

**Wasatch Peak Academy  
Board of Directors Meeting  
Thursday, December 11, 2025**

**Location:** 414 North Cutler Dr, North Salt Lake, UT 84054



**In Attendance:** Marlowe Wolferstan (via Zoom), Emily Willey, Jennifer Royall (via Zoom), Tristian Carlisle, (via Zoom), Katie Jones,

**Excused:** Brad Wyatt, Kristin Kano,

**Others in Attendance:** Amy Pilkington, Heidi Bauerle, Brandon Fairbanks, Chantel Wixon Dawn Kawaguchi,

Wasatch Peak Academy will provide a meaningful educational experience focused on student growth to inspire students with an appreciation for community, and enthusiasm for learning, and a drive for academic excellence

## **MINUTES**

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### **8:22 AM – INTRODUCTORY ITEMS**

- Welcome & Roll Call – Marlowe Wolferstan

**There was no PUBLIC COMMENT.**

### **REPORTS**

- **Administration**
  - State of the School – Amy Pilkington gave a brief update on the state of the school including middle of the year assessments that are ongoing, with some data still being finalized, and stated that she will provide an update in January.
- **Board of Directors**
  - Satellite Review – Brandon Fairbanks reported on the recent satellite application that was turned into the SCSB noting the uncertainty around the timing of the presentation, which may be scheduled for January 8<sup>th</sup> or February 12<sup>th</sup>. He mentioned that they had been reaching out for more information but had not yet received updates on the presentation's duration or exact date. Brandon explained the process for coordinating board members once the date is confirmed, including setting up meetings to review materials and outline presentations.

### **CONSENT ITEMS**

- November 11, 2025, Board Meeting Minutes – There was no further discussion. **Tristian Carlisle made a motion to approve the consent items. Jennifer Royall seconded the motion. The votes were as follows:**

**Marlowe Wolferstan – Aye  
Emily Willey – Aye  
Jennifer Royall – Aye  
Tristan Carlisle – Aye**

**Katie Jones – Aye**  
**Motion passed unanimously.**

## **VOTING ITEMS**

➤ *Award RFP for IT Services* – Amy Pilkington stated that we received eight responses for the request for proposal for IT services. Amy and her team evaluated vendors focusing on experience with public traffic tools, school safety measures, and specific Utah Charter School requirements. After scoring proposals, ETS emerged as the top vendor with a 15-point advantage out of 100, offering a balanced price point and comprehensive understanding of the scope. The team recommended renewing ETS's contract for five years, noting their expertise in managing iPads, apps, security systems, and grant writing. There was a discussion on the procurement process for these services including the request for proposal, scope of work, committee and scoring. **Marlowe Wolferstan made a motion to Award the contract for IT services to ETS and authorize the Director to negotiate and sign a service agreement on behalf of the school. Emily Willey seconded the motion.** The votes were as follows:

**Marlowe Wolferstan – Aye**

**Emily Willey – Aye**

**Jennifer Royall – Aye**

**Tristan Carlisle – Aye**

**Katie Jones – Aye**

**Motion passed unanimously.**

➤ *2026-2027 School Calendar* – Amy Pilkington explained that the 2026-2027 school calendar needs to be pushed to January due to DSD only having their calendar preliminary approved and their changes to their spring break dates. Amy explained that she tries to align the big breaks with DSD.

➤ *Amend Instructional Materials Policy* – Heidi Bauerle reviewed the amended Instructional Materials Policy which the legislative session they updated and renumber the criminal codes that included definitions of “objective sensitive material” and “subjective sensitive material.”. The proposed revisions to the policy include only the updated code citations. No other changes have made. **Tristian made a motion to approve the Amended Instructional Materials Policy.**

**Emily Willey seconded the motion. The votes were as follows:**

**Marlowe Wolferstan – Aye**

**Emily Willey – Aye**

**Jennifer Royall – Aye**

**Tristan Carlisle – Aye**

**Katie Jones – Aye**

**Motion passed unanimously.**

## **DISCUSSION ITEMS**

➤ *Calendaring Items*

- Next PreBoard Meeting January 5<sup>th</sup>
- Next Board Meeting January 22<sup>nd</sup>
- NCSC26 New Orleans, LA June 24-26 (Wed-Fri)

**8:42 AM – Marlowe Wolferstan made a motion to enter 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) (located in the faculty lounge). The roll call votes were as follows:**

**Marlowe Wolferstan – Aye**

**Emily Willey – Aye**

**Jennifer Royall – Aye**

**Tristan Carlisle – Aye**

**Katie Jones – Aye**

**Motion passed unanimously.**

**9:08 AM – Marlowe Wolferstan made a motion to exit the CLOSED SESSION and ADJOURN. Jennifer Royall seconded the motion. The votes were as follows:**

**Marlowe Wolferstan – Aye**

**Emily Willey – Aye**

**Jennifer Royall – Aye**

**Tristan Carlisle – Aye**

**Katie Jones – Aye**

**Motion passed unanimously.**

**Wasatch Peak Academy  
Board of Directors  
Closed Session Statement**

**Thursday, December 11, 2025**

**Location:** 414 North Cutler Dr, North Salt Lake, UT 84054



**CLOSED SESSION SWORN STATEMENT:**

*At a duly noticed public meeting held on the date listed above, the Board of Directors for WASATCH PEAK ACADEMY entered into a closed session for the sole purpose of discussing the character, professional competence, or physical or mental health of an individual and/or to discuss deployment of security personnel, devices, or systems in accordance with Utah Code Ann. 52-4-205(l)(a)&(f) respectively.*

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

Signed on the 11 day of December, 2025.

Marlowe Wolferstan

Marlowe Wolferstan (Dec 11, 2025 13:09:32 MST)

Marlowe Wolferstan  
Board Chair