

**Wasatch Peak Academy  
Board of Directors Meeting  
Thursday, March 12, 2026**



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

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

**Excused:** Brad Wyatt,

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

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

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**MINUTES**

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**8:18 AM – INTRODUCTORY ITEMS**

- Welcome & Roll Call – Marlowe Wolferstan

**There was no PUBLIC COMMENT.** This was the second public comment period for the 2026-2027 School Fee Schedule and Proposed Amended Fee Waiver Policy.

**REPORTS**

➤ **Administration**

- *State of the School* – Amy Pilkington reported on the current enrollment at 532 and the enrollment for next year at 534 with the expectations of some attrition over the summer. Early literacy assessment data was reviewed for the middle of the year with typical growth and a slight dip in first-grade was noted. Amy provided updates on several key areas including academic progress, where they are seeing movement in student performance levels, and recent professional development focused on interventions. She gave a brief update on the upcoming school events including a cereal box drive and grade activities. Amy reported that their satellite application was approved by the charter board, and discussed plans for establishing a facilities committee to explore land and school building options, with a proposed structure of one director overseeing both campuses. She also discussed the current health cases in the school, and the precautions that they are taking with stakeholders that are high risk.

➤ **Board of Directors**

- *Financial Report* – Chantel Wixon reviewed the school’s financials as of February 28, 2026. She presented financial reports showing that revenue from local sources was at 125% of budget, total income was at 69%, and expenses were tracking well with no areas over budget. The overall net income was reported as \$814,000, with operating cash increasing by \$300,000 compared to the previous year.

## BOARD TRAINING

- Annual Open & Public Meetings Act Training – Heidi Bauerle conducted the annual Open and Public Meetings Act training for the board, covering requirements for conducting open meetings, recording procedures, and closed session protocols. She explained that meetings must be recorded, agendas posted 24 hours in advance, and at least two-thirds of board members must agree to enter closed sessions for specific reasons. All board members present signed an Affirmation of Training and Dawn will send Jennifer one through Adobe Sign. *Heidi Bauerle was excused at 8:48 a.m.*

## CONSENT ITEMS

- January 22, 2026 Board Meeting Minutes – There was no further discussion. **Tristan Carlisle made a motion to approve the consent items. Kristin Kano seconded the motion. The votes were as follows:**
  - Marlowe Wolferstan – Aye**
  - Emily Willey – Aye**
  - Kristin Kano – Aye**
  - Jennifer Royall – Aye**
  - Tristian Carlisle – Aye**
  - Katie Jones – Aye****Motion passed unanimously.**

## VOTING ITEMS

- 2026-2027 School LAND Trust Plan – Amy Pilkington presented the 2026-27 School Land Trust Plan, explaining how additional funds would be allocated to salaries, technology, and educational programs. She reassured the board that the School will still fully fund field trips, it just comes from the general funds that doesn't need to be tracked through the SLT plan.
- 2026-2027 School Fee Schedule – Amy Pilkington presented the proposed FY27 fee schedule, noting a \$5 increase across all after-school program categories. She clarified that the maximum fee adjustment is up to \$55, though actual increases may vary. Amy also outlined the process for teachers to propose an after-school program, which includes submitting a form detailing the program budget and intended use of funds. There was a discussion regarding the Tetons trip.
- Amend Fee Waiver Policy – Amy Pilkington reviewed the proposed amendments to the Fee Waiver Policy, which were prompted by recent updates to HB344. She outlined the guidelines regarding which fees may or may not be charged to students, noting that most of the changes have minimal impact on elementary-level programs.
- Amend Administration of Medication Policy – Amy Pilkington reviewed the proposed amended Administration of Medication Policy which is also due to updates in the legislation which added provisions with respect to the storage and administration of glucagon kits in schools.
- Helpside Professional Employer Agreement Renewal – Amy Pilkington presented the renewal of the Helpside Professional Employer Agreement, which is required every five years. She noted that no changes have been made to the contract and that the action before the board is a standard renewal for an additional five-year term.

**Marlowe Wolferstan made a motion to approve the following:**

- **Approve the 2026-2027 School LAND Trust Plan as presented;**
- **Approve the 2026-2027 School Fee Schedule;**
- **Approve the Amended Fee Waiver Policy;**
- **Approve the Amended Administration of Medication Policy; and**
- **Approve the Professional Employer Agreement with Helpside and authorize the Board President to execute the agreement on behalf of the school.**

**Tristian Carlisle seconded the motion. The votes were as follows:**

**Marlowe Wolferstan – Aye**

**Emily Willey – Aye**

**Kristin Kano – Aye**

**Jennifer Royall – Aye**

**Tristian Carlisle – Aye**

**Katie Jones – Aye**

**Motion passed unanimously.**

#### **DISCUSSION ITEMS**

- ***Calendar Items*** – Amy Pilkington informed the board that she may require a quick electronic board meeting to approve some summer projects once she gathers all the required bids. She will let Marlowe know once she has those and we can set up a meeting possibly in April.

- **Next PreBoard Meeting April 29<sup>th</sup>**
- **Next Board Meeting May 14<sup>th</sup> @ AW**

**9:14 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). ? seconded the motion. The roll call votes were as follows:**

**Marlowe Wolferstan – Aye**

**Emily Willey – Aye**

**Kristin Kano – Aye**

**Jennifer Royall – Aye**

**Tristian Carlisle – Aye**

**Katie Jones – Aye**

**Motion passed unanimously.**

**9:58 AM – Marlowe Wolferstan made a motion to exit closed session and ADJOURN. Tristian Carlisle seconded the motion. The votes were as follows:**

**Marlowe Wolferstan – Aye**

**Emily Willey – Aye**

**Brad Wyatt – Aye**

**Kristin Kano – Aye**

**Jennifer Royall – Aye**

**Tristian Carlisle – Aye**

**Katie Jones – Aye**

**Motion passed unanimously.**

**Wasatch Peak Academy  
Board of Directors  
Closed Session Statement  
Thursday, March 12, 2026**



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

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**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(1)(a)&(f) respectively.*

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

Signed on the 12<sup>th</sup> day of March, 2026, at North Salt Lake, Utah.

Marlowe Wolferstan  
Board Chair