

**Bridge Elementary
Board of Directors Meeting**

Date: August 19, 2025

Time: 5:00 PM

Location: <https://zoom.us/j/99737499735?pwd=1I1Sl9m6TSDQ6R3gxzeirCdhb82ysw.1>



Meeting ID: 997 3749 9735

Passcode: Tq68Pw

AGENDA

CALL TO ORDER

CONSENT ITEMS

- July 22, 2025, Board Meeting Minutes

VOTING & DISCUSSION ITEMS

- Director's Report
 - Principal's Report
- Academics West: invoice and Transition email from Matt Mouritsen
- Future Board Meeting Dates
- Financial Report

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

o Next Board Meeting September 16, 2025, at 5:00pm.

ADJOURN

**Bridge Elementary
Board of Directors Meeting**

Date: July 22, 2025

Location:

<https://us04web.zoom.us/j/76797437174?pwd=9XTIRJbP291wxjuvL09NLfsFy9aoah.1>

Board Member Present: Brittani Brown, Trent Ady, Marianne Henderson, Lance Eastman

Excused: Kari Fredrickson

Others Present: Janey Stoddard, Lalani Williams, Sara Tucker, Alicia Ady, Linda Nilson



MINUTES

CALL TO ORDER

At 5:03pm Brittani Brown called the meeting to order.

CONSENT ITEMS

- June 23, 2025, Board Meeting Minutes

Lance Eastman made a motion to approve the June 23, 2025, Board Meeting Minutes.

Marianne Henderson seconded the motion. The motion passed unanimously. Votes were as follows: Brittani Brown, Aye; Lance Eastman, Aye; Marianne Henderson, Aye; Trent Ady, Aye.

VOTING & DISCUSSION ITEMS

- ETS Invoice #1
Janey Stoddard reviewed the ETS Invoice with the board. The school will be purchasing 25 new computers for teachers to start rotating devices.
- ETS Invoice #2
Janey Stoddard reviewed the ETS Invoice with the board. The school will be purchasing 2x Carts & 45x Chromebooks. Trent Ady asked what the rotation for devices will look like for the school. Janey described the current rotation plan that the school will be using. She also mentioned that now the computers are tagged with serial numbers and will be assigned to a specific grade/teacher. This will make it easier to keep track of computers within the rotation.
- ETS Heggerty Invoice
Janey Stoddard reviewed the Heggerty Invoice with the board. The school will be purchasing Heggerty Phonics sets. This is a curriculum the school is currently using. They are purchasing workbooks for first grade.
- AW Invoice

This item was tabled. There were some questions about the invoice and the breakdown of transition services.

- State Purchasing Card

Janey Stoddard reviewed the State Purchasing Card with the board. She discussed that this will make purchasing for the school so much easier. Cards should never be declined. The school has had issues with cards being declined this summer. Janey would eventually like to set up P-cards for all admin. Having multiple cards will not change the school's daily spending limit.

- Iron Creek Quote

Janey Stoddard reviewed the Iron Creek Invoice with the board. This will keep a building maintenance company on retainer. They will also help plan a schedule for building maintenance and projects. Iron Creek will help with procurement compliance and the bidding process for social projects the school needs. They will do yearly walk-throughs of the school and assess the state of the facility. Marianne Henderson asked what is covered under the retainer before the school accrues additional charges. Janey discussed the scope of what is covered and what would be considered an additional charge. Trent Ady asked if the school terminates services if the bi-annual fee would be prorated for the time used. Lance Eastman asked what the dollar amount would be required to have multiple bids for the same service.

- Wright Specialty Insurance

Janey Stoddard reviewed the Wright Specialty Insurance quote with the board. Sara Tucker discussed that the school's current insurance has decided to drop the school because of the OCR complaint the school received last year, and because of the number of Special Education students at the school. She discussed that because the state has not closed the OCR complaint yet, the school's premiums will be considerably higher than the previous year. The school would like to go with Wright for one year and then review insurance options again next year when they could potentially have a lower cost option. Trent Ady asked if Wright Insurance would adjust their insurance cost next year as well. Lance Eastman asked if the school is currently insured. Sara discussed that they paid for an extra month with the current insurance company to keep insurance through July in order to find another option for insurance. Marianne Henderson asked why an OCR complaint would impact the building being insured. Janey discussed that a lot of times, insurance also covers attorneys if the school is being sued or has a complaint.

Trent Ady made a motion to approve the ETS Invoice #1 for up to \$30,000, the ETS Invoice #2 for up to \$25,000, the Heggerty Invoice for up to \$16,000, the Iron Creek Invoice as presented, the Wright Specialty Insurance Quote as presented, and the State Purchasing Card as presented. Lance Eastman seconded the motion. The motion passed unanimously. Votes were as follows: Brittani Brown, Aye; Lance Eastman, Aye; Marianne Henderson, Aye; Trent Ady, Aye.

- **Board Member Terms and Elected Offices**

The board also discussed the resignation of Brittani Brown from the Board of Directors. The board discussed the new board member, Linda Nilson, who was interviewed by Brittani and Marianne before the board meeting. Linda Nilson introduced herself to the board and told a little bit about her background. She discussed why she feels being on the board is important. She discussed that she really loves the school's mission and vision and feels passionate about it. The board also discussed possible new board positions for current members.

Lance Eastman made a motion to approve a new 3-year term for Linda Nilson ending June 30, 2028. Trent Ady seconded the motion. The motion passed unanimously. Votes were as follows: Brittani Brown, Aye; Lance Eastman, Aye; Marianne Henderson, Aye; Trent Ady, Aye.

Marianne Henderson made a motion to approve board member offices as follows: Board Chair: Marianne Henderson; Vice Chair: Trent Ady; Financial Coordinator: Lance Eastman; Member: Kari Frederickson; Member: Linda Nilson. Trent Ady seconded the motion. The motion passed unanimously. Votes were as follows: Brittani Brown, Aye; Lance Eastman, Aye; Marianne Henderson, Aye; Linda Nilson, Aye; Trent Ady, Aye.

Marianne Henderson left the meeting at 6:04 pm.

CLOSED SESSION

At 6:04 PM Lance Eastman made a motion to enter 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)., located on Zoom. Trent Ady seconded. Votes were as follows: Brittani Brown, Aye; Lance Eastman, Aye; Linda Nilson, Aye; Trent Ady, Aye. The motion passed unanimously.

ADJOURN

At 7:10PM Linda Nilson made a motion to come out of closed session and adjourn. Lance Eastman seconded. Motion passed unanimously. Votes were as follows: Brittani Brown, Aye; Kari Fredrickson, Aye; Lance Eastman, Aye; Marianne Henderson, Aye; Trent Ady, Aye.

CALENDARING

o Next Board Meeting August 19, 2025, at 5:00pm.



Bridge Elementary
Board of Directors Closed Session Statement

Meeting Date: 7/22/2025

Location:

<https://us04web.zoom.us/j/76797437174?pwd=9XTIRJbP291wxjuvL09NLfsFy9aoah.1>
4824 Midland Dr, Roy, UT 84067

Closed Session Sworn Statement:

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

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

Signed on the 22 day of July, 2025. At 4842 Midland Dr, Roy, Utah.


Bridge Elementary (Jul 22, 2025 20:09:01 MDT)

Board Chair





7.22.25 Board Meeting

Final Audit Report

2025-07-23

Created:	2025-07-23
By:	Lalani Williams (lwilliams@bridgecharter.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAAwOGG_Fxq2-BPp-l8JMPo9TqfA960Prq7

"7.22.25 Board Meeting" History

-  Document created by Lalani Williams (lwilliams@bridgecharter.org)
2025-07-23 - 1:26:36 AM GMT
-  Document emailed to Britani Brown (britt.brown@bridgecharter.org) for signature
2025-07-23 - 1:26:40 AM GMT
-  Email viewed by Britani Brown (britt.brown@bridgecharter.org)
2025-07-23 - 2:08:35 AM GMT
-  Document e-signed by Britani Brown (britt.brown@bridgecharter.org)
Signature Date: 2025-07-23 - 2:09:01 AM GMT - Time Source: server
-  Agreement completed.
2025-07-23 - 2:09:01 AM GMT

Bridge Elementary – Executive Director’s Report

Board Meeting – August 19, 2025

Submitted by: Janey Stoddard

Transition Update: Academica West → Red Apple

****Status:****

- July marked the official start with Red Apple Financial.
- Transition of bond statements, compliance calendars, and financial systems is 95% complete.
- Payroll, Health Benefits, operational bank account, billing, and other operational processes are 100% in control by the school and the transition to Red Apple Financial is complete.

****Impact:****

- The transition has presented challenges as we navigated limited cooperation from Academica West.
- During the last week of July, Academica West provided limited access to some historical documents.
- Missing items were tracked down by Janey through multiple agencies.
- This ensured payroll, benefits providers, and other partners had the documentation needed to operate without disruption.

****Next Steps:****

- ✓ Weekly transition check-ins with Red Apple
- ✓ 401K Meeting and Sign up
- ✓ Finalize staff training on new systems

School Opening & First-of-Year Highlights

- Enrollment: Numbers are on track with projections
- Staff Orientation: Focused on expectations, curriculum alignment, classroom management, and school culture
- Parent Engagement: Strong turnout at Back-to-School Night, parents were thrilled with the 1st Day Welcome
- Operations: Walking routes finalized, cafeteria running smoothly, all keys and key tags inventoried and assigned
- Technology: All computers and iPads inventoried and assigned, rotation schedule in place

****Next Steps****

- ✓ Safety Protocol Review
- ✓ State Required Staff Behavior Training

Academic & Program Updates

- Instructional Priorities: Baseline assessments in reading & math underway
- Programs Launching:
 - Watch Me Learn incentive program (September)
 - Tier 1 Classroom Management (Basic Five, Teach Like a Champion)- Admin will be taking schoolwide, baseline data

- Extracurriculars:

- Admin team looking at how to improve systems and structures of BASE
- Frog Squad & Other programs in planning stage

Facilities & Safety

- Summer maintenance completed (deep cleaning, repairs, updated safety signage)
- School Guardian– we have 2 individuals working with, may apply for an extension
- Doors that wouldn't close, fixed. Working on getting locks on individual classroom doors in Pod areas

Looking Ahead

- Board Reports: First Red Apple financials available next month
- Community Events: Fall actives & Literacy and Math nights being planned for family inclusion
- Compliance: All beginning-of-year state reports & assurances submitted

📌 Bridge Elementary is off to a strong start this school year! 📌

Bridge Elementary Principal's Report, August 19,2026

REGISTRATION FOR 2025-2026

- 556 registered.

Kindergarten 77

First 83

Second 84

Third 90

Fourth 83

Fifth 81

Sixth 56

- We will run the lottery as needed, currently we have spaces in Fourth, Fifth, and Sixth. As students are placed in the lottery, Mrs. Williams spins the wheel and send them their invitation to attend Bridge.
- An ad will be placed on social media to let parents know we still have places available.

POINTS OF INTEREST

- Back to school night was a success! We had so many folks lined up and ready to meet and greet 45 minutes before we opened the doors!
- We placed a bulletin board in the lobby for parent notifications, hoping that this encourages other forms of communication for our parents.
- We have the new Facebook/Instagram pages up and running, as requested by Mrs. Rounds. Currently we have 267 followers as folks transition from the old page to the new one.
- The first day of school students were met with chalk notes from staff, a red carpet, and a host of cheerleaders with pom poms to greet them! Thanks to Susan Lindsey for the great start!
- Beginning of year assessments are underway so we can see how our bullfrogs are beginning the year.



Bridge Board,

As requested, the following response communicates our intent to transition key documents, files, and system access, to the extent possible by July 31, 2025.

- Financial Records and Systems (including audits, budgets, and historical financials):
 - Access to Zions Bank accounts have completely transitioned to Bridge and Red Apple. The required PTIF resolution form was provided to Janey Stoddard. Bond account transition is in progress, AW has made all necessary requests and provided all necessary information to US Bank so that permissions can be updated.
 - The General Ledger has been provided to Red Apple; an updated trial balance will be provided the first week of August.
 - Budgets have been provided to Red Apple, UPEFS, and OSA.
 - UPEFS information is available via the state website. – Helped Janey get her login credentials, and she was able to certify budgets in UPEFS.
 - OSA documentation is available via the website. A copy of the FY25 Audit will be provided to the Bridge Board by Eide Bailly; Previous audits can be accessed via the OSA website.
 - Accounts Payable will continue to be processed by AW until Red Apple completes their AP setup- anticipated before July 21, 2025. Per email from Steve at Red Apple (7/29/2025), they are able and willing to assume all AP/Bookkeeping activities as of 7/29/2025. Per Steve's request, Amanda is sending a screenshot of everything paid in July along with any bills that need to be recorded and paid by Red Apple. Red Apple will reconcile July 2025.
 - 2024-2025 Audit – AW will manage the FY25 audit. The Eide Bailly fee will remain the same. The AW audit fee was approved by the Bridge Board - \$5,000.
 - Financial Records to be provided:
 - Fraud Risk Assessment-Will be provided in the shared drive
 - 990-Will be provided in the shared drive
- Legal Documents and Compliance Files:
 - To be provided no later than July 31, 2025. – Documents in the shared drive
- HR and Employee Records (including payroll, benefits, and onboarding/offboarding procedures):
 - Helpside maintains HR and employee files. Bridge did not use formal onboarding/offboarding procedures, but Helpside will be able to assist with questions you may have. Additionally, as you transition to Red Apple, they will have and be able to provide their onboarding/offboarding procedures.
 - AW will continue to process payroll for Bridge employees until Red Apple is ready to assume responsibility, or no later than July 31, 2025. – Semi-Monthly Payroll will be processed on July 31st; Steve has indicated Red Apple will process the next Bi-Weekly Payroll.
 - AW has prepared past employee agreements, which are available in the following shared drive. AW will not create employee agreements for 2025-2026, as these are not needed for Red Apple's process. No further recruitment will be done for Bridge open positions. AW provided recruiter/company contact information to Janey Stoddard and she will decide if they are going to continue using the recruiting services.

- Any necessary documents from the HR SharePoint (Different from shared drive; School has access) need to be downloaded on the Bridge side-if you have any issues accessing HR SharePoint please contact us.
- W2s should be requested from Helpside; AW provided contact info for Helpside transition services.
- Time and Effort: AW does not have signed copies of timecards. The School should have signed copies of timecards. Other time and effort documentation can be found in Utah Grants as attached documentation for reimbursements.
- SIS and Student Records (e.g., Aspire access and transfer protocols):
 - Access should be obtained directly from the state or federal agency which administers the systems, i.e. USBE, etc.
 - Student Registration in Aspire includes multiple links that are currently hosted by AW. These links will no longer work after August 1st. Registration documents can be found in the shared drive under Student Data.
 - AW will provide additional/necessary SIS/Student Records documents in the shared drive.
- State and Federal Reporting Systems (CACTUS, etc.):
 - Access should be obtained directly from the state or federal agency which administers the systems, i.e. USBE, etc.
- Board Documentation and Public Posting Systems:
 - These documents are accessible on public websites.
 - Hannah D-will make all historical financials available on the shared drive by July 31st (in the accounting folder).
 - LEA's must post certain required information on their website if they employ educators with LEA Specific Licenses. Jamie has provided a document covering these requirements and placed it in the shared drive. Bridge will need to review the requirements and ensure they remain compliant.
 - Access should be obtained directly from the vendor, state or federal agency which administers the systems.
 - Frog Tummy will continue to work with Bridge with website content management. - Make sure Frog Tummy is contacted
- Procurement, Contracts, and Vendor Management:
 - All facility-related contracts in our possession will be delivered no later than July 31, 2025, along with guidance for ongoing responsibilities. - Documents have been added to the shared drive
 - Building related documents have been uploaded to the shared drive
 - Additional documents, including insurance policies and contracts, will be provided and placed in the shared drive no later than July 31, 2025.
 - A list of vendors can be found in Intacct.
- IT System Access Credentials or Account Ownership:
 - After July 31, 2025, Bridge will have read-only access to Intacct, through December 31, 2025.

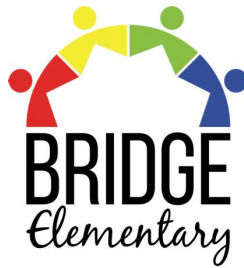
- Access to documents historically stored in AW's SharePoint drive will be discontinued on August 1, 2025. Please copy/download any documents you would like to be able to access in the future.
 - One of the documents to be provided is an MOU between AW and Bridge regarding AW's management of Bridge's domain names and associated subdomains, plans, and services. AW maintains an account at a domain name registrar and web hosting company for this purpose. As the MOU states, AW will do whatever is necessary to transfer these items to other accounts designated by Bridge within a reasonable time upon request from Bridge. Please let us know at your earliest convenience what you need AW to do to effectuate such a transfer.
- Other Essential School Operations Managed or Housed by AW:
 - Transition-related files will be stored in the following [shared drive](#).

As a reminder, the shared drive and Intaact access will be available until December 31, 2025 at 5:00PM. Please download documents beforehand. Please let us know if you have any questions.

Sincerely,

A handwritten signature in black ink, appearing to read "Matt Mouritsen".

Matt Mouritsen
President
AW Services



ANNUAL BOARD MEETING SCHEDULE

Below are the tentative Bridge Elementary Board Meeting dates for the 2025/2026 school year. Meetings are tentatively scheduled for the third Tuesday monthly at 5:00 PM and will continue as long as business requires. These dates are subject to change and additional meetings may take place. All meetings will be posted on the Utah Public Meeting Notice website at least twenty-four hours in advance.

- August 19, 2025 at 5:00 PM
- September 16, 2025 at 5:00 PM
- October 21, 2025 at 5:00 PM
- November 18, 2025 at 5:00 PM
- January 20, 2026 at 5:00 PM
- February 17, 2026 at 5:00 PM
- March 17, 2026 at 5:00 PM
- April 21, 2026 at 5:00 PM
- May 19, 2026 at 5:00 PM
- June 16, 2026 at 5:00 PM

Please note that meetings will generally be held at 4824 South Midland Drive; Roy, UT 84067, but may also be held electronically or at different locations as needed by the Board of Directors.