Academy to serve as another source of continuous service. Made up of over 550 dedicated staff, the Corporate Support Team includes experts from every area of our company, including human resources, education and training, marketing and recruitment, finance, and technology. Leveraging our company's size and wealth of personnel, we will also provide an extensive help center made up of client engagement and employee engagement for Scholar Academy that well exceeds any possible demand. The staff will be regularly available via phone or email and dedicated to Scholar Academy to build familiarity and efficiency.

*“ESS is more than a voice on a phone or a person behind a computer screen  
- this team is part of us.”*

*Tonya Whitehurst, Director of Human Resources  
Putnam County School District, FL*

## Recruiting Strategies Tailored to the Scholar Community

There's no such thing as a "one-size-fits-all" solution to recruiting substitutes to support Scholar Academy students. The ESS program is unique in that we tailor our recruiting strategies specifically to each partner's needs. Our team will ensure positions are filled with qualified local substitutes through a customized recruiting campaign built with strategies designed to succeed in the Scholar Academy community.

We will leverage our company's vast resources to create a multi-faceted, year-round recruiting campaign for Scholar Academy. We will connect with recently retired teachers, parents active in schools, and previous job applicants for full-time positions to hire individuals who have established relationships with students and a vested interest in Scholar Academy. We will recruit across thousands of job boards and resume databases, as well as social media, thanks to labor-saving integration technologies such as Sprout Social. Our grassroots canvassing campaign will use everything from signage and direct mail to our "boots on the ground" street team to get the word out about opportunities in Scholar Academy schools. Our in-house design and printing teams will make these communications speedy and flexible.

This multi-channel recruitment campaign will be launched across the entirety of Scholar

### **COMMUNITY**

- ESS job fairs
- Community job fairs
- Chambers of Commerce
- Community partnerships
- Fairs, festivals, and events
- Employment organizations
- Cultural institutions

### **LEA**

- LEA events
- Word-of-mouth referral
- PTO/PTA
- Parents of students
- Retired LEA staff

### **COLLEGES AND UNIVERSITIES**

- On-campus job fairs
- Information sessions
- Workshops
- Career centers
- Education departments
- Online college networks

### **DIGITAL**

- Virtual hiring events
- Indeed
- CareerBuilder
- Facebook
- Instagram
- LinkedIn
- Twitter

### **GRASSROOTS**

- Flyers
- Postcards
- Outdoor banners
- Yard signs
- Referral program incentives
- Print advertisements
- Digital advertisements

## Rigorous Screening to Find the Perfect Fit

In addition to being properly qualified, each ESS substitute must be caring, patient, organized, communicative, cooperative, creative, positive, and adaptable. ESS has refined a uniquely comprehensive screening process for its staff to ensure that each substitute provided to Scholar Academy is the perfect fit for their position.

### **Orientation Screen**

During this in-person session, applicants are evaluated on their critical thinking skills, enthusiasm, communication skills, confidence, and professional appearance. These sessions allow us to meet applicants, answer questions, and walk candidates through the hiring process. The orientations are carefully designed to assess the candidate's ability to perform in a real school setting.

### **Credentialing Screen**

Candidates must possess proper clearances, certifications, and credentials to be hired. Before employment, ESS will guarantee paperwork is accurately completed, and certifications, permits, and clearances are submitted. The ESS credentialing process includes:

- Full compliance with Utah and Scholar Academy license, certification, and qualification standards
- Verification of candidate education based on Utah and Scholar Academy requirements
- Passing background checks and clearances based on Utah and Scholar Academy requirements
- Copy of current resume, references, and proof of education for ESS verification
- Automated system audits of any expiring credentials to ensure full compliance and no gaps in service
- Manual ESS team audits of any expiring credentials to ensure full compliance and no gaps in service

ESS' credentialing process is flexible and can be modified to meet the requirements of Utah and Scholar Academy. To accommodate one ESS partner, ESS held mobile credentialing and fingerprinting events when local police stations no longer offered fingerprinting in response to COVID-19. In order to ensure hiring continued and this partner LEA was provided sufficient substitute staff who were properly screened and credentialed at a time when the need was great, ESS hired an individual from the forensics department at a local university to perform weekly outdoor fingerprinting sessions for the LEA. Likewise, ESS will put measures in place to ensure credentialing for Scholar Academy substitutes is always comprehensive, consistent, and fully compliant.

## The Industry's Most Thorough Substitute Training Program

Scholar Academy substitutes will be trained through the industry's leading substitute training program. ESS takes pride in providing the most comprehensive, consistent substitute training in the market.

The ESS training program was developed by our own industry experts to ensure our substitutes are trained to be prepared, collaborative, and compassionate members of the Scholar Academy community. There are several crucial factors that make our training so successful:

### **LIVE, IN-PERSON TRAINING**

ESS understands the necessity of training staff live before they begin working in Scholar Academy. These trainings allow for a level of completeness and assessment that is not possible through methods utilized by other staffing companies.

### **LOCAL EDUCATION EXPERTS**

Our live trainings are conducted by local education experts who understand the Scholar Academy culture and community. These experts may be recently retired educators or administrators, K-12 education specialists from nearby universities, or even veteran substitutes from Scholar Academy schools.

### **POSITION-SPECIFIC TRAINING GUIDES**

ESS provides each substitute with a copy of our own copyrighted position-specific training guides to supplement the live training classes. These guides serve as a valuable reference for ESS staff, reinforcing best practices, company and LEA policy, and helpful tips.

### **ONGOING TRAINING INITIATIVES**

Scholar Academy substitutes will have access to ongoing training initiatives. These customizable, ongoing trainings are available in multiple forms, including annual trainings, trainings requested by the substitutes, and any additional training requested by Scholar Academy.

### **ONLINE SUPPLEMENTARY TRAINING**

ESS employee training is reinforced through periodic internet-based training modules via the Global Compliance Network. In addition to mandatory modules depending on their position, substitutes are encouraged to complete additional modules for further development.

## ✓ Employee Retention to Ensure Consistency

At ESS, it's not a coincidence that we treat substitute employees well, and they like working for us. The two go hand-in-hand. We offer a variety of benefits, perks, and learning opportunities that keep employees motivated, prepared, and engaged. We invest heavily in our employee retention and satisfaction initiatives.

ESS understands the importance of retaining valuable staff to ensure consistency in Scholar Academy schools. To that end, we have invested heavily in our employee retention and satisfaction initiatives.

### ECONOMIC SECURITY

- Weekly pay
- 401(k) retirement plan

### COMPLETE JOB SUPPORT

- Dedicated engagement team to answer any questions
- Human Resources to assist with benefits, pay, and more
- Local support from regional staff

### HEALTH BENEFITS

- Range of medical insurance options, including MEC
- Life, critical, accident, and disability insurance

### APPRECIATION AND GIFTS

- Monthly gift card raffle
- ESS Marketplace discount and rewards program
- \$100 Refer a Friend bonuses
- Career Kickstart Reimbursement program

### PERFORMANCE INCENTIVES

- Employees of the Month receive \$50 and a letter of appreciation
- Employees of the Year receive \$1000 and an additional \$500 donated to the school of their choice
- Cash rewards for accepting assignments on hard-to-fill days or locations, or for accepting a certain quantity of assignments before a certain date

### STEM PROFESSIONAL DEVELOPMENT

- Professional learning opportunities through Accelerate Learning and the National Institute for STEM Education (NISE) where employees can Earn Continuing Education Units (CEUs)
- ESS pays half the cost of every STEM certificate our employees earn



## ✓ Advanced Technologies for Streamlined Solutions



### **FRONTLINE EDUCATION**

Frontline Education's Absence Management (Aesop) is one of the primary systems ESS uses to manage substitute placements. We have been partnering with Frontline Education for over a decade and are one of the company's largest end-users. As such, we have the experience necessary to leverage additional efficiencies and improvements to Scholar Academy's system. We have an in-house, specialized Frontline Education technology team, which allows us to customize the system to the LEA's preferences.



### **WILLSUB+**

willsub+ is a cutting-edge software developed and managed by ESS. It's a powerful, all-in-one program that makes employee management processes faster, easier, and more useful for administration and substitutes. willsub+ provides many unique and invaluable advantages to LEAs in applicant tracking, absence management, and time tracking.

### **WILLSUB+ APPLICANT SYSTEM**

ESS uses willsub+ for applicant tracking. It helps our team identify and hire the best candidates to work in Scholar Academy schools. This system streamlines the recruiting, hiring, screening, and onboarding process, using customized screening questionnaires to identify the best candidates for Scholar Academy. Applicant information such as credentials, clearances, certifications, and trainings are saved, and the system provides automated compliance checks and expiration notifications to ensure 100% employee compliance.

# ✔ Comprehensive Analytics and Transparent Reporting



## QUICKSIGHT

ESS uses Amazon QuickSight to analyze program data and make real-time decisions to support our LEA partners. Through our QuickSight dashboard, all program performance metrics are at our fingertips. Data is displayed in comprehensive charts and graphs called Visuals. The software also gives our team the ability to drill down into program data to see fill rates by school, day, and position, as well as hiring activity for Scholar Academy. These tools allow our team to easily assess program performance, make strategic decisions, and transparently share reports with LEA stakeholders.

## ESS QUICKSIGHT DASHBOARD SAMPLES



The table displays the following data:

District Name	School	Service Type	Fill Type	Fill Rate	Total	Filled	Unfilled	Filled Non...
Sample District	Sample Vocational School			91%	12	11	1	0
	Sample Elementary School			100%	4	4	0	0
	Sample Elementary School			100%	2	2	0	0
	Sample Elementary School			92%	13	12	1	0
	Sample Elementary School			94%	18	17	1	0
	Sample Elementary School			100%	4	4	0	0
	Sample High School			92%	26	24	2	0
	Sample Early Childhood School			92%	13	12	1	0
	Sample Elementary School			94%	18	17	1	0
	Sample Middle School			88%	17	15	2	0
	Sample Elementary School			90%	60	54	6	0
	Sample Elementary School			92%	13	12	1	0
	Sample Middle School			94%	18	17	1	0
	Sample Early Education School			96%	26	25	1	0
	Sample Early Education School			95%	21	20	1	0
Sample STEM School			92%	13	12	1	0	
Sample Elementary School			94%	18	17	1	0	
<b>Total</b>			<b>93%</b>	<b>278</b>	<b>257</b>	<b>21</b>	<b>0</b>	

## A Seamless Transition Designed for Scholar Academy

The key to Scholar Academy successful partnership with ESS is a smooth transition from the current operation to our proposed program. The transition will be led by a seasoned team of K-12 industry experts experienced in transitioning, recruiting, training, and managing K-12 substitute programs. This team consists of adaptable, attentive problem-solvers who are committed to designing the transition around Scholar Academy requirements, preferences, and timeline. The team's core goal is to have the Scholar Academy program up and running as smoothly, quickly, and effectively as possible and completely eliminate any concerns the Scholar Academy administration, staff, and community may have when partnering with a new vendor to provide these services.

Our team ensures no disruptions to LEA administration or student education. We have carefully perfected the process of transitioning school LEAs to our full-service solution, guaranteeing satisfaction and program success. Each facet of the transition process is fully customized to Scholar Academy needs. Our multifaceted transition plan includes an implementation process for:

### **THE LEA**

We establish expectations, meet with LEA staff and stakeholders, and align the program with the LEA's operations.

### **THE SCHOOLS**

We visit each of the LEA's schools to meet with principals and staff and understand their needs. We also provide marketing materials with helpful collateral to announce our partnership.

### **THE SUBSTITUTES**

ESS onboards all current Scholar Academy substitute staff in good standing, introduces them to ESS, and addresses any questions or concerns.

### **THE SYSTEMS**

ESS' systems experts work with the LEA to customize our technology suite to Scholar Academy specifications. We also offer systems training to all LEA staff.

*"Changes of this magnitude are generally not done in the middle of a school year, but thanks to the communication, collaboration, and openness of ESS it was a success."*

*Joseph Massimino, Ed.D., Assistant Superintendent of HR  
Woodbridge Township School District, NJ*

## An All-Inclusive, Transparent Partnership

ESS' full-service substitute program for Scholar Academy is transparent and all-inclusive. Scholar Academy can depend on ESS to always be accountable and forthcoming about all aspects of the substitute program. We know how crucial transparency is for Scholar Academy's decision-makers, and we are committed to providing it so they can do their jobs with the best information and at the highest levels of efficiency.

We will work closely with Scholar Academy to establish reporting needs and the resulting processes, procedures, and analysis required. These reports are essential to maintaining open communication during our partnership. Because all of ESS' technology systems integrate, we can provide any combination of reporting the Scholar Academy may need, including position type, date range, school, grade level, absences, fill rates, and program cost.

### Transparent Pricing

ESS is committed to providing the best value to Scholar Academy - each and every benefit outlined in this proposal is included in our program. Our Bill Rate is an "all-in" figure, and there are no further costs to Scholar Academy. Our proposed bill rates are achieved by multiplying the pay rate by the daily stipend. Scholar Academy reserves the right to change the pay rate. **Proposal I**

POSITION	PAY RATE	BILL RATE
Full Day HS/GED	\$ 135.00	\$ 193.05
Full Day Associated / BA	\$ 145.00	\$ 207.35
Full Day Masters / License	\$ 155.00	\$221.65
Long term	\$ 200.00	\$286.00
Long Term Licensed/HR Approval	\$250.00	\$357.50

## An All-Inclusive, Transparent Partnership

ESS' full-service substitute program for Scholar Academy is transparent and all-inclusive. Scholar Academy can depend on ESS to always be accountable and forthcoming about all aspects of the substitute program. We know how crucial transparency is for Scholar Academy's decision-makers, and we are committed to providing it so they can do their jobs with the best information and at the highest levels of efficiency.

We will work closely with Scholar Academy to establish reporting needs and the resulting processes, procedures, and analysis required. These reports are essential to maintaining open communication during our partnership. Because all of ESS' technology systems integrate, we can provide any combination of reporting the LEA may need, including position type, date range, school, grade level, absences, fill rates, and program cost.

### Transparent Pricing

ESS is committed to providing the best value to Scholar Academy - each and every benefit outlined in this proposal is included in our program. Our Bill Rate is an "all-in" figure, and there are no further costs to Scholar Academy. Our proposed bill rates are achieved by multiplying the pay rate by the daily stipend. Scholar Academy reserves the right to change the pay rate. **Proposal II**

POSITION	PAY RATE	BILL RATE
Full Day HS/GED	\$ 145.00	\$ 205.90
Full Day Associated / BA	\$ 155.00	\$ 220.10
Full Day Masters / License	\$ 165.00	\$234.30
Long Term	\$ 225.00	\$319.50
Long Term/Licensed HR Approval	\$275.00	\$390.50

## An All-Inclusive, Transparent Partnership

ESS' full-service substitute program for Scholar Academy is transparent and all-inclusive. Scholar Academy can depend on ESS to always be accountable and forthcoming about all aspects of the substitute program. We know how crucial transparency is for LEA decision-makers, and we are committed to providing it so they can do their jobs with the best information and at the highest levels of efficiency.

We will work closely with [Scholar Academy to establish reporting needs and the resulting processes, procedures, and analysis required. These reports are essential to maintaining open communication during our partnership. Because all of ESS' technology systems integrate, we can provide any combination of reporting the LEA may need, including position type, date range, school, grade level, absences, fill rates, and program cost.

### Transparent Pricing

ESS is committed to providing the best value to Scholar Academy - each and every benefit outlined in this proposal is included in our program. Our Bill Rate is an "all-in" figure, and there are no further costs to the LEA. Our proposed bill rates are achieved by multiplying the pay rate by the daily stipend. Scholar Academy reserves the right to change the pay rate. **Proposal III**

POSITION	PAY RATE	BILL RATE
Full Day HS/GED	\$ 155.00	\$ 218.55
Full Day Associated / BA	\$ 165.00	\$ 232.65
Full Day Masters / License	\$ 175.00	\$246.75
Long Term	\$ 260.00	\$366.60
Long Term/ Licensed HR Approved	\$275.00	\$390.50

\*\*\*ESS- Employee , Student , Success\*\*\*

**33 Employees that we are considering using for Sub Program Management Program.**

Cost Gen Ed/ \$193.05 day      33 employees used for Possible 10 Days of Time off = \$63,706.50

Cost Bachelors / \$207.35 day      33 employees used for possible 10 Days of Time off = \$68,425.50

- For Classroom teachers and rotations only.
- Past scheduled budget amount for Sub \$25,000
- Budgeting for \$50,000 (Some teachers save time for cash out.)
- If the teacher surpasses 10 days, long term, FMLA, etc... - cost is covered with absence.
- We will monitor cost during year to maintain budget.

Reasoning:

\*Last year we did not have one day that did not require at least one sub.

- Each day a Teacher is gone we have pulled a TA.
- TA day includes working with groups and pulling students individually and correcting behavior and prepping for the teacher.
- 10 or more interactions a day. 15-30 min per interaction. At minimum 3,300 interactions a year to 13,200 interactions are lost when (1 absence to 4)
- Approximately- 825 hours of student interactions lost a year minimum (1 teacher a day absence)

Goal:

- Improving student growth is number 1!!
- To increase time TA's help with instruction, intervention, and behavior.
- Decrease burnout on TA's and Teachers.



**Proposal for Partnership**

<b>Quote Number</b>	Q-48332	<b>Created Date</b>	05/23/2024
<b>Account Name</b>	Scholar Academy (UT)	<b>Expiration Date</b>	06/22/2024
<b>Primary Contact</b>	Jeff Hall	<b>Prepared By</b>	Jamie Riggs
		<b>Email</b>	jamie.riggs@openup.org

<b>Bill To</b>	Amber Brennan 928 N 100 E Tooele, UT 84074	<b>Ship To</b>	Jeff Hall 928 N 100 E Tooele, UT 84074-4630
----------------	--	----------------	---

**Introduction**

Open Up Resources is pleased to submit this proposal for partnership. We are poised to deliver a best-in-class solution that suits your approach to teaching and learning.

The following quote outlines pricing for the requested materials and services; please contact us should your needs change. We will confirm this order upon receipt of your purchase order(s).

Thank you!

Product	Product Code	Unit Price	Qty.	Total Price
OUR Math GK Sdnt Wkbk Unit 1	9781638426769	\$4.25	25	\$106.25
OUR Math GK Sdnt Wkbk Unit 2	9781638426776	\$4.25	40	\$170.00
OUR Math GK Sdnt Wkbk Unit 3	9781638426783	\$4.25	0	\$0.00
OUR Math GK Sdnt Wkbk Unit 4	9781638426790	\$4.25	0	\$0.00
OUR Math GK Sdnt Wkbk Unit 5	9781638426806	\$4.25	0	\$0.00
OUR Math GK Sdnt Wkbk Unit 6	9781638426813	\$4.25	0	\$0.00
OUR Math GK Sdnt Wkbk Unit 7	9781638426820	\$4.25	15	\$63.75

OUR Math GK Sdnt Wkbk Unit 8	9781638426837	\$4.25	0	\$0.00
OUR Math G1 Sdnt Wkbk Unit 1	9781638426851	\$4.25	75	\$318.75
OUR Math G1 Sdnt Wkbk Unit 2	9781638426868	\$4.25	70	\$297.50
OUR Math G1 Sdnt Wkbk Unit 3	9781638426875	\$4.25	25	\$106.25
OUR Math G1 Sdnt Wkbk Unit 4	9781638426882	\$4.25	40	\$170.00
OUR Math G1 Sdnt Wkbk Unit 5	9781638426899	\$4.25	40	\$170.00
OUR Math G1 Sdnt Wkbk Unit 6	9781638426905	\$4.25	40	\$170.00
OUR Math G1 Sdnt Wkbk Unit 7	9781638426912	\$4.25	35	\$148.75
OUR Math G1 Sdnt Wkbk Unit 8	9781638426929	\$4.25	0	\$0.00
OUR Math G2 Sdnt Wkbk Unit 1	9781638426943	\$4.25	60	\$255.00
OUR Math G2 Sdnt Wkbk Unit 2	9781638426950	\$4.25	55	\$233.75
OUR Math G2 Sdnt Wkbk Unit 3	9781638426967	\$4.25	55	\$233.75
OUR Math G2 Sdnt Wkbk Unit 4	9781638426974	\$4.25	55	\$233.75
OUR Math G2 Sdnt Wkbk Unit 5	9781638426981	\$4.25	25	\$106.25
OUR Math G2 Sdnt Wkbk Unit 6	9781638426998	\$4.25	25	\$106.25

OUR Math G2 Sdnt Wkbk Unit 7	9781638427001	\$4.25	25	\$106.25
OUR Math G2 Sdnt Wkbk Unit 8	9781638427018	\$4.25	25	\$106.25
OUR Math G2 Sdnt Wkbk Unit 9	9781638427025	\$4.25	0	\$0.00
OUR Math G3 Sdnt Wkbk Unit 1	9781638427049	\$4.25	85	\$361.25
OUR Math G3 Sdnt Wkbk Unit 2	9781638427056	\$4.25	60	\$255.00
OUR Math G3 Sdnt Wkbk Unit 3	9781638427063	\$4.25	60	\$255.00
OUR Math G3 Sdnt Wkbk Unit 4	9781638427070	\$4.25	60	\$255.00
OUR Math G3 Sdnt Wkbk Unit 5	9781638427087	\$4.25	30	\$127.50
OUR Math G3 Sdnt Wkbk Unit 6	9781638427094	\$4.25	0	\$0.00
OUR Math G3 Sdnt Wkbk Unit 7	9781638427100	\$4.25	0	\$0.00
OUR Math G3 Sdnt Wkbk Unit 8	9781638427117	\$4.25	0	\$0.00
OUR Math G4 Sdnt Wkbk Unit 1	9781638427131	\$4.25	85	\$361.25
OUR Math G4 Sdnt Wkbk Unit 2	9781638427148	\$4.25	85	\$361.25
OUR Math G4 Sdnt Wkbk Unit 3	9781638427155	\$4.25	85	\$361.25
OUR Math G4 Sdnt Wkbk Unit 4	9781638427162	\$4.25	85	\$361.25

OUR Math G4 Sdnt Wkbk Unit 5	9781638427179	\$4.25	55	\$233.75
OUR Math G4 Sdnt Wkbk Unit 6	9781638427186	\$4.25	80	\$340.00
OUR Math G4 Sdnt Wkbk Unit 7	9781638427193	\$4.25	55	\$233.75
OUR Math G4 Sdnt Wkbk Unit 8	9781638427209	\$4.25	55	\$233.75
OUR Math G4 Sdnt Wkbk Unit 9	9781638427216	\$4.25	30	\$127.50
OUR Math G5 Sdnt Wkbk Unit 1	9781638427230	\$4.25	85	\$361.25
OUR Math G5 Sdnt Wkbk Unit 2	9781638427247	\$4.25	85	\$361.25
OUR Math G5 Sdnt Wkbk Unit 3	9781638427254	\$4.25	85	\$361.25
OUR Math G5 Sdnt Wkbk Unit 4	9781638427261	\$4.25	85	\$361.25
OUR Math G5 Sdnt Wkbk Unit 5	9781638427278	\$4.25	85	\$361.25
OUR Math G5 Sdnt Wkbk Unit 6	9781638427285	\$4.25	60	\$255.00
OUR Math G5 Sdnt Wkbk Unit 7	9781638427292	\$4.25	0	\$0.00
OUR Math G5 Sdnt Wkbk Unit 8	9781638427308	\$4.25	0	\$0.00
OUR MATH G6 3ED SDNT COURSE	9798886820843	\$35.00	80	\$2,800.00
OUR MATH G6 3ED TCHR COURSE	9798886822885	\$135.00	1	\$135.00

**Subtotal: \$11,966.25**

**Standard Shipping Subtotal: FREE\***

**Total: \$11,966.25**

## **Terms & Conditions**

### **Pricing Information:**

- All prices are in US dollars and valid for 30 days from the date of this proposal. After this time period, prices, products, and services are subject to change without notice.
- Note: This is a cost proposal, not a formal contract.

### **Shipping and Handling Charges:**

- **All orders for Alaska and Hawaii will be charged shipping based on weight and distance.**
- Standard orders will be shipped via ground carrier, standard delivery.
- Books are packed in cartons labeled with Grade and Unit Number. Pallets will be organized by the receiving school or district to aid in distribution to the appropriate locations. To minimize the number of pallets shipped per school, materials for more than one grade level may appear on a single pallet.
- \*Additional charges may apply for expedited shipments or exceptionally large orders; please contact your field specialist if you have special shipping or delivery requirements. Requests for shipping or product order changes after submission of your order will be accommodated whenever possible, though fees for re-direction may apply.

### **Ordering Information:**

Please submit your official purchase order, with authorized signature(s), electronically to your field specialist. Include:

- Your complete billing address.
- A primary contact name, email address, phone number, title, school, district, street address, city, state, and zip code.
- A copy of this proposal.
- Any additional special requirements for delivery.

### **Payment Information:**

- We kindly request payment within 30 days. Open Up Resources is a 501C3 not-for-profit organization.
- A 3% service charge will be applied for credit card payments.
- After 90 days, a fee of 1.5% per month will be charged on unpaid balances

### **Shortages and Damaged Materials**

Please inventory your materials upon receipt. Open Up Resources will replace damaged, missing, or incorrect materials from an order at no cost to the customer if notified within 30 days of the shipment arrival date.

Return requests for any other reason must be made within 30 days of the shipment arrival date and will be considered by Open Up Resources on a case-by-case basis.

**The following materials are not refundable:**

- Custom trade book bundles and their bins
- Lab Materials Kits

**Warranty:**

- Open Up warrants to the District that for one year from the date of purchase (the 'Warranty Period'), all printed textbooks provided by Open Up pursuant to this RFP ('Textbooks') will be free from material manufacturing defects in material and workmanship that render such Textbooks unusable. To the extent that a material manufacturing defect that makes any Textbook unusable is discovered during the Warranty Period, Open Up will provide the District with a functionally equivalent replacement Textbook at no additional cost to the District. EXCEPT FOR THE WARRANTY SET FORTH ABOVE, OPEN UP MAKES NO WARRANTY WHATSOEVER WITH RESPECT TO THE TEXTBOOKS, INCLUDING ANY (A) WARRANTY OF MERCHANTABILITY OR (B) WARRANTY OF FITNESS FOR A PARTICULAR PURPOSE, WHETHER EXPRESS OR IMPLIED BY LAW, COURSE OF DEALING, COURSE OF PERFORMANCE, USAGE OF TRADE OR OTHERWISE. THIS WARRANTY DOES NOT APPLY TO LAB MATERIALS KITS.
- The District must make best efforts to inspect books for material defects within 60 days of receipt to ensure timely replacement.
- Issues requiring warranty support may be directed to [support@openup.org](mailto:support@openup.org).

## Amendments to adjust for Goal 1, Goal 2, and Goal 3

Number Approved	Number Not Approved	Number Absent	Vote Date
5	0	1	2024-04-10
3	0	1	2024-04-15

Date	Name	Comment
2024-04-01	Traelle Gailey	If there is any carryover we will utilize the money for technology
2024-04-05	Kira Bennett	LEA REVIEWER CORRECTED BOARD APPROVAL DATE: 3/20/2024
2024-04-08	Holly Kororus	EDIT NEEDED: Goal 1 contains action plan steps and is not academic. A goal needs to answer the question "What will students achieve academically in the year?" Please update this goal to answer that question and move any action plan steps down to the plan's Action Plan Steps and Expenditures section.
2024-04-08	Holly Kororus	EDIT NEEDED: Goal 2: Per R277-477-4, expenditures for behavior or SEL may support an academic goal, but may not be a standalone goal. Please update this goal. When rewriting the goal, keep in mind that per R277-477-4 (1)(b), action plan steps or expenditures for behavior or SEL are allowable if they have a direct impact on student achievement for the goal. Please provide more explanation on how the behavior or SEL action plan step/expenditure will have a direct impact on student achievement in the academic area/s.
2024-04-08	Holly Kororus	EDIT NEEDED: The action plan steps in Goal 3 do not match the school year that this plan is being written for and the measurements do not match what is written in the measurement section. Please update.
2024-04-08	Holly Kororus	NOTE: Goal 1: Any expenditures for travel students are subject to the same policies and rules your LEA has for travel. If the expense isn't allowable under your LEA's policy for travel, it is not allowable under SLT.
2024-04-08	Holly Kororus	NOTE: Due to substantive changes to your plan, your edits will need to go back to your council and Board for approval before re-submitting your plan.

Goal 1: Field experiences will support science and social studies standards by grade level.

Goal 2: Goal: Reading and math scores in grades 3-8 will increase by 1% on the spring formative assessment from the prior years score.

Goal 3: Adjusted to -2023 to Spring 2024

**Scholar Academy**  
**Teacher and Student Success Plan (TSSA)**  
**School Year: 2024-2025**

**School:** Scholar Academy (6J)

**Date Board Student Success Framework Approved:** June 28, 2019

**Date Teacher and Student Success Plan Approved:** May 30, 2024

**General Information** – *In accordance with the Student Success Framework approved by Scholar Board, the school’s administration has created a Teacher and Student Success Plan designed to improve the school’s performance under the state’s accountability system (SBE staff have indicated that this means achieving at least a 1% increase from the previous year’s overall score). The Plan will be submitted to the Board for approval. The Board will annually review the Plan submitted and use its best efforts to complete the approval process by June 30 each year. **The Scholar Academy School Land Trust Council will select a component of the approved plan to address within the School Land Trust Plan.***

**Goals based on Scholar Student Needs**

1. SA Students in grades 3 - 8 will increase language arts scores by 1 percentage point as compared to the previous years’ proficiency scores. \*\*
2. SA Students in grades 3 - 8 will increase math scores by 1 percentage point as compared to the previous years’ proficiency scores. \*\*
3. SA Students in grades 1 - 2 will meet at least one of the goals established in the K/3 Learning Plan.
4. 90% of SA Students in grades 7 - 8 will pass all four core classes (Math, English, Science, Social Studies).
5. 70% of students in grades 1 - 8 attending after school Math, Reading or English tutoring for 1 term (8 sessions) will improve performance on in-class formative assessments.

**Measurement**

1. Goal 1 measured by end of year summative test.
2. Goal 2 measured by end of year summative test.
3. Goal 3 measured by EOY Acadience scores.
4. Goal 4 is measured by the number of 7th/8<sup>th</sup> students passing Core classes.
5. Goal 5 is measured by the growth students demonstrate in core classes on in-class assessments.

**Action Steps**

- Mentors will be assigned and assist new teachers in establishing best classroom practices. Instructional coach will work with staff on implementing best practices in core classes.

- Teachers assigned to ZAP will extend the workday by 1 hour to assist students in grades 7 - 8 with assignments.
- Teachers will use data to create instructional opportunities for students.
- Students will take end of year summative tests in language arts and math.
- Staff in grades 7 - 8 will be assigned 1 hour of ZAP class each week.
- Staff will offer before or after school math or reading tutoring in grades 1 - 8.
- Administration will provide reinforcement of current school programs to assist teachers with their classrooms.

## **Budget**

40% of the budget will be used for teacher salary increases.

10% of the budget will be used for mentor stipends.

10 % of the budget will be used to pay staff for ZAP duties and tutoring.

40% of the budget will be used for instructional supplies and materials.

Scholar Academy will post on the website at [scholarcharter.org](http://scholarcharter.org) (a) the approved Plan, (b) a description of the school's allocation budgeted and actual expenditures, (c) a summary of how the expenditures help the school accomplish the plan, and (d) the school's current level of performance.

## Sex Education Committee

Jeff Hall- Administration

Abraham Mendoza – Health Professional/teacher

Mishala Pilling – Parent

Krista Lay- Parent

Traelle Gailey - Parent

**Scholar Academy**  
**Policy: Sex Education Instruction Policy**  
**Approved: November 27, 2018**

**POLICY**

The purpose of this policy is to ensure that the Sex Education Curriculum taught at Scholar Academy (the "School") is compliant with state law. The School will comply with applicable state law regarding the presentation of sex education instruction or instructional programs.

"Sex education instruction or instructional programs" means any course, unit, class, activity or presentation that provides instruction or information to students about sexual abstinence, human sexuality, human reproduction, reproductive anatomy, physiology, pregnancy, marriage, childbirth, parenthood, contraception, HIV/AIDS, sexually transmitted diseases, or refusal skills, as defined in Utah Code § 53G-10-402. While these topics are most likely discussed in courses such as health education, health occupations, human biology, physiology, parenting, adult roles, psychology, sociology, child development, and biology, this policy applies to any course or class in which these topics are the focus of discussion.

Every two years the Board of Directors will (a) review this policy; and (b) review data for the county in which the School is located regarding teen pregnancy, child sexual abuse, sexually transmitted diseases and sexually transmitted infections, and the number of pornography complaints or other instances reported in the School.

Board Approved: 11.27.2018  
Board Review: 06.02.2022

## **Administrative Procedures Sex Education Instruction Procedures**

These administrative procedures are established pursuant to the Sex Education Instruction Policy adopted by the School's Board of Directors.

In accordance with state law, all sex education instruction or instructional programs will comply with the requirements of Utah Code § 53G-10-402 through -403 and Utah Admin Code R277-474. Specifically,

- The School will teach sexual abstinence before marriage and fidelity after marriage as methods for preventing certain communicable diseases;
- The School will teach personal skills that encourage individual choice of abstinence and fidelity; and
- The School will obtain prior parental consent before any sex education instruction, maturation education, or other instructional program.

The Principal will establish a curriculum materials review committee composed of parents, school employees, and others selected by the Principal. If possible, the committee will also include health professionals and school health educators. The committee will have at least as many parents as school employees. The School's Board of Directors will review and approve the membership of the committee on or before August 1 each year.

The curriculum materials review committee will meet on a regular basis, as determined by the members of the committee, select officers for the committee and designate a committee chair, and comply with the Open and Public Meetings Act. The committee will review and make recommendations to the School's Board of Directors regarding instructional materials to be used by the School in connection with sex education instruction or a maturation education program. Program materials and guest speakers supporting instruction on these topics must also be reviewed and approved by the curriculum materials review committee.

Instructional materials used by the School in connection with sex education instruction or a maturation education program must be approved by the School's Board of Directors in an open meeting. These materials will comply with the requirements of applicable law and will be available for parents to review for a reasonable period of time prior to consideration for adoption by the Board of Directors.

The following topic may not be taught in the School:

- The intricacies of intercourse, sexual stimulation or erotic behavior;
- The advocacy or encouragement of the use of contraceptive methods or devices; or
- The advocacy of premarital or extramarital sexual activity.

The School will comply with the Utah Family Educational Rights and Privacy Act, Utah Code § 53E-9-202 through -203 and obtain parental consent prior to any sex education instruction, maturation education, or other instructional program. At no time will a student be in the classroom during any sex education instruction, maturation education, or other instructional program unless an approval form signed by the student's parent/guardian is on file. The parental notification form will:

- a) explain a parent's right to review proposed curriculum materials in a timely manner;
- b) request the parent's permission to instruct the parent's student in identified course material related to sex education or maturation education;

Board Approved: 11.27.2018  
Board Review: 06.02.2022

- c) allow the parent to exempt the parent's student from attendance for a class period where identified course material related to sex education instruction or maturation education is presented and discussed;
- d) be specific enough to give parents fair notice of topics to be covered;
- e) include a brief explanation of the topics and materials to be presented and provide a time, place and contact person for review of the identified curricular materials;
- f) be retained on file with affirmative parental consent for each student prior to the student's participation in discussion of issues protected under Section 53G-10-402; and
- g) be maintained at the School for a reasonable period of time.

Instructors may not intentionally elicit comments or questions about matters subject to parental consent requirements. Additionally, instructors' responses to questions spontaneously raised by students must be brief, factual, objective and in harmony with content requirements of this policy and state law. Responses must also be age appropriate and limited in scope to that reasonably necessary under the circumstances.

The School will ensure that all educators with any responsibility for any aspect of sex education instruction will receive appropriate professional development outlining the sex education curriculum and the criteria for sex education instruction. The School will ensure that educators receive this professional development at least once every three years. Additionally, the School will ensure that such educators are familiar with requirements of the Utah Family Educational Rights and Privacy Act.

Board Approved: 11.27.2018  
Board Review: 06.02.2022

# SCHOLAR ACADEMY

ACHIEVING EXCELLENCE TOGETHER

Name	Position	Term End Date
Jared Hamner	Board Chair	07/01/27
Dusty Griffith	Financial Coordinator / Audit and finance committee	07/01/27
Cami Cazier	Vice Chair	07/01/27
Johanna Leonelli	Board Member	07/01/24
Caitlin Shumway	Board Member	07/01/24

# SCHOLAR ACADEMY

ACHIEVING EXCELLENCE TOGETHER

## Annual Board Meetings

*Below are the tentative Scholar Academy Board Meeting dates for the 2024-2025 school year. Meetings are tentatively scheduled for the last Thursday every other month. These dates are subject to change and additional meetings may take place. All meetings will be posted on the Utah Public Meeting Notice website at least 24 hours in advance.*

*August 29th*

*Scholar Academy Library/Online 5:00 PM*

*October 24th*

*Scholar Academy Library/Online 5:00 PM*

*January 30th*

*Scholar Academy Library/Online 5:00 PM*

*March 27th*

*Scholar Academy Library/Online 5:00 PM*

*May 29th*

*Scholar Academy Library/Online 5:00 PM*