

# Bridge Elementary Board of Directors Meeting

**Date:** April 22, 2025

**Time:** 5:00 PM

**Anchor Location:** 4824 S Midland Drive; Roy, UT 84067

**Teleconference:** <https://us02web.zoom.us/j/9078319259>

**Meeting ID:** 907 831 9259



*The mission of Bridge Elementary is to provide students with a personalized learning experience and empower them to take personal ownership and accountability for their own academic performance.*

## AGENDA

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### CALL TO ORDER

### CONSENT ITEMS

- March 18, 2025, Board Meeting and Closed Session Minutes

### PUBLIC COMMENT (comments will be limited to three minutes)

- Fishtank ELA Program for Grades 3-6
- Phonics for Reading Intervention Program for Grades 3-6
- Heggerty Decodable Book and Lesson ELA Grades 1-2

### REPORTS

- Director Report
- Finance Report

### VOTING & DISCUSSION ITEMS (to be discussed and/or voted on)

- Capital Improvements
- Travel Policy

**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).

### CALENDARING

- Next Board Meeting May 20, 2025 at 5:00PM

### 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.

# Bridge Elementary Board of Directors Meeting

**Date:** March 18, 2025

**Location:** 4824 S Midland Drive; Roy, UT 84067

**Board Members in Attendance:** Brittani Brown, Kari Frederickson, Marianne Henderson, Lance Eastman

**Excused Board Members:** Howard Stephenson

**Others in Attendance:** Lani Rounds, Janey Stoddard, Hannah Dorius, Tyler O'Brien, Jon McQueary, Trent Ady



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## MINUTES

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### CALL TO ORDER

Brittani Brown called the board meeting to order at 5:04PM.

### PUBLIC COMMENT

There was no public comment.

### CONSENT ITEMS

- February 12, 2025 Board Meeting and Closed Session Minutes  
*Kari Frederickson made a motion to approve the February 12, 2025 Board Meeting and Closed Session Minutes. Marianne Henderson seconded. Motion passed. The votes were as follows: Brittani Brown, Aye; Marianne Henderson, Aye; Kari Frederickson, Aye; Lance Eastman, Aye.*

### REPORTS

- **Director Report**  
Lani Rounds presented the Director Report to the board. There are currently 563 students registered for the 2025/2026 school year. Anticipated enrollment for next school year is 577. Lani Rounds reviewed the School LAND Trust Audit and gave a Safety Grand update. 86% of parents attended Parent Teacher Conferences. The school received very positive feedback about the school from a substitute teacher.
- **Finance Report**
  - 2024 Tax Return was tabled.Tyler O'Brien presented the Finance Report to the board. The Statement of Financial Position and Statement of Activities were reviewed in detail. Money has been transferred to the PTIF account to plan for future maintenance. A budget revision was presented to align with the current numbers at this time in the year. This will be voted on later in the agenda.

- 2025/2026 School LAND Trust Plan  
Lani Rounds presented the 2024/2025 report and the 2025/2026 Plan. The goal in the plan is that students will show a 5% increase between the percentage of K-6 students at benchmark in reading at the middle of year (MOY) as compared to the percentage of students at the beginning of the year (BOY). The budget will be used to pay a P90 Curriculum & Instruction Specialist and P90 support staff.
- School LAND Trust Election Procedure Revisions  
The School LAND Trust representative from the State approved these revisions. Several inconsequential changes were made like the council size and composition. Council terms are 1 year each and a member can serve up to 3 terms.
- 2024/2025 Budget Amendment  
This item was presented during the Finance Report.
- School Specialty Quote  
Lani Rounds presented the School Specialty Quote for new cafeteria tables. The staff, students, and custodians are excited about the upgrade.
- Award RFP for IT Services  
An RFP process was followed for an IT Services contract. The proposal was graded. Lani Rounds has recommended they move forward with the contract with ETS and are happy with their work in the past.
- Service Animal Policy  
Janey Stoddard presented the Service Animal Policy. A new paragraph was added to add miniature horses to the list of service animals. The policy also updated which animals qualify as a service animal to include miniature horses.
- Rescind Library Materials Policy  
Janey Stoddard suggested the board rescind the Library Materials Policy. During the last legislative session, the law was changed so that library materials falls under the curriculum policy. Because it now falls under that policy, a separate Library Materials Policy is not required.

*Lance Eastman made a motion to approve the 2025/2026 School LAND Trust Plan, School LAND Trust Election Procedure Revisions, 2024/2025 Budget Amendment, School Specialty Quote up to \$45,000, Award RFP for IT Services to ETS, Service Animal Policy, and Rescind Library Materials Policy; Kari Frederickson seconded. Motion passed unanimously. The votes were as follows: Brittani Brown, Aye; Kari Frederickson, Aye; Marianne Henderson, Aye; Lance Eastman, 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 6:02PM Lance Eastman made a motion and to enter a 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) held at via teleconference; Marianne Henderson seconded. Votes were as follows: Brittani Brown, Aye; Kari Frederickson, Aye; Marianne Henderson, Aye; Lance Eastman, Aye. Motion passed unanimously.*

*At 6:15PM Kari Frederickson made a motion to move out of closed session; Lance Eastman seconded. Votes were as follows: Brittani Brown, Aye; Marianne Henderson, Aye; Kari Frederickson, Aye; Lance Eastman, Aye. Motion passed unanimously.*

### **VOTING & DISCUSSION ITEMS**

- Board Member Consideration/Approval  
This item was discussed during the closed session.

*Lance Eastman made a motion to approve Trent Ady as a board member for a 3-year term ending June 30, 2028; Marianne Henderson seconded. Motion passed unanimously. The votes were as follows: Brittani Brown, Aye; Kari Frederickson, Aye; Marianne Henderson, Aye; Lance Eastman, Aye.*

### **CALENDARING**

- The next board meeting will be April 22, 2025, at 5:00PM.

### **ADJOURN**

*At 6:18PM, Kari Frederickson made a motion to adjourn the meeting. Marianne Henderson seconded. Motion passed unanimously. Votes were as follows: Brittani Brown, Aye; Marianne Henderson, Aye; Kari Frederickson, Aye; Lance Eastman, Aye; Trent Ady, Aye. Motion passed unanimously.*

**Bridge Elementary  
Board of Directors  
Closed Session Statement**



**Date:** March 18, 2025

**Location:** 4824 S Midland Drive; Roy, UT 84067

*The mission of Bridge Elementary is to provide students with a personalized learning experience and empower them to take personal ownership and accountability for their own academic performance.*

**CLOSED SESSION SWORN STATEMENT:**

At a duly noticed public meeting held on the date listed above, the board of directors for Board Elementary entered 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. 52-4-205(1)(a).

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

Signed on the 18th day of March 2025.

*Brittani Brown*

\_\_\_\_\_  
Brittani Brown, Board President



## BE 04.22.2025 Policy Summary Sheet:

### Amending Travel Policy

Based on recommendations from the school's accountant and the review of applicable IRS regulations, proposed revisions to the school's Travel Policy have been made. The proposed revisions include defining what constitutes travel for "school-related business," adding clarity on how travel requests are approved and communicated, basing per diem rates for meals and incidentals and lodging rates on the rates established by the U.S. General Services Administration (GSA), requiring travelers to submit travel expense reports within 60 days from the end of the trip, detailing how flights and lodging accommodations should be made and paid for, adding rules with respect to school credit card use on approved travel, specifying that expenses unrelated to the travel purpose will not be funded/reimbursed by the school, and adding a paragraph allowing for exceptions to the policy to be made by the Principal/Director or Board in appropriate circumstances.

**Bridge Elementary**  
**Statement of Financial Position**  
**Created on April 22, 2025**  
**For Prior Month**

	Period Ending 03/31/2025 <u>Actual</u>	Period Ending 03/31/2024 <u>Actual</u>
<b>Assets &amp; Other Debits</b>		
Current Assets		
Operating Cash	1,424,855	968,773
Accounts Receivables	992	6,685
Total Current Assets	<u>1,425,847</u>	<u>975,458</u>
Restricted Cash	<u>1,357,797</u>	<u>1,346,551</u>
Net Assets		
Fixed Assets	13,214,515	13,115,701
Depreciation	(998,746)	(609,144)
Total Net Assets	<u>12,215,769</u>	<u>12,506,557</u>
<b>Total Assets &amp; Other Debits</b>	<u><b>14,999,413</b></u>	<u><b>14,828,566</b></u>
<b>Liabilities &amp; Fund Equity</b>		
Current Liabilities	17,665	7,238
Long-Term Liabilities	<u>13,760,016</u>	<u>14,194,058</u>
Fund Balance	<u>439,847</u>	<u>(69,670)</u>
Net Income	<u>781,885</u>	<u>696,940</u>
<b>Total Liabilities &amp; Fund Equity</b>	<u><b>14,999,413</b></u>	<u><b>14,828,566</b></u>

<b>Bridge Elementary</b>	Lifespan (in Years)	Replacement Cost	Qty	Savings Recommendation Estimated Annual Cost	Completed	Next Approximate date
<b>Building Exterior / Landscape</b>						
Block Seal/Control Joints	7-10	\$35,000		\$3,500.00	2020	2030
<b>Playground / Play Areas</b>	20-25	\$75,000		\$3,000.00	2020	2045
<b>Parking Lot / Sidewalks</b>						
Crack Seal	1 - 2 Years	\$2,000		\$2,000.00	2024	2026
Striping	3-5 years	\$2,000		\$2,000.00	2024	2029
Slurry Seal	3-5 years	\$12,000		\$2,400.00	2024	2029
<b>Roof</b>	20	\$125,000		\$6,250.00	2020	2040
<b>HVAC</b>						
RTU	15	\$15,000	13	\$13,000.00	2020	2035
Condensing Unit	15	\$5,000		\$333.33		
<b>Artificial Turf</b>	8-10 years	\$330,000		\$33,000.00	2022	2032
<b>Fire &amp; Security</b>	15	\$15,000		\$1,000.00	2020	2035
Carbon Monoxide	10	\$7,500		\$750.00	2020	2030
<b>Building Interior</b>						
Painting rooms	7-10	\$100,000		\$10,000.00	2024	2034
Gym Floor	30	\$75,000	1	\$2,500.00	2020	2050
Elevator	25	\$55,000	1	\$2,200.00	2020	2045
Carpet	7-15	\$150,000		\$10,000.00	2020	2035
<b>Plumbing/Restroom</b>						
Toilets	30	\$500	12	\$200.00	2020	2050
Urinals	30	\$300	2	\$20.00	2020	2050
Sewer Main	30	\$10,000	1	\$333.33	2020	2050
Water Main	30	\$5,000	1	\$166.67	2020	2050
Water Heater	7	\$3,000	2	\$857.14	2020	2027

**\$93,510.48**



## Bridge Elementary April 2025, Director Report

### REGISTRATION FOR 2025-2026

- 565 fully registered.
- 5 accepted and need to complete registration.
- We will run the lottery as needed until August.
- Anticipated enrollment for next school year = 575 (suggest budget based on 560)

### CURRICULUM for 2025-2026

- **Heggerty Decodables** – this program will supplement our UFLI curriculum in 1<sup>st</sup> and 2<sup>nd</sup> grade and for struggling readers in 3<sup>rd</sup> grade giving students the opportunity to access grade level, more complex text with the scaffolding need for phonics development.
- **Fishtank ELA** – this is a robust, comprehensive ELA program for grades 3 – 6 that includes reading and analyzing complex text, vocabulary development, and writing.
- **Phonics for Reading** – this is a direct instruction reading program for our **Tier II** P90 reading groups for grades 3 – 6. This program is used 30 minutes daily, four days week. Students will be placed in the program using assessment data.

### POINTS OF INTEREST

- End of Year assessments begin Monday, May 5.
- We have an attendance incentive program in place. The grade with the highest attendance percentage between April 1 and May 9 will win a “Bubble Party” on May 13. This is a super fun event implemented by Bubble Rave.



# **Travel Policy**

Adopted: May 19, 2020

Revised:

## **Purpose**

The purpose of this policy is to establish procedures for authorization of, and payment for, travel by Bridge Elementary (the "School") employees and Board members who may be required to travel to fulfill their official duties or to attend seminars, conferences, conventions, or other professional or educational events or meetings benefiting the School (collectively referred to as "School-related business").

## **Policy**

1. This policy applies to all approved travel by employees and Board members on School-related business. For purposes of this policy, School-related business does not include an employee's regular daily travel to and from work or a Board member's travel to and from a regular Board meeting.
2. Travel for School-related business by employees must be approved in advance by the Director in order for the School to pay for the travel expenses as set forth in this policy. Travel for School-related business by the Director or a Board member must be communicated to the Board in advance of the travel, where possible. Payment for all travel-related expenses is subject to, and must be approved in accordance with, the School's Purchasing and Disbursement Policy.
3. Employees must submit their travel requests to the Director, and the Director and Board members must communicate their travel requests to the Board, at least three (3) weeks prior to departure date and prior to making or paying for any travel arrangements, where possible. Such travel requests submitted to the Director and communications to the Board must explain the purpose of the travel and, where applicable, include the nature of the School-related business, proposed lodging accommodations, and approximate airfare or mileage, as applicable.
4. Per diem for meals and incidental expenses shall be paid for all approved travel events that are more than 100 miles from the School. The School shall pay per diem for meals and incidental expenses in accordance with the federal per diem meals and incidental expenses rates established by the U.S. General Services Administration ("GSA"). Where possible, the per diem shall be paid to the traveler by check no fewer than 48 hours prior to departure date.

5. Reasonable and necessary flight reservations for approved travel events shall:
  - a. Be personally made and paid for by the traveler and then reimbursed by the School based on receipts submitted by the traveler for such expenses. The traveler must provide receipts for all flight reservations for which reimbursement is sought; or
  - b. Be made and paid for by the School.

Absent extraordinary circumstances, first class flight reservations are not considered reasonable and necessary under this policy.

6. Reasonable and necessary ground transfer expenses (e.g., taxi, public transportation, ride share, parking, etc.) for approved travel events shall be personally paid for by the traveler and then reimbursed by the School based on receipts submitted by the traveler for such expenses. The traveler must provide receipts for all ground transfer expenses for which reimbursement is sought.
7. Reasonable and necessary mileage incurred by the traveler for approved travel events shall be reimbursed by the School at the standard IRS mileage reimbursement rates in effect at the time.
8. Reasonable and necessary lodging accommodations for approved travel events shall be made and paid for by the School in accordance with the daily lodging rates established by the GSA. However, under extenuating circumstances and only after receiving approval from the Director or the Board, travelers may personally make and pay for reasonable and necessary lodging accommodations for approved travel events. A traveler in this situation shall be reimbursed by the School based on receipts submitted by the traveler for such expenses. Such reimbursements by the School shall not exceed the lodging rates established by the GSA plus any associated required taxes and fees for the lodging.
9. Lodging accommodations shall be approved for the number of days an approved travel event is in session, less one. However, this is subject to the following exceptions:
  - a. One additional night of lodging accommodations shall be approved when an additional travel day is required prior to an approved travel event;
  - b. A second additional night of lodging accommodations shall be approved when an additional travel day is required after the approved travel event concludes; and
  - c. Other additional nights of lodging accommodations shall be allowed only when approved in advance of the approved travel event by the Director or the Board President, as applicable.
10. School employees who have been issued a School credit card may use their School credit card to pay for approved flight reservations, ground transfer expenses, and lodging accommodations in accordance with this policy only after receiving approval from the Director. Such School employees may also use their

School credit card to pay for other reasonable travel-related expenses only after receiving approval from the Director. The Director may also use his/her School credit card to pay for the same travel expenses listed above in this paragraph in accordance with the School's Credit Card Policy and Purchasing and Disbursement Policy. However, School credit cards shall not be used for per diem for meals and incidental expenses, as per diem will be paid to travelers by check in advance of approved travel as explained earlier in this policy.

11. School employees and Board members shall submit an expense report related to an approved travel event to the Director within sixty (60) days from the end of the trip.
12. The School shall not fund travel expenses that are unrelated to the approved travel purpose. Similarly, the School shall not reimburse travelers for travel expenses that are unrelated to the approved travel purpose or which are determined by the School to be excessive.
13. Either the Director or the Board may authorize individual exceptions to this policy if they, in their sole discretion, feel an exception is appropriate under the circumstances.

# Bridge Elementary Statement of Activities

Created on April 22, 2025  
For Prior Month

	Annual June 30, 2025 Budget	Year-to-Date March 31, 2025 Actual	% of Budget
<b>Net Income</b>			
Income			
Revenue From Local Sources	195,500	191,569	98.0 %
Revenue From State Sources	6,023,986	4,486,480	74.5 %
Revenue From Federal Sources	496,013	210,622	42.5 %
Total Income	6,715,499	4,888,671	72.8 %
Expenses			
Instruction/Salaries	3,499,303	2,293,721	65.5 %
Employee Benefits	443,356	295,336	66.6 %
Purchased Prof & Tech Serv	664,406	506,630	76.3 %
Purchased Property Services	59,000	32,628	55.3 %
Other Purchased Services	517,840	368,800	71.2 %
Supplies & Materials	342,546	210,034	61.3 %
Property	129,422	63,037	48.7 %
Debt Services & Miscellaneous	888,801	336,600	37.9 %
Total Expenses	6,544,674	4,106,786	62.8 %
<b>Total Net Income</b>	<b>170,825</b>	<b>781,885</b>	<b>457.7 %</b>