

Ascent Academies of Utah Board of Directors Meeting

Date: September 24, 2025

Time: 9:00AM

Anchor Location: <https://us02web.zoom.us/j/9078319259>



AGENDA

CALL TO ORDER

PUBLIC COMMENT (Limited to three minutes each)

CONSENT ITEMS

- June 16, 2025 Board Meeting and Closed Session Minutes

REPORTS

- Director's Report
 - Early Learning Plan
- Finance Report

VOTING & DISCUSSION ITEMS

- 401k Plan
- Ratify Benchmark Purchase
- Ratify N&B Painting
- Property and Liability Insurance
- LEA Licenses
- Policies
 - Toilet Training Policy
 - Electronic Resources Policy
 - Child Abuse & Neglect Policy

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

ADJOURN

Ascent Academies of Utah

Board of Directors Meeting

Date: June 16, 2025

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Board Members Present: Jim Horton, Tyler Schvaneveldt, Mike Greenhalgh, Chris Bleak

Excused Members: Stuart Adams

Others Present: Wade Glathar, Brandon Fairbanks, Hannah Dorius, Erin Winterton, Brad Taylor



MINUTES

CALL TO ORDER

Jim Horton called the board meeting to order at 9:05AM.

PUBLIC COMMENT

There was no public comment.

CONSENT ITEMS

- March 24, 2025 Board Meeting Minutes
Chris Bleak made a motion to approve the March 24, 2025 Board Meeting Minutes; Tyler Schvaneveldt seconded. Motion passed unanimously. Votes were as follows: Tyler Schvaneveldt, Aye; Mike Greenhalgh, Aye; Jim Horton, Aye; Chris Bleak, Aye.

VOTING AND DISCUSSION ITEMS

- Board Member Offices
Mike Ostermiller has resigned from the board. The board expressed their thanks for Mike's service to Ascent Academies of Utah over the years. Jim Horton nominated Chris Bleak as the board chair. The board discussed keeping all other officers as presently constituted.

Tyler Schvaneveldt made a motion to approve Chris Bleak as the Board Chair and keep all other board offices as presently constituted; Mike Greenhalgh. seconded. Motion passed unanimously. Votes were as follows: Tyler Schvaneveldt, Aye; Mike Greenhalgh, Aye; Jim Horton, Aye; Chris Bleak, Aye.

REPORTS

- Administrative Report
Wade Glathar presented the Administrative Report to the board. The board received the report in their documentation. Wade provided an update on enrollment, AAU in the news, a quick summary of student achievement, and an outline of the voting and discussion items. Title IX report is also included in the packet. The board had no questions for Wade.

- Finance Report
Erin Winterton reported on the Fraud Risk Assessment and Annual Commitment to Ethical Behavior. The Fraud Risk Assessment is an internal report card used to identify fraud for the school. The school falls in the “very low risk” category. Each board member is required to sign the commitment to ethical behavior each year. Signing the document commits the board members to work in the best interest of the school and in accordance with the school’s approved Ethics Policy.

VOTING AND DISCUSSION ITEMS

- 2024-2025 Amended Budget
Erin Winterton presented the 2024-2025 Amended Budget. This budget needed to be amended because of some lingering expenses from the Saratoga Springs expansion. The board had no questions.

Jim Horton made a motion to approve the 2024-2025 Amended Budget; Tyler Schvaneveldt seconded. Motion passed unanimously. Votes were as follows: Tyler Schvaneveldt, Aye; Mike Greenhalgh, Aye; Jim Horton, Aye; Chris Bleak, Aye.

- 2025-2026 Proposed Budget
Erin Winterton presented the 2025-2026 Proposed Budget. Wade Glathar and Erin Winterton have been working together to create a plan for budgeting going forward. The budget is very conservative.

Tyler Schvaneveldt made a motion to approve the 2025-2026 Proposed Budget; Mike Greenhalgh seconded. Motion passed unanimously. Votes were as follows: Tyler Schvaneveldt, Aye; Mike Greenhalgh, Aye; Jim Horton, Aye; Chris Bleak, Aye.

- Audit Engagement Letter
Erin Winterton presented the Audit Engagement Letter. This letter is to engage Eide Bailly to conduct an audit for the 2024-2025 fiscal year. A formal RFP process was conducted and Eide Bailly was the preferred provider in cost and expertise.

Mike Greenhalgh made a motion to approve Wade Glathar to sign the Audit Engagement Letter; Jim Horton seconded. Motion passed unanimously. Votes were as follows: Tyler Schvaneveldt, Aye; Mike Greenhalgh, Aye; Jim Horton, Aye; Chris Bleak, Aye.

- Teacher Student Success Act Plans 2025-2026
Wade Glathar presented the Teacher Student Success Act Plans. The TSSA Plans of each campus must be reviewed and approved by the board each year. No changes were made to the plan this year.

Tyler Schvaneveldt made a motion to approve the 2025-2026 Teacher Student Success Act Plans; Mike Greenhalgh seconded. Motion passed unanimously. Votes were as

follows: Tyler Schvaneveldt, Aye; Mike Greenhalgh, Aye; Jim Horton, Aye; Chris Bleak, Aye.

- Meal Prices

Wade Glathar presented the justification for the meal price increase. The proposed increase is a five-cent increase. Meal prices haven't been increased in 7 years, and the increase will help support the increased cost of food and labor over the years. The price is increasing from \$2.60-\$2.65 per meal.

Jim Horton made a motion to approve the new meal price of \$2.65 per meal; Mike Greenhalgh seconded. Motion passed unanimously. Votes were as follows: Tyler Schvaneveldt, Aye; Mike Greenhalgh, Aye; Jim Horton, Aye; Chris Bleak, Aye.

- Sex Education Committee

The Sex Education Committee was presented by Wade Glathar. The committee must be approved by the board each year. The board was provided with the names of the members of the committee.

Mike Greenhalgh made a motion to approve the Sex Education Committee; Tyler Schvaneveldt seconded. Motion passed unanimously. Votes were as follows: Tyler Schvaneveldt, Aye; Mike Greenhalgh, Aye; Jim Horton, Aye; Chris Bleak, Aye.

- Purchases

Wade Glathar presented the Purchases for Flooring Service, Inc. Invoice, OP Office Furniture & Design Group Lunch Tables Invoice, ETS Invoice, UCONN Confratute, Imagine Learning, Flashlight Learning, Lexia Learning. All purchases have followed necessary RFP processes and internal committee processes. Each of the purchase details were included in the board documentation.

Mike Greenhalgh made a motion to approve the Purchases for Flooring Service, Inc., OP Office Furniture & Design Group Lunch Tables, ETS Invoice, UCONN Confratute, Imagine Learning, Flashlight Learning, and Lexia Learning; Tyler Schvaneveldt seconded. Motion passed unanimously. Votes were as follows: Tyler Schvaneveldt, Aye; Mike Greenhalgh, Aye; Jim Horton, Aye; Chris Bleak, Aye.

- Policies:

- Salary Supplement for Highly Needed Educators Program Policy

Brandon Fairbanks presented the SHiNE Policy. This policy is a result of the latest legislative session and is required to be in place by July 1st. This policy allows Wade and the Administration team to supplement salary the highly needed educators of their choice.

- Paid Parental and Postpartum Recovery Leave Policy

Brandon Fairbanks presented the Paid Parental and Postpartum Recovery

Leave Policy. This policy aligns the school with state regulations for parental and postpartum leave.

Jim Horton made a motion to approve the Salary Supplement for Highly Needed Educators Program Policy and the Paid Parental and Postpartum Recovery Leave Policy; Mike Greenhalgh seconded. Motion passed unanimously. Votes were as follows: Tyler Schvaneveldt, Aye; Mike Greenhalgh, Aye; Jim Horton, Aye; Chris Bleak, Aye.

CLOSED SESSION- to discuss the character, professional competence, or physical or mental health of an individual pursuant to Utah Code 52-4-205-(1)(a).

At 9:28AM Mike Greenhalgh made a motion to enter into a closed session to discuss the character, professional competence, or physical or mental health of an individual pursuant to Utah Code 52-4-205-(1)(a), via teleconference. Tyler Schvaneveldt seconded. Votes were as follows: Chris Bleak, Aye; Tyler Schvaneveldt, Aye; Jim Horton, Aye; Mike Greenhalgh, Aye. Motion passed.

Chris Bleak left the meeting at 9:30AM.

At 9:47AM Tyler Schvaneveldt made a motion to move out of closed session. Jim Horton seconded. Votes were as follows: Mike Greenhalgh, Aye; Tyler Schvaneveldt, Aye; Jim Horton, Aye. Motion passed.

VOTING AND DISCUSSION ITEMS

- Director Employment Agreement
This item was discussed during closed session.

Tyler Schvaneveldt made a motion to approve the Director Employment Agreement as discussed; Jim Horton seconded. Motion passed unanimously. Votes were as follows: Tyler Schvaneveldt, Aye; Mike Greenhalgh, Aye; Jim Horton, Aye.

ADJOURN

At 9:50AM, Mike Greenhalgh made a motion to adjourn. The motion passed unanimously.

**Ascent Academies of Utah
Board of Directors Meeting**

Date: June 16, 2025

Time: 9:00AM

Location: 290 N. Flint Street; Kaysville, UT 84037

Teleconference: <https://us02web.zoom.us/j/6776114983>



CLOSED SESSION SWORN STATEMENT:

At a duly noticed public meeting held on the date listed above, the board of directors for Ascent Academies 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 16 day of June, 2025, at Kayville, Utah.

A handwritten signature in blue ink, appearing to read "Chris Bleak", written over a horizontal line.

Chris Bleak, Board Chair

Director's Report Sept 2025

Enrollment

Now that the school is under way, we know more clearly what our enrollment for this year will be. Our current enrollment is 2,945 students. That is a 4% enrollment increase from last year. We ended last school year with enrollment at 2,824. We created a budget based on an enrollment of 2,860 students in order to take a conservative approach.

Teacher Professional Development

We had a successful week of Back-to-School Training for teachers in August. Network staff provided a day of training with campuses coming together in a collaborative format and principals provided the other days of training at their respective campuses with their campus teachers. On Sept 29, we will host our first Cross Campus Collaboration teacher work day of the school year. All teachers will meet at the West Jordan campus for a day of learning and development, EdCamp style. This extends the successful EdCamp approach from last year that was funded by the State Charter School Board, where teachers are more in the driver seat of their professional development and learning.

We are also very excited to have Renzulli Learning back as a product that we haven't used for a number of years. This software and resource will greatly support SEM implementation in the classroom and give us schoolwide and network-wide SEM data.

Approval of Purchases

The following are needed for the 2025-2026 school year and due to the dollar amount, need Board approval:

- 1). Benchmark Advance – our English Language Arts/Reading/Literacy program – this purchase accounts for the expansion of classes in Saratoga Springs as well as subscription renewals and replenishing consumable materials
- 2). N & B Painting – patch and paint for regular annual wear-and-tear as well as repainting larger areas that need full coverage after 10 years (hallways, gym, offices, etc.)

Child Abuse and Neglect Reporting Policy

Adopted: December 11, 2013

Revised: July 29, 2025

Purpose

Ascent Academies of Utah (the "School") takes seriously the legal responsibility of its personnel to protect the physical and psychological well being of its students. We believe that the School's personnel have an important role to play in the elimination of child abuse because they are in a unique position to observe children over extended periods of time on a daily basis.

Policy

School personnel shall report suspected child abuse and neglect in accordance with Utah Code § 80-2-602, § 53E-6-701, and Utah Administrative Code Rule R277-401. The law provides serious penalties for failure to fulfill one's duty to report.

Whenever any School employee, contracted or temporary employee, or volunteer has reason to believe that a child is, or has been, the subject of abuse or neglect, or observes a child being subjected to conditions or circumstances which would reasonably result in abuse or neglect, he/she shall immediately report the suspected abuse or neglect to the nearest peace officer, law enforcement agency, or the Division of Child and Family Services.

In addition, whenever any School employee, contracted or temporary employee, or volunteer has reasonable cause to believe that a student may have been physically or sexually abused by a School employee or volunteer, he/she shall immediately report that belief and all other relevant information to the Lead Director. The Lead Director, after having received such a report or otherwise having his/her own reasonable cause to believe that a student may have been physically or sexually abused by a School employee or volunteer, shall immediately report that information to the Utah State Board of Education.

All reports made regarding child abuse or neglect shall be documented in writing.

The Lead Director shall establish administrative procedures that comply with the provisions of Utah Code § 53E-6-701, 80-2-602 et seq., and Utah Administrative Rule R277-401 and will help the School's personnel to understand and fulfill their legal responsibilities concerning child abuse and neglect.

POLICY SUMMARIES

Amending Electronic Resources Policy

SB 178 from the 2025 legislative session prohibits students from using cellphones, smart watches, or emerging technologies at school during classroom hours unless:

- It is to respond to an imminent health or safety threat, to respond to a school-wide emergency, to use the SafeUT Crisis Line, for a student's IEP or Section 504 accommodation Plan, or to address a medical necessity; or
- The school establishes a policy that allows the students to use cellphones, smart watches, or emerging technologies during classroom hours.

The Electronic Resources Policy and Procedures have been revised to address the exceptions noted above. Some other changes have also been made as well.

Amending Kindergarten Toilet Training Policy

HB 76 from the 2025 legislative session amended the toilet training requirement to apply to all students before enrolling in public school, not just kindergarten students. HB 76 also amended the exemption to this requirement, specifying that there should be an exemption from the requirement for a student who is not able to be toilet trained before enrolling "because of a condition that is subject to federal child find requirements or described in an IEP or Section 504 accommodation plan" (previously the law did not refer to child find requirements).

The Kindergarten Toilet Training Policy has been renamed the "Toilet Training Policy" and has been revised to apply to all students before they enroll. The revisions also contemplate the administration establishing administrative procedures to address steps the school must take in the event a student is not toilet trained. Such steps are no longer required to be in a policy. Updated administrative procedures have been drafted and will be finalized by administration when the state has completed changes to its toilet training rule (R277-631).

Amending Child Abuse and Neglect Reporting Policy

Proposed revisions to the school's Child Abuse and Neglect Reporting Policy have been made to bring the policy into better compliance with Utah law and USBE rule. New language has been added and existing language amended to better explain the circumstances under which school employees and volunteers must report suspected abuse or neglect to the authorities. Language has also been added to clarify that when there is reasonable cause to believe a student has been abused by a school employee or volunteer, such abuse should not only be reported to the authorities but also to the school's administration, who then must report the suspected abuse to the Utah State Board of Education. Updated language has also been added to the school's Child Abuse and Neglect Reporting Procedures, including language with respect to new training requirements in this area required by HB 40 from the 2025 legislative session (this bill added school personnel training requirements with respect to sexual extortion).

Amending Meal Charge Procedure

HB 100 from the 2025 legislative session requires schools that participate in the National School Lunch Program to provide free lunch to students who qualify for reduced-price meals. Under this new law, the USBE will, subject to legislative appropriations, reimburse schools for each free lunch served to reduced-priced students. The reimbursements will be in a dollar amount equal to the difference between the federal reimbursement rates for a lunch and a reduced-price lunch, as determined annually by the USDA. The school's meal charge procedure has been amended to reflect this new law.

Electronic Resources Procedures

These procedures are established in order to comply with and implement the Electronic Resources Policy adopted by the School's Board of Directors.

Electronic Devices

Definitions

"Electronic device" means a device that is used for audio, video, or text communication or any other type of computer or computer-like instrument including but not limited to: a cellphone or smart phone, a smart or electronic watch, a tablet, or a virtual reality device.

"Instructional time" means the hours during the School day designated by the School for class instruction.

"Privately-owned electronic device" means an electronic device that is not owned or issued by the School to a student or employee, including any emerging technology (which includes any device that has or will be able to act in place of or as an extension of an individual's cellphone).

"School day" means the hours that make up the School day according to the School's schedule.

"School-sponsored activities" means field trips, curricular and extracurricular activities, and extended School-sponsored trips or activities, including School-provided transportation to and from such activities.

Student Use of Electronic Devices

Electronic devices may only be possessed and used by students during the School day and during School-sponsored activities in accordance with the following standards:

- Electronic devices may not be used to view, access, download, store, or transmit pornography or other obscene or inappropriate material.
- Electronic devices may not be used to bully, threaten, humiliate, embarrass, harass, or intimidate other students, teachers, volunteers, School guests, or School employees.
- Electronic devices may not be used in ways that violate local, state, or federal laws.
- Electronic devices may not be used during quizzes, tests, and standardized assessments except as otherwise provided herein.
- Electronic toys are not allowed in the School.

- Students may have privately-owned electronic devices at School during the School day. However, privately-owned electronic devices must remain out of sight in a bag or backpack and be turned off or set to a mode where notifications can't be received during the School day, unless an exception provided herein applies.
- Students may not use or respond to privately-owned electronic devices during the School day, unless an exception provided herein applies.
- In addition to the rules above, electronic devices must be either turned off or held in a secure place by the teacher, as determined by the individual teacher, during all class quizzes, tests and standardized assessments, unless an exception provided herein applies.

Campus Directors may adopt procedures for students to bring their own electronic devices to School for use in connection with their educational coursework.

Exceptions

A Campus Director may give permission for a student to possess and use a privately-owned electronic device during the School day and during School-sponsored activities for good cause if the device does not distract from the instructional or educational process and is not otherwise used inappropriately.

Parents may request that a Campus Director allow a student to possess and use a privately-owned electronic device on active mode at all times during the School day and during School-sponsored activities, with the exception of during tests and standardized assessments, for good cause, including medical needs or unusual family situations. Students may use a privately-owned electronic device to address a medical necessity.

A student may possess and use a privately-owned electronic device on active mode at all times during the regular School day and during School-sponsored activities, including during assessments, if such an accommodation is specified in a written Section 504 plan, an Individualized Education Plan, or in connection with other legitimate circumstances determined by a Campus Director.

Privately-owned electronic devices may be possessed and used in the event of an emergency during the limited period of the emergency in order to protect the safety of a student or School employee, visitor or volunteer. This includes using a privately-owned electronic device to respond to an imminent threat to health or safety of an individual or to respond to a School-wide emergency.

Students may also use a privately-owned electronic device during the School day and during School-sponsored activities to use the SafeUT Crisis Line.

Parents may make other individualized requests for exceptions to these procedures to a Campus Director.

Consequences for Violation

A student will receive one warning prior to discipline for violating these procedures unless the violation involves cheating or constitutes a violation of the School's Student Conduct and Discipline Policy or Bullying and Hazing Policy or at the discretion of the Campus Director. On the second violation of these procedures, if a violation involves a privately-owned electronic device, the privately-owned electronic device will be confiscated, labeled, and held in a secure location. The Campus Director, teachers, and other individuals designated by the Campus Director may confiscate privately-owned electronic devices under these procedures.

Despite the foregoing, a privately-owned electronic device may be confiscated after an initial or other violation of these procedures if the violation is deemed serious by the Principal, teacher, or another individual designated by the Principal. Serious violations include but are not limited to a student using a privately-owned electronic device to:

- Threaten, harass, bully, or intimidate another person;
- Access pornography or obscene material;
- Engage in academic dishonesty;
- Participate in criminal behavior; or
- Repeatedly or egregiously disrupt classroom or other School instruction.

An individual other than a student that finds or confiscates a privately-owned electronic device may search the device for the purpose of determining the device's owner. Students may not search privately-owned electronic devices that do not belong to them. Privately-owned electronic devices that are used inappropriately may be subject to search by the Campus Director or other individuals designated by the Campus Director if there is a reasonable suspicion that the device contains obscene or pornographic material or has been used to cheat or to threaten, embarrass, harass, or intimidate other students, teachers, volunteers, School guests, or School employees. School-owned electronic devices may be searched at any time by School officials, with or without cause.

The School is not responsible for loss, damage or theft of any privately-owned electronic devices. The School will make reasonable efforts to notify parents/guardians if the School has confiscated a student's privately-owned electronic device. Parents/guardians who show identification may retrieve confiscated electronic devices during School hours or by appointment. The School will retain un-retrieved privately-owned electronic devices until the end of the School year, at which time the devices will be disposed of in a manner that ensures that no data stored on the device may be retrieved.

The Campus Director may, subject to applicable law, impose additional disciplinary consequences for a student's violation of these procedures, considering the nature of the violation and other disciplinary actions in which the student has been involved. Such disciplinary actions may include:

- Loss of the privilege to possess or use electronic devices

- Disciplinary letter to the student's parent/guardian that is placed in the student's file
- Detention
- In-School suspension
- Suspension
- Expulsion
- Loss of the privilege of participating in School-sponsored activities or of receiving honor recognition

The School may contact law enforcement if School employees believe that a student has used an electronic device in connection with a violation of criminal law, and criminal penalties may arise from inappropriate use of electronic devices.

Notice of the Policy and Procedures

The School will make the Electronic Resources Policy and these procedures accessible on the School's website, including in the same location as the School's Data Governance Plan required in R277-487.

Complaints about the policy and these procedures or their enforcement, or complaints about observed behavior regarding the policy and these procedures, should be addressed in accordance with the School's grievance policies.

Creative and Innovative Uses for Electronic Devices

Teachers and other School employees are encouraged to use electronic devices creatively in order to effectively communicate with students and parents/guardians and to enhance instruction. Creative uses might include notifying absent students of assignments, communicating with parents when students excel or if they are behind or absent, notifying students and parents of news articles or events that would enhance the learning experience, providing feedback to students on tests and assignments, parents notifying the School when students are absent or tardy.

Other Provisions

Picture taking or sound or video recording by students is prohibited in School unless authorized by a teacher or the Campus Director. Picture taking or sound or video recording by students is prohibited in private areas of the School such as locker rooms, counseling sessions, washrooms, and dressing areas. Violations of this may subject students to discipline, and any suspected illegal activity may be reported to law enforcement.

Students bring privately-owned electronic devices on School property at their own risk. The School is not responsible for lost, stolen or damaged privately-owned electronic devices.

Students are responsible for their privately-owned electronic devices and may be subject to discipline if their device is misused by another.

Parents, guests and visitors to the School may use privately-owned electronic devices at School and at School-sponsored activities only in accordance with rules established by the Campus Director. Such individuals who use the School's electronic resources, including the School's equipment, services, or connectivity, whether on or off School property, may not use such resources to access inappropriate material or information.

Internet Safety

The School has established a policy to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children's Internet Protection Act (section 254(h) of title 47, United States Code).

Definitions

Key terms are as defined in the Children's Internet Protection Act.

"Technology Protection Measure" means a specific technology that blocks or filters Internet access to visual depictions that are:

- 1- Obscene, as that term is defined in section 1460 of title 18, United States Code.
- 2- Child Pornography, as that term is defined in section 2256 of title 18, United States Code; or
- 3- Harmful to minors.

"Harmful to Minors" means any picture, image, graphic image file, or other visual depiction that:

- 1- Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
- 2- Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
- 3- Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

"Sexual Act" and **"Sexual Contact"** have the meanings given such terms in section 2246 of title 18, United States Code.

Access to Inappropriate Material

To the extent practical, the School will employ technology protection measures (or “Internet filters”) to block or filter Internet access to—or other forms of electronic communications containing—inappropriate information over the School’s network or by School-owned electronic devices.

Specifically, as required by the Children’s Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors.

Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes. Procedures for disabling or otherwise modifying any technology protection measures shall be the responsibility of the Campus Director or designated representatives.

Inappropriate Network Usage

To the extent practical, steps shall be taken to promote the safety and security of users of the School online computer network when using electronic mail, chat rooms, instant messaging, social media, and other forms of direct electronic communications.

Specifically, as required by the Children’s Internet Protection Act, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called “hacking” and other unlawful activities and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

Education, Supervision and Monitoring

It shall be the responsibility of all School employees to educate, supervise and monitor appropriate usage of the School’s online computer network and access to the Internet in accordance with the Electronic Resources Policy and these procedures, the Children’s Internet Protection Act, the Neighborhood Children’s Internet Protection Act, and the Protecting Children in the 21st Century Act. This includes educating students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, as well as cyberbullying awareness and response. The School will also provide information regarding these matters to parents/guardians.

Student Acceptable Use of School Electronic Resources

The School makes various electronic resources available to students. These resources include computers and other electronic devices and related software and hardware as well as the School’s network and access to the Internet. The School’s goal in providing such electronic resources to students is to enhance the educational experience and promote the accomplishment of the School’s mission.

Electronic resources can provide access to a multitude of information and allow communication with people all over the world. Along with this access comes the availability of materials that may be considered inappropriate, unacceptable, of no educational value, or even illegal. The School has initiated safeguards to restrict access to inappropriate materials, and use of the Internet and other electronic resources is monitored as well.

In order to use the School's electronic resources, students must be willing to abide by the rules of acceptable use. Use of the School's electronic resources is a privilege, and students have no expectation of privacy in connection with their use of the School's electronic resources.

Students who abuse this privilege by actions such as damaging the School's electronic resources; violating copyrights; bullying, hazing, intimidation, humiliation, harassment and threats; accessing pornography or other obscene or inappropriate material; inappropriate language; gambling; unauthorized games; hacking; invasion of the reasonable expectations of privacy of students or employees; or other unauthorized or inappropriate use, will be subject to discipline. Violation of policies and rules regarding use of the School's electronic resources may also result in confiscation of School-issued devices and denial of access to the School's electronic resources. This may result in missed assignments, inability to participate in required assignments and assessments, and possible loss of credit or academic grade consequences.

The School may contact law enforcement if School employees believe that a student has used School electronic resources in connection with a violation of criminal law, and criminal penalties may arise from inappropriate use of electronic resources. This applies to use of the School's electronic resources at any time and place, whether on or off School grounds.

Students are personally responsible for School electronic resources provided to them and the students and their parents/guardians may be held responsible for loss or damage to such electronic resources.

Parents play an important role in helping students understand what does and does not constitute acceptable use.

The School may establish agreements for students to sign acknowledging that they understand the rules for use of the School's electronic resources.

Staff Acceptable Use of School Electronic Resources

These procedures apply to employees' and volunteers' use of the School's electronic resources, and employees must agree to these terms as a condition of employment.

At-Will Employment

Nothing in the Electronic Resources Policy or these procedures is intended to create additional rights for any employee or to otherwise alter or amend the at-will nature of the employment relationship between the School and any employee.

The School's Rights

It is the School's policy to maintain an environment that promotes safe, ethical and responsible conduct in all activities involving the use of the School's electronic resources. The School recognizes its legal and moral obligation to protect the well-being of students and to preserve the integrity of its electronic resources. The School's rights in connection with its electronic resources include but are not limited to the following:

1. All data, files, programs, and materials downloaded with or used, sent, received, or stored upon the School's electronic resources are the School's property, and the School may deal with such items as it deems appropriate.
2. The School may log network use and monitor server space utilization by users and assumes no responsibility or liability for files deleted due to violation of server space allotments.
3. The School may remove a user account on the network with or without notice.
4. The School may monitor all user activities on the School's electronic resources, including but not limited to real-time monitoring of network activity and/or maintaining a log of Internet activity for later review.
5. The School may provide internal and external controls of network usage as appropriate and feasible, including but not limited to restricting online destinations through software or other means.
6. The School may limit or restrict, with or without notice, access to the School's electronic resources for those who do not abide by the Electronic Resources Policy or these procedures or other direction governing the use of the School's electronic resources.
7. The School may determine, in its sole discretion, what materials, files, information, software, communications, and other content or activity are permitted or prohibited.
8. The School may delete or remove, with or without notice, any files, programs, data or other materials from any of the School's electronic resources.
9. The School may provide additional policies or guidelines regarding acceptable use of electronic resources.

Employees' Responsibilities Regarding Students' Use of Electronic Resources

Employees who supervise students, control electronic resources, or otherwise have the ability to observe student use of School electronic resources are responsible for educating students on appropriate use of the School's electronic resources. Such employees shall make reasonable efforts to monitor such use to ensure that it is consistent with applicable rules. Employees should make reasonable efforts to become

familiar with the Internet and the use of the School's electronic resources to help ensure effective monitoring, instruction, and assistance.

User Responsibilities

Use of the School's electronic resources is a privilege intended to help employees fulfill their responsibilities and promote the School's mission. In order to maintain this privilege, users must agree to comply with the Electronic Resources Policy and these procedures. Users who are aware of any violation of the policy or these procedures by any employee must report the violation to the Campus Director. Employees are responsible for any School electronic resources issued to them at all times and may be held responsible for any inappropriate use, regardless of the user.

Employees may use privately-owned electronic devices at School or at School-sponsored activities in accordance with rules and procedures established by the Campus Director. Employees may not use privately-owned electronic devices at School or at School-sponsored activities to access inappropriate matter.

Violation of the policy or these procedures is grounds for discipline, up to and including termination. The School may also notify law enforcement as appropriate, and such actions may subject an employee to criminal penalties.

Acceptable Use

Standards for acceptable use of the School's electronic resources include but are not limited to the following:

1. All use of the School's electronic resources, including but not limited to use of computers and other electronic devices, use of e-mail, and network and Internet access must be consistent with the School's mission.
2. Network accounts are to be used only by the authorized user of the account for the authorized purpose.
3. Users must take reasonable steps to protect the privacy of students, School employees and other members of the School community and must strictly maintain the confidentiality of information regarding such individuals.
4. Use of the School's electronic resources, whether inside or outside the School, must comply with the School's employee handbook, as established from time to time.
5. Employees must comply with applicable copyright laws, ethical rules, and other applicable laws and regulations.
6. Users must exercise appropriate professional judgment and common sense when transporting files to and from school, keeping in mind copyright and other legal issues, as well as ensuring that the non-School computers to or from which files are being transferred are employing appropriate virus-control technologies.

7. Users must exhibit professionally appropriate behavior when using the School's electronic resources in order to professionally represent and preserve the image the School.
8. Users must take reasonable precautions to protect the School's electronic resources in order to reduce repair costs, maintain the integrity of the network, and protect the School's assets. Employees who damage School electronic resources may be financially responsible for the cost of repair or replacement.
9. From time to time, the School will make determinations on whether specific uses of the School's electronic resources are consistent with the intent of the policy and these procedures.

Unacceptable Use

The following uses of the School's electronic resources are prohibited:

1. Excessive use of the School's electronic resources for personal matters. "Excessive use" includes but is not limited to use of electronic resources in a manner that interferes with an employee's performance of work-related responsibilities or with the functioning of the School's electronic resources.
2. Use of the School's electronic resources in connection with social networking sites for non-academic purposes is prohibited.
3. Use of the School's electronic resources for commercial or for-profit purposes.
4. Use of the School's electronic resources for product advertisement or political lobbying.
5. Personal electronic devices may only be connected to the School's network with appropriate authorization.
6. Intentionally seeking information on, obtaining copies of, or modifying files, other data, or passwords belonging to other users, or impersonating or misrepresenting other users of the School's network.
7. Unauthorized use or disclosure of personal student information in violation of R277-487 and the Family Educational Rights and Privacy Act, 34 CFR, Part 99.
8. Use of the School's electronic resources in a manner that disrupts the use of the network by others.
9. Destroying, modifying, or abusing the School's electronic resources in any way.
10. Use of the School's electronic resources in a manner that threatens or impairs the integrity or security of the network.
11. Use of the School's electronic resources for hate mail, chain letters, harassment, discriminatory remarks, and other antisocial behaviors.
12. Downloading or installation of any software, including shareware and freeware, for use on the School's electronic resources without proper approval.
13. Use of any software on the School's electronic resources in violation of the applicable license or use agreement.
14. Use of the School's electronic resources to access, process, store, send or receive pornographic, sexually explicit or otherwise inappropriate material (as determined by the Lead Director or Campus Director).

15. Use of the School's electronic resources for downloading entertainment software, files or other material not related to the mission of the School. This prohibition pertains to freeware, shareware, copyrighted commercial and non-commercial software, and all other forms of software and files not directly related to the instructional and administrative purposes of the School.
16. Downloading, copying, otherwise duplicating, and/or distributing copyrighted materials without the specific written permission of the copyright owner, except that duplication and/or distribution of materials for educational purposes is permitted when such duplication and/or distribution would fall within the Fair Use Doctrine of federal copyright law.
17. Use of the School's electronic resources for any unlawful purpose.
18. Use of the School's electronic resources to intentionally access, process, store, send or receive materials containing profanity, obscenity, racist terms, or other harassing, abusive, intimidating, threatening, discriminatory or otherwise offensive language or images.
19. Use of the School's electronic resources for playing games unless it is for instructional purposes or otherwise approved by the Campus Director or designee.
20. Participating in activities, including but not limited to the preparation or dissemination of content, which could damage the School's professional image, reputation and/or financial stability.
21. Permitting or granting access to the School's electronic resources, including but not limited to granting use of an e-mail or network account or password, to another individual, including but not limited to someone whose access has been denied or terminated.
22. Portable data storage devices may only be used to backup or transport files and data between computers and use of such devices for the operation of unauthorized portable applications is prohibited.
23. Establishing connections to live communications, including text, voice, or video, may only be done in a manner approved by the Campus Director or designee.
24. Malicious use of the School's electronic resources to develop programs that harass other users or infiltrate a computer or computing system and/or damage the software components of a computer or computing system.

Disclaimer

1. The School cannot be held responsible for information that is retrieved via the network.
2. Pursuant to the Electronic Communications Privacy Act of 1986 (18 U.S.C. § 2510, et seq.), notice is hereby given that there are no facilities provided by the School's system for sending or receiving private or confidential electronic communications. System administrators have access to all mail and will monitor messages. Messages relating to or in support of illegal activities will be reported to the appropriate authorities.

3. The School is not responsible for any damage users may suffer, including loss of data resulting from delays, non-deliveries, or service interruptions caused by the School's negligence or your errors or omissions.
4. Use of any information obtained is at the user's own risk.
5. The School makes no warranties (expressed or implied) with respect to:
 - The content of any advice or information received by a user, or any costs or charges incurred as a result of seeing or accepting any information;
 - Any costs, liability, or damages caused by the way the user chooses to use his or her access to the network.
6. The School reserves the right to change its policies and rules at any time.

Privacy

Use of and access to the School's electronic resources is provided to employees as a tool for the School's business. The School reserves the right to monitor, inspect, copy, review, store or remove, at any time, without prior notice, any and all usage of the School's electronic resources such as the network and the Internet, including but not limited to e-mail, as well as any and all materials, files, information, software, electronic communications, and other content transmitted, received or stored in connection with this usage. All such information, content, and files are the property of the School. Employees should have no expectation of privacy regarding them. Network administrators may review files and intercept communications for any reason, including but not limited to maintaining system integrity and ensuring employees are using the system consistently with the Electronic Resources Policy and these procedures.

Training

The School will provide, within the first 45 days of each school year, a school-wide or in-classroom training to employees and students that covers:

- The contents of the Electronic Resources Policy and these procedures;
- The importance of digital citizenship;
- The School's conduct and discipline related consequences as related to a violation of the Electronic Resources Policy and these procedures;
- The School's general conduct and discipline policies;
- The benefits of connecting to the Internet and utilizing the School's Internet filters while on School property; and
- Any specific rules governing the permissible and restricted uses of privately-owned electronic devices while in a classroom.

Each educator who allows the use of a privately-owned electronic device in the classroom must clearly communicate to parents and students the conditions under which the use of such a device is allowed.

The School will provide an annual notice to all parents of the location of information for in-home network filtering options (<https://consumerprotection.utah.gov/edu/filtering.html>) as provided for in Utah Code § 76-5c-402.

Toilet Training Policy

Adopted:

Revised:

Purpose

The purpose of this policy is to establish the toilet training requirements for students at Ascent Academies of Utah (the "School").

Definitions

"Toilet trained" means that a student can:

- (a) communicate the need to use the bathroom to an adult;
- (b) sit down on a toilet;
- (c) use the toilet without assistance;
- (d) undress and dress as necessary; and
- (e) tend to personal hygienic needs after toileting.

If an accident occurs, a "toilet trained" child can independently tend to hygienic needs and change clothes.

A student is not "toilet trained" if the student does not meet the criteria above or has accidents with sufficient frequency to impact the educational experience of the student or the student's peers, as determined by the School.

Policy

General Rule

As required by Utah Code § 53G-7-203 and R277-631, the School shall not enroll a student unless the student is toilet trained.

Exceptions

The School may enroll a student who is not able to be toilet trained because of a suspected disability that:

- (a) is subject to federal child find requirements; or
- (b) is described in an IEP or Section 504 plan.

Assurance

The School shall, as part of its enrollment process, require the parent of an incoming student to complete an assurance as to whether the student is toilet trained.

Administrative Procedures

The Lead Director shall establish administrative procedures regarding steps that School shall take in the event a student is not toilet trained.

Electronic Resources Policy

Adopted: August 6, 2014

Renewed: June 25, 2020

Renewed: June 23, 2021

Renewed: June 29, 2022

Purpose

Ascent Academies of Utah (the “School”) recognizes the value of computer and other electronic resources to facilitate student learning and help the School’s employees accomplish the School’s mission. The School has therefore made substantial investments to establish a network and provide various electronic resources for its students’ and employees’ use. Because of the potential harm to students and the School from misuse of these resources, the School requires the safe and responsible use of computers; computer networks, including e-mail and the Internet; and other electronic resources. This policy is intended to ensure such safe and responsible use and to comply with Utah Administrative Rule R277-495, Utah Code § 53G-7-227, Utah Code § 53G-7-1001 *et seq.*, the Children’s Internet Protection Act, and other applicable laws.

Electronic Devices

The School recognizes that various forms of electronic devices are widely used by both students and employees and are important tools in today’s society. The School seeks to ensure that the use of electronic devices, both privately-owned devices and devices owned by the School, does not cause harm or otherwise interfere with the learning, safety, or security of students or employees. The Lead Director and Campus Directors shall therefore establish reasonable rules and procedures regarding the use of electronic devices at School and School-sponsored activities in compliance with applicable laws.

Internet Safety

It is the School’s policy to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children’s Internet Protection Act (section 254(h) of title 47, United States Code). The Lead Director shall establish procedures to accomplish these objectives and ensure compliance with applicable laws.

Student Acceptable Use of School Electronic Resources

The School makes various electronic resources available to students. These resources include computers and other electronic devices and related software and hardware as well as the School's network and access to the Internet. The School's goal in providing such electronic resources to students is to enhance the educational experience and promote the accomplishment of the School's mission.

Electronic resources can provide access to a multitude of information and allow communication with people all over the world. Along with this access comes the availability of materials that may be considered inappropriate, unacceptable, of no educational value, or even illegal.

The Lead Director and Campus Directors shall ensure that rules and procedures regarding students' use of the School's electronic resources are established and clearly communicated to students and their parents/guardians. The Lead Director and Campus Directors will ensure that safeguards are in place to restrict access to inappropriate materials and that the use of the Internet and other electronic resources is monitored. The Lead Director and Campus Directors shall ensure that students receive appropriate training regarding these rules and procedures.

Staff Acceptable Use of School Electronic Resources

Improper use of the School's electronic resources by employees has the potential to negatively impact students, damage the School's image, and impair the School's electronic resources. Therefore, this policy is intended to govern employees' and volunteers' use of the School's electronic resources, and employees must agree to these terms as a condition of employment. The Lead Director and Campus Directors shall establish rules and procedures regarding employees' use of the School's electronic resources.

This policy will be reviewed and approved periodically to ensure that it continues to meet the School's needs.

Ascent Academies 2025-2026 Early Learning Plan

Goal 1:

By May 2026, Ascent Academies of Utah will increase the percentage of 3rd grade students at or above benchmark on Acadience Math composite from BOY to EOY by 7% by providing targeted, evidence-based interventions, such as Bridges Math, Imagine Math, Math Instructional Guides, and teacher clarity boards that align to student diagnostic needs as measured by Acadience Math to fill in specific gaps and to improve the percentage of students at or above grade level.

Goal 2:

By May 2026, Ascent Academies of Utah will increase the percentage of 2nd grade students at or above benchmark on Acadience Math composite from BOY to EOY by 7% by providing targeted, evidence-based interventions, such as Bridges Math, Imagine Math, Math Instructional Guides, and teacher clarity boards that align to student diagnostic needs as measured by Acadience Math to fill in specific gaps and to improve the percentage of students at or above grade level.

Ascent Academies 2024-2025 Early Learning Plan Report

Goal 1:

Our goal was to have 3rd graders increase proficiency on Acadience Math EOY by 13%. Our data show they increased by 10%.

Goal 2:

Our goal was to have 1st graders increase reading proficiency on Acadience Reading EOY by 11%. Our data show they increased by 9%.

Ascent Academies of Utah
Statement of Financial Position
Created on September 11, 2025
For Prior Month

	07/01/2025 Through 08/31/2025 <u>Actual</u>	Year Ending 06/30/2025 <u>Actual</u>
Assets & Other Debits		
Current Assets		
Operating Cash	12,463,962	10,762,764
Accounts Receivables	524,126	1,224,975
Other Current Assets	9,010	87,077
Total Current Assets	<u>12,997,098</u>	<u>12,074,816</u>
Restricted Cash	<u>7,443,580</u>	<u>6,868,743</u>
Net Assets		
Fixed Assets	79,657,500	79,657,500
Depreciation	(10,345,776)	(10,345,776)
Total Net Assets	<u>69,311,724</u>	<u>69,311,724</u>
Total Assets & Other Debits	<u>89,752,402</u>	<u>88,255,283</u>
Liabilities & Fund Equity		
Current Liabilities	246,954	2,683,971
Long-Term Liabilities	<u>85,770,093</u>	<u>85,770,094</u>
Fund Balance	(198,781)	(2,008,404)
Net Income	<u>3,934,136</u>	<u>1,809,622</u>
Total Liabilities & Fund Equity	<u>89,752,402</u>	<u>88,255,283</u>

Ascent Academies of Utah

Statement of Activities

Created on September 11, 2025
For Prior Month

	Annual June 30, 2026 Budget	Year-to-Date August 31, 2025 Actual	% of Budget
Net Income			
Income			
Revenue From Local Sources	1,208,264	235,732	19.5 %
Revenue From State Sources	35,731,592	6,326,085	17.7 %
Revenue From Federal Sources	1,693,698	0	0.0 %
Total Income	38,633,554	6,561,817	17.0 %
Expenses			
Instruction/Salaries	17,293,253	990,483	5.7 %
Employee Benefits	5,321,221	295,699	5.6 %
Purchased Prof & Tech Serv	2,831,611	350,313	12.4 %
Purchased Property Services	1,171,997	253,977	21.7 %
Other Purchased Services	1,822,471	189,042	10.4 %
Supplies & Materials	1,628,916	628,474	38.6 %
Property	716,400	123,587	17.3 %
Debt Services & Miscellaneous	5,697,685	2,672	0.0 %
Total Expenses	36,483,554	2,834,247	7.8 %
Total Net Income	2,150,000	3,727,570	173.4 %

Helpside 401(k) Plan

Plan Information



Employer Legal Name: _____

Employer I.D. Number (EIN): _____

Contact Person: _____

Contact E-mail: _____

Address: _____

Street Address

City State Zip

Telephone: _____

Fax: _____

Fiscal Year End: ____ / ____
Month Day

Plan Year End: 12 / 31
Month Day

Effective Date of Plan with Helpside: _____

Type of Organization:

☐ Sole Proprietorship ☐ Partnership

☐ Corporation ☐ S-Corporation

☐ LLC (taxed as a ☐ Corporation ☐ Partnership)

☐ Other _____

NAICS Code: _____

Principal Business Activity: _____

Master MEP Contact name: Hailey Bartholomew

E-Mail Address: habartholomew@cairnadvisors.com

Is this a takeover of an existing plan? ☐ No ☐ Yes
(if yes, please provide the data below)

Original Effective Date of Existing Plan: _____

Plan Name: _____

Was the plan previously a stand-alone plan?

☐ No ☐ Yes

Are there assets in the Plan?

☐ No ☐ Yes Amount: \$ _____

Was prior year testing completed by the prior TPA?

☐ No ☐ Yes

Is your prior TPA handling the Final 5500?

☐ No ☐ Yes

If yes, when will the Final 5500 be filed? _____

Prior TPA/Vendor Contact Information REQUIRED
(if applicable):

Company: _____

Contact name: _____

Phone number: _____

Email address: _____

Will the Participating Employer have custom provisions in their Plan? ☐ No ☐ Yes

Please list Custom Provisions:



	Plan 90 <input type="checkbox"/>	Plan 180 <input type="checkbox"/>	Plan 365 <input type="checkbox"/>	Plan SH Match 90 <input type="checkbox"/>	Plan SH Match 365 <input type="checkbox"/>	Plan SH PS 90 <input type="checkbox"/>	Plan SH PS 365 <input type="checkbox"/>	Custom <input type="checkbox"/>
Subject to Testing?	Yes	Yes	Yes	No	No	No	No	
Minimum Age	18	18	18	18	18	18	18	
Waiting Period	3 Months	6 Months	Year of Service	3 Months	Year of Service	3 Months	Year of Service	
Matching Contribution	Discretionary	Discretionary	Discretionary	SH Basic	SH Basic	Discretionary	Discretionary	
Vesting Schedule Matching Contributions	6 Year	6 Year	6 Year	100% Immediate	100% Immediate	6 Year	6 Year	
Profit Sharing Contribution	Discretionary	Discretionary	Discretionary	Discretionary	Discretionary	Required 3% Profit Sharing	Required 3% Profit Sharing	
Vesting Schedule Profit Sharing Contributions	6 Year	6 Year	6 Year	6 Year	6 Year	100% Immediate	100% Immediate	

1. **Automatic Contribution Arrangement (ACA)** No Yes _____% Pre-Tax Contribution.

Effective Date of ACA: _____

2. **Eligible Automatic Contribution Arrangement (EACA)** No Yes _____% Pre-Tax Contribution

Effective Date of EACA: _____

3. Auto Increase _____ not to exceed _____.

EACA provisions will only apply to those who have no existing affirmative election on file. Participants will have the option to withdraw their funds within 90 days or less of the first automatic deferral.

All plans will allow for one loan, hardship distributions, and contribution changes as soon as administratively feasible. The plan entry date is first of the month coinciding with or following the date in which the waiting period requirements are met unless otherwise requested.

The matching formula in the plan document is listed as discretionary (except for the Plan SH Match 90 and Plan SH Match 365) and may be changed throughout the year as you decide – including having no match.

Please notify Helpside of any requested change in your matching formula in advance of the requested change date. Please complete your requested matching formula below:

☐ Safe Harbor Enhanced (100% of the first 4%, maximum match = 4%)

_____ % of the first _____ % you contribute (maximum match = _____ %)

Effective Date of Plan with Helpside: _____

Employer Name

Signature of Participating Employer

Date Signed

Print Name



RETIREMENT PLAN

RETIREMENT PLAN TESTING NOTICE

Highly Compensated Employee

- +5% Owner:** Any employee who directly or indirectly owns more than 5% interest in the employer.
- Highly Paid:** Any employee who whose annual compensation exceeds a specified amount in the preceding plan year set by the IRS each year
- Related Person:** Any employee who is the spouse, child, parent or grandparent of any other employee who falls into the +5% Owner classification.

Key Employee

- +5% Owner:** Any employee who directly or indirectly owns more than 5% interest in the employer.
- 1% Owner:** Any employee who directly or indirectly owns more than 1% **and** whose annual compensation exceeds a specified amount set by the IRS each year.
- Officer:** Any employee who is an officer of the employer **and** whose annual compensation exceeds a specified amount set by the IRS each year.
- Related Person:** Any employee who is the spouse, child, parent or grandparent of any other employee who falls into the +5% or 1% Owner classification.

Average Deferral Percentage Discrimination Test (ADP) Failure - Deferral

This means the highly compensated employees deferred on average more than they were allowed compared to the average deferral percentage of the non-highly compensated employees. The test requires that the average deferral percentage of the highly compensated employees be within the lesser of plus two or two times the average deferral percentage of the non-highly compensated employees for the plan year.

Average Contribution Percentage Discrimination Test (ACP) Failure - Match

This means the highly compensated employees received more company match contribution on average than they were allowed compared to the average company match contribution of the non-highly compensated employees. The test requires that the average match contribution percentage of the highly compensated employees be within the lesser of plus two or two times the average match contribution percentage of the non-highly compensated employees for the plan year.

Top Heavy Test Failure

This means 60% or more of total plan assets belong to Key Employees. The plan is then required to make a contribution of up to 3% for the following plan year to all active eligible employees (employed on the last day of the plan year regardless of the number of hours worked during the year) if the Key employees receive benefits in the following plan year of at least 3%. If the Key Employees receive benefits of less than 3%, for the following plan year, then all eligible employees are required to receive a contribution of the same percent received by the highest percent of the Key employees up to 3%. Thus, if no contribution is made for the Key Employees, then no contribution is required for the non-Key Employees. (For plans that are Top Heavy in their very first year of operation, a Top-Heavy minimum contribution is required in the 2nd year of operation – based on the contribution amounts of Key Employees in the 1st year of operation, but not to exceed 3%).

414s Test (The Compensation Ratio Test)

Bonus compensation is excluded for 401(k) employee contributions and employer matching. The 414s test is designed to ensure that the plan does not carve out certain forms of compensation in a way that benefit the HCEs more than the law allows vs. the NHCE's. This test compares the employee's base compensation to their total compensation to come up with a percentage. I.e., If my gross pay were \$80,000 in base salary plus \$20,000 in bonus for a total of \$100,000 the compensation ratio would be $\$80,000/\$100,000=80\%$. This same formula is run on a per individual basis and then average the two groups of employees (HCE's vs. NHCE's). HCEs cannot exceed the NHCEs by more than a "de minimus" amount (3%) of the NHCE average.

I understand that if I select a non-Safe Harbor plan design, that I am subject to the ADP, ACP, and Top-Heavy tests listed above (Safe Harbor plans are still subject to the 414s test), which, if my company does not pass, will require either money to be distributed to the Highly Compensated Employees and/or additional employer contributions be made to the plan.

Employer Name

Signature of Participating Employer



HELPSIDE 401(K) PLAN
HELPSIDE DEFINED CONTRIBUTION RETIREMENT PLAN

This document illustrates potential fees that are associated with the administration of the retirement plan charged to the participant or participating employer. Although these fees are not always applicable to the administration of your plan, you should be aware that they have the potential to be charged if the administration of your plan requires the service.

SERVICE	FEE
Participating Employer Plan Setup Fee (Onetime)	\$250 / Employer
Participating Employer Termination/Transfer Out	\$500 / Employer
Comparability or Age-Weighted Calculation <i>(As applicable, per calculation)</i>	\$200 / Employer
Required Restatement of Plan Document <i>(Anticipated ~ 2026-2028 – Occurs every 5-6 years)</i>	\$200 / Employer
Loan: <i>(Participant fee per loan)</i>	\$200 / Participant
Loan Maintenance Fee: <i>(Annual)</i>	\$100 / Participant
Distribution/In-Plan Roth Conversions/Transfers: (Participant fee per distribution)	\$175 / Participant
Participant Locator Fee: (Service to locate a missing participant)	\$25 / Participant

Employer Signature: _____ Date: _____

<p>Disclosures, Client Authorization and Consent Plan Year 2025</p>

This document is being provided for purposes of obtaining your independent authorization and consent to the engagement of Cairn Advisor Group as a Plan service provider in connection with your participation in the Plan.

Introduction

This notice provides certain disclosures and seeks your independent authorization of and consent to the engagement of Cairn Advisor Group as a provider of administrative services to the Helpside, Inc. 401(k) Plan ("Plan"). References to "our," "us," or "we," refer to Helpside, Inc. ("Helpside"), while references to "you," "your," or "Client" refer to your company.

Services by Affiliate

In order to facilitate the prudent and efficient administration of the Plan, Helpside has arranged with 401K Belay, LLC dba Cairn Advisor Group ("Cairn") to provide certain services, including but not limited to setting up and advising new plan adopters, preparing plan amendments, assisting with benefit testing, coordinating plan transfers, conducting employee meetings, assisting with enrollment, processing beneficiary designations, processing plan loans, processing qualified domestic relation orders, attending benefits committee meetings, conducting participant education and helping to retain the plan's investment fiduciary. The services provided by Cairn are referred to in this document as "Plan Administrative Services." Cairn is owned in part by an individual who has a familial relationship with individuals who have a partial ownership interest in Helpside. Given the potential for conflict of interest, Helpside is seeking Client's independent authorization and consent to the engagement of Cairn as a Plan service provider in connection with Client's participation in the Plan. As compensation for providing these services to the Plan, Cairn is paid a fee based on plan assets, with the fee assessed based on the amount of plan assets attributable to the adopting employer, as follows:

- 0.50% for plan assets of \$0-\$250,000;
- 0.48% for plan assets of \$250,000-\$500,000;
- 0.46% for plan assets of \$500,000-\$750,000;
- 0.42% for plan assets of \$750,000-\$1 Million;
- 0.37% for plan assets of \$1 Million-\$2 Million;
- 0.33% for plan assets of \$2 Million-\$3 Million;
- 0.24% for plan assets of \$3 Million-\$4 Million; and
- 0.20% for plan assets of \$4 Million and over.

Acknowledgements and Confirmation of Plan Administrative Services Compensation

On behalf of Client, you consent to and authorize the engagement of Cairn as a service provider to the Plan with respect to your participation as an adopting employer. You acknowledge and agree that Client is responsible for approving the fees and expenses associated with the Plan, as and when the Plan is made available to employees, including fees paid to service providers in relation to providing Plan Administrative Services, as disclosed above and in your Client Service Agreement. Client has exercised independent judgement in selecting and approving the Plan and/or continuing to make the Plan available to employees, has reviewed and approved all services and fees and other amounts (such as Plan Administrative Services compensation) related to such services, and agrees to and approves the service provider relationship with Cairn and the compensation paid to Cairn, notwithstanding the disclosed familial relationship. Please note that Helpside is not a tax, legal or accounting advisor or preparer, and Client should consult with its own advisors and preparers as needed, including, without limitation, on questions relating to the deductibility of Plan contributions for income tax purposes.

By its signature below, Client confirms the receipt of the information and disclosures set out above and approves for its employees the Plan, including all compensation payable to Cairn in relation to Plan Administrative Services. Client acknowledges that, if Client chooses to not sign below, Client's worksite employees will not be given access to the Plan (and, if the worksite employees currently participate in the Plan, Client's participation in the Plan, and hence the access of Client's worksite employees to the Plan, will end as of December 31st of the current Plan year). However, no other aspect of Helpside's services will be impacted by any such Client notice.

Company Name:

Signature:

Date:

Name (Please Print):

INSURANCE RENEWAL

We received the renewal premium back for your property and liability insurance policies. The school is insured with Hanover. The premium last year was \$112,796 and the premium for this year is \$121,311. This is a change of 7.55%. The broker indicates that the premium went up for the following reasons:

1. The coverage amount for Buildings and Property went up by 4.5% from \$83.4M to \$87.2M to ensure adequate replacement value.
2. The rate on Property went up by 3.58% due to claims in the industry, mostly based on loss trends related to losses from natural disasters.
3. The rate on Liability went up by 2.84% (net) due primarily to some large verdicts in the industry and increased claims with schools. Hanover is reporting high losses with schools, particularly with Abuse, IEPs and employment.

<i>Campus</i>	<i>Last Name</i>	<i>First Name</i>	<i>Licensure Area</i>
Farmington	Goff	Chelsea	Math Level 4 Secondary Math
Farmington	Johnson	Johnny	Spanish
Farmington	Popwell	Jesslyn	Visual Art (k-12)
Farmington	Topham	Karin	Physical Education K-12
Lehi	Gill	Rachael	Elementary
Lehi	Dufield	Megan	Visual Arts (K-12)
Lehi	Jeppesen	Emily	FACS Comp
Lehi	Willis	Erik	Biology 2
Lehi	Wilson	Elaine	English Language Arts
Saratoga	Membreno	Neydi	Physical Education K-12
Saratoga	Clement	Megan	Physical Education K-12
West Jordan	Mitchell	Thomas	Physical Education K-12
West Jordan	Lund	Alicia	Social Studies Comp
West Valley	Nahinu	Aaron	Physical Education K-12
West Valley	Sandoval	Jesus	Elementary

Rational

exploring options for required endorsements

teaches one elective class

teaches one elective class that she isn't qualified for

with new enforcement of Board Rule 277, educator is exploring options for licensure
in program with WGU

teaches one elective class

teaches one elective class

will complete program through UVU

teaches one elective class

with new enforcement of Board Rule 277, educator is exploring options for licensure

with new enforcement of Board Rule 277, educator is exploring options for licensure

with new enforcement of Board Rule 277, educator is exploring options for licensure

waiting for USBE to process license renewal

with new enforcement of Board Rule 277, educator is exploring options for licensure

waiting for full admission into APPEL



September 24, 2025

Dear Superintendent,

The Ascent Academies of Utah Board approved LEA-Specific educator license(s) to 15 individual(s) in a public meeting held on September 24, 2025. The license areas, and endorsements shall be valid for three (3) academic years as indicated on the attached spreadsheet which contains the associated educator information and rationale for the request. All LEA-Specific licenses will expire on June 30th of the final academic year approved.

Ascent Academies of Utah Board's following assurances:

- The LEA has adopted a policy, in accordance with R277-301-7, to prepare and support educators with an LEA-Specific license. This policy is posted online at https://files.gabbart.com/1683/board_policy_manual_08242022_-_aau.pdf
- The educator has completed a criminal background check in accordance with Rule R277-214 and continued monitoring in accordance with Subsection 53G-11-403(1).
- The LEA will provide requisite training (educator ethics, classroom management/instruction, special education law/instruction, & Utah Effective Teaching Standards) within the 1st year of employment.
- The educators will complete the USBE Ethics Review within one (1) calendar year prior to being issued the license.
- The LEA will post all educator data, including assignments, in CACTUS no later (60) days following the date of the public governing board meeting approving the license area(s) and/or endorsement(s).
- Each LEA school employing an individual with an LEA-Specific license will prominently post the following on the school's website:
 - Disclosure that the school employs individuals holding an LEA-Specific educator license, license areas, and/or endorsements.
 - An explanation of the types of educator licenses issued by USBE (Professional, Associate, LEA-Specific):

“The following **designations or levels** apply to educator licenses, license areas (i.e.-elementary, secondary, special education), and content endorsements (i.e.-mathematics, music, Spanish, social studies):

♣ **Professional:** The educator has completed an educator preparation program that includes content and pedagogical knowledge. This program may have been completed at a university or in an alternate pathway that was supported by school districts/charters and the Utah State Board of Education.

♣ **Associate:** The educator is currently completing an educator preparation program, but has not yet completed all requirements for a Professional Educator License, license area, or endorsement. The educator is enrolled in a university-based or Local Education Agency (LEA)-based program. When the educator completes the program, they will have a professional level.

♣ **LEA-Specific:** The educator has not completed an educator preparation and is not currently enrolled in one.”

○ Percentage (based on FTE) of types of licenses, license areas, and endorsements held by educators employed in the school.

○ A link to the [Utah Educator Look-up Tool](#).

The **Ascent Academies of Utah’s Board** additionally acknowledges that LEA-Specific educator licenses, license areas, or endorsements may be renewed by the Utah State Board of Education (USBE). These renewals will be approved or denied on a case-by-case basis.

Sincerely,

Chris Bleak
LEA Governing Body Chairperson