



ADVANTAGE ARTS
A C A D E M Y

Advantage Arts Academy

Board of Directors Meeting

Date: May 13, 2025

Time: 4:30 PM

Teleconference: <https://us02web.zoom.us/j/84446587237>

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.

AGENDA

CALL TO ORDER

CONSENT ITEMS

- March 12, 2025 Board Meeting Minutes

PUBLIC COMMENT (Comments will be limited to 3 minutes each).

CLOSED SESSION - to discuss the purchase, exchange, or lease of real property pursuant to Utah Code 52-4-205(I)(d).

VOTING & DISCUSSION ITEMS

- Bond Resolution

REPORTS

- Director Report
- Finance Report

VOTING & DISCUSSION ITEMS

- Approve 2025-2026 Sex Education Committee Membership
- Approve 2025-2026 TSSA Plan
- Approve RFP for IT Services
- Approve School Land Trust Election Procedures
- Approve Amended Service Animal Policy
- Approve Amended Travel Policy
- Approve New Salary Supplement for Highly Needed Educators Program Policy

CALENDARING

- Board Meeting June 23, 2025 4:30 PM

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.



Advantage Arts Academy Board of Directors Meeting

Date: Monday, March 12, 2025

In Attendance: Jodi Hart-Wilson, Suzy Mortenson, Darren Marshall, Crystal Thomas

Others in Attendance: Kelly Simonsen, Dawn Benke, Heidi Bauerle, Hannah Jones, Brad Taylor, David Robertson

Teleconference: <https://us02web.zoom.us/j/83766252187>

MINUTES

CALL TO ORDER Jodi Hart-Wilson called the meeting to order at 4:35 PM.

CONSENT ITEMS

- January 13, 2025, Board Meeting Minutes

There were no questions or concerns about the January 13, 2025, meeting minutes.

Crystal Thomas made a motion to approve the January 13, 2025, Board Meeting Minutes. Suzy Mortenson seconded. The motion passed unanimously. The votes were as follows: Jodi-Hart Wilson, Aye; Suzy Mortenson, Aye; Crystal Thomas, Aye.

PUBLIC COMMENT

This was the second public comment period for the 2025-2026 Fee Schedule & Fee Waiver Policy. There were no public comments.

REPORTS

- Director Report

Kelly Simonsen reported on enrollment. There are 378 students enrolled for the 2025-2026 school year with most of those students being returning students. Administration is not going to adjust staffing as of right now but will adjust as needed in the future. Professional development has been successful with teachers meeting their February Teacher Clarity Goal. The February Teacher Clarity Goal was to have an average of 75 percent of classrooms observed demonstrate learning intentions effectively, and 50 percent of classrooms observed demonstrate rationale and success criteria effectively measured by the Teacher Clarity Look-for form. Students raised 13,000 dollars at the 2025 Glow Run. The Glow Run winners who raised the most money got to go in a limo ride and eat lunch at Village Inn. Upcoming events at the school include a family paint night on March 26th and a 7th grade preview night on March 25th to explore options for students going into junior high.

- Finance Report

Dawn Benke reported on the financial state of the school. The financials presented were at 67 percent of the way through the school year as of February 28th. Local sources of revenue are high because of the school carnival and glow run generating some revenue.

State revenue is right on target. Expenses including purchase professional and technical services and educational services are higher than what was budgeted for most likely due to enrollment going up. Fixed assets are up because of the safety equipment that was purchased before June 30th. Dawn Benke opened discussion for questions on the financials presented. It was discussed why certain areas in the budget were over. There were no further questions or concerns from the board.

Darren Marshall joined the meeting at 4:38 PM.

VOTING & DISCUSSION ITEMS

- Approve 2025-2026 Fee Schedule & Fee Waiver Policy

The board discussed fee prices. Dawn Benke gave clarification on the proposed Fee Schedule. There were no further questions or concerns regarding the fee schedule. The board was provided the school's fee waiver policy for review.

Suzy Mortenson made a motion to approve the 2025-2026 Fee Schedule & Fee Waiver Policy. Crystal Thomas seconded. The motion passed unanimously. The votes were as follows: Jodi-Hart Wilson, Aye; Suzy Mortenson, Aye; Crystal Thomas, Aye; Darren Marshall, Aye.

- Approve 2025-2026 School Land Trust Plan

The board discussed the 2025-2026 School Land Trust Plan. Kelly Simonsen provided the SLT Signature page from the LEA's SLT Committee approving the plan. Kelly informed the board on how the funds will be used to support student literacy progress in grades K-3. The board agreed that having a literacy coach would be a useful way to use those funds. There was no further discussion.

Crystal Thomas made a motion to approve the 2025-2026 School Land Trust Plan. Darren Marshall seconded. The motion passed unanimously. The votes were as follows: Jodi-Hart Wilson, Aye; Suzy Mortenson, Aye; Crystal Thomas, Aye; Darren Marshall, Aye.

- Approve RFP for Bond Professionals, Bond and Disclosure Counsel, Borrower's Counsel and Trustee and Underwriter

David Robertson discussed the recommendations for the RFP. The board asked how they came to the recommendations for each item included in the RFP. After discussing the justification behind the recommendations, the board had no further questions or concerns for David Robertson.

Darren Marshall made a motion to approve the RFP for bond professionals as recommended. Crystal Thomas seconded. The motion passed unanimously. The votes

were as follows: Jodi-Hart Wilson, Aye; Suzy Mortenson, Aye; Crystal Thomas, Aye; Darren Marshall, Aye.

David Robertson left the meeting at 5:07 PM.

- Approve Amended 2024-2025 School Calendar

The board discussed the changes to the current school year's calendar. The board decided that it was best practice to have the Kindergarteners have the last week of school be all early out days. There were no other changes to the calendar.

Suzy Mortenson made a motion to approve the RFP for bond professionals as recommended. Darren Marshall seconded. The motion passed unanimously. The votes were as follows: Jodi-Hart Wilson, Aye; Suzy Mortenson, Aye; Crystal Thomas, Aye; Darren Marshall, Aye.

- Approve Amended Time and Effort Policy and Procedures
- Approve Amended Library Materials Policy and Procedures

The board discussed the amendments made to the policies listed. The board had no questions or concerns about the changes.

Crystal Thomas made a motion to approve the policies and procedures listed above. Darren Marshall seconded. The motion passed unanimously. The votes were as follows: Jodi-Hart Wilson, Aye; Suzy Mortenson, Aye; Crystal Thomas, Aye; Darren Marshall, Aye.

CALENDARING

The next board meeting will take place April 28, 2025.

CLOSED SESSION

At 5:22 PM Suzy Mortenson made a motion to enter a closed session at Herriman, UT to discuss the character, professional competence, or physical or mental health of an individual pursuant to Utah Code 52-4-205(l)(a). Darren Marshall seconded. The motion passed unanimously. The votes were as follows: Jodi-Hart Wilson, Aye; Suzy Mortenson, Aye; Crystal Thomas, Aye; Darren Marshall, Aye.

ADJOURN

At 5:37 PM Suzy Mortenson made a motion to exit the closed session and adjourn the general meeting. Darren Marshall seconded. The motion passed unanimously. The votes were as follows: Jodi-Hart Wilson, Aye; Suzy Mortenson, Aye; Crystal Thomas, Aye; Darren Marshall, Aye.

Advantage Arts Academy

Board of Directors

Closed Session

Date: 03.12.2025

Location: 6171 W. 11800 S.; Herriman, UT 84096

CLOSED SESSION SWORN STATEMENT:

At a duly noticed public meeting held on the date listed above, the board of directors for Advantage Arts Academy entered a closed session at Herriman, UT 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 12 day of March 2025.



Jodi Hart Wilson, Board President



ADVANTAGE ARTS ACADEMY

DIRECTOR'S REPORT

MAY 9, 2025

PREPARED BY KELLY SIMONSEN

2025-2026 ENROLLMENT DATA

	Current
Kindergarten	51
1st Grade	65
2nd Grade	64
3rd Grade	56
4th Grade	56
5th Grade	55
6th Grade	43
TOTAL	390

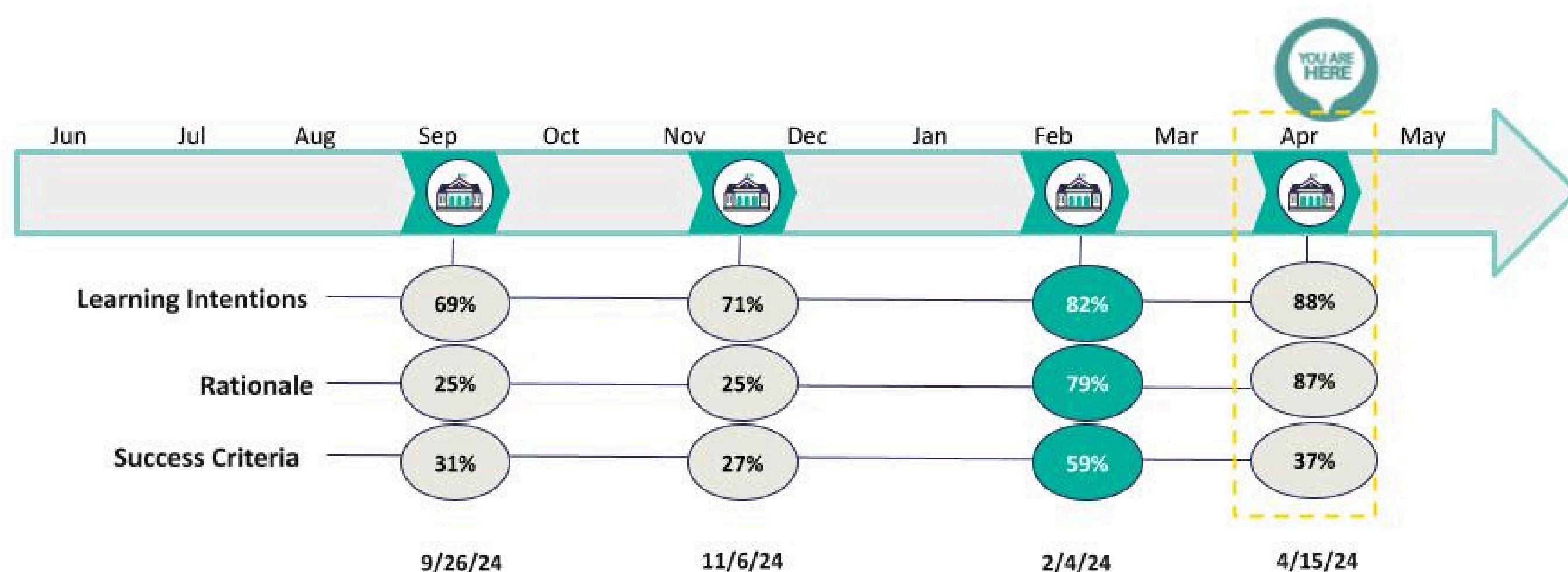


Special Populations	#	%
IEP	+13	
MLL	+28	
Total	41	

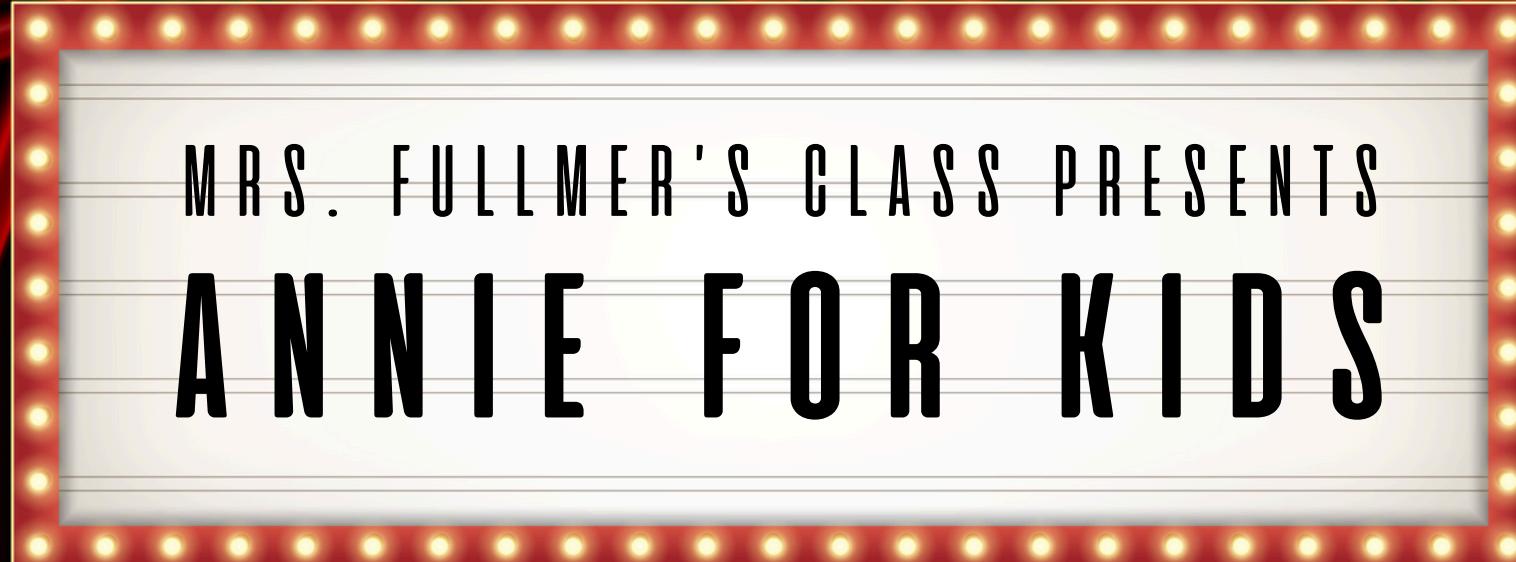
PROFESSIONAL DEVELOPMENT

Where We've Been & Where We're Headed

Goal: Maintain success criteria growth.



*Averages using the Teacher Clarity Look-Fors





THURSDAY MAY 22

Students will need from home:

Clothing that can get wet (no bathing suits), hats/sunscreen, close-toed shoes, water bottle

8:55-9:55 Kindergarten

9:40 -10:40 1st Grade

10:25 -11:25 2nd Grade

12:35 -2:45 3-6 grades

2:45 - 3:15 Teachers vs 6th kickball!



Volunteers can
sign up here!
(Must have
current
background
check)



Advantage Arts Academy

Statement of Activities

Created on May 10, 2025

For Prior Month

Reporting Book: ACCRUAL
 As of Date: 05/10/2025
 Location: Advantage Arts Academy

	Annual	Year-to-Date	
	June 30, 2025	April 30, 2025	
	Budget	Actual	% of Budget
Net Income			
Income			
Revenue From Local Sources	72,000	110,660	153.7 %
Revenue From State Sources	3,639,474	3,142,338	86.3 %
Revenue From Federal Sources	155,340	66,419	42.8 %
Total Income	3,866,814	3,319,417	85.8 %
Expenses			
Instruction/Salaries	1,607,936	1,179,222	73.3 %
Employee Benefits	397,436	238,155	59.9 %
Purchased Prof & Tech Serv	347,144	358,009	103.1 %
Purchased Property Services	128,335	100,719	78.5 %
Other Purchased Services	198,353	188,557	95.1 %
Supplies & Materials	196,757	157,725	80.2 %
Property	0	41,402	0.0 %
Debt Services & Miscellaneous	985,236	815,597	82.8 %
Total Expenses	3,861,197	3,079,386	79.8 %
Total Net Income	5,617	240,031	4,273.2 %

Advantage Arts Academy
Statement of Financial Position
Created on May 10, 2025
For Prior Month

Reporting Book:

ACCRUAL

As of Date:

05/10/2025

Location:

Advantage Arts Academy

Assets & Other Debits

Current Assets

Operating Cash

Accounts Receivables

Total Current Assets

Net Assets

Fixed Assets

Depreciation

Total Net Assets

Total Assets & Other Debits

Liabilities & Fund Equity

Current Liabilities

Long-Term Liabilities

Fund Balance

Net Income

Total Liabilities & Fund Equity

	Period Ending	Period Ending
	04/30/2025	04/30/2024
	Actual	Actual
Assets & Other Debits		
Current Assets		
Operating Cash	529,528	388,749
Accounts Receivables	521	1,534
Total Current Assets	530,049	390,283
Net Assets		
Fixed Assets	12,645,837	12,507,856
Depreciation	(757,351)	(464,290)
Total Net Assets	11,888,486	12,043,566
Total Assets & Other Debits	12,418,535	12,433,849
Liabilities & Fund Equity		
Current Liabilities	23,106	59,989
Long-Term Liabilities	12,729,696	12,893,463
Fund Balance	(616,377)	(500,813)
Net Income	282,110	(18,790)
Total Liabilities & Fund Equity	12,418,535	12,433,849

Composition of the Sex Education Curriculum Materials Review Committee at Advantage Arts Academy

Date: May 12, 2025

Prepared by: Kelly Simonsen, Director

In accordance with Utah Administrative Rule R277-474, Advantage Arts Academy is required to establish a Curriculum Materials Review Committee to oversee sex education and maturation instruction. This committee ensures that all instructional materials and presentations comply with state laws and educational standards.

Committee Composition

Per Utah Administrative Rule R277-474-5(4)(b), the Curriculum Materials Review Committee must include:

- **Parents:** At least as many parent members as school employee members.
- **Health Professionals:** Licensed individuals with expertise in health-related fields.
- **School Health Educators:** Educators responsible for health instruction within the school.
- **Administrators:** School or district-level administrative personnel.

All committee members are appointed and reviewed annually by the school's governing board on or before August 1. The committee is required to meet regularly, select officers, and adhere to the Utah Open and Public Meetings Act.

Current Committee Members

As of the 2025–2026 academic year, the committee comprises:

- **3 Parent Representatives**
- **3 School Employees/Administrators:**
 - Director
 - School Counselor
 - Teacher

This composition ensures compliance with the requirement that parent members equal or exceed the number of school employee members.

Committee Responsibilities

The committee's primary responsibilities include:

1. Review and Approval:

- Evaluating all sex education and maturation instructional materials, including guest speaker content, to ensure they are medically accurate and align with state guidelines.

2. Compliance Monitoring:

- Ensuring that instruction emphasizes abstinence before marriage and fidelity after marriage, as mandated by Utah Code §53G-10-402.
- Prohibiting content that discusses the intricacies of intercourse, sexual stimulation, or the advocacy of contraceptive methods.

3. Parental Involvement:

- Facilitating parental review of curriculum materials.
- Ensuring that no student participates in sex education instruction without prior written parental consent.

4. Record Keeping:

- Maintaining records of committee meetings, decisions, and any parental or community complaints, as required by state regulations.

Conclusion

Advantage Arts Academy's Curriculum Materials Review Committee is duly constituted in compliance with Utah Administrative Rule R277-474. The committee's diverse membership and adherence to state guidelines ensure that sex education instruction is delivered responsibly, with respect for parental rights and student well-being.

For any further details or questions regarding the committee's activities, please contact Kelly Simonsen at (801) 878-8622.

Teacher and Student Success Plan

School Year: 2025 – 2026

School: Advantage Arts Academy

Date Board Student Success Framework Approved: 6-1-2020

Date Teacher and Student Success Plan Approved:

General Information – In accordance with the Student Success Framework approved by the Board, the school's administration will create 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's goals may align with the goals shown on the School Land Trust Plan. Schools must include at least one goal in the plan. Schools must solicit input on developing the plan from administrators, school level educators, parents, and the School Land Trust council and may solicit input from students, support professionals, or other community stakeholders. The Plan must be submitted to the school's 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 School Land Trust council will select a component of the approved plan to address within the School Land Trust Plan.

Goals based on School Needs

1. Students at AAA in grades K-6 will increase in reading proficiency by 5 percentage points as measured by the Acadience Reading test from BOY to EOY.

Measurement

1. Goal 1 as measured by end of year Acadience Reading test.

Action Steps

- Administration will provide teachers and/or staff with professional learning opportunities to implement data-based decision making.
- Teachers will use data to create instructional opportunities for students.
- Teachers will be monitored and observed to ensure that instruction supports achievement of goals.

Budget

40% of the TSSA fund will be used for competitive teacher salaries.

60% of the TSSA funds will be used for paraprofessionals salaries, Curriculum, and materials to support Multi-Tiered Systems of Support.

**Advantage Arts Academy
Evaluation Committee Statement
RFP for IT Services Provider**

Background

Advantage Arts Academy (the “school”) issued an RFP for an IT Services Provider on February 24, 2025. The school posted the RFP on its website from February 24, 2025 to March 10, 2025. The deadline to submit a proposal in response to the RFP was March 10, 2025, at 3:00 pm. One company submitted a proposal to the school. Eminent Technical Solutions, LLC (“ETS”) was the only offeror.

Evaluation and Scoring of Proposal

The Evaluation Committee on this RFP was Kelly Simonsen, Platte Nielson, and Gabe Clark. They reviewed and scored the proposals on April 14, 2025. Together they determined that ETS’s proposal met the minimum requirements of the RFP, that its pricing and terms were reasonable, and that it would be in the best interest of the school to award the contract to ETS.

Based on the Committee’s review of the proposal, ETS (a) has the requisite experience and qualifications to provide quality IT services; (b) has successfully done this type of work for the school and for other charter schools in Utah in the past. The Committee awarded ETS 70 out of 70 possible points for non-cost criteria and 30 out of 30 points for cost criteria, for a total of 100 out of 100 points.

Award Recommendation

The Evaluation Committee recommends to the school’s Board of Directors that it award the contract for IT Services to ETS for a period of five years.

AAA 05.13.2025 Policy Summary Sheet:

Amended Service Animal Policy

This policy has been revised to bring it more into compliance with current Utah law (Utah Code 26B-6-801 thru -805) and federal law (28 CFR § 35.136). The revisions include updates to code citations, a new paragraph explaining when the school should not ask if a service animal is required because of a disability or what work/tasks the service animal has been trained to perform, and a new paragraph regarding when miniature horses may qualify as a service animal.

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.

Salary Supplement for Highly Needed Educators Program Policy

SB 173 from the 2024 legislative session repealed the Teacher Salary Supplement Program (TSSP) as of the end of June 30, 2025, and replaced it with the Salary Supplement for Highly Needed Educators (SHiNE) Program, which goes into effect July 1, 2025. Like the TSSP, the SHiNE Program provides LEAs with additional funding to pay teachers who are highly needed in schools. However, whereas the TSSP designated the teaching assignments that are eligible for the extra funding, SHiNE requires LEAs to choose on their own which teaching assignments they consider to be hard to fill or retain (or are "highly needed") in their schools. The SHiNE Program requires LEAs to adopt a new policy that, among other things, identifies their high needs areas, establishes the amount of the salary supplement each eligible teacher will receive, sets forth the appeals process for teachers who feel they should have received the salary supplement, and outlines the process the LEA goes through to determine if a teacher is eligible for SHiNE Program funding. The new Salary Supplement for Highly Needed Educators Program Policy is intended to satisfy these new policy requirements. The policy gives the administration the ability to establish the salary supplement amount eligible teachers will receive each year, which amount must be

commensurate with the total SHiNE Program funds allocated to and received by the LEA for the year.

Service Animal Policy

Adopted: February 3, 2020

Revise:

Purpose

Advantage Arts Academy (the "School") adopts this policy to ensure that individuals with disabilities are able to participate in and benefit from School services, programs, and activities, and to ensure that the School does not discriminate against individuals on the basis of disability. As provided by the Americans with Disabilities Act, as amended (the "Act"), and its accompanying regulations, and as provided in Utah Code § 26B-6-801 through -805, individuals with disabilities will be permitted to bring their service animals on School property in accordance with this policy.

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Policy

Individuals with disabilities, including students, employees, and visitors, will be permitted to be accompanied by their service animal in School facilities and vehicles, on School grounds, and at School functions in accordance with applicable law and this policy. Pets and other animals, except as allowed for pre-approved educational purposes, are restricted from the School. The School's Principal is responsible for the administration of this policy.

Definition of Service Animal

"Service animal" includes any dog that:

(a) is trained, or is in training, to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability; and

(b) performs work or tasks, or is in training to perform work or tasks, that are directly related to the individual's disability, including:

- (i) assisting an individual who is blind or has low vision with navigation or other tasks;
- (ii) alerting an individual who is deaf or hard of hearing to the presence of people or sounds;
- (iii) providing non-violent protection or rescue work;
- (iv) pulling a wheelchair;
- (v) assisting an individual during a seizure;
- (vi) alerting an individual to the presence of an allergen;
- (vii) retrieving an item for the individual;
- (viii) providing physical support and assistance with balance and stability to an individual with a mobility disability; or

(ix) helping an individual with a psychiatric or neurological disability by preventing or interrupting impulsive or destructive behaviors.

"Service animal" does not include:

- (a) an animal other than a dog, whether wild or domestic, trained or untrained; or
- (b) an animal used solely to provide:
 - (i) a crime deterrent;
 - (ii) emotional support;
 - (iii) well-being;
 - (iv) comfort; or
 - (v) companionship.

Guidelines and Procedures

Due to the School's need to accommodate a variety of disabilities and conditions, the Principal should be notified when an individual with a disability desires to be accompanied by a service animal on School property or during a School function.

In response to this notification, the Principal may ask the following two questions:

- (a) Is the animal required because of a disability?
- (b) What work or task has the service animal been trained to perform for the person with the disability?

Notwithstanding the foregoing, the Principal shall not ask the questions above if it is readily apparent that the animal is trained to do work or perform tasks for an individual with a disability (e.g., the service animal is observed by the Principal or other School personnel guiding an individual who is blind or has low vision, pulling a person's wheelchair, or providing assistance with stability or balance to an individual with an observable mobility disability).

The Principal shall request proof that the service animal complies with applicable animal control and public health requirements, including those related to licensure and/or rabies immunization, required by the municipality in which the individual with a disability resides.

Control and Management

A service animal must be under the control of its handler at all times while on School property or at a School function.

A service animal shall have a harness, leash, or other tether, unless either the handler is unable because of a disability to use a harness, leash, or other tether, or the use of a

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harness, leash, or tether would interfere with the service animal's safe, effective performance of work or tasks, in which case the service animal must be otherwise under the handler's control (e.g., voice control, signals, or other effective means).

Care and Supervision

Service animals must be housebroken.

The School, including classroom staff, is not responsible for the care or supervision of a service animal. The School is not responsible for providing a staff member to walk the service animal or to provide any care or assistance to the animal unless otherwise required by law.

| The owner or handler of the service animal shall be solely responsible for:

- (a) supervision and care of the service animal, including feeding, exercising, clean-up, stain removal, and veterinary care; and
- (b) restraint of the service animal at all times.

Liability

The owner or the handler of a service animal is liable for any and all damages to property or injuries to persons caused by the service animal.

Removal or Exclusion of Service Animal

The School may deny a request for use of a service animal or ask an individual with a disability to remove a service animal from School property, a School vehicle, or a School function if:

- (a) the service animal is out of control and the service animal's handler does not take effective action to control it;
- (b) the presence of the service animal will require a fundamental alteration of the program or will significantly disrupt or interfere with the education process; Deleted: or
- (c) the handler fails to submit proof of compliance with local animal control and public health requirements, including those related to current licensing and/or rabies immunization, when the service animal is to be used regularly at the School; or Deleted: vaccinations
- (d) the service animal is not housebroken.

If the service animal is properly removed or prohibited, the School will continue to give the individual with a disability the opportunity to participate in the School services, programs, or activities without having the service animal on the premises.

Conflicting Disabilities

Individuals with disabilities that are adversely impacted by service animals should contact the Principal. Such individuals will be asked to provide documentation that identifies their disabilities and their need for accommodations. The Principal will strive to facilitate a process to resolve the situation in a manner that considers the conflicting needs and reasonable accommodations of the disabled individuals involved. However, the Principal may exclude the service animal if it poses a direct threat to the health or safety of others.

Reasonable Modifications

The School shall make reasonable modifications to this policy to permit the use of a miniature horse by an individual with a disability if the miniature horse has been individually trained to do work or perform tasks for the benefit of the individual with a disability. In determining whether such reasonable modifications to this policy can be made, the School shall consider the assessment factors in 28 CFR § 35.136(i)(2).

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Travel Policy

Adopted: October 2, 2017

Revised: _____

Purpose

The purpose of this policy is to establish procedures for authorization of, and payment for, travel by employees or Board members of Advantage Arts Academy (the "School") 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 ("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 Principal in order for the School to pay for the travel expenses as set forth in this policy. Travel for School-related business by the Principal 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 Principal, and the Principal 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 Principal 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.

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Travel by campus-level employees must be approved in advance by the Principal. Travel by the Principal or Board members must be approved in advance by the Board of Directors. ¶

All travel requests must be submitted at least three (3) weeks prior to departure date and prior to making any arrangements. Travel requests must explain the purpose of the travel and, where applicable, include the conference registration materials, proposed hotel accommodations, and approximate airfare. Flight reservations will be made by the School's Management Company. ¶

Per Diem expenses will be paid for all approved travel events that are more than 100 miles from the School. The per diem will be paid to the traveler by check no less than 48 hours prior to departure date. ¶

Out-of-State per diem of \$65 per day will be paid as follows: \$40 for dinner, \$15 for lunch, and \$10 for breakfast. ¶

In-State per diem of \$50 per day will be paid as follows: \$25 for dinner, \$15 for lunch, and \$10 for breakfast. ¶

Reasonable and necessary ground transfer and mileage rate expenses will be reimbursed based on receipts submitted for such expenses. The traveler must provide receipts for all expenses for which reimbursement is sought. ¶

Mileage will be reimbursed at the standard IRS mileage reimbursement rates in effect at the time. However, mileage for travel to and from an event will not be reimbursed in an amount greater than the lowest cost airfare that could reasonably be obtained for travel to and from the event. ¶

Hotel accommodations will be approved for the number of days a conference is in session, less one. One additional night of hotel accommodations will be approved when an additional travel day is required prior to a conference. A second additional night of hotel accommodations is approved when an additional travel day is required after the conference concludes. Other additional days of hotel accommodations will be allowed only when approved in advance of the conference by the Principal or the President of the Board of Directors. ¶

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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 Principal 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 Principal 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 Principal. Such School employees may also use

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their School credit card to pay for other reasonable travel-related expenses only after receiving approval from the Principal. The Principal 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.

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11. School employees and Board members shall submit an expense report related to an approved travel event to the Principal 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 Principal or the Board may authorize individual exceptions to this policy if they, in their sole discretion, feel an exception is appropriate under the circumstances.

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Salary Supplement for Highly Needed Educators Program Policy

Adopted:

Revised:

Purpose

The purpose of this policy is to describe how Advantage Arts Academy (the “School”) administers the Salary Supplement for Highly Needed Educators (“SHiNE”) Program. This policy is meant to comply with the requirements of Utah Code § 53F-2-504.

Definitions

“Eligible teacher” means a teacher who:

- (a) has a qualifying assignment;
- (b) qualifies for the teacher’s assignment in accordance with an LEA’s policy; and
- (c) is a new employee or has not received an unsatisfactory rating on the teacher’s three most recent evaluations.

“Qualifying assignment” means a teacher who is assigned to a high-needs area.

“High-needs area” means at least two and up to five teaching assignments that an LEA designates in a policy as challenging to fill or retain.

Policy

High-Needs Areas

The following teaching assignments are designated as high-needs areas at the School:

- (a) Special Education (K-6); and
- (b) Elementary Teachers (K-6).

Process for Determining if a Teacher is an Eligible Teacher

The School’s Principal or his/her designee shall perform due diligence in determining whether a teacher meets the definition of eligible teacher as set forth in this policy. Due diligence includes, at a minimum, verifying that a teacher:

- (a) is assigned to teach in one of the high-needs areas listed above;
- (b) has a professional educator license in one of the high-needs areas listed above; and
- (c) is a new employee of the School or is not a new employee of the School but has not received an unsatisfactory rating on the teacher’s three most recent evaluations from the School.

On an annual basis, the School's Principal or his/her designee shall create a list of all teachers who have been determined to meet the definition of eligible teacher under this policy.

Process for Certifying a List of Eligible Teachers to be Awarded a Salary Supplement

On an annual basis, the School's Principal or his/her designee shall review the list of all teachers who have been determined to meet the definition of eligible teacher under this policy and shall make any changes to the list he/she feels is necessary. The list is considered certified by the School's Principal or his/her designee when he/she sends, or causes to be sent, the list to payroll for processing of the salary supplement payment under the SHiNE Program.

Salary Supplement Amount

All teachers at the School determined to be eligible teachers under this policy (i.e., all teachers on the certified list described above) shall receive a salary supplement under the SHiNE Program in an amount commensurate with the funds allocated to and received by the School under the SHiNE Program. Eligible teachers who are assigned 1.0 FTE in a high needs area shall receive the full salary supplement. Eligible teachers who are assigned less than 1.0 FTE in a high needs area shall receive a prorated salary supplement based on the percentage of their FTE in the high needs area.

The School may increase the amount of funds the School provides to eligible teachers if the School:

- (a) first ensures proper distribution of funds the School receives under the SHiNE Program to the School's eligible teachers; and
- (b) experiences a carry forward or leftover balance.

Appeals

If the School's Principal or his/her designee determines that a teacher does not meet the definition of eligible teacher and therefore does not qualify for a salary supplement under the SHiNE Program, the teacher may appeal that decision in writing to the School's Board of Directors (the "Board") if the teacher:

- (a) believes he/she does meet the definition of eligible teacher under this policy; or
- (b) has a teaching assignment at the School that is substantially equivalent to a high-needs area and otherwise meets the definition of eligible teacher under this policy.

When submitting an appeal, a teacher is required, at minimum, to provide transcripts and other documentation to the Board in order for the Board to determine if the teacher is an eligible teacher with a qualifying teaching background.

The Board shall make a decision on the appeal within thirty (30) school days.

Administrative Procedures

Each school year the Principal shall establish, through administrative procedures, the salary supplement amount that each eligible teacher will receive for that school year.

Updating Policy

The School shall update this policy annually and provide notice of any changes to the policy to teachers within the School.