Board Meeting Documents
January 15, 2026

MINUTES OF THE BOARD MEETING – DECEMBER 11, 2025

The Board of Education of the Aspen Peaks School District met in a board meeting on Thursday, December 11, 2025, at 6:02 PM. The board meeting took place in the boardroom at the Alpine School District office.

Board members present: President Diane Knight, Vice President Amber Bonner, Nicki Brammer, Jeanne-Marie Burrows, Jason Hart, Steven Sparti, and Jason Theler.

Also present: There were approximately 20 others in attendance.

President Diane Knight conducted the meeting.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Board member Steve Sparti.

INSPIRATIONAL THOUGHT OR REFLECTION

An inspirational thought was given by Board member Jeanne-Marie Burrows.

Motion to amend the Board agenda to move community comments before the public hearing by Board member Sparti and seconded by Board member Burrows. The Board voted in favor and the motion passed unanimously.

COMMUNITY COMMENTS

Victoria Crockett of Lehi expressed opposition to the recent boundary changes that reassigned her children from North Point to River Rock. She stated that the adjustment is only a temporary solution as the area continues to grow. She urged the board to consider additional long-term solutions, including the construction of an elementary school on the Cold Springs Ranch property.

Lisa Johnson of Lehi, an intervention aide at North Point, expressed concern about the limited space available for aides to work with students, noting that instruction is often occurring in hallways and breezeways. She stated that this impacts the quality of education students receive. She acknowledged that ASD has made sincere efforts through boundary studies and adjustments and views the recent changes as a step in the right direction. She looks forward to progress within the new district but emphasized the need for facilities that meet current demands. She shared that her own children have experienced three boundary changes despite the family moving only once. She encouraged the board to consider creative, long-term solutions, noting that Lehi continues to grow, and urged planning for a future elementary school on the Cold Springs Ranch property rather than relying on temporary fixes.

Allison Powell of Lehi shared that her children currently attend North Point Elementary and will be moving to River Rock Elementary due to the recent boundary adjustments. She noted that enrollment projections indicate continued growth, with numbers expected to return to the 1,100 range. She emphasized the need to proceed with building Cold Springs before the two schools become overcrowded again. She stated that she voted in favor of the split based on the needs of the area and expressed hope that the board will move forward and help the neighborhood address ongoing growth.

Board member Burrows made the motion to adjourn from the board meeting to go into the public hearings and Vice President Bonner seconded it. The meeting adjourned at 6:13 PM. The Board voted in favor and the motion passed unanimously.

OPENED BOARD MEETING AT 6:15 PM.

MINUTES

President Knight recommended the approval of the November board meeting minutes. Vice President Bonner made the motion to approve the November board meeting minutes, and it was seconded by Board member Theler. The Board voted in favor and the motion passed unanimously.

DISCUSSION/ACTION ITEMS

1. FY26 Budget
   Vice President Bonner explained that SB188 provides a stipend in January 2026, which falls mid–fiscal year, requiring the district to establish a budget for the remainder of the fiscal year. She reviewed how the budget has been structured, outlining the purpose of each line item, while emphasizing fiscal responsibility and the importance of reserving funds for carryover.
   Vice President Bonner made the motion to approve the FY26 budget, and it was seconded by Board member Hart. The Board voted in favor and the motion passed unanimously.
   Board member Theler noted that discussions have also taken place with the other two (2) districts, which are approving similar budgets for comparable reasons. He stated that all three (3) districts are taking a conservative approach by budgeting higher than anticipated expenditures to account for both known and unknown costs.
2. Board Member Compensation
   Board member Brammer reiterated that the Board will adopt Alpine School District policies and make adjustments as deemed appropriate. She noted that the district has chosen to continue with the ASD compensation structure but is exploring minor modifications to achieve cost savings. One option under consideration is offering a stipend equal to the cost of an individual benefits plan, in lieu of accepting ASD benefits, estimated at approximately $800 per month.
   Vice President Bonner noted that this is a win-win for both the district and board members. For those who already receive benefits, the stipend is effective and also provides cost savings for the district.
   President Knight –advised they will present this for a vote at the January board meeting.
3. District Wide Boundary Study
   Board member Jason Hart reported that the Board has been exploring multiple options and engaging in ongoing discussions. A district-wide boundary study is being considered to redraw boundaries and help alleviate overcrowding in our communities. He noted that during today's Study Session, the Board received a presentation on capital planning, which provided several options for review and discussion.
   Board member Burrows commended ASD staff for clearly explaining the data and providing valuable information. She encouraged those who were not present to review the Study Session recording from earlier today. Enrollment numbers for both overcrowded and underenrolled schools were discussed, along with the options under consideration. She emphasized the importance of looking at the district as a whole to support all schools.
   Board member Brammer thanked community members who spoke. She highlighted discussions about areas where boundaries span two districts and stressed the need for a boundary study to evaluate solutions that benefit all communities and enable informed decisions.
   Vice President Bonner expressed support for a district-wide boundary study. She noted that different areas face unique boundary-related challenges, with some schools overcrowded and others underenrolled. She emphasized the need to review the feeder system to reduce impacts on students and limit movement across multiple secondary schools.
   President Knight addressed the Cold Springs Ranch area, assuring residents that no decisions have been made yet and all available information is being gathered to ensure the best possible decision. She noted that ASD has adjusted boundaries to provide temporary relief while planning next steps for the North Point Elementary area.

4. District Logo Contest

Board member Burrows, Chair of the Communications Committee, noted that as a brand-new district, there are many foundational tasks to address, including developing a logo and establishing the district's brand. She proposed holding a student contest for high school students to design the new logo. While details are still being finalized, the contest is expected to be announced next week, allowing students to work on submissions over Christmas break, with the contest closing at the end of January. The new Superintendent will have input on the submissions, and the winner is planned to be announced in February. The community will also have the opportunity to vote for their favorite design. Discussions are underway with Adobe to have students collaborate with their employees to refine their designs professionally. A prize for the winner is being considered. Board member Burrows expressed excitement about involving both students and the community in launching the district.

Board member Theler shared personal experience with a similar process as a student and later as the principal at Thunder Ridge, where they helped select a school name, mascot, and logo. He highlighted how fun and engaging the process can be and expressed confidence that students will be enthusiastic about participating.

President Knight noted the committee seems to be in agreement on the upcoming timeline and they are excited to get to work.

5. Open Business Administrator Search

Board member Theler motioned to open the Business Administrator search and appoint USBA to assist with that search, and it was seconded by Vice President Bonner.

Board member Brammer inquired whether the Board has considered using an alternative to USBA for the Business Administrator position. She noted that USBA is currently handling the Superintendent search, and based on that experience and conversations, it may be worthwhile to explore other options, given that the role is more business-focused than educational.

Vice President Bonner expressed openness to using a headhunter or pursuing more mainstream options if there is interest.

Board member Theler noted that the fee charged by USBA already covers the Business Administrator search, including assistance with the brochure and its distribution. He emphasized that this service has already been paid for but can explore other avenues while taking advantage of the brochure and distribution assistance.

Vice President Bonner proposed amending the motion to read: "Open the Business Administrator search and direct the search committee to explore additional options" and asked if that would be a friendly motion.

Board member Theler concurred.

Vice President Bonner amended the motion to: "Open the Business Administrator search and empower the Business Administrator Search Committee to explore options for finding a Business Administrator," which was seconded by Board Member Sparti. The Board voted in favor and the motion passed unanimously.

6. Initiate the Process to Create School District Foundation, 501c3

President Knight motioned to initiate the process of creating an Aspen Peaks School District 501c3, a non-profit foundation, and it was seconded by Board member Burrows.

Board member Sparti Asked whether this will be structured as an actual foundation or a committee.

Vice President Bonner responded that a committee needs to be formed first to begin the process, including establishing a 501(c)(3) and negotiating with the other two (2) districts on how to divide the Alpine Foundation.

President Knight noted that the application process takes several months. Once approved, the district can accept donations and operate in good faith. She emphasized the importance of starting the process now to begin receiving contributions for the district.

Board member Burrow highlighted the success of the ASD Foundation and expressed appreciation for moving forward with this initiative. She shared a personal experience with "Subs for Santa," noting it was a special opportunity for her children.

Board member Brammer agreed with the previous comments, noting that the foundation has been impactful and that the local district area has contributed significantly to ASD. She mentioned legislative

changes and that establishing a foundation primarily requires setting up a bank account. She offered assistance based on her prior experience and noted the many opportunities a foundation can provide.
Board member Hart emphasized that as a new district, the foundation will benefit both educators and students, highlighting his perspective as an educator.
The Board voted in favor and the motion passed unanimously.

7. Appoint Chair of School District Foundation, 501c3, Committee
President Knight nominated Vice President Bonner as the Chair of the Aspen Peaks School District 501c3 Non-profit Foundation Committee and Board member Burrows seconded it.
Board member Theler Commented that **Vice President Bonner's** presence and personality make her an excellent ambassador for engaging local businesses and organizations, and expressed excitement to see her efforts in action.
Vice President Bonner assured **Board member Brammer** that she does not need to handle this alone and welcomed any assistance she may wish to offer.
Vice President Bonner accepted the nomination.
The Board voted in favor and the motion passed unanimously.

BOARD MEMBER REPORTS AND INFORMATION
Vice President Bonner noted that updates were posted on her social media pages at the end of the previous week. While it may appear that little has been happening publicly, she emphasized that significant work is taking place behind the scenes. Board members have been meeting with individuals to set things up, learning what needs to be accomplished, and reaching out to patrons, students, staff, and parents to gather input. She expressed appreciation for the collaborative efforts, with a shared goal of ensuring positive outcomes for students, teachers, staff, and the community. She encouraged the public to reach out with questions or feedback through the Alpine School District website using the feedback button, email, or active social media channels. She noted that gathering multiple perspectives and viewpoints is essential to success and expressed appreciation to those who have already reached out to share their input.

Board member Theler expressed gratitude for the support provided by Rich Stowell at USBA, including examples of previous brochures to assist with the Superintendent search. He noted that the outcome of the brochure was excellent and it is now available at USBA.com, showcasing engaging pictures and imagery from the community that make it appealing to prospective Superintendent candidates. He highlighted the enjoyment of collaborating on the project and expressed enthusiasm for assisting with the upcoming Business Administrator brochure.

Board member Burrows thanked community members who have reached out, emphasizing that the Board values their information and feedback. She noted that the seven (7) board members represent a much larger community and expressed gratitude to ASD staff for their hard work and support. She also thanked fellow board members for their dedication, acknowledging the many hours already invested and wished everyone a great break.

Board member Brammer thanked ASD employees for their efforts. She shared a personal note about being friends with Sarah Beeson despite being on different sides of the split conversation, noting that it took several years for Jordan and Canyons staff to move past hard feelings. She praised ASD employees for their outstanding work, serving four (4) districts and providing high-quality information and support. She highlighted their kindness and professionalism in assisting with the transition to the new districts.

Board member Hart thanked the community for their feedback and encouraged continued input. He highlighted the unique opportunity to build a new district, noting that such an opportunity is uncommon. He shared that the Superintendent search has already generated significant interest and emphasized the potential for further community involvement. He expressed deep gratitude to ASD, acknowledging that their staff are effectively doing four (4) times the work and thanked them for their efforts.

President Knight noted that although it feels much longer, it has only been sixteen (16) days since the Board was sworn in. She expressed admiration for the community and those who serve and educate students, emphasizing that they are the reason the Board exists. She shared deep respect and gratitude for the ASD team, who have welcomed the Board, addressed every request regardless of size, and provided unwavering support. She also expressed appreciation for the board members and the community for their support.

ADJOURNMENT

On motion by Vice President Bonner and seconded by Board member Hart, the meeting adjourned into a closed session to discuss personnel, property, litigation, and collective bargaining at 6:57 PM. The Board Members who voted in favor were President Diane Knight, Vice President Amber Bonner, Nicki Brammer, Jeanne-Marie Burrows, Jason Hart, Steven Sparti, and Jason Theler.

MINUTES OF THE CLOSED SESSION – DECEMBER 11, 2025

The Board of Education of the Aspen Peaks School District met in a closed session on Thursday, December 11, 2025 at 7:04 PM. The meeting was held in the administrative conference room at the Alpine School District office.

Board members present: President Diane Knight, Vice President Amber Bonner, Nicki Brammer, Jeanne-Marie Burrows, Jason Hart, Steven Sparti, and Jason Theler.

Also present: Interim Superintendent Smith of the Alpine School District.

The purpose of the closed session was to discuss personnel, property, litigation, and collective bargaining.

ADJORNMENT

On motion by Vice President Bonner and seconded by Board member Brammer, the meeting adjourned at 7:34 PM.

<u>MINUTES OF THE STUDY SESSION</u> – JANUARY 2, 2026

The Board of Education of the Aspen Peaks School District met in a study session on Friday, January 2, 2026, at 10:05 am. The study session took place at the American Fork Library.

Board members present: Board President Diane Knight, Vice President Amber Bonner, Nicki Brammer, Jeanne-Marie Burrows, Jason Hart, Steve Sparti, and Jason Theler.

Also present: There were approximately 4 others in attendance.

<u>Presentation about SB188</u>
Lehi City Council Member Heather Newell, presented information on SB188, outlining, key dates, important Alpine School District employee protections, funding details, restrictions, and bond-related factors that impact the Aspen Peaks School District. Ms. Newell fielded questions from the Board of Education.

<u>Enrollment/Projects for West Lehi Schools</u>
The Board reviewed maps of planned housing developments in the City of Lehi to identify potential future enrollment relief needs. President Knight summarized recent boundary adjustments already approved by the Alpine School District for the upcoming 2026-2027 school year. The Board discussed the need for future boundary studies, the possibility of additional school construction, as well as additional information that will be needed for anticipated decisions.

<u>Superintendent Interview Questions</u>
Vice President Amber Bonner reviewed the timeline for the Superintendent search, including the screening and interview phases. The Board discussed options for community involvement in the process and approaches for developing interview questions. Board member Brammer shared data points on the Superintendent search and briefly discussed the Business Administrator search process.

The meeting adjourned at 12:44 pm.

Report Description: 1.0 Income Stmt by Program   Account Year: 26   Account Periods: 00 - 13   Dates: 07/01/2025 - 06/30/2026   Cutoff Date:

Account			Account Description		Budget	Encumbrance	Expenditures	Available
26.11.099.9000.2311.0110.000000.00			**Board Of Education**					
				Beginning Balance:	**$0.00**	**$0.00**	**$0.00**	**$0.00**
Budget Entries								
Date	**Reference**	**Batch**	**Description**					
12/05/2025	12989	26005004	Aspen Peaks Board Budget Trans		42,000.00			
				Total Budget Entries:	**$42,000.00**			
Payroll								
Date	**Reference**	**Batch**	**Description**					
12/18/2025	123125D1	26005519	Account Distri				1,000.00	
12/31/2025	123125A1	26005487	2B - Decemb				6,000.00	
				Total Payroll:			**$7,000.00**	
				Ending Balance:	**$42,000.00**	**$0.00**	**$7,000.00**	**$35,000.00**

Report Description: 1.0 Income Stmt by Program | Account Year: 26 | Account Periods: 00 - 13 | Dates: 07/01/2025 - 06/30/2026 | Cutoff Date:

Account	Account Description		Budget	Encumbrance	Expenditures	Available
26.11.099.9000.2311.0220.000000.00	**Social Security**					
		Beginning Balance:	**$0.00**	**$0.00**	**$0.00**	**$0.00**

Budget Entries

Date	Reference	Batch	Description	Budget	Encumbrance	Expenditures	Available
12/05/2025	12996	26005017	ASPEN PEAKS BOARD TRFR TO FUND	3,213.00			
			Total Budget Entries:	**$3,213.00**			

Payroll

Date	Reference	Batch	Description	Budget	Encumbrance	Expenditures	Available
12/18/2025	123125D1	26005519	Account Distri			76.50	
12/31/2025	123125A1	26005487	2B - Decemb			459.00	
			Total Payroll:			**$535.50**	
			Ending Balance:	**$3,213.00**	**$0.00**	**$535.50**	**$2,677.50**

Account	Account Description		Budget	Encumbrance	Expenditures	Available
26.11.099.9000.2311.0230.000000.00	**Industrial Insurance**					
		Beginning Balance:	**$0.00**	**$0.00**	**$0.00**	**$0.00**

Budget Entries

Date	Reference	Batch	Description	Budget	Encumbrance	Expenditures	Available
12/05/2025	12996	26005017	ASPEN PEAKS BOARD TRFR TO FUND	105.00			
			Total Budget Entries:	**$105.00**			

Payroll

Date	Reference	Batch	Description	Budget	Encumbrance	Expenditures	Available
12/18/2025	123125D1	26005519	Account Distri			2.50	
12/31/2025	123125A1	26005487	2B - Decemb			15.00	
			Total Payroll:			**$17.50**	
			Ending Balance:	**$105.00**	**$0.00**	**$17.50**	**$87.50**

Account	Account Description		Budget	Encumbrance	Expenditures	Available
26.11.099.9000.2311.0240.000000.00	**Health & Accident Ins.**					
		Beginning Balance:	**$0.00**	**$0.00**	**$0.00**	**$0.00**

Budget Entries

Date	Reference	Batch	Description	Budget	Encumbrance	Expenditures	Available
12/05/2025	12996	26005017	ASPEN PEAKS BOARD TRFR TO FUND	87,500.00			
			Total Budget Entries:	**$87,500.00**			
			Ending Balance:	**$87,500.00**	**$0.00**	**$0.00**	**$87,500.00**

Account	Account Description		Budget	Encumbrance	Expenditures	Available
26.11.099.9000.2311.0270.000000.00	**Disab, Life, Dep Life Ins**					
		Beginning Balance:	**$0.00**	**$0.00**	**$0.00**	**$0.00**

Budget Entries

Date	Reference	Batch	Description	Budget	Encumbrance	Expenditures	Available
12/05/2025	12996	26005017	ASPEN PEAKS BOARD TRFR TO FUND	882.00			
			Total Budget Entries:	**$882.00**			
			Ending Balance:	**$882.00**	**$0.00**	**$0.00**	**$882.00**

	Budget	Encumbrance	Expenditures	Available
1-92 Payroll Expenditures	**$133,700.00**	**$0.00**	**$7,553.00**	**$126,147.00**

Report Description: 1.0 Income Stmt by Program   Account Year: 26   Account Periods: 00 - 13   Dates: 07/01/2025 - 06/30/2026   Cutoff Date:

Account	Account Description		Budget	Encumbrance	Expenditures	Available
26.11.099.9000.2316.0332.000000.00	**Auditor Services**					
		Beginning Balance:	**$0.00**	**$0.00**	**$0.00**	**$0.00**

Budget Entries

Date	Reference	Batch	Description	Budget
12/05/2025	12996	26005017	ASPEN PEAKS BOARD TRFR TO FUND	75,000.00
			Total Budget Entries:	**$75,000.00**

	Budget	Encumbrance	Expenditures	Available
Ending Balance:	**$75,000.00**	**$0.00**	**$0.00**	**$75,000.00**

Account	Account Description		Budget	Encumbrance	Expenditures	Available
26.11.099.9000.2317.0333.000000.00	**Legal Fees**					
		Beginning Balance:	**$0.00**	**$0.00**	**$0.00**	**$0.00**

Budget Entries

Date	Reference	Batch	Description	Budget
12/05/2025	12996	26005017	ASPEN PEAKS BOARD TRFR TO FUND	75,000.00
			Total Budget Entries:	**$75,000.00**

	Budget	Encumbrance	Expenditures	Available
Ending Balance:	**$75,000.00**	**$0.00**	**$0.00**	**$75,000.00**

Account	Account Description		Budget	Encumbrance	Expenditures	Available
26.11.099.9000.2311.0580.000000.00	**Mileage-Travel**					
		Beginning Balance:	**$0.00**	**$0.00**	**$0.00**	**$0.00**

Budget Entries

Date	Reference	Batch	Description	Budget
12/05/2025	12996	26005017	ASPEN PEAKS BOARD TRFR TO FUND	8,500.00
			Total Budget Entries:	**$8,500.00**

	Budget	Encumbrance	Expenditures	Available
Ending Balance:	**$8,500.00**	**$0.00**	**$0.00**	**$8,500.00**

Account	Account Description		Budget	Encumbrance	Expenditures	Available
26.11.099.9000.2311.0581.000000.00	**Professional Development**					
		Beginning Balance:	**$0.00**	**$0.00**	**$0.00**	**$0.00**

Budget Entries

Date	Reference	Batch	Description	Budget
12/05/2025	12996	26005017	ASPEN PEAKS BOARD TRFR TO FUND	33,000.00
			Total Budget Entries:	**$33,000.00**

Payments

Date	Check/Claim	PO	Invoice	Batch	Vendor	Vendor Name	Description	Expenditures
12/11/2025	5100319988		12082025	26005081	87466	UTAH SCHOOL BOARDS A	USBA 2026 CONFERENCE REGISTRATION ASPEN	4,865.00
							Total Payments:	**$4,865.00**

	Budget	Encumbrance	Expenditures	Available
Ending Balance:	**$33,000.00**	**$0.00**	**$4,865.00**	**$28,135.00**

Report Description: 1.0 Income Stmt by Program Account Year: 26 Account Periods: 00 - 13 Dates: 07/01/2025 - 06/30/2026 Cutoff Date:

Account	Account Description		Budget	Encumbrance	Expenditures	Available
26.11.099.9000.2311.0610.000000.00	**Materials And Supplies**					
		Beginning Balance:	**$0.00**	**$0.00**	**$0.00**	**$0.00**

Budget Entries

Date	Reference	Batch	Description		Budget	Encumbrance	Expenditures	Available
12/05/2025	12996	26005017	ASPEN PEAKS BOARD TRFR TO FUND		12,000.00			
				Total Budget Entries:	**$12,000.00**			
				Ending Balance:	**$12,000.00**	**$0.00**	**$0.00**	**$12,000.00**

Account	Account Description		Budget	Encumbrance	Expenditures	Available
26.11.099.9000.2311.0610.000000.27	**Unallocated Funding**					
		Beginning Balance:	**$0.00**	**$0.00**	**$0.00**	**$0.00**

Budget Entries

Date	Reference	Batch	Description		Budget	Encumbrance	Expenditures	Available
12/05/2025	12996	26005017	ASPEN PEAKS BOARD TRFR TO FUND		1,701,320.00			
				Total Budget Entries:	**$1,701,320.00**			
				Ending Balance:	**$1,701,320.00**	**$0.00**	**$0.00**	**$1,701,320.00**

Account	Account Description		Budget	Encumbrance	Expenditures	Available
26.11.099.9000.2311.0616.000000.00	**Printing**					
		Beginning Balance:	**$0.00**	**$0.00**	**$0.00**	**$0.00**

Budget Entries

Date	Reference	Batch	Description		Budget	Encumbrance	Expenditures	Available
12/05/2025	12996	26005017	ASPEN PEAKS BOARD TRFR TO FUND		2,500.00			
				Total Budget Entries:	**$2,500.00**			
				Ending Balance:	**$2,500.00**	**$0.00**	**$0.00**	**$2,500.00**

Account	Account Description		Budget	Encumbrance	Expenditures	Available
26.11.099.9000.2311.0810.000000.00	**Professional Dues**					
		Beginning Balance:	**$0.00**	**$0.00**	**$0.00**	**$0.00**

Budget Entries

Date	Reference	Batch	Description		Budget	Encumbrance	Expenditures	Available
12/05/2025	12996	26005017	ASPEN PEAKS BOARD TRFR TO FUND		60,000.00			
				Total Budget Entries:	**$60,000.00**			
				Ending Balance:	**$60,000.00**	**$0.00**	**$0.00**	**$60,000.00**

	Budget	Encumbrance	Expenditures	Available
2-91 Nonpayroll Expenditures	**$1,967,320.00**	**$0.00**	**$4,865.00**	**$1,962,455.00**
2-EXP Total Expenditures & Other Uses	**$2,101,020.00**	**$0.00**	**$12,418.00**	**$2,088,602.00**
Net (Income)/Loss	**$2,101,020.00**	**$0.00**	**$12,418.00**	**$2,088,602.00**

Aspen Peaks School District (Updated Draft)

Policy #9092 **School District Calendars**
Policy Type: Teaching and Learning; Operational Expectations

Policy Statement: The Aspen Peaks Board of Education adopts school-year calendars that comply with state instructional requirements and promote effective teaching, learning, and predictable planning for families and staff. Through this policy, the Board establishes the expectations and boundaries governing how school-year calendars are developed and brought forward for consideration. The Board expects the calendar development process to include transparent communication and opportunities for public feedback. The Superintendent is responsible for developing school-year calendars that meet these expectations, and all calendars shall be submitted to the Board for review and approval in an open public meeting in accordance with law and district policy.

Definitions

- **Board:** The Aspen Peaks Board of Education, the elected governing body responsible for establishing district policy and oversight.
- **Calendar Committee:** A representative advisory group convened by the Superintendent that includes administrators, teachers, staff, and parent/guardian representatives. The committee reviews instructional requirements, evaluates draft calendars, gathers stakeholder input, and provides advisory recommendations consistent with Utah Administrative Rule R277-419.
- **Instructional Day / Instructional Hours:** The minimum instructional time required under Utah Administrative Rule R277-419-5.
- **LEA:** Local Education Agency, referring to the Aspen Peaks School District.
- **Minimal Day:** An instructional day on which school operates on a reduced schedule and all students are dismissed earlier than the regular release time. A Minimal Day does not include an Early-Out or Early-Start days.
- **Superintendent:** The Superintendent of the Aspen Peaks School District, or an individual formally designated by the Superintendent to perform specific duties or responsibilities under this policy. The Superintendent retains accountability for all delegated actions.

Scope: This policy applies to all school-year calendars adopted by the Board and to the Superintendent’s processes for preparing, reviewing, and recommending calendars.

Reference:

- Utah Code 53F-2
- Utah Code 53G-7-202
- Utah Administrative Rule R277-419-4
- Utah Administrative Rule R277-419-5
- Aspen Peaks Policy 9092

Policy Provisions:

1. **Governance and Legal Compliance**
    1.1 The Board shall adopt school-year calendars that comply with all state instructional requirements, including instructional days, instructional hours, and reporting expectations.
    1.2 Calendar adoption shall occur in an open public meeting and follow the posting and notice requirements described in Policy 9092.
    1.3 The Superintendent is responsible for developing calendars that meet legal requirements, operational needs, and district instructional priorities.

2. **Calendar Requirements**
    2.1 Each calendar adopted by the Board shall include:
    - School start and end dates.
    - Scheduled breaks and holidays.
    - Early release and/or professional learning days.
    - Required state testing windows.
    - Make-up days for emergency closures.

    2.2 Calendars shall support instructional continuity, equitable access to learning opportunities, operational feasibility, and predictable planning for families and staff.

Procedures:

1. Calendar Committee

1.1The Superintendent shall convene a calendar committee consistent with R277-419.

1.2 The committee shall review instructional requirements, evaluate draft calendars, and provide advisory input to the Superintendent.

1.3 Recognition of Alpine School District Committee Work (2027–2030**)** For the 2027–2028, 2028–2029, and 2029–2030 school years, the Superintendent may use the work of the Alpine School District Calendar Committee as the basis for calendar development, provided that:

- the committee met Utah Code and R277-419 requirements, and
- the resulting calendars meet all instructional and operational requirements for Aspen Peaks School District.

2. Calendar Development and Scheduling Options

2.1 The Superintendent may recommend single-year or multi-year calendars depending on district needs.

2.2 Calendar drafts shall be prepared with sufficient time for public review and feedback.

3. Community Engagement

4.1 Draft calendars shall be posted publicly prior to Board consideration.
4.2 The Superintendent shall collect and consider public input from families, staff, students, and community members.

4. Submission and Communication

5.1 The Superintendent shall present proposed calendars to the Board for review and approval.
5.2 After adoption, the Superintendent shall publish and communicate the calendars.

Effectiveness: This policy is effective when school-year calendars are developed through a transparent, stakeholder-informed process; comply fully with Utah instructional requirements; and provide clear, timely information that supports instructional planning, operational needs, and student learning across the district.

Evaluation Standards: This policy will be considered effective when:

- 100% of adopted calendars meet Utah instructional day/hour requirements.
- Calendars are adopted at least 12 months in advance for single-year approval or 24 months for multi-year approval when feasible.
- Utah State Board of Education (USBE) reporting shows no corrective actions regarding calendar compliance.

Review Cycle: This policy will be reviewed when new calendars are approved.

Accountability/Reporting: The Board is responsible for reviewing and approving school-year calendars in accordance with this policy. The Superintendent is responsible for ensuring that administrative procedures support policy compliance, implementing the adopted calendars, and reporting relevant updates or compliance information to the Board upon request.

Policy History

Adoption Date:
Effective:
Review Dates:
Revision Dates:
Revision History:

2027-2028 RECOMMENDED

Legend
Counts toward 180
Doesn't Count
185 day
First & Last day of school
End of Term
Minimal Day

August 2027

M	T	W	TH	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

Aug 13–Teacher Contract Day
Aug 16–Teacher Prof Dev Day
Aug 17– Teacher Contract Day
Aug 18–First Day of School
Aug 18-23–K Assessment Days
Aug 24–First Day of Kindergarten

September 2027

M	T	W	TH	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

Sep 06–Labor Day

October 2027

M	T	W	TH	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

Oct 13–1st Term Ends
Oct 14-15–Fall Break
Oct 18–Teacher/Contrd Emp Work Day

November 2027

M	T	W	TH	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

Nov 01–Teacher Prof Dev Day
Nov 24–PTC Teacher Comp Day
Nov 25-26–Thanksgiving Break

December 2027

M	T	W	TH	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

Dec 17–Minimal Day (No PreK)
–2nd Term Ends
Dec 20-31–Winter Break

January 2028

M	T	W	TH	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

Jan 03–Teacher/Contrd Emp Work Day
Jan 04–School Resumes
Jan 17–Martin Luther King Jr. Day

February 2028

M	T	W	TH	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29			

Feb 18–Teacher/Contrd Emp Work Day
Feb 21–Presidents' Day

March 2028

M	T	W	TH	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

Mar 10–Teacher/Contrd Emp Work Day
–3rd Term Ends
Mar 13–Teacher Prof Dev Day

April 2028

M	T	W	TH	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

Apr 03–PTC Teacher Comp Day
Apr 04-07–Spring Break

May 2028

M	T	W	TH	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

May 26–Last Day of School
–Minimal Day (No PreK)
–4th Term Ends
May 29–Memorial Day

SEMESTER 1 — Term 1 = 40 days — Term 2 = 42 days
SEMESTER 2 — Term 3 = 48 days — Term 4 = 50 days

2028-2029 RECOMMENDED

August 2028

M	T	W	TH	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

Aug 11–Teacher Contract Day
Aug 14–Teacher Prof Dev Day
Aug 15– Teacher Contract Day
Aug 16–First Day of School
Aug 16-21–K Assessment Days
Aug 25–First Day of Kindergarten

September 2028

M	T	W	TH	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

Sep 04–Labor Day

October 2028

M	T	W	TH	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

Oct 18–1st Term Ends
Oct 19-20–Fall Break
Oct 23–Teacher Prof Dev Day

November 2028

M	T	W	TH	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

Nov 03–Teacher/Contrd Emp Work Day
Nov 22–PTC Teacher Comp Day
Nov 23-24–Thanksgiving Break

December 2028

M	T	W	TH	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

Dec 21–Minimal Day (No PreK)
Dec 22–2nd Term Ends
–Teacher/Contrd Emp Work Day (flexible)
Dec 25-Jan 05–Winter Break

January 2029

M	T	W	TH	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

Jan 01–New Year's Day
Jan 08–School Resumes
Jan 15–Martin Luther King Jr. Day

February 2029

M	T	W	TH	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28		

Feb 09– Teacher/Contrd Emp Work Day
Feb 19–Presidents' Day

March 2029

M	T	W	TH	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

Mar 09–3rd Term Ends
–Teacher/Contrd Emp Work Day
Mar 12–Teacher Prof Dev Day

April 2029

M	T	W	TH	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

Apr 02–PTC Teacher Comp Day
Apr 03-06–Spring Break

May 2029

M	T	W	TH	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

May 25–Last Day of School
–Minimal Day (No PreK)
–4th Term Ends
May 28–Memorial Day

SEMESTER 1 — Term 1 = 45 days — Term 2 = 42 days
SEMESTER 2 — Term 3 = 43 days — Term 4 = 50 days

2029-2030 RECOMMENDED

August 2029

M	T	W	TH	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

Aug 10–Teacher Contract Day
Aug 13–Teacher Prof Dev Day
Aug 14– Teacher Contract Day
Aug 15–First Day of School
Aug 15-20–K Assessment Days
Aug 21–First Day of Kindergarten

September 2029

M	T	W	TH	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

Sep 03–Labor Day

October 2029

M	T	W	TH	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

Oct 17–1st Term Ends
Oct 18-19–Fall Break
Oct 22– Teacher Prof Dev Day

November 2029

M	T	W	TH	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

Nov 02– Teacher/Contrd Emp Work Day
Nov 21–PTC Teacher Comp Day
Nov 22-23–Thanksgiving Break

December 2029

M	T	W	TH	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

Dec 20–Minimal Day (No PreK)
Dec 21–2nd Term Ends
–Teacher/Contrd Emp Work Day (flexible)
Dec 24-Jan 04–Winter Break

January 2030

M	T	W	TH	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

Jan 01–New Year's Day
Jan 07–School Resumes
Jan 21–Martin Luther King Jr. Day

February 2030

M	T	W	TH	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	

Feb 08– Teacher/Contrd Emp Work Day
Feb 18–Presidents' Day

March 2030

M	T	W	TH	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

Mar 08–3rd Term Ends
– Teacher/Contrd Emp Work Day
Mar 12–Teacher Prof Dev Day

April 2030

M	T	W	TH	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

Apr 01–PTC Teacher Comp Day
Apr 02-05–Spring Break

May 2030

M	T	W	TH	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

May 24 –Last Day of School
–Minimal Day (No PreK)
–4th Term Ends
May 27–Memorial Day

SEMESTER 1 — Term 1 = 45 days — Term 2 = 42 days
SEMESTER 2 — Term 3 = 43 days — Term 4 = 50 days