

**MOUNTAIN HEIGHTS ACADEMY
BOARD OF TRUSTEES MEETING**



Date: June 20, 2025

Location: 9067 S 1300 W #204, West Jordan, UT 84088

In Attendance: Kari Malkovich, Jen Robison, Royce Kimmons, Quinn Sutton, Wade Glathar

Others In Attendance: DeLaina Tonks, Gabe Clark, Cathie Hurst, Krystal Taylor

MINUTES

CALL TO ORDER

Kari Malkovich called the meeting to order at 9:37 AM.

PUBLIC COMMENT

There were no comments.

CONSENT ITEMS

- May 2, 2025 Board Meeting and Closed Session Minutes

Royce Kimmons made a motion to approve the May 2, 2025 Board Meeting and Closed Session Minutes. Quinn Sutton seconded. Motion was unanimous. Votes were as follows: Kari Malkovich, Aye; Jen Robison, Aye; Royce Kimmons, Aye; Quinn Sutton, Aye.

CALENDARING

- Annual Board Meeting Calendar

Board meetings will begin in August for the 25/26 School Year.

- National Charter School Conference, Orlando—June 29-July 2

Royce and Kari will be attending the National Conference. Kari Malkovich invited the board to review the conference course schedule and to let those attending know if they would like them to attend anything specific.

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

At 9:42 AM Quinn Sutton made a motion to move into closed session to discuss the character, professional competence, or physical or mental health of an individual pursuant to Utah Code 52-4-205(l)(a), located at the Mountain Heights Academy offices. Royce Kimmons seconded. Votes were as follows: Kari Malkovich, Aye; Jen Robison, Aye; Royce Kimmons, Aye; Quinn Sutton, Aye. Motion passed unanimously.

Wade Glathar joined the meeting at 9:52 AM.

At 10:32AM Jen Robison made a motion to move out of closed session. Quinn Sutton seconded. Motion passed unanimously. Votes were as follows: Kari Malkovich, Aye; Jen Robison, Aye; Royce Kimmons, Aye; Quinn Sutton, Aye; Wade Glathar, Aye.

VOTING AND DISCUSSION ITEMS

- Paraeducator Coordinator/Instructional Coach Agreement and Compensation

There was no public discussion on this item.

Jen Robison made a motion to approve the Paraeducator Coordinator/Instructional Coach Agreement and Compensation as discussed. Royce Kimmons seconded. Motion passed unanimously. Votes were as follows: Kari Malkovich, Aye; Jen Robison, Aye; Royce Kimmons, Aye; Quinn Sutton, Aye; Wade Glathar, Aye.

- Director Employment Agreement & Compensation
There was no public discussion on this item.

Royce Kimmons made a motion to approve the Director Employment Agreement & Compensation as discussed. Quinn Sutton seconded. Motion passed unanimously. Votes were as follows: Kari Malkovich, Aye; Jen Robison, Aye; Royce Kimmons, Aye; Quinn Sutton, Aye; Wade Glathar, Aye.

- Board Terms & Elected Officers
The board reviewed the current board member terms and officer positions. Royce Kimmons term is due for renewal. The officer positions were discussed to be reapproved and will remain unchanged. Quinn Sutton will be looking to step off of the board but he will remain on the board until a replacement board member is ready.

Wade Glathar made a motion to approve Royce Kimmons for a new 3-year term ending on June 30, 2028 and to keep board positions as is. Quinn Sutton seconded. Motion passed unanimously. Votes were as follows: Kari Malkovich, Aye; Jen Robison, Aye; Royce Kimmons, Aye; Quinn Sutton, Aye; Wade Glathar, Aye.

- Policies:
 - Rescind Library Materials Policy
 - Salary Supplement for Highly Needed Educators Program
 - Paid Parental and Postpartum Recovery Leave Policy

The board approved rescinding the Library Materials Policy, as the updated Instructional Materials Policy and its Sensitive Material Review procedures now govern the selection and challenge process for all instructional materials, including library books. The board reviewed the new Salary Supplement for Highly Needed Educators (SHiNE) Program Policy, which replaces the TSSP beginning July 1, 2025, and allows LEAs to define and support hard-to-fill teaching positions through locally determined salary supplements. The board also reviewed a proposed Paid Parental and Postpartum Recovery Leave Policy to comply with H.B. 192, requiring all LEAs to implement such a policy by July 1, 2025. The policy aligns with state employee leave provisions and will be added to the employee handbook alongside existing leave policies.

Quinn Sutton made a motion to rescind the Library Materials Policy; approve the Salary Supplement for Highly Needed Educators Program Policy and the Paid Parental and Postpartum Recovery Leave Policy. Wade Glathar seconded. Motion passed unanimously. Votes were as follows: Kari Malkovich, Aye; Jen Robison, Aye; Royce Kimmons, Aye; Quinn Sutton, Aye; Wade Glathar, Aye.

- Fraud Risk Assessment & Annual Commitment to Ethical Behavior
Cathie Hurst presented the FY25 Fraud Risk Assessment to the board, reporting that Mountain Heights Academy scored 355 out of 395 points. Based on the state's criteria, this places the school firmly in the "Very Low" risk category. Board members will also sign the Annual Commitment to Ethical Behavior to be filed with the Fraud Risk Assessment.
- 2025/2026 Proposed Budget
- 2024/2025 Final Budget
- Audit Engagement Letter

Cathie Hurst reviewed the amended 2024–2025 budget, outlining adjustments based on updated revenue and expenditure projections. She then presented the proposed 2025–2026 budget, highlighting anticipated funding, planned allocations, and key priorities for the upcoming fiscal year.

The board reviewed the annual audit engagement with Eide Bailly who will perform audit services for the fiscal year ending June 30, 2025. These services include financial statement audits, student enrollment procedures, state compliance.

Quinn Sutton made a motion to approve the 2025/2026 Proposed Budget. Royce Kimmons seconded. Motion passed unanimously. Votes were as follows: Kari Malkovich, Aye; Jen Robison, Aye; Royce Kimmons, Aye; Quinn Sutton, Aye; Wade Glathar, Aye.

Jen Robison made a motion to approve the 2024/2025 Final Budget. Royce Kimmons seconded. Motion passed unanimously. Votes were as follows: Kari Malkovich, Aye; Jen Robison, Aye; Royce Kimmons, Aye; Quinn Sutton, Aye; Wade Glathar, Aye.

Quinn Sutton made a motion to approve the Audit Engagement Letter, authorizing DeLaina Tonks to sign the agreement. Wade Glathar seconded. Motion passed unanimously. Votes were as follows: Kari Malkovich, Aye; Jen Robison, Aye; Royce Kimmons, Aye; Quinn Sutton, Aye; Wade Glathar, Aye.

- Special Education Services Agreement

Mountain Heights Academy will engage in additional special education services with Academica West. These enhanced SpEd services will benefit the program at Mountain heights Academy.

Jen Robins made a motion to approve the Special Education Services Agreement with Academica West. Quinn Sutton seconded. Motion passed unanimously. Votes were as follows: Kari Malkovich, Aye; Jen Robison, Aye; Royce Kimmons, Aye; Quinn Sutton, Aye; Wade Glathar, Aye.

- School Goal Amendment

In 2019, the board, administrative team, and school leaders conducted a comprehensive review of the school's identity and established the current vision, mission, values, and goals. At this meeting, Goal 3 was updated to reflect the school's continued commitment to increasing its OER impact as part of its broader mission to lead in digital education and foster a connected, innovative learning community.

Royce Kimmons made a motion to approve the School Goal Amendment as described. Quinn Sutton seconded. Motion passed unanimously. Votes were as follows: Kari Malkovich, Aye; Jen Robison, Aye; Royce Kimmons, Aye; Quinn Sutton, Aye; Wade Glathar, Aye.

- Employee Handbook Updates

DeLaina Tonks provided an overview of the changes to the handbook that are updated throughout the school year.

Wade Glathar made a motion to approve the Employee Handbook Updates as presented. Royce Kimmons seconded. Motion passed unanimously. Votes were as follows: Kari Malkovich, Aye; Jen Robison, Aye; Royce Kimmons, Aye; Quinn Sutton, Aye; Wade Glathar, Aye.

- Sex Education Committee Membership

The board reviewed and approved the membership of the Health and Wellness Committee for the upcoming year. The committee includes administrators, a teacher, parents, and a health professional, with parent representation equal to or greater than that of school employees, as required.

Wade Glathar made a motion to approve the Sex Education committee membership; Jen Robison seconded. Motion passed unanimously. Votes were as follows: Kari Malkovich, Aye; Jen Robison, Aye; Royce Kimmons, Aye; Quinn Sutton, Aye; Wade Glathar, Aye.

- Teacher Student Success Act Plan (TSSA)

The Teacher and Student Success Plan is required by USBE to be approved by the board and posted on the school's website. The plan has been updated for the upcoming school year and has taken into consideration the goals already completed, in addition to goals for accreditation.

Wade Glathar made a motion to approve the Teacher Student Success Act Plan; Royce Kimmons seconded. Motion passed unanimously. Votes were as follows: Kari Malkovich, Aye; Jen Robison, Aye; Royce Kimmons, Aye; Quinn Sutton, Aye; Wade Glathar, Aye.

- Technology Purchases

The IT team has created a schedule to replace all outdated devices, by department in a phased rollout. The total cost for all device replacement is currently quoted at approximately \$182,000.

Wade left the meeting at 10:53 AM.

Quinn Sutton made a motion to approve the technology purchases up to \$200,000; Royce Kimmons seconded. Motion passed unanimously. Votes were as follows: Kari Malkovich, Aye; Jen Robison, Aye; Royce Kimmons, Aye; Quinn Sutton, Aye.

- 2026/2027 School Year Calendar

DeLaina Tonks presented the proposed 2026/2027 school year calendar.

Jen Robison made a motion to approve the 2026/2027 School Year Calendar; Quinn Sutton seconded. Motion passed unanimously. Votes were as follows: Kari Malkovich, Aye; Jen Robison, Aye; Royce Kimmons, Aye; Quinn Sutton, Aye.

REPORTS

- Director Report

The Executive Director highlighted strong student outcomes, a successful 2025 graduation, and ongoing improvements in data reporting and academic achievement. Strategic goals remain a central focus, including improved student success, building a connected school community, and expanding the impact of Open Educational Resources (OER). Notable efforts include personalized staff development, continued innovation in course offerings, and national and international OER collaborations. Enrollment strategies were refined to support student and faculty success, and the school saw increased participation in service and family engagement activities. The report also noted several high-profile presentations, external recognitions, and upcoming calendar events to kick off the 2025–2026 school year.

- Close Up Student Presentation

Students who participated in the Close Up program shared their experiences and expressed gratitude to the board for covering program costs. They highlighted how the opportunity to travel, engage in civic education, and connect with peers nationwide was both impactful and inspiring. The students emphasized how their participation was made possible by the board's financial support and conveyed sincere appreciation for the investment in their learning and personal growth.

ADJOURN

At 11:15 AM, Quinn Sutton made a motion to adjourn; Royce Kimmons seconded. Motion passed unanimously. Votes were as follows: Kari Malkovich, Aye; Jen Robison, Aye; Royce Kimmons, Aye; Quinn Sutton, Aye.

**Mountain Heights Academy
Board of Directors Closed Session**

Date: June 20, 2025

Location: 9067 S 1300 W #204, West Jordan, UT 84088



CLOSED SESSION SWEORN STATEMENT:

At a duly noticed public meeting held on the date listed above, the board of directors for Mountain Heights Academy entered into a closed session for the sole purpose of discussing the character, professional competence, or physical or mental health of an individual in accordance with Utah Code Ann. 52-4-2(1)(a).

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

Signed on the 20th day of June, 2025, at 9067 S 1300 W #204, West Jordan, UT 84088.



Kari Malkovich, Board Chair