



Bridge Elementary Board of Directors Meeting

Date: June 17, 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

CALL TO ORDER

CONSENT ITEMS

- May 20, 2025, Board Meeting Minutes

PUBLIC COMMENT (comments will be limited to three minutes)

REPORTS

- Director Report
- Finance Report
 - Fraud Risk Assessment

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

- 2024-2025 Amended Budget
- 2025-2026 Proposed Budget
- Award RFP for Education Service Provider
- Board Member Terms and Offices
- Summer Purchases

CLOSED SESSION- 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).

CALENDARING

- Next Board Meeting August 19, 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: May 20, 2025

Board Members in Attendance: Lance Eastman, Marianne Henderson, Trent Ady,

Excused Board Members: Brittani Brown, Kari Frederickson

Others in Attendance: Lani Rounds, Sarah Tucker, Jon McQueary, Hannah Dorius, Kirk Blake

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

MINUTES

CALL TO ORDER

Lance Eastman called the meeting to order at 5:03 PM.

CONSENT ITEMS

- March 18, 2025, Board Meeting and Closed Session Minutes
Marianne Henderson made a motion to approve the March 18, 2025, Board Meeting and Closed Session Minutes. Trent Ady seconded. Motion passed. The votes were as follows: Marianne Henderson, Aye; Lance Eastman, Aye; Trent Ady, Aye.

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

There were no public comments. This was the second and final public comment opportunity for curriculum.

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

Lani Rounds presented each of the curriculum available for public comment to the board. Administration met with the teachers to select a comprehensive ELA program. The board voiced their approval.

Trent Ady made a motion to approve Fishtank ELA Program for Grades 3-6, Phonics for Reading Intervention Program for Grades 3-6, and Heggerty Decodable Book and Lesson ELA Grades 1-2. Marianne Henderson seconded. Motion passed. The votes were as follows: Marianne Henderson, Aye; Lance Eastman, Aye; Trent Ady, Aye.

REPORTS

- Director Report
Lani Rounds provided a report to the board. 562 students are registered for the 2025-2026 school year. Susan Lindsey, a 4th grade teacher, was awarded "Number One Teacher" by a local business. New lunch tables arrived on Friday.

The SpED improvement audit went very well, and all the minor findings have already been corrected. EOY Acadience reading data showed that the 4th grade team had 97% of their students make typical or above typical progress. This includes all sped students in 4th grade whose reading progress. The state benchmark is 60%.

Finance Report

John McQueary reviewed the Statement of Activities and Statement of Financial Position with the board. We are 83% of the way through the fiscal year. None of the expense categories are above 83%. The school is in a good cash position.

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

- Audit Engagement Letter

The Audit Engagement Letter was presented by Jon McQueary. This letter will engage Eide Bailly to conduct an audit and prepare a tax return for Bridge Elementary. An RFP was conducted by Academica West and Eide Bailly comes recommended for the best price, value, and expertise.

Lance Eastman made a motion to approve Audit Engagement Letter and authorize Lani Rounds to sign. Trent Ady seconded. Motion passed. The votes were as follows: Marianne Henderson, Aye; Lance Eastman, Aye; Trent Ady, Aye.

- Summer Purchase Plan

Lani Rounds presented the Summer Purchase Plan. Each of the following purchases were approved:

- Heggerty Writing K-2 - \$4,600
- Fishtank Licenses - \$5,620
- Books for Fishtank - \$15,000
- 45 Chromebooks and 2 carts - \$19,000
- Heggerty Decodables - \$15,000
- iReady License - \$26,000
- Waterford License - \$3,750
- Amazon purchase of whiteboards - \$2,750
- Lakeshore purchase of couch and stools and chairs - \$3,356

Lance Eastman made a motion to approve the Summer Purchase Plan. Marianne Henderson seconded. Motion passed. The votes were as follows: Marianne Henderson, Aye; Lance Eastman, Aye; Trent Ady, Aye.

- Anderson Asphalt Invoice

Lani Rounds presented the Anderson Asphalt Invoice. The parking lot will receive some maintenance, and an additional walking path will be added to improve the route the students take into the school. This will make the students' walking route safer.

Trent Ady made a motion to approve the Anderson Asphalt Invoice up to 11,000. Lance Eastman seconded. Motion passed. The votes were as follows: Marianne Henderson, Aye; Lance Eastman, Aye; Trent Ady, Aye.

- Ratify 2025-2026 Calendar

Lani Rounds presented the 2025-2026 calendar that needs to be ratified. School hours will change from release at 3:30 to release at 3:40. This will mitigate traffic by giving another local school more time after their school is released for traffic to dissipate.

Lance Eastman made a motion to ratify the 2025-2026 Calendar. Marianne Henderson seconded. Motion passed. The votes were as follows: Marianne Henderson, Aye; Lance Eastman, Aye; Trent Ady, Aye.

- Sex Education Committee Approval

Sara Tucker presented the Sex Education Committee to the board. There are 9 parents on the committee for the 2025-2026 school year. Bridge Elementary currently uses an online program through Davis County and Weber County. Sara Tucker will meet with the Committee to review the curriculum.

Lance Eastman made a motion to approve the Sex Education Committee. Trent Ady seconded. Motion passed. The votes were as follows: Marianne Henderson, Aye; Lance Eastman, Aye; Trent Ady, Aye.

- Teacher Student Success Act Plan (TSSA) 2025-2026

Lani Rounds presented the TSSA Plan. This plan stays in line with past plans. Each plan is also approved by the state. Teachers are working very hard to meet the goals and administration believes the plan encompasses the correct goals for Bridge Elementary.

Lance Eastman made a motion to approve the Teacher Student Success Act Plan 2025-2026. Marianne Henderson seconded. Motion passed. The votes were as follows: Marianne Henderson, Aye; Lance Eastman, Aye; Trent Ady, Aye.

- Policies

- Paid Parental and Postpartum Recovery Leave Policy

Janey Stoddard presented the Paid Parental and Postpartum Recovery Leave Policy. This new policy is the product of new legislation. School's are now required to provide the same leave policy as the state employees.

- Salary Supplement for Highly Needed Educators Policy

Janey Stoddard presented the Salary Supplement for Highly Needed Educators Policy. This policy replaces the Teacher Salary Supplement Program with the Salary Supplement for Highly Needed Educators Program (SHiNE). This policy will go into effect July 1, 2025. The SHiNE

program provides LEAs with additional funds to pay teachers who are highly needed in the school.

Lance Eastman made a motion to approve the Paid Parental and Postpartum Recovery Leave Policy and the Salary Supplement for Highly Needed Educators Policy. Trent Ady seconded. Motion passed. The votes were as follows: Marianne Henderson, Aye; Lance Eastman, Aye; Trent Ady, Aye.

CALENDARING

The next board meeting is scheduled for June 17, 2025, at 5:00PM. 2025-2026 Board Meeting Calendar was discussed and will be published to the Utah Public Notice Website.

ADJOURN

At 6:10PM Lance Eastman made a motion to adjourn the meeting. Marianne seconded. Motion passed. The votes were as follows: Marianne Henderson, Aye; Lance Eastman, Aye; Trent Ady, Aye.

Assistant Principal- (Academic Director) – Bridge Elementary

The Academic Director provides instructional leadership to ensure the academic success of all students. This role oversees the implementation and fidelity of curriculum, instructional practices, assessment systems, and professional development. The Academic Director supports staff, students, and families while helping advance the school's mission and academic goals.

Key Responsibilities

Instructional Leadership and Oversight

- Supervise and support the special education resource team and attend IEP meetings as the LEA for SpEd resource students.
- Oversee instructional staff including classroom paraeducators, specialists, and special education resource teachers to ensure fidelity of program implementation.
- Conduct observations and evaluations in collaboration with the Curriculum Specialist and Professional Learning Specialists.
- Review instructional requisition requests and coordinate with the Executive Director as needed.

Data and Assessment

- Review academic data regularly with instructional teams, P90 Coordinator, Curriculum Specialist, and Professional Learning Specialists to monitor progress toward charter goals and student achievement in reading and math.
- Support the Assessment Director as needed with data-related tasks.
- Conduct weekly reviews of Acadience progress monitoring and software usage (iReady and Waterford); communicate results with staff and leadership.
- Complete monthly audits of Personalized Learning Plans (PLPs) and follow up with teachers whose data falls below 90%, copying relevant team members.

Personnel and Collaboration

- Participate in hiring, evaluating, and managing instructional staff under the guidance of the Executive Director and in alignment with HR protocols.
- Collaborate with the Executive Director, Director of Operations and Student Support, and other leadership team members to support a strong instructional culture.
- Share best practices and actively engage in mentoring, modeling, and professional development.

Student and Family Support

- Work with the behavior team (counselor, social worker, SEL team, academic director) to assist students with behavioral needs or office referrals.
- Serve as the primary administrative contact for families regarding instructional concerns, classroom issues, or event-related matters.

- Act as the staff liaison for instructional matters such as field trips, media approvals, classroom pets, and schedule adjustments.

Communication and Culture

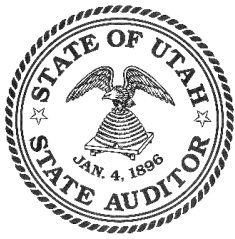
- Co-author weekly school newsletters for families in coordination with leadership and instructional staff.
- Maintain a professional and engaging social media presence to promote school events and accomplishments.
- Attend school-sponsored events and promote Bridge's mission, vision, and culture in all interactions with stakeholders.

DRAFT

BRIDGE ELEMENTARY BOARD MEMBER TERMS & ELECTED OFFICERS

Board terms:

1. Brittani Brown (Chair)
Term Expires: 06/30/2026
2. Marianne Henderson (Board Member)
Term Expires: 06/30/2027
4. Kari Frederickson (Secretary)
Term Expires: 06/30/2026
5. Trent Ady (Board Member)
Term Expires: 06/30/2028
6. Lance Eastman (Board Member)
Term Expires: 06/30/2026



OFFICE OF THE
STATE AUDITOR

Questionnaire

Revised December 2020

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: 375 /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 (training.auditor.utah.gov) within four years of term appointment/election date?	20	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: Bridge Elementary

*Completed for Fiscal Year Ending: June 30, 2025 *Completion Date: _____

*CAO Name: Lani Rounds *CFO Name: Brittani Brown

*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.

Bridge Elementary
Proposed Initial FY26 Budget and Final FY25 Budget
For Approval at June 17, 2025 Board Meeting

Accounts	Actual FY2024 Results	Original FY2025 Budget	Current P&L Through 4-30-2025	FY2025 Amended	Proposed FY2026 (All Funds)
Income					
1000 - Revenue From Local Sources	205,740	157,000	208,149	195,500	229,398
3000 - Revenue From State Sources	5,509,916	5,656,024	4,959,938	6,023,986	6,445,874
4000 - Revenue From Federal Sources	511,768	475,358	339,630	496,013	513,531
5000 - Other Financing Sources	-	-	-	-	-
6000 - Extraordinary Item	-	-	-	-	-
Total Income	6,227,423	6,288,382	5,507,717	6,715,499	7,188,803
Gross Margin	6,227,423	6,288,382	5,507,717	6,715,499	7,188,803
Gross Margin %	100.0%	100.0%	100.0%	100.0%	100.0%
Expenses					
0100 - Salaries	2,987,319	3,288,303	2,571,404	3,499,303	3,665,500
0200 - Employee Benefits	385,764	443,356	332,186	443,356	490,000
0300-Purchased Professional and Technical Services	593,981	619,999	548,336	664,406	655,000
0400-Purchased Property Services	63,124	62,000	34,262	59,000	55,200
0500-Other Purchased Services	491,844	510,925	424,445	517,840	519,500
0600-Supplies and Materials	302,718	295,545	224,540	342,545	358,000
0700-Property	38,841	50,000	63,037	129,422	80,000
0800-Debt Service and Miscellaneous	997,571	888,801	336,951	888,801	852,725
Total Expenses	5,861,160	6,158,929	4,535,161	6,544,674	6,675,925
Net Income	366,263	129,453	972,556	170,825	512,878
Net Income %	5.9%	2.1%	17.7%	2.5%	7.1%
EBITDA	366,263	129,453	972,556	170,825	512,878
EBITDA %	5.9%	2.1%	17.7%	2.5%	7.1%

Notes:

FY25 Budget Based on 558 Students

FY26 Budget Based on 557 Students

Principal- (Director of Operations and Student Support) – Bridge Elementary

The Director of Operations and Student Support ensures effective daily operations, school safety, and non-instructional support systems that contribute to a safe, organized, and inclusive school environment. This role provides leadership in student services, school logistics, and family engagement, and serves as acting administrator in the absence of the Executive Director.

Key Responsibilities

School Leadership and Collaboration

- Serve as the on-site lead administrator when the Executive Director is off campus.
- Collaborate with the Executive Director to uphold the school's mission, vision, and positive learning culture.
- Attend school events and represent the school in meetings with families, staff, community organizations, and city officials.
- Participate in professional development, mentoring, and sharing of best practices across teams.

Operations and Logistics

- Oversee daily non-instructional operations including front office, custodial services, school nurse, and recess/lunch supervision.
- Coordinate and monitor morning supervision, parking lot safety, and safe walking routes in coordination with Roy City and UDOT's SNAP program.
- Maintain schoolwide inventory systems and oversee asset tracking and repairs.
- Supervise building maintenance and cleanliness in collaboration with facilities staff and contractors.

Student Support and Behavior

- Support students in collaboration with the behavior team (counselor, social worker, SEL team, academic director), including managing dysregulated behavior and responding to referrals from Aspire or Educator's Handbook.
- Ensure campus safety, supervise school safety drills, and coordinate emergency procedures and dismissal plans.
- Attend IEP meetings as the LEA for students receiving only SEL or SLP services.

Personnel Oversight

- Supervise and evaluate non-instructional staff, including custodians, office staff, SEL team, counselor, social worker, and school nurse.
- Participate in hiring, onboarding, performance management, and, when necessary, disciplinary action for non-instructional staff following HR processes.

Family and Community Engagement

- Lead planning and oversight of off-site family events and the Bridge After School Enrichment (BASE) program.
- Manage systems for organizing and tracking family volunteer efforts.
- Serve as the point of contact for staff regarding non-instructional needs such as recess schedules or equipment.

Compliance, Data, and Fundraising

- Maintain accurate data in state-required systems and manage school data workflows.
- Oversee safety and supervision protocols during student drop-off and pick-up.
- Track and manage fundraising activities conducted on behalf of the school.
- Support budgeting processes and enrollment/marketing initiatives in collaboration with the Executive Director.

Executive Director – Bridge Elementary

The Executive Director serves as the chief administrator of Bridge Elementary, responsible for ensuring that all school operations, programs, and initiatives align with the school's charter, mission, and applicable laws and regulations. The Executive Director reports directly to the Board of Directors.

Key Responsibilities

Governance and Compliance

- Serve as the liaison to the Board of Directors; prepare and present reports for board meetings and ensure compliance with board directives.
- Oversee implementation and adherence to the school charter and strategic plan.
- Ensure all programs align with current legislative mandates, state accountability frameworks, and best practices.

Financial Oversight

- Oversee the school's budget and financial operations.
- Approve all financial transactions, including purchases via Intacct and grant-related expenditures through Utah Grants.
- Ensure compliance with financial policies, including cash handling, deposits, and payroll.

Operations and Administration

- Supervise the Director of Operations and Student Services, Academic Director, Curriculum Specialist, Professional Learning Specialists, and Lead Custodian.
- Ensure effective implementation of office processes such as student enrollment, registration, scheduling, attendance, immunizations, new hire onboarding, and background checks.

Human Resources Management

- Lead hiring efforts for all school personnel in collaboration with appropriate leadership team members.
- Oversee the execution and maintenance of employee agreements, contracts, and onboarding documents.
- Provide supervision, performance evaluation, and support for school personnel to ensure professional growth and accountability.

Academic and Student Support

- Oversee fidelity and execution of state-required school plans: Trustlands, TSSA, Early Literacy, Title I, Title II, Data Governance, and Harassment & Discrimination-Free Learning.

- Collaborate with the Director of Special Education to support compliant and effective special education practices.

School Culture and Climate

- Cultivate a positive and supportive culture for students and staff.
- Lead the implementation of the schoolwide behavior support plan in collaboration with the behavior support team (social worker, counselor, Director of Operations and Student Services, SEL Coordinator, and Academic Coordinator).
- Monitor and adjust school climate initiatives based on staff and family feedback through regular surveys.

Continuous Improvement

- Ensure the school's programs and practices are data-driven and aligned with the strategic plan.
- Monitor implementation fidelity and outcomes of all school improvement plans.

Bridge Elementary Director Report June 2025

Enrollment

Registered = 561

Pulled in Lottery = 3

Things to Mention

Swim night at North Shore Aquatic was a huge success. There were over 400 people in attendance.

Data

According to USBE, data and the school report card will be released in October.

My final day as principal is June 30. Thank you for this amazing opportunity to help bring my dream to fruition.