



**North Star Academy**  
**Board Meeting Minutes**  
**Date: September 26, 2024**  
**Time: 4:30PM**

Anchor Location: North Star Academy, 2920 W. 14000 S., Bluffdale, UT 84065

Teleconference: <https://us02web.zoom.us/j/84395379422>

In Attendance: Sidney Warnick, Jordan Shields, Bob Bell, Kammie LeFevre, Barton Sloan

Others in Attendance: Tana Archer, Diana Seidel, Cathie Hurst, Stacey Phillips, Platte Nielson, Hannah Jones

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Call to Order: Sidney Warnick called the meeting to order at 4:32 PM.

Bart Sloan entered the meeting at 4:35 PM.

Public Comment:

- Sex Education Curriculum

There were no public comments.

Board Trainings:

- School Land Trust  
Sidney Warnick requested for each board member to complete the School LAND Trust Training that was provided to them in the board documentation. The board agreed to complete the training ahead of approving the School LAND Trust Plan later in the school year.
- Amended Fee Waiver Policy, Donation of PTO Policy, Amended Wellness Policy  
Jordan Shields discussed the changes to the policies listed above. She highlighted that one of the new rules in the fee waiver policy is that the school cannot charge general fees. Jordan also mentioned that homeless students are eligible for fee waivers and that fundraising is no longer considered a school fee. The board had no questions or concerns about the amended fee waiver policy. Jordan shields reviewed the change of the donation of paid time off procedures to a donation of PTO policy. Jordan went on to discuss the changes in the Amended Wellness Policy highlighting the concerns that were raised with using the word “transparent” in the water bottle section of the policy. The board had no questions or concerns about the amended policies and new policy.

Reports:

- Director Report

Tana Archer began her directors report with celebrations. Tana reported that Big Give brought in over \$16,300 for PTO supported initiatives. She said that there was a great turnout at Parent Teacher Conferences and that parent’s carpool concerns will be addressed through back-to-school night, the school newsletter, and through email or in person in the parking lot. Tana went on to report on in classroom observations saying that she did a walk through in all teacher’s math classes and found that the new curriculum is challenging, and rigor is evident. She said there is strong utilization of the teacher tools that

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are provided in the curriculum such as PowerPoints being interactively used through projection onto the panel. Tana said her expectations were exceeded in every classroom for the curriculum only being implemented for 3.5-4 weeks. Tana mentioned that the grading of assignments and exams has been a larger learning curve than the teachers had originally anticipated. She added that there are parents who are interested in tools to better support their children with their homework. Tana Archer continued her report with enrollment saying that the school has openings in 7<sup>th</sup> or 8<sup>th</sup> grade due to expansion. Tana then reported on staffing informing the board the school is accepting application for substitute teachers but that they are fully staffed. Tana said that enrichment opportunities such as sports and clubs based on student interest are up. Tana then reported on building project updates that are based on the needs assessment that was completed. She said an electrical company came and completed an Oad calculation on existing solar panels and IM Wind and Solar to work up a design to provide the backup capability in the event of an emergency. She added that the primary park and play representative Mike Feidler has ordered and is going to install an additional panel in the kindergarten play area to support inclusion of students with disabilities as well as prevent wind from circling bark to unsafe levels exposing rocks. Tana Archer went on to discuss school safety with the board and provided the board with a Playbook for reference. Diana Seidel continued the report with beginning of year assessment data. She reported on reading and math for all grade levels and provided a school report card to show how the school is performing in multiple areas. Tana Archer and Diana Seidel concluded their reports and turned the time over to Cathie Hurst to do a financial review of the school.

- Financial Review
  - PTIF Update

Cathie Hurst opened her report with letting the board know they are done with reviewing for the audit. Cathie said she noticed that the “other current assets” section of the financial statements is shown as paid in advance. Cathie Hurst pointed out the accounts receivable and said that what makes up that number was safety grant reimbursement that they had not yet received. She mentioned that they do request sales tax refunds quarterly for anything that the school had to pay sales tax on because they are a non-profit, so they have a sales tax exemption. She said that a big portion of their operating cash comes from the PTIF. Cathie continued with discussion on the PTIF saying that the PTIF interest rates are hovering just under five and a half percent. She said that currently they get about \$15,500 in interest a month. Sidney Warnick asked what the letters in PTIF stand for and Cathie clarified that PTIF stands for Public Treasury Investment Fund. Cathie said it is very safe and very liquid. Sidney Warnick asked the board if they had any other questions on the PTIF. Cathie said that their cash is good, and now they will be getting around two and a half percent interest on their operating accounts now. Cathie then discussed the profit and loss. Cathie stated that they have budgeted to have almost no surplus. Cathie Hurst said that under federal funds they will continue to see money there because of school lunch and that state money may go down. Cathie Hurst said that the state looks at enrollment every day to be able to be more accurate with funding throughout the school year monitoring the ADM (average daily membership). Cathie noted local sources is high because of the PTIF. Cathie Hurst concluded that everything looks great and had no further reports for the board. Tana Archer added that there is a different funding rate for 9<sup>th</sup> graders than the other grades, so that will be taken into consideration for funding. Sidney Warnick mentioned to the board that the school does have a larger capacity for 9<sup>th</sup> graders this year because they changed their charter. Tana Archer said that the cap on students is not supposed to change but said that it is an abnormally high 9<sup>th</sup> grade for them this year. She said that due to geographic

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location they planned for some attrition and ended up with more 9<sup>th</sup> graders than expected.

Consent Items:

- August 1, 2024, Board Meeting Minutes
- August 13, 2024, Board Meeting Minutes

*Bob Bell made a motion to approve the August 1<sup>st</sup>, 2024, and the August 13, 2024, Board Meeting Minutes. Jordan Shields seconded. The motion passed unanimously. The votes were as follows: Sidney Warnick, Aye; Jordan Shields, Aye; Bob Bell, Aye; Kammie LeFevre, Aye; Barton Sloan, Aye.*

Business Items:

- LEA Licenses

Tana Archer explained to the board the need for the three LEA Licenses. The board had no questions or concerns about the LEA Licenses.

*Jordan Shields made a motion to approve the LEA Licenses as discussed for 3 years. Bob Bell seconded. The motion passed unanimously. The votes were as follows: Sidney Warnick, Aye; Jordan Shields, Aye; Bob Bell, Aye; Kammie LeFevre, Aye; Barton Sloan, Aye.*

- Snow Removal Bids

Tana Archer recommended to stay with PRIME Landscaping for snow removal services in the winter.

*Bob Bell made a motion to award the Snow Removal Bid to PRIME landscaping. Kammie LeFevre seconded. The motion passed unanimously. The votes were as follows: Sidney Warnick, Aye; Jordan Shields, Aye; Bob Bell, Aye; Kammie LeFevre, Aye; Barton Sloan, Aye.*

- ProCare Therapy Contract

Tana Archer said that their previously approved therapy contract has been terminated due to the provider being unable to fulfill the agreement. She said a contract with ProCare Therapy will be fulfilled and the schools' needs will be met.

*Jordan Shields made a motion to approve the Pro Therapy Contract. Kammie Lefevre seconded. The motion passed unanimously. The votes were as follows: Sidney Warnick, Aye; Jordan Shields, Aye; Bob Bell, Aye; Kammie LeFevre, Aye; Barton Sloan, Aye.*

- Amended Fee Waiver Policy, Donation of PTO Policy, and Amended Wellness Policy

The board reviewed these policies during a board training led by Jordan Shields. There was no further discussion on the policies.

*Bob Bell made a motion to approve the Amended Fee Waiver Policy, Donation of PTO Policy, and Amended Wellness Policy. Jordan Shields seconded. The motion passed unanimously. The votes were as follows: Sidney Warnick, Aye; Jordan Shields, Aye; Bob Bell, Aye; Kammie LeFevre, Aye; Barton Sloan, Aye.*

- Holiday Purchases

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Sidney Warnick requested the board to approve the holiday purchase amount so the board can provide the staff members with a gift during the holidays.

*Bob Bell made a motion to approve the Holiday Purchases not to exceed \$15,000. Kammie Lefevre seconded. The motion passed unanimously. The votes were as follows: Sidney Warnick, Aye; Jordan Shields, Aye; Bob Bell, Aye; Kammie LeFevre, Aye; Barton Sloan, Aye.*

### Discussion Items:

- Parent Teacher Conferences

Sidney Warnick said they were able to use their spinning wheel at the parent teacher conferences. Sidney said that about fifty students knew the school improvement goal but were more familiar once they were given a reminder. Most unawareness was not knowing that it is called the school improvement goal. Sidney Warnick went on to say that they talked with ninety-three families and got a lot of useful feedback on things like curriculum and carpool. She said most feedback was very positive. She said anything mentioned that was negative were minor things. Bob Bell said that he had someone approach him after the parent teacher conferences and was asked how they decided on the school playground. He said there was a concern brought to his attention by a parent at the school that it seemed like they didn't have an opportunity to have a say in decisions about the playground. Bob Bell asked Tana to explain how they came to the decisions that they did for the playground structure and design. Tana Archer said that the cost played a role in the decision process as well as the safety committee being involved throughout the whole process. She said they were on a timeline with the funds involved. Tana said they worked closely with the designer from the company to create a survey that were presented at back-to-school night and in the school newsletter. Sidney Warnick added that the new playground design and structure was not just solely to change the paint color but that it was time for updates for safety as well as new paint. Kammie LeFevre stated that the students are very excited about the new playground and updates.

- School Safety

Bob Bell opened a discussion on the new legislation bill HB-84. Bob Bell expressed his concern for the liability that might fall onto the board members and administrative team in the event of an emergency. Bob Bell asked Platte Nielson to clarify some requirements of the bill. Platte Nielson emphasized the liability and various protections that board members have with respect to liability of the school. In the bill, school guardians themselves are given liability and are protected if they don't rise to a certain level of negligence they will be protected. Platte Nielson said that the best they can do with the law as it is now to comply to the best of their abilities. The discussion was concluded with the reminder of when the bill will be going into effect and what the board and school can do leading up to the implementation taking place at the school.

### Calendaring:

The next Board Meeting is scheduled for December 5, 2024, at 4:30 PM in person at North Star Academy.

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Adjourn:

*At 6:12 PM Bob Bell made a motion to adjourn the meeting. Jordan Shields seconded. The motion passed unanimously. The votes were as follows: Sidney Warnick, Aye; Jordan Shields, Aye; Bob Bell, Aye; Kammie LeFevre, Aye; Barton Sloan, Aye.*

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