

Ripple Academy

Board of Directors Meeting

Date: May 7, 2026

Location: <https://us02web.zoom.us/j/83906046550>

Time: 5:00 PM



Ripple Academy

Learn. Live. Lead.

Building a foundation for lifelong success through innovative, life-based education. Students leave confident, capable, and future-ready with real skills they use every day.

AGENDA

CALL TO ORDER

CONSENT ITEMS

- April 14, 2026 Board Meeting Minutes

VOTING AND DISCUSSION ITEMS

- Revolving Loan Application
- 501(c)(3) Application
- Conflict of Interest Policy
- School Land and Design Update

CALENDARING

- Marketing Events:
 - Eagle Mountain Parade May 30th
 - Saratoga Springs Parade June 13th

ADJOURN

Ripple Academy

Board of Directors Meeting



Ripple Academy
Learn. Live. Lead.

Date: April 14, 2026

Location: <https://us02web.zoom.us/j/83906046550>

Time: 8:00 PM

In Attendance: Irene Summers, Holly Clegg, Marion Cline, Jasen Ah You, Sarah Barnes, Tony Castillo

Others In Attendance: Krystal Taylor, Cathie Hurts, Platte Nielson, Brandon Fairbanks

Excused: Melvin Rodriguez, , Katie Purinton

MINUTES

CALL TO ORDER

Irene Summers called the meeting to order at 8:16PM.

CONSENT ITEMS

- March 23, 2026 Board Meeting Minutes
- April 2, 2026 Board Meeting and Closed Session Minutes

Irene Summers made a motion to approve the March 23, 2026 and April 2, 2026 Board Meeting and Closed Session Minutes. Marion Cline seconded. Motion passed unanimously. Votes were as follows: Irene Summers, Aye; Holly Clegg, Aye; Marion Cline, Aye; Jasen Ah You, Aye; Sarah Barnes, Aye; Tony Castillo, Aye.

WORK SESSION

- Utah Charter Schools Program Grant Preparation
The board discussed preparation for the upcoming CSP interview scheduled for Thursday and reviewed key focus areas for the presentation. They noted the significant amount of work that has gone into the process so far and expressed confidence in the team's progress. Responsibilities were assigned to lead out on specific components of the interview, including the elevator pitch, budget narrative, timelines, and outreach. The board looks forward to the interview and feels well-prepared moving into the next step.

CALENDARING

The next board meeting date is pending.

ADJOURN

At 8:51 PM Irene Summers motioned to adjourn the board meeting. Holly Clegg seconded. Motion passed unanimously. Votes were as follows: Irene Summers, Aye; Holly Clegg, Aye; Marion Cline, Aye; Jasen Ah You, Aye; Sarah Barnes, Aye; Tony Castillo, Aye.

UTAH STATE BOARD OF EDUCATION (USBE) CHARTER SCHOOL REVOLVING LOAN APPLICATION

DUE: May 13, 2026 no later than 5:00 P.M.

Save your completed application as a PDF document (<10 MB) and your Detailed Use of Funds and Pro-Forma Budgets in Excel format. Send to schoolfinance@schools.utah.gov before the deadline noted above.

OVERVIEW

The legislature has created, within the Uniform School Fund, a restricted account known as the "Charter School Revolving Fund" (U.C.A. §53F-9-203.1) to provide assistance to charter schools to meet school building construction and renovation needs and to pay for expenses related to the start-up of a new charter school or the expansion of an existing charter school.

The Utah Charter Finance Authority (the "Authority") may make loans to charter schools from the Fund for a loan of:

- (a) Up to \$1,000,000 to a charter school facility addition or expansion; or
- (b) Up to 25% of the requested loan amount to a charter school for the acquisition or construction of a school facility.

Applications for loans are accepted subject to eligibility criteria and availability of funding. Repayment of Loan award will be facilitated by an automatic draft of funds directly from recipient accounts. This will occur subsequent to receipt of regular per pupil funding through an ACH Program which involves automatic drafting of payments from a recipient's bank account on a monthly basis. These drafts are set up and handled through the Office of the Utah State Treasurer subsequent to receipt of revenues on a regular monthly basis. They do not constitute a withholding of revenue.

The Utah State Board of Education (USBE) will review all applications to ensure completeness, correctness, and adherence to state law and board administrative rule. Only applications meeting minimum criteria set out herein will be recommended to the Utah Charter Finance Authority for review. Incomplete applications will not be considered. USBE staff is available for technical assistance.

Applicants must be aware that subsequent to an award, funds must be placed in a depository which complies with the Utah Money Management Act (U.C.A. Title 51 Chapter7) such that it is listed as a "qualified depository." A list of these is available at: <http://treasurer.utah.gov/money-management-council/qualified-depository-list/>

REQUIRED ELEMENTS

Loan Application Sequence

1. General information
2. Resolution
3. Repayment provisions
4. Summary of problematic features in governing board background checks (new schools only)
5. Summary of problematic features in governing board credit report (new schools only)
6. Business risk score (operational schools only)
7. Charter Agreement (if authorized by local district or higher ed)
8. Purpose of loan request
9. Basis of need narrative
10. Detailed Use of Funds
11. Budgetary plan for 3 years
12. Statement of governing board member qualifying experience
13. Market analysis (new schools or schools below capacity only)
14. Interim financials
15. Liability listing and documentation
16. Outstanding accounts payable or accrued liabilities
17. Liens, judgments, pending litigation, or other unresolved financial issues
18. Debt instruments
19. Current ratio
20. Debt ratio
21. Articles of Incorporation
22. Governing board By-laws
23. Other pertinent materials
24. USBE pre-construction checklist (if applicable)
25. Copy of LEA's W-4

FINAL CHECKLIST

- ☐ Is your Detailed Use of Funds and Pro-Forma Budgets saved in Excel format and is your completed application saved as a PDF document (<10 MB)?
- ☐ Is the general information page completed?
- ☐ Have you completed, with appropriate signatures, the repayment provisions page?
- ☐ New schools: Did you summarize any problematic features of governing board/ key administrator background checks?
- ☐ New schools: Did you include a one-page statement of average score, score range, and any problematic features of governing board/key administrator credit scores?
- ☐ Operational schools: Did you include your business credit score and credit report summary?
- ☐ Did you “check” your chartering entity type and provide a copy of your signed charter agreement (if applicable)?
- ☐ Have you written a narrative statement outlining the purpose of your loan request and verified that it complies with [UCA 53F-9-203](#)?
- ☐ Have you written a narrative of need describing why the school does not have funds available from other sources and why the project is important in carrying out your educational program?
- ☐ Have you checked your requested budget to make sure all items are fundable under this loan request and it contains the appropriate level of detail?
- ☐ Did you submit a 3-year pro-forma budget or pro-forma financial statement in Excel format?
- ☐ Did you provide a summary on governing board members not-for-profit, board, managerial, financial, and professional qualifications? (limited to one page in total, all members combined)
- ☐ New schools or schools below enrollment capacity (specifically 75% of enrollment): Did you include a summary of the school’s market analysis and outreach plan to show how the school will attract its projected enrollment? (limited to 2 pages)
- ☐ Did you include your Interim Financials (i.e., year to date income statement and balance sheet)?
- ☐ Did you provide liability listing and documentation?
- ☐ Did you provide any outstanding accounts payable or accrued liabilities over \$5,000 in excess of 90 days (including an action plan) OR a statement that no such accounts exist?
- ☐ Did you provide any liens, judgments, pending litigation, or unresolved financial issues (including an action plan) OR a statement that no such accounts exist?
- ☐ Is a copy of your facility capital lease agreement(s), trust indentures, note payable, and/or mortgage agreement included?
- ☐ Did you calculate your Current Ratio and Debt Ratio using the most recent Audited Financial Statement?
- ☐ Are copies of your Articles of Incorporation and By-laws included?
- ☐ If your project includes construction, have you included the pre-construction checklist and USBE project number?
- ☐ Have you included the LEA’s W-4? The application address must match the information on the W4, which is recorded with the state in FINET. All future financial correspondence will be sent to that location.

GENERAL INFORMATION

Name of charter school: Ripple Academy

Current enrollment: N/A Authorized enrollment: 600

Grades served: K-6 District: Lake Mountain

Dollar amount of loan being requested: \$XXX

Contact person: Irene Summers

Address: 2858 Village Court

City, State, Zip: Saratoga Springs, UT 84045

Telephone number: 801-361-9582

Email address: irenesummers@rippleschool.org

For USBE use only:

Date application received: _____

Date Committee approved / denied: _____

Date SCSB approved / denied: _____

Date USBE approved / denied: _____

Fiscal Year of USBE approval: _____

Dollar amount of approved loan: _____

Percentage of total amount requested: _____

Amortization completed: _____ Promissory Note signed: _____

Trust Indentures or other liability document verified for restrictions on additional debt; permission received if applicable (Date): _____

Committee restrictions on funding to be reflected in Promissory Note:

R277-480-4(D)(1)	Yes / No (Circle)
R277-480-4(D)(2)	Yes / No (Circle)
Other:	

RESOLUTION: We, the governing board of Ripple Academy, agree to the following:

- ☒ We enter into the loan as provided in the application materials.
- ☒ The interest rate and repayment schedule of the loan as established by the Authority.
- ☒ The loan funds shall only be used for purposes consistent with §53F-9-203.1, and the approved charter agreement, and shall be tracked and accounted for accordingly.
- ☒ Any and all audits of financial information ordered by the Committee or the Board;
- ☒ Any and all inspections or reviews ordered by the Committee or the Board;
- ☒ The loan repayment period will be: 5 years from SY2026 to SY2031; and
- ☒ We understand that repayment, including interest, shall be deducted automatically from the charter school's designated bank account through an automatic clearinghouse withdrawal of funds in accordance with the schedule specified in the applicable statement of amortization and shall continue until loan balance is fully repaid.
- ☒ We agree to any additional terms communicated to us by the Committee at the time of application consideration by such Committee, and included in our Promissory note.

GOVERNING BOARD MEMBERS:

Name	Signature	Date
<u>Irene Summers</u>	_____	_____
<u>Katie Purinton</u>	_____	_____
<u>Sarah Barnes</u>	_____	_____
<u>Jasen Ah You</u>	_____	_____
<u>Carlos Alarco</u>	_____	_____
<u>Melvin Rodriguez</u>	_____	_____
<u>Tony Castillo</u>	_____	_____
<u>Holly Clegg</u>	_____	_____

Are these all serving Board Members? X Yes No

If all members of governing board did not or could not sign this Resolution, please explain why:

REPAYMENT PROVISIONS

The loan shall be repaid within five years. Payments shall be conducted through an ACH debit of the school's designated bank account. Authorization is hereby given to initiate this process, and assurance is provided that the school will provide lender with appropriate permissions and account documentation prior to receipt of funds, and will update this information as necessary to facilitate automatic withdrawal of funds on a monthly basis in consonance with the repayment schedule decided upon by the Authority and agreed to in appropriate loan documentation.

Name of Charter School: Ripple Academy

Authorized Agent: Irene Summers

Authorizing Signature

Date

APPLICATION

1. **Background checks (new schools only):** There are no problematic features in the governing board members' background checks.
2. **Credit report (new schools only):** Ripple Academy Board of Directors certifies that each director's credit score is in good standing and does not reflect problematic qualities. These scores range from 702 to 816 with an average credit score of 773.
3. **Business Risk Score (operational schools only):** N/A
4. **Chartering entity** (check one)
 - ☐ Institution of Higher Education (*attach signed copy of the Charter Agreement*)
 - ☐ Local board of education (*attach signed copy of the Charter Agreement*)
 - ☒ **State Charter School Board (*Charter Agreement is on file – no need to submit*)**
5. **Purpose of Loan Request:** *Utah Code Ann.* §53F-9-203 states that the Charter School Revolving Account was created to aid charter schools to pay for expenses related to the start up of a new school. Ripple Academy is requesting a loan in the amount of \$413,097. Ripple will utilize the loan proceeds as follows:

100 - Salaries. \$60,000 The funds budgeted within the Salaries object code are designated to support leadership staffing during the school's critical planning and pre-opening phase. Specifically, these funds will provide compensation for the school director, whose responsibilities include overseeing charter implementation, establishing operational systems, coordinating academic planning, leading enrollment and outreach efforts, and ensuring compliance with state charter requirements. Investing in qualified leadership during the planning year is essential to building the instructional, operational, and organizational foundation necessary to support student achievement and a successful school launch.

200 – Employee Benefits. \$15,900 for employee-related benefits and payroll obligations associated with planning-year leadership wages.

300 – Purchased Profession and Technical Services. \$7,000 These expenditures are focused on website development. The school website will serve as a primary platform for family communication, enrollment information, academic programming details, transparency requirements, and community engagement. Developing a professional and accessible online presence is critical to informing prospective families, supporting parent involvement, and ensuring the school can effectively communicate educational opportunities, policies, and resources to stakeholders.

500 – Other Purchased Services. \$20,000 This funding is intended to support community outreach, parent engagement, partnership development, and student recruitment activities during the school's pre-opening phase. Planned expenditures include community engagement events, public informational meetings, leadership and parent training opportunities, and marketing and outreach materials designed to inform families about the school's educational model and enrollment opportunities. These efforts are intended to build strong school-community relationships, encourage meaningful family involvement, and establish collaborative partnerships that will support student success, school culture, and long-term educational outcomes.

600 – Supplies and Materials. \$91,654 These budgeted funds will support the acquisition of instructional software, educational technology subscriptions, literacy intervention tools, assessment platforms, communication systems, and library materials that directly support teaching and learning. These resources include evidence-based reading intervention programs, English language development software, mathematics and academic enrichment platforms, parent communication tools, and instructional assessment systems designed to monitor student progress and personalize instruction. Library materials and educational software will enhance classroom instruction, support differentiated learning, strengthen literacy development, and provide students and teachers with access to high-quality academic resources aligned with state standards and the school's educational mission.

700 - Property. \$218,543 The Property expenditures will support the purchase of capital assets and educational technology infrastructure necessary to establish fully functioning instructional environments prior to student enrollment. Planned purchases include classroom instructional technology, staff and administrative devices, network infrastructure, communication systems, copy and printing equipment, classroom presentation hardware, data storage systems, and campus safety and visitor management systems. These investments are intended to create technologically equipped, secure, and instructionally effective classrooms that support modern teaching practices, student engagement, operational efficiency, and a safe learning environment. Collectively, these assets will provide the foundational infrastructure necessary to deliver high-quality educational services and support student learning from the school's opening day.

All expenditures and purchases detailed above meet the purpose and elements contained in *Utah Code Ann.* §53F-9-203(4) which provides that the Charter School Revolving Account is established to assist charter schools to pay for the costs of “planning expenses, equipment and supplies; or other start-up or expansion expenses.”

6. **Basis of Need Narrative:** Ripple Academy is a newly authorized public charter school approved by the Utah State Charter School Board and is currently in the process of preparing for its initial opening. As a start-up entity, the school does not yet have operating revenue, a fund balance, or any accumulated financial reserves. Public charter schools in Utah receive the majority of their funding based on enrolled students, and those funds are not distributed until after the school begins instruction. This creates an inherent gap between the time of authorization and when ongoing state funding becomes available.

In order to open and operate in compliance with applicable requirements, Ripple Academy must incur a number of necessary pre-operational costs. These include leadership salaries and benefits, student recruitment and marketing efforts, curriculum and instructional materials, technology and devices, furniture, and other essential equipment. These expenditures are critical to ensuring the school is fully prepared to serve students on its first day of operation.

At this stage, Ripple Academy does not have access to sufficient internal resources or private funding to cover these costs. Without a reliable funding source during this pre-opening period, the school's ability to open as scheduled would be at risk, which would ultimately limit access to the educational option it is intended to provide.

Recognizing this challenge, the Utah Legislature established a funding mechanism through Utah State Code 53F-9-203 to assist newly approved charter schools with start-up and early operational expenses. This program is specifically designed to help schools bridge the financial gap between authorization and the receipt of per-pupil funding tied to enrollment.

Ripple Academy is therefore requesting a loan under Utah State Code 53F-9-203 to support these essential start-up activities. Access to these funds will allow the school to meet its pre-opening obligations, build the necessary operational infrastructure, and open on schedule. Once the school begins receiving state funding based on student enrollment, Ripple Academy will be in a position to repay the loan in accordance with the terms set by the Utah State Charter School.

This request aligns with the Legislature's intent to provide transitional financial support to new charter schools and to promote successful school openings that expand high-quality educational opportunities for students across Utah.

7. **Detailed Use of Funds:** Pictured below, but also included as an attachment to the end of this document.

REVOLVING LOAN APPLICATION - BUDGET DETAIL		
100 - Salaries. Amounts paid to employees of the LEA who are in positions of a permanent nature or hired temporarily, including personnel substituting for those in permanent positions. This includes gross salary for personal services rendered while on the payroll of the LEA.		
DESCRIPTION	FTE	AMOUNT
Wages for Director During Planning Year - Remaining Half will come from UAPCS Incubator Grant	0.5	\$60,000
100 - TOTAL		\$60,000
Such payments are fringe benefit payments, and, while not paid directly to employees, nevertheless, are part of the cost of personal services.		
DESCRIPTION		AMOUNT
Taxes and Benefits Paid to Director during Planning Year		\$15,900
200 - TOTAL		\$15,900
300 - Purchased Professional and Technical Services. Purchased services which by their nature can be performed only by persons with specialized skills, knowledge. Although a product may or may not result from the transaction, the primary reason for the purchase is the service provided. Excluded are services purchased from another LEA (see Objects 590-592).		
DESCRIPTION		AMOUNT
Website Development		\$7,000
300 - TOTAL		\$7,000
400 - Purchased Property Services. Amounts paid for services rendered by organizations or personnel not on the payroll of the LEA to operate, repair, maintain, insure and rent property owned and/or used by the LEA.		
400 - TOTAL		\$0

500 - Other Purchased Services. Amounts paid for services rendered by organizations or personnel not on the payroll of the LEA other than Professional and Technical Services (300) or Property Services (400).		
Community Engagement Events - Eagle Mountain/Saratoga Springs Town Halls, Open Houses, etc.)		\$2,000
Community Partnership Development (Partnerships with local non-profits, shared outreach initiatives)		\$2,000
Parent Engagement & Leadership Training		\$2,000
Marketing & Outreach Materials		\$14,000
500 - TOTAL		\$20,000
600 - Supplies and Materials. Amounts paid for items of an expendable nature that are consumed, worn out, or deteriorated in use; or items that lose their identity through fabrication or incorporation into different or more complex units or substances are considered supply Expenditures. Includes non-equipment items which with reasonable care and use may be expected to last for more than one year. Includes equipment that doesn't meet these criteria but the cost of which is less than either the amount established by an LEA as their capitalization threshold, or \$5,000, whichever is lower.		
DESCRIPTION		AMOUNT
Lexia Core5 Reading License		\$27,600
Bloomz Educational Software License		\$7,087
IXL Learning Software		\$9,300
Lexia English Language Development		\$10,000
SchoolMint Grow Hub Software		\$7,322
Embrace Education Software License		\$1,680
Renaissance Learning Licenses		\$16,165
Library Materials		\$12,500
600 - TOTAL		\$91,654
700 - Property. Expenditures for acquiring capital assets, including land, existing buildings, existing infrastructure assets, and equipment. Typically, these are assets that individually exceed the capitalization threshold established by the LEA.		
Copy Machine - Sharp BP-7036 Black & White and Color Printer from State Contract #PA4464 Sharp Electronics Corp.	1	\$17,325
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Copy Machine - Sharp BP-7036 Black & White and Color Printer from State Contract #PA4464 Sharp Electronics Corp.	1	\$17,325
Staff Devices - 20 Laptops @ \$1,778 each - includes software and set up - Based on Quote EM-17266-1 provided by ETS	20	\$35,560
Admin Devices - 2 Laptops @ \$2,710 each - includes software and set up - Based on Quote EM-17266-1 provided by ETS	2	\$5,420
Classroom Hardware for 20 classrooms @\$2,315 per classroom -- including installation and set up - 4K LED TV, Apple TV and bracket - Based on Quote EM-17266-1 provided by ETS	20	\$46,300
Network Hardware - Firewall Bundle - Qty 1	1	\$8,218
Network Hardware - APS UniFi Switching - Qty 22	22	\$16,243
Network Hardware - Server and Installation - Qty 1	1	\$24,238
Network Hardware - Backup and Storage - Qty 1	1	\$4,585
Network Hardware - Power Supply and Battery - Qty 1	1	\$5,770
Network Hardware - PBX (Phone System and Handsets) - Qty 1	1	\$9,055
Verkada Visitor Management System - Includes Installation and Set up - Brother QL-280NWB Label Printer, Tablet, 10-Year Software License - Based on Quote CM-17284-1 provided by Vendor	1	\$11,179
700 - TOTAL		\$218,543
Other Costs. All other costs not included above.		
DESCRIPTION		AMOUNT
OTHER TOTAL		\$0
BUDGET DETAIL TOTAL		\$413,097

8. **3-year Budgetary Plan:** Pictured below, but also included as an attachment to the end of this document.

Charter School Name: Ripple Academy									
Pro forma Budget	Year One			Year Two			Year Three		
	Planning			Operational			Operational		
Number of Students:	0			375			400		
Grade Distribution:	None			K-6			K-6		
Revenue	Total			Total			Total		
Local Funding including anticipated fees from students	\$0			\$135,000			\$147,200		
Fee Basis if applicable:									
State Funding				\$4,794,797			\$5,228,091		
Private Grants & Donations									
Source: (specify)									
Loans									
Commercial									
Private - State Revolving Loan	\$223,168			\$189,929					
Other (specify): State Start Up Grant	\$348,131			\$76,400					
Total Revenue	\$571,299			\$5,196,126			\$5,375,291		
Expenses (insert lines as necessary)	# of Staff	@ Salary	Total	# of Staff	@ Salary	Total	# of Staff	@ Salary	Total
Salaries (100)									
Director or Principal	0.50	\$ 120,000	\$60,000	1.50	\$ 120,000	\$180,000	1.50	\$ 123,600	\$185,400
Other Administration: (specify)									
Teacher-Regular Ed				17.00	\$ 65,000	\$1,105,000	18.00	\$ 67,352	\$1,212,345
Teacher-Special Ed				2.00	\$ 65,000	\$130,000	2.00	\$ 67,352	\$134,705
Instructional Assistants									
Secretary				2.00	\$ 45,000	\$90,000	2.00	\$ 46,350	\$92,700
Business Manager/Bookkeeper									
IT Technician									
Program Facilitator/Instructional Support				1.00	\$ 65,000	\$65,000	1.00	\$ 66,950	\$66,950
Speech & Language Therapist									
Library/Media Specialist (Certified)				1.00	\$ 48,000	\$48,000	1.00	\$ 49,440	\$49,440
Counselor (Certified)				1.00	\$ 65,000	\$65,000	1.00	\$ 66,950	\$66,950
Substitute Teachers (daily basis)						\$25,000			\$25,750
Teachers Aids and Paraprofessionals				7.00	\$ 23,940	\$167,580	7.00	\$ 24,658	\$172,607
Other: Custodial and Food Service				3.00	\$ 30,000	\$90,000	3.00	\$ 30,900	\$92,700
Employee Benefits (200)			\$15,900			\$519,552			\$554,963
Purchased Professional Services(300)									
Audiologist, Psychologist of related support services purchased						\$95,000			\$97,850
Professional Employee Training and Development (330)						\$15,000			\$15,450
Official or Administrative Services in Support of Management (310)						\$133,350			\$141,400
Professional Educational Services (Curricular Support or Services) (320)									
Legal (300)						\$3,500			
Audit Services (300)						\$10,000			\$14,145
Web Site Development (300)			\$8,000			\$8,000			\$8,000
Other: Technical Support Services						\$60,000			\$50,000
Purchased Property Services(400)									
Equipment or Vehicle Rental or Lease/Purchase Agreements									
Computer and related Equipment rentals						\$10,500			\$10,815

Other Purchased Services (500)									
Travel (580)						\$8,000			\$8,240
Transportation (Student) (510-513)						\$13,000			\$13,390
Personnel and Wage Records and Data Management									
Supplies(600)									
Instructional and other general supplies (610)			\$ 1,000			\$57,000			\$58,710
Library Instructional Aids/Books/Periodicals(640/645)						\$20,000			\$10,000
Textbooks (641)						\$120,000			\$50,000
Supplies - Technology Related (650) - Non-capitalized computers			\$ 191,845			\$59,045			\$37,355
Software (670)						\$15,000			\$10,000
Other (printing; postage)									
Total Instruction, Administration & Support			\$276,745			\$3,112,527			\$3,179,865
Operations & Maintenance			Total			Total			Total
Purchased Property Services(400)									
Facilities Rental or Lease (440)						\$1,100,000			\$1,346,400
Water, Sewage , Disposal Services						\$18,000			\$22,000
Property Tax									\$65,000
Equipment or Vehicle Rental or Lease/Purchase Agreements									
Custodial Services						\$30,000			\$30,900
Other Purchased Services (500) Snow Removal/Lawn Care/Other Maintenance						\$38,000			\$40,540
Property/Casualty Insurance (520/521)						\$25,000			\$25,750
Advertising and Marketing			\$20,000			\$20,000			\$15,000
Printing and Binding									
Phone/Communications						\$8,000			\$8,240
Supplies (600)									
Operational Supplies - Includes Food Service						\$101,000			\$105,650
Utilities and other Expendable Supplies (610-630)						\$31,500			\$34,725
Property (700)									
Land & Improvements									
Buildings									
Technology-Related Hardware (Computers etc.)			\$120,268			\$45,000			\$20,000
Furniture & Other Equipment			\$154,286			\$200,000			\$60,600
Debt Service and Miscellaneous Costs (800)									
Fees/Permits & dues						\$15,000			\$12,000
Loan Payments						\$113,016			\$113,015
Other (security, copier lease)									
Total Operations & Maintenance			\$294,554			\$1,744,516			\$1,899,820
Total Expenditures			\$571,299			\$4,857,043			\$5,079,685
Total Revenues			\$571,299			\$5,196,126			\$5,375,291
			Balance			Balance			Balance
Budget Balance (Revenues-Expenditures)			\$0			\$339,083			\$295,606
Budget Balance as Percentage of State Funding Revenues			0.00%			6.53%			5.50%

9. **Statement of governing board member qualifying experience:** The Governing Board of Ripple Academy is composed of individuals with diverse professional expertise and extensive experience in education, administration, business, higher education, architecture, community outreach, and student support services. Collectively, the Board brings substantial experience serving students and families through both public and charter school environments, including leadership and instructional experience at established Utah charter schools such as Canyon Grove Academy, Lakeview Academy, and John Hancock Charter School. Board members possess backgrounds in elementary education, curriculum development, school administration, psychology, special education, business management, higher education, architecture, and community engagement, providing the school with a well-rounded governance team capable of overseeing both the academic and operational needs of the proposed charter school.

As a governing body, we believe our collective experience uniquely positions us to successfully oversee the implementation and long-term sustainability of Ripple Academy's innovative Life-Based Educational Model. Several members have direct classroom and school leadership experience and understand the academic, operational, and compliance expectations associated with operating a successful public charter school. Additional board members contribute expertise in finance, organizational leadership, architecture, higher education administration, and community outreach, strengthening the Board's ability to responsibly oversee budgeting, facilities planning, strategic growth, public accountability, and stakeholder engagement. Our Board also includes individuals with experience supporting neurodiverse learners, special education services, and social-emotional learning initiatives, which aligns closely with Ripple Academy's mission to provide an inclusive, hands-on, and student-centered educational environment.

The Board's combined professional experience reflects a strong commitment to educational innovation, responsible governance, and community partnership. As founding board members, we have worked collaboratively to develop Ripple Academy's vision, educational framework, and long-term strategic direction in response to the growing demand for additional high-quality educational opportunities in the Saratoga Springs and Eagle Mountain communities. Our collective expertise, together with our commitment to accountability, fiscal responsibility, and student success, provides a strong foundation for the effective stewardship of public funds and the successful implementation of the school's mission and educational program.

10. **Summary of school's Market Analysis and Outreach Plan:** As the Board of Directors of Ripple Academy, we are confident in our ability to successfully recruit and enroll the number of students outlined in our projections. This confidence is grounded in both the demonstrated demand within the Eagle Mountain and Saratoga Springs communities and in the intentional strategies we have developed to meet that demand.

The communities we intend to serve are experiencing sustained and significant population growth, particularly among school-aged children. Existing district and charter schools are operating at or near capacity, and enrollment projections indicate continued expansion in the coming years. This dynamic creates a clear and ongoing need for additional high-quality educational options. Ripple Academy is positioned to meet this need by providing both capacity relief and a differentiated program that aligns closely with what families in the area are actively seeking.

In addition to these favorable market conditions, early outreach efforts have already validated strong interest in Ripple Academy. Initial community surveys generated substantial and immediate responses, with a high percentage of families indicating readiness to enroll. These results demonstrate not only awareness of the school but also a meaningful level of commitment from prospective families. This early

pipeline provides a solid foundation for initial enrollment and supports our projections for a successful launch.

Our enrollment strategy is built around clearly defined priorities that align with community needs. First, we will emphasize our commitment to smaller class sizes, which allow for more individualized instruction, stronger teacher-student relationships, and increased academic engagement. This is a key differentiator in a region where many schools exceed optimal class size thresholds, and it is consistently identified by families as a primary factor in school selection.

Second, we will highlight our Life-Based Learning model, which integrates rigorous academics with hands-on, real-world application. Families in the area have expressed a strong desire for educational environments that are both academically sound and meaningfully engaging. By offering a model that connects learning to real-life skills, career exploration, and social-emotional development, Ripple Academy provides a compelling alternative to traditional instructional approaches.

Third, we will implement a comprehensive, multi-layered recruitment and outreach strategy designed to ensure broad and equitable awareness of the school. This includes active participation in community events, hosting informational meetings in accessible public spaces, and distributing materials throughout local gathering places such as libraries, recreation centers, and family-focused businesses. We will also leverage digital platforms, including a user-friendly and multilingual website and social media presence, to reach a wider audience and provide clear, accessible information about enrollment.

In addition, we will cultivate partnerships with local organizations, early childhood programs, and community support networks to ensure that families across a range of backgrounds are aware of Ripple Academy. These partnerships will be particularly important in reaching families seeking smaller, more supportive learning environments, including those with neurodiverse learners or students who may not be fully served in traditional settings.

Our Board also brings deep, longstanding connections within the community, which we will actively leverage to support recruitment efforts. Several members have lived and worked in the area for many years, providing both credibility and access to established networks. These relationships will support word-of-mouth awareness, community trust, and sustained engagement as the school prepares to open.

Finally, we will continuously evaluate enrollment trends and adjust our strategies as needed to ensure that targets are met. This includes maintaining flexibility in staffing and resource allocation during the early years of operation to align with actual enrollment levels. This disciplined approach ensures that the school remains financially stable while continuing to build toward full enrollment.

Ripple Academy's enrollment projections are supported by strong demographic trends, demonstrated community demand, and a comprehensive, well-executed recruitment strategy. As a Board, we are confident that these factors, combined with the school's unique educational model and community-centered approach, will enable Ripple Academy to meet and sustain its enrollment goals, thereby ensuring both operational success and the ability to repay the requested loan in accordance with state requirements.

11. **Interim Financials:** Ripple Academy, having received approval in early 2026, has not yet initiated operations and therefore does not have interim financial statements. The school has not recorded any revenues or expenses to date and is currently engaged in pre-opening activities, including planning and enrollment. Financial transactions are expected to begin July 1, 2026 during the initial planning year

when funds being to be received and expended.

12. **Liability Listing and Documentation:** Ripple Academy, having been authorized in early 2026, is currently in its pre-opening phase and does not have any reported liabilities. The school has not yet executed binding financial agreements, including leases, debt instruments, or vendor contracts, and accordingly has no outstanding obligations. Liabilities will be incurred as part of standard start-up and operational activities once key agreements are finalized and the school begins active operations.
13. **Outstanding Accounts Payable or Accrued Liabilities over \$5,000 in excess of 90 days:** Ripple has no outstanding accounts payable.
14. **Liens, Judgments, Pending Litigation, or other Unresolved Financial Issues:** Ripple has no liens, judgments, pending litigation, or other unresolved financial issues.
15. **Debt Instruments:** Ripple Academy has no debt instruments outstanding. The school has not yet entered into any borrowing arrangements, issued bonds, or secured financing of any type.
16. **Current Ratio:** Ripple Academy's current ratio is not applicable at this time, as the school has not yet begun operations and has not recorded current assets or current liabilities.

Sum of all Current Assets	\$0	Current Ratio = N/A
÷	÷	
Sum of all Current Liabilities	\$0	

17. **Debt Ratio:** Ripple Academy's debt ratio is not applicable at this time, as the school has not yet begun operations and has not recorded any debt or assets.

Sum of all Current and Long-Term Liabilities	\$0	Debt Ratio = N/A
÷	÷	
Sum of all Current and Long-term Assets	\$0	

18. **Articles of Incorporation:**

ARTICLES OF INCORPORATION OF RIPPLE ACADEMY CHARTER SCHOOL

Article I - Name

The name of the corporation is Ripple Academy Charter School (the "Corporation").

Article II - Duration

The duration of the Corporation is perpetual unless dissolved according to law.

Article III - Purpose

The Corporation is organized exclusively for educational purposes, specifically to establish and operate a public charter school in accordance with the laws of the State of Utah. The Corporation shall provide a high-quality educational environment for students in grades K-6 that emphasizes academic excellence, character development, and community involvement.

Article IV - Principal Office

The corporation's principal office is located at 2858 Village Ct., Saratoga Springs, UT 84045, but the corporation may establish additional offices as necessary.

Article V - Registered Agent

The registered agent for the Corporation shall be Irene Summers, whose address is 2858 Village Court, Saratoga Springs, Utah 84045

Article VI - Governance

The corporation's affairs shall be governed by a Board of Directors, which shall have the authority to manage the corporation's business and affairs. The number of directors shall be no less than five (5) and no more than nine (9). Directors shall be elected in accordance with the corporation's bylaws.

Article VII - Membership

The Corporation shall have no members as defined in the Utah Revised Nonprofit Corporation Act.

Article VIII - Prohibited Activities

No part of the Corporation's net earnings shall inure to the benefit of any private shareholder or individual. The Corporation shall not engage in activities that are not consistent with its educational purposes, or that would jeopardize its tax-exempt status under Section 501(c)(3) of the Internal Revenue Code.

Article IX - Indemnification

The Corporation shall indemnify its directors, officers, and employees to the fullest extent permitted by law against any expenses or liabilities incurred in connection with the Corporation.

Article X - Dissolution

Upon dissolution of the Corporation, the assets shall be distributed in accordance with Utah Code 53G-5-504(7), ensuring that any remaining assets are used for exempt purposes under Section 501(c)(3) of the Internal Revenue Code.

Article XI - Amendment of Articles

These Articles of Incorporation may be amended as provided by the laws of the State of Utah and the bylaws of the Corporation.

IN WITNESS WHEREOF, the undersigned incorporators have executed these Articles of Incorporation on this [date].

Incorporators:

1. Irene Summers

[Irene Summers]

[2858 Village Court Saratoga Springs, UT 84045]

2. Katie Purinton

[Katie Purinton]

[676 W 630 S Orem, UT 84058]

3. Sarah Barnes

[Sarah Barnes]

[5307 S Knoll Crest Murray, UT 84107]

The Articles of Incorporation must include language stating that neither the charter school authorizer nor the state, including an agency of the state, is liable for the debts or financial obligations of the charter school or persons or entities that operate the charter school. Articles of Incorporation should also include necessary language should the governing board decide to (1) apply for 501(c)(3) status with the IRS or (2) take on debt on behalf of the corporation. However, schools do not need to apply for 501(c)(3), but can incorporate as a Utah nonprofit.

19. **Governing board By-laws:**

ARTICLE I - NAME, OFFICES, and PURPOSE

Section 1.1 Name. The name of the Corporation shall be Ripple Academy Charter School (from now on referred to as the "Corporation"), and the name of the charter school governed by the Corporation shall be Ripple Academy (hereinafter referred to as the "School"). The Corporation is a nonprofit corporation organized under the Utah Revised Nonprofit Corporation Act (the "Act").

Section 1.2 Business Offices. Ripple Academy's principal place of business will be temporarily located at 2858 Village Ct., Saratoga Springs, UT 84045. The Corporation may have such other offices within Utah as the governing Board of Directors may designate or as the corporation's affairs may require from time to time.

Section 1.3 Registered Office. The Corporation's registered office required by the Act may but need not, be the same as the Corporation's principal business office in Utah. The initial registered office is the office of record referenced above. Still, it is subject to change from time to time by the governing Board of Directors (sometimes referred to herein as the "Board of Directors"), by the officers of the Corporation, or as otherwise provided by the Act.

Section 1.4 Purpose. As outlined in the corporation's Articles of Incorporation, the Corporation is organized exclusively for educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code, specifically to provide a public charter school education under Utah law.

ARTICLE II - MEMBERS

Section 2.1 No Members. The Corporation shall have no members. The membership provisions of these bylaws may be altered from time to time following the Act (with a unanimous vote), the Corporation's Articles of Incorporation, and these bylaws to provide for the classification, qualifications, privileges, and appointment of members as may be determined by the governing Board of Directors.

ARTICLE III - BOARD OF DIRECTORS

Section 3.1 General Powers. The business and affairs of the Corporation shall be managed by its governing Board of Directors, except as otherwise provided in the Act, the Articles of Incorporation, or these bylaws.

Section 3.2 Number, Election, Tenure. The number of members of the Corporation may be a

maximum of nine (9) voting members but shall not be less than five (5). The eight-member Founding Board may serve indefinitely as long as they are willing, capable, and fulfilling their responsibilities or until they may become necessary to resign due to a potential conflict of interest. The Board of Directors may serve for a term of three years. Initial directors shall serve staggered one-, two-, or three-year terms as designated by the Initial Board of Directors. Any director may be removed at any time, with or without cause, upon a simple majority vote of the Board of Directors.

Section 3.3 Vacancies. Any director may resign at any time by giving written notice to the Chair of the Board of Directors or the Secretary of the Corporation. Such resignation shall take effect at the time specified therein, and unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective.

The Board of Directors may or may not elect to fill vacancies above the minimum number of five (5) directors. If the Board of Directors chooses to fill vacancies, they will solicit applications from persons willing to fill a Board of Directors vacancy. The Board of Directors will set timelines for such solicitation and review of applications. Upon consideration of applications, the Board of Directors may appoint additional directors or choose not to. Any vacancy in the Board of Directors may be filled by the affirmative vote of a majority of the remaining directors, even if that number of directors constitutes less than a quorum. The Board of Directors shall elect a Chair and Vice-Chair from the board membership and may appoint a Secretary and Treasurer.

One director may be a parent of a school student as long as this requirement is mandated by Utah State statute.

Section 3.4 Authority and Duties of Directors. The Board of Directors will have shared authority for running the school and will have the following responsibilities: hiring, dismissing, and evaluating the director's performance; promoting Ripple Academy's mission and philosophy; overseeing school fundraising; ensuring financial responsibility and accountability; approving the budget; and overseeing adherence to contracts for and approving an independent audit.

(A) **President:** The Board President shall convene regularly scheduled Board meetings and preside or arrange for other members to preside at each meeting in the following order: Vice-President, Secretary, and Treasurer. The President will initiate and solicit items for the agenda of the meeting.

(B) **Vice President:** The Vice President will chair committees on particular subjects designated by the Board. In addition, the Vice President will facilitate meetings without the Board President. If the President position is vacated mid-term, the Vice-President serves as President until the Board of Trustees appoints a new President.

(C) **Treasurer:** The Treasurer shall make a report at each Board meeting. The Treasurer shall also

chair the Finance Committee, assist in preparing the budget, help develop fundraising plans, and make financial information available to Board members and the public.

(D) Secretary: The Board Secretary shall be responsible for keeping records of Board actions, including overseeing the taking of minutes at all Board meetings, sending out meeting announcements, distributing copies of minutes and the agenda to each Board member, and ensuring that records are maintained. The Secretary will format the agenda and post it as required by law.

(E) Members: The Board Members will chair committees on particular subjects designated by the council and fulfill duties as assigned.

Section 3.5 Regular Meetings. The Board of Directors will hold regular meetings monthly at a date, time, and location as determined by the Board. Special meetings may be called by the President or two Board members as needed. Each voting member shall receive notice of all meetings at least one week before the meeting unless there is an issue that requires immediate attention. The Board of Directors will adhere to the Utah Open Meeting Act.

Section 3.6 Notice. Notice of each meeting of the Board of Directors, stating the place, day, and time of the meeting, shall be given to each director by written notice via personal delivery, first-class mail, or email at least two (2) days prior thereto (and the method need not be the same for each director). Notice of each meeting shall be publicly made by posting the place, day, and time of the meeting twenty-four hours in advance on the Utah Public Notice Website: <https://www.utah.gov/pmn/index.html>. Additional public notice shall also be made if required by Utah law.

Section 3.7 Quorum and Voting. A two-thirds majority of the Board of Directors shall constitute a quorum for the business transaction at any Board of Directors meeting. If less than a majority of the directors are present at said meeting, a majority of the directors present may adjourn the meeting from time to time without further notice.

A board officer and/or member must recuse themselves when voting on an action item that presents a potential financial gain for that board officer and/or board member.

A board officer and/or member must recuse themselves if they are a direct family member (mother, father, sister, brother, daughter, son, first aunt, first uncle, mother-in-law, father-in-law, sister-in-law, brother-in-law, first niece, first nephew, and/or first cousin) of a board officer and/or member who has a potential financial gain on an action item listed on the agenda.

Section 3.8 Electronic Meeting Participation. Members of the Board of Directors may participate electronically in meetings. The Chair of the Board may call a virtual meeting where no physical

may include email communication, video conference (such as Zoom or Google Meet), or phone calls. When members of the Board of Directors participate electronically, votes may be cast audibly and visually using “thumbs up” or “thumbs down” or via text, such as a text message or message sent through a chat board.

Section 3.9 Compensation. The Board of Directors may adopt and amend compensation schedules, including, but not limited to, necessary expenses.

Section 3.10 Committees. The Board of Directors may appoint chairpersons from its members who will organize, direct, and supervise volunteers, which are composed of committees, whose purpose is to advance the work of the Corporation. The Board of Directors shall determine the number and types of committees. No committee shall have the authority to act as the Board at any time.

ARTICLE IV - LIMITATION ON LIABILITY

Section 4.1 Limitation on Liability. No director or officer of this Corporation shall be personally liable to the Corporation for civil claims arising from acts or omissions made in performing such person's duties as a director or officer unless the acts or omissions result from such person's intentional misconduct.

ARTICLE V - DISSOLUTION

Section 5.1 Distribution of Assets Upon Dissolution. Upon dissolution of the Corporation, assets of the Corporation shall be distributed under Utah Code 53G-5-504(7). If, after complying with Utah statutory requirements, additional assets remain upon dissolution, the remaining assets shall be distributed for one or more exempt purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code or corresponding section of any future federal tax code, or shall be distributed to the federal government, or a state or local government, for public use.

ARTICLE VI - MISCELLANEOUS

Section 6.1 Fiscal Year. The Corporation's fiscal year shall begin on July 1 and end on June 30.

Section 6.2 Amendments. The Articles of Incorporation of the Corporation and these Bylaws may be amended, repealed, altered, or new Bylaws adopted in whole or in part at any time by the affirmative vote of a simple majority of the members of the Board of Directors in office at the time of the vote.

Section 6.3 Severability. The invalidity of any provision of these bylaws shall not affect the other provisions. In such an event, these bylaws shall be construed in all respects as if such invalid provisions were omitted.

20. **Other Pertinent Materials:** Ripple has no other pertinent materials at this time.
21. **USB E Pre-construction checklist:** This is not applicable as Ripple is not requesting funds for the use in construction or improvement of a facility.
22. **Copy of LEA's W-4:** Attached Below.

REVIEW CRITERIA

For USBE/SCSB use only:

Meets standard	Does not meet standard	Not applicable	Standard	Comments
☐	☐	☐	General Information: Applicant completed general information page	
☐	☐	☐	Resolution: Signed by all members of the governing board with contact information	
☐	☐	☐	Background Checks (new schools): Unproblematic and without felony convictions	
☐	☐	☐	Credit Report (new schools): Composite score is acceptable	
☐	☐	☐	Credit Report (new schools): Not problematic, especially for key officers	
☐	☐	☐	Business Risk Score (operational schools): Business credit score and credit report summary.	
☐	☐	☐	Business Risk score (operational schools): Not problematic	
☐	☐	☐	Charter Agreement: Applicant is approved and has Charter Agreement on record with USBE	
☐	☐	☐	Governing Board Qualifications: Applicant provides information for all governing board members, highlighting not-for-profit managerial and related experience (in areas related to Finance, Management, Education, Law, Real Estate, Facilities, Procurement and Human Resources), and documents such experience appropriately	
☐	☐	☐	Purpose Statement: Applicant includes how the intended use of funds meets UCA §53A-1a-522	
☐	☐	☐	Need: Applicant's narrative of need for requested funds is convincing and compelling	
☐	☐	☐	Urgent Facility Need: If claimed, it meets the definition of an unexpected exigency that affects the health and safety of students. Applicant offers documentary evidence of need. Need is unforeseeable, and evidence offered in support of urgent facility need is strong and convincing	
☐	☐	☐	Detailed Use of Funds: Applicant provides full and appropriate details regarding all project expenditure	

Meets standard	Does not meet standard	Not applicable	Standard	Comments
☐	☐	☐	Pre-Operational Budget (for new schools): Planning appears to be inclusive of all necessary costs and acceptable levels of reserves are maintained	
☐	☐	☐	AFR Budget for established schools: Planning appears to be inclusive of all necessary costs and acceptable levels of reserves are maintained	
☐	☐	☐	Audited Financial Statements, AFR Reports and Interim Financial Reports appear to demonstrate long-term financial viability and the ability to meet loan obligations.	
☐	☐	☐	Compliance History: The school's compliance record generally indicative of adherence to legally mandated standards	
☐	☐	☐	Audited Financial Statements and management letters/response to management letters: Contain information indicative of long-term financial viability.	
☐	☐	☐	Liabilities: Untenable liabilities that might compromise repayment do not exist or are manageable and acceptable	
☐	☐	☐	Outstanding Accounts Payable: It is desired that an applicant's accounts payable plan of action is easily manageable OR that the applicant includes a statement that no accounts payable exist currently	
☐	☐	☐	Liens, judgments, pending litigation, and unresolved financial issues: It is desired that liens plan of action is exemplary and easily manageable OR that a statement of "no outstanding negative credit features" is present	
☐	☐	☐	Debt Instruments: Does review indicate that: (a) debt(s) is/are prohibitive of additional debt such that permission from a first trust holder is required for second trust (<i>must be obtained, if so</i>); (b) existing repayment requirements might compromise repayment; (c) original source of instrument is to finance operational shortfalls	

Meets standard	Does not meet standard	Not applicable	Standard	Comments
☐	☐	☐	Current Ratio: Minimum standard to qualify for loan funds is 0.6	
☐	☐	☐	Debt Ratio: Committee prefers that this ratio is below 1.0	
☐	☐	☐	Articles of Incorporation do not contain material prohibiting acceptance of this loan	
☐	☐	☐	Have By-laws been altered from their original form and in what way? Do these contain elements that might compromise the ability of this governing board to accept responsibility for this loan or manage this project?	
☐	☐	☐	Other events or circumstances which might be prohibitive to granting of a loan to this body may also be subject to consideration by this committee	

Ripple Academy
Policy: Conflict of Interest Policy
Adopted:
Revised:

Purpose

The purpose of this policy is to ensure that members of the Board of Directors (the “Board”) and the Director of Ripple Academy (the “School”) conduct themselves in a manner that avoids actual or apparent conflicts of interest. All business decisions shall be made in the School’s best interest. A conflict of interest arises when the judgment of a Board member or the Director is or may be influenced by considerations of improper personal gain or benefit to the individual or to another person.

Policy

Business Contracts and Transactions Involving the School

A Board member, the Director, or a relative of a Board member or of the Director may not have a financial interest in a contract or other transaction involving the School, except as provided below and in the Employment at the School section of this policy:

- If the Board considers entering into a contract or executing a transaction in which a Board member, the Director, or relative of a Board member or of the Director has a financial interest, the Board member or Director shall: (a) disclose the financial interest in writing to all Board members and the Director; (b) submit the contract or transaction decision to the Board for the approval, by majority vote, of the Board; (c) abstain from voting on the issue; and (d) be absent from any portion of the meeting where the contract or transaction is being considered and determined.

The process above shall also apply in the event that a Board member, the Director, or a relative of a Board member or of the Director is employed by a business that furnishes for compensation goods or services to the School. However, in no event shall a Board member personally furnish directly and for compensation any goods or services to the School.

It is not the intent of this policy to prevent the School from contracting with a business because a Board member, the Director, or a relative of a Board member or of the Director is an employee of the business. The policy is designed to prevent placing Board members and the Director in a position where their interest in the School and their interest in their places of employment might conflict and to avoid appearances of conflict of interest even if such conflict may not exist.

Employment at the School

A Board member may not be an employee of the School. The Director may have a reasonable contract of employment to work at the School.

A relative of a Board member or of the Director may not be an employee of the School except as provided below:

- If a relative of a Board member or of the Director is considered for employment in the School, the Board member or Director shall (a) disclose the relationship in writing to all Board members and the Director; (b) submit the employment decision for the approval, by majority vote, of the Board; (c) abstain from voting on the issue; and (d) be absent from any portion of the meeting where the employment of the relative is being considered and determined.

Volunteer Activities

Volunteer activities of a Board member or a relative of a Board member or of the Director are not prohibited by this policy but may be prescribed by other policies developed and approved by the Board.