



# **Board Meeting Materials**

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.

**May 14, 2026**

**Wasatch Peak Academy  
Annual Board of Directors Meeting  
Thursday, May 14, 2026**

**Location:** AW Services, 290 N. Flint Street, Kaysville, UT 84037



**NOTE:** It is possible that the WPA Board of Directors may be utilizing an electronic meeting component with one or more of their members.

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

---

## **AGENDA**

---

### **8:15 AM – INTRODUCTORY ITEMS**

- Welcome & Roll Call – Marlowe Wolferstan

**PUBLIC COMMENT** (Comments will be limited to 3 minutes each)

### **REPORTS**

- Administration
  - State of the School
    - ✓ [Present Gifted & Talented Grant](#)
    - ✓ [Positive Behavior Plan Report](#)

### **CONSENT ITEMS**

- [March 12, 2026 Board Meeting Minutes](#)

### **VOTING ITEMS**

- [Eide Bailly Statement of Work Letter](#)
- [Amend 401\(k\) Plan Designation](#)
- [Summer Remodel Project](#)
- [Walk-In Freezer Purchase](#)
- [Technology Purchase](#)
- [2026-2027 Teacher Student Success Act Plan](#)
- [2026-2027 Sex Education Instruction Committee](#)
- [Re-Approve Parent & Family Engagement Policy](#)
- [Amend Wellness Policy](#)

### **REPORTS (Cont.)**

- Board of Directors
  - [Financial Report](#)
    - ✓ [Review Ethics Policy](#)

**NOTE:** Times on this agenda are estimated as a courtesy only. Actual times may vary.

In compliance with the Americans with Disabilities Act, persons needing accommodations for this meeting should call (801) 444-9378 to make appropriate arrangements.

- [Sign Annual Commitment to Ethical Behavior](#)
- ✓ [Fraud Risk Assessment](#)

**BOARD TRAINING**

- Governance vs. Management
  - [Review Board Member Agreement](#)
- [Public Education Hotline Training](#)
- [Annual Policies, Procedures, Plans & Training Review](#)
  - [Arrest Reporting Policy](#)

**DISCUSSION ITEMS**

- [Set 2026-2027 Board Meeting Schedule](#)
- Calendaring Items
  - Next PreBoard Meeting May 27<sup>th</sup>
  - Reschedule Electronic Board Meeting on June 11<sup>th</sup>

**CLOSED SESSION** to discuss the character, professional competence, or physical or mental health of an individual and/or to discuss deployment of security personnel, devices, or systems pursuant to Utah Code 52-4-205(1)(a) & (f) respectively [IF NEEDED]

**ADJOURN**

**WPA UPCOMING CALENDAR ITEMS**

**June**

- 2025-2026 Final Amended Budget
- 2026-2027 Annual Budget
- Ratify Board Members & Their Terms
- Ratify Board Officers
- SHiNE Policy

**NOTE: Times on this agenda are estimated as a courtesy only. Actual times may vary.**

In compliance with the Americans with Disabilities Act, persons needing accommodations for this meeting should call (801) 444-9378 to make appropriate arrangements.

[Back to Agenda](#)

## Gifted and Talented Report

WPA offers Gifted and Talented classes in all grades K-6

We offer separate options for Literacy and Math

This program serves roughly 175 of the 525 max students in the building.

We universally screen for using the CogAT in 3<sup>rd</sup> and 5<sup>th</sup> grade. (We also do targeted assessments in 6<sup>th</sup> grade for Jr High Placement)

We have 5 staff members with G&T endorsements and fully support teachers in completing the program.

We offer ongoing training and support for the G&T Program.

**NOTE: Times on this agenda are estimated as a courtesy only. Actual times may vary.**

In compliance with the Americans with Disabilities Act, persons needing accommodations for this meeting should call (801) 444-9378 to make appropriate arrangements.



## Positive Behavior Plan Report

*LEA Plan*

Positive Behavior Specialist: **Sidnie Olsen**

Date plan was approved by Wasatch Peak Academy Board of Directors: **3/17/22**

Date report was completed:

Name of Program:	Level of Implementation: Fully implemented Implemented and Sustained Partially implemented Mostly implemented	What We Did This Year:	What We Still Need To Do:	How does the program address the use of tobacco, alcohol, e-cigarette products, and/or other controlled substances?
School Counselor- classroom guidance lessons.	Fully implemented	Monthly lessons were provided in the classroom on a variety of peer pressure, bullying prevention, mental health, and pro social relationships.		Monthly lessons provided in the classroom on a variety of peer pressure, bullying prevention, mental health, and pro social relationships.
School Counselor- Individual, friendship groups.	Fully implemented	Students were are taught appropriate skills to manage trauma, mental health challenges, and chronic stress are more likely to build resilience within themselves and the family system		Students who are taught appropriate skills to manage trauma, mental health challenges, and chronic stress are more likely to build resilience within themselves and the family system

**NOTE: Times on this agenda are estimated as a courtesy only. Actual times may vary.**

In compliance with the Americans with Disabilities Act, persons needing accommodations for this meeting should call (801) 444-9378 to make appropriate arrangements.

Name of Program:	Level of Implementation: Fully implemented Implemented and Sustained Partially implemented Mostly implemented	What We Did This Year:	What We Still Need To Do:	How does the program address the use of tobacco, alcohol, e-cigarette products, and/or other controlled substances?
SafeUT App	Fully implemented	Posters are displayed and referenced. Safe UT provides yearly assembly to students in grades 5 & 6 to talk about the app and how it may be used.		SafeUT app is a confidentiality reporting app, where students can report harm done to themselves or others. Through the SafeUT app, students who are experiencing suicidal ideation can connect with individuals trained in coping skills awareness and treatment. Students can talk to mental health experts. SafeUT provides posters to hang around the school as well as information for students to take home.
Life Skills Training- Promoting Health and Personal Development	Fully implemented	Life Skills Training was provided in 4 <sup>th</sup> grade		The Life Skills Training program was carefully designed to target the primary causes of tobacco use. Life Skills Training addresses all the most important factors leading adolescents to use one or more drugs by teaching a combination of health information, general skills, and drug resistance skills. Life Skills also addresses the

NOTE: Times on this agenda are estimated as a courtesy only. Actual times may vary.

In compliance with the Americans with Disabilities Act, persons needing accommodations for this meeting should call (801) 444-9378 to make appropriate arrangements.

Name of Program:	Level of Implementation: Fully implemented Implemented and Sustained Partially implemented Mostly implemented	What We Did This Year:	What We Still Need To Do:	How does the program address the use of tobacco, alcohol, e-cigarette products, and/or other controlled substances?
				importance of positive relationships and avoiding negative pressures.
<p align="center"><b>Character Lab</b> <a href="https://characterlab.org/">https://characterlab.org/</a></p>	<p align="center"><b>Fully implemented</b></p>	<p>Based on the research and work of Dr. Carol Dwick Character Lab lessons, and supports targeting specific aspects of character development such as social emotional learning, service learning, grit, self-control, judgment, decision making, growth mindset, gratitude, and others was provided this year in all grades</p>		<p>Based on the research and work of Dr. Carol Dwick Character Lab offers a wide variety of tools, lessons, and supports targeting specific aspects of character development such as social emotional learning, service learning, grit, self-control, judgment, decision making, growth mindset, gratitude, and many other.</p>
<p>Programs, Clubs, Service Opportunities and Pro-Social Activities:</p> <p align="center"><b>Service Learning</b></p> <p align="center"><b>Student Council</b></p> <p align="center"><b>Friendship Groups</b></p> <p align="center"><b>School Musical</b></p>	<p align="center"><b>Fully implemented</b></p>	<p>Two service projects were provided this year in each grade as well as school wide service projects. A school musical, after school clubs, Tetons trip, a school garden, friendship groups and student council were also offered to students.</p>		<p>Centered around our service-learning charter many of these opportunities focus on empower students to work together to have a positive impact on their community. They also offer opportunities to build skills and talents that and share them with other.</p>

**NOTE: Times on this agenda are estimated as a courtesy only. Actual times may vary.**

In compliance with the Americans with Disabilities Act, persons needing accommodations for this meeting should call (801) 444-9378 to make appropriate arrangements.

Name of Program:	Level of Implementation: Fully implemented Implemented and Sustained Partially implemented Mostly implemented	What We Did This Year:	What We Still Need To Do:	How does the program address the use of tobacco, alcohol, e-cigarette products, and/or other controlled substances?
After School Clubs				
Veterans 5K				
Literacy Night				
School Garden				
Tetons Science School Camp				

**NOTE: Times on this agenda are estimated as a courtesy only. Actual times may vary.**

In compliance with the Americans with Disabilities Act, persons needing accommodations for this meeting should call (801) 444-9378 to make appropriate arrangements.

## References

- Life Skills Training
  - ✓ Promoting Health and Personal Development. Gilbert J Botvin, Ph.D
- Character Lab
  - ✓ <https://characterlab.org/>
- Service Learning
  - ✓ <https://www.edutopia.org/blog/what-heck-service-learning-heather-wolpert-gawron>
- Safe UT
  - ✓ <https://safeut.org/>
- [The Complete Guide to Service Learning: Proven, Practical Ways to Engage Students in Civic Responsibility, Academic Curriculum, & Social Action \(Free Spirit Professional™\)](#) by Cathryn Berger Kaye M.A. | Mar 18, 2010
- [Service Learning in the PreK–3 Classroom: The What, Why, and How-To Guide for Every Teacher \(Free Spirit Professional™\)](#) by [Vickie E. Lake](#) and [Ithel Jones](#) | Feb 1, 2012
- [Learning Through Serving: A Student Guidebook for Service-Learning and Civic Engagement Across Academic Disciplines and Cultural Communities](#) by [Christine M. Cress](#) , Peter J. Collier, et al. | Jul 25, 2013

**NOTE: Times on this agenda are estimated as a courtesy only. Actual times may vary.**

In compliance with the Americans with Disabilities Act, persons needing accommodations for this meeting should call (801) 444-9378 to make appropriate arrangements.

[Back to Agenda](#)

# 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

## MINUTES

### 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

**NOTE:** Times on this agenda are estimated as a courtesy only. Actual times may vary.

In compliance with the Americans with Disabilities Act, persons needing accommodations for this meeting should call (801) 444-9378 to make appropriate arrangements.

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.

**NOTE: Times on this agenda are estimated as a courtesy only. Actual times may vary.**

In compliance with the Americans with Disabilities Act, persons needing accommodations for this meeting should call (801) 444-9378 to make appropriate arrangements.

- 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**

**NOTE: Times on this agenda are estimated as a courtesy only. Actual times may vary.**

**Kristin Kano – Aye**  
**Jennifer Royall – Aye**  
**Tristian Carlisle – Aye**  
**Katie Jones – Aye**  
**Motion passed unanimously.**

**NOTE: Times on this agenda are estimated as a courtesy only. Actual times may vary.**

In compliance with the Americans with Disabilities Act, persons needing accommodations for this meeting should call (801) 444-9378 to make appropriate arrangements.

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



**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(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.

A handwritten signature in black ink, appearing to read "Marlowe Wolferstan", is written over a horizontal line.

Marlowe Wolferstan  
Board Chair

**NOTE: Times on this agenda are estimated as a courtesy only. Actual times may vary.**

In compliance with the Americans with Disabilities Act, persons needing accommodations for this meeting should call (801) 444-9378 to make appropriate arrangements.



## WPA Board of Director's Meeting Thursday, May 14, 2026

### **Action Item:** *Eide Bailly Statement of Work Letter*

#### **Issue:**

---

Audit attestation services are required to be approved each year.

#### **Background:**

---

Eide Bailly is a regional certified public accounting firm that has performed the school's audit attestation services in prior years. Such attestation services include the audited financial statements, agreed-upon procedures for student enrollment, state compliance procedures, and possibly a single audit. A single audit will be required if the school incurs more than \$1,000,000 in federal expenditures. Each year the school is required to approve the aforementioned services. If approved, Statement of Work (SOW) Letter (formerly the Audit Engagement Letter) will be provided for the board president's signature.

The audit fee for this year will be \$13,600 which is a \$650 increase from last year. If the School requires a single audit, the fee is based on how much time/work it takes and will be billed separately. The School also requires their taxes filled (990). There will be an additional SOW Letter for this as well but will brought to the board at a later date.

We have received a draft SOW Letter for this packet which includes authorization on the single audit. However, Eide Bailly will be sending the actual letter electronically through DocuSign to the Board President once approved.

#### **Recommendation:**

---

It is recommended that the Board approve the Statement of Work Letter provided by Eide Bailly for the year ending June 30, 2026, and allow the Board President to sign on behalf of the school.

**NOTE:** Times on this agenda are estimated as a courtesy only. Actual times may vary.

[Date]

[Client#]

Board of Directors

Client Name

Street Address

City, State Zip

This document constitutes a statement of work ("SOW") under the most recently executed Master Services Agreement ("MSA"), made by and between Eide Bailly LLP ("Eide Bailly", "we," "us," and "our") and [INSERT CLIENT NAME] ("Client," "you," "your," or "the entity"). We are pleased to confirm our understanding of the terms and objectives of our engagement and the nature and limitations of the services Eide Bailly will provide for the entity as of and for the year ended June 30, 2025.

Ken Jeppesen is the engagement partner for the audit services specified in this letter. The engagement partner's responsibilities include supervising services performed as part of this engagement and signing or authorizing another qualified firm representative to sign the audit report.

### **Scope of Audit Services**

#### *Audit of the Financial Statements*

We will audit the financial statements of governmental activities, business-type activities, aggregate discretely presented component units, each major fund, and the aggregate remaining fund information, and the related notes to the financial statements, which collectively comprise the entity's basic financial statements.

The Governmental Accounting Standards Board (GASB) provides for certain required supplementary information (RSI) to accompany the entity's basic financial statements. The RSI will be subjected to certain limited procedures, but will not be audited.

If presented, we will also evaluate and report on the presentation of supplementary information other than RSI accompanying the financial statements in relation to the financial statements as a whole.

#### *Audit of Major Program Compliance*

In addition, we will audit the entity's compliance over major federal award programs, as necessary.

#### *Schedule of Expenditures of Federal Awards*

We will subject the schedule of expenditures of federal awards (SEFA) to the auditing procedures applied in our audit of the basic financial statements and certain additional procedures, including comparing and reconciling the schedule to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and additional procedures in accordance with auditing standards generally accepted in the United States of America. We intend to provide an opinion on whether the schedule of

expenditures of federal awards is presented fairly in all material respects in relation to the financial statements as a whole.

### **Audit Objectives**

Our audits will be conducted with the objectives of our expressing an opinion on each opinion unit and an opinion on compliance regarding the entity's major federal award programs. The objectives of our audit of the financial statements are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with auditing standards generally accepted in the United States of America (GAAS) and in accordance with *Government Auditing Standards*, and/or any state or regulatory audit requirements will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

The objectives of our compliance audit are to obtain sufficient appropriate audit evidence to form an opinion and report at the level specified in the governmental audit requirement about whether the entity complied in all material respects with the applicable compliance requirements and identify audit and reporting requirements specified in the governmental audit requirement that are supplementary to GAAS and Government Auditing Standards, if any, and perform procedures to address those requirements.

### ***Required Supplementary Information***

Accounting principles generally accepted in the United States of America require that certain information be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board (GASB), who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the required supplementary information (RSI) in accordance with auditing standards generally accepted in the United States of America. We will not express an opinion or provide any form of assurance on the RSI.

### ***Supplementary Information other than RSI***

Supplementary information other than RSI will accompany [Client]'s basic financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the basic financial statements and certain additional procedures, including comparing and reconciling the supplementary information to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and additional procedures in accordance with auditing standards generally accepted in the United States of America. We intend to provide an opinion on the following supplementary information in relation to the basic financial statements as a whole:

- Management's Discussion and Analysis
- Statement of Revenues, Expenditures and Changes in Fund Balance- Budget and Actual- General Fund
- Notes to Required Supplementary Information

### **Auditor Responsibilities, Procedures, and Limitations**

We will conduct our audit in accordance with GAAS, the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States of America; the audit requirements of Title 2 U.S. Code of Federal Regulations (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance).

As part of our audit, we will:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of the system of internal control in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. However, we will communicate to you in writing concerning any significant deficiencies or material weaknesses in internal control relevant to the audit of the financial statements that we have identified during the audit.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements, including the amounts and disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- Conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the entity's ability to continue as a going concern for a reasonable period of time.

There is an unavoidable risk, because of the inherent limitations of an audit, together with the inherent limitations of internal control, that some material misstatements may not be detected, even though the audit is properly planned and performed in accordance with U.S. GAAS, *Government Auditing Standards* of the Comptroller General of the United States of America and/or state or regulatory audit requirements. Because we will not perform a detailed examination of all transactions, material misstatements, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the entity, may not be detected.

In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management and those charged with governance of any material errors, fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management and those charged with governance of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential.

#### **Audit of Major Program Compliance**

Our audit of your major federal award program(s) compliance will be conducted in accordance with the requirements of the Single Audit Act, as amended; and the provisions the Uniform Guidance; and will include tests of accounting records, a determination of major programs in accordance the Uniform Guidance, and other procedures we consider necessary to enable us to express such an opinion on major federal award program compliance and to render the required reports. We cannot provide assurance that an unmodified opinion on compliance will be expressed. Circumstances may arise in which it is necessary for us to modify our opinion or withdraw from the engagement.

The Uniform Guidance requires that we also plan and perform the audit to obtain reasonable assurance about whether material noncompliance with applicable laws and regulations, the provisions of contracts and grant agreements applicable to major federal award programs, and the applicable compliance

requirements occurred, whether due to fraud or error, and express an opinion on the entity's compliance based on the audit. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS, *Government Auditing Standards*, and the Uniform Guidance will always detect material noncompliance when it exists. The risk of not detecting material noncompliance resulting from fraud is higher than for that resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Noncompliance with the compliance requirements is considered material if there is a substantial likelihood that, individually or in the aggregate, it would influence the judgment made by a reasonable user of the report on compliance about the entity's compliance with the requirements of the federal programs as a whole.

As part of a compliance audit in accordance with GAAS, *Government Auditing Standards* of the Comptroller General of the United States of America, and/or any state or regulatory audit requirements, we exercise professional judgment and maintain professional skepticism throughout the audit. We also identify and assess the risks of material noncompliance, whether due to fraud or error, and design and perform audit procedures responsive to those risks.

Our procedures will consist of determining major federal programs and performing the applicable procedures described in the U.S. Office of Management and Budget *OMB Compliance Supplement* for the types of compliance requirements that could have a direct and material effect on each of the entity's major programs and performing such other procedures as we considers necessary in the circumstances. The purpose of those procedures will be to express an opinion on the entity's compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to the Uniform Guidance.

Also, as required by the Uniform Guidance, we will obtain an understanding of the entity's internal control over compliance relevant to the audit in order to design and perform tests of controls to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each of the entity's major federal award programs. Our tests will be less in scope than would be necessary to render an opinion on these controls and, accordingly, no opinion will be expressed in our report. However, we will communicate to you regarding, among other matters, the planned scope and timing of the audit and any significant deficiencies and material weaknesses in internal control over compliance that we have identified during the audit.

We will issue a report on compliance that will include an opinion or disclaimer of opinion regarding the entity's major federal award programs, and a report on internal controls over compliance that will report any significant deficiencies and material weaknesses identified; however, such report will not express an opinion on internal control.

Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

### **Management Responsibilities**

Our audit will be conducted on the basis that management and, when appropriate, those charged with governance, acknowledge and understand that they have responsibility:

- a. For the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America;

- b. For the design, implementation, and maintenance of the system of internal control relevant to the preparation and fair presentation of basic financial statements that are free from material misstatement, whether due to error fraudulent financial reporting, misappropriation of assets, or violations of laws, governmental regulations, grant agreements, or contractual agreements;
- c. For identifying, in its accounts, all federal awards received and expended during the period and the federal programs under which they were received;
- d. For maintaining records that adequately identify the source and application of funds for federally funded activities;
- e. For preparing the schedule of expenditures of federal awards (including notes and noncash assistance received) in accordance with the Uniform Guidance requirements;
- f. For designing, implementing, and maintaining effective internal control over federal awards that provides reasonable assurance that the entity is managing federal awards in compliance with federal statutes, regulations, and the terms and conditions of the federal awards;
- g. For identifying and ensuring that the entity complies with federal laws, statutes, regulations, rules, provisions of contracts or grant agreements, and the terms and conditions of federal award programs and implementing systems designed to achieve compliance with applicable federal statutes, regulations, and the terms and conditions of federal award programs;
- h. For disclosing accurately, currently, and completely the financial results of each federal award in accordance with the requirements of the award;
- i. For identifying and providing report copies of previous audits, attestation engagements, or other studies that directly relate to the objectives of the audit, including whether related recommendations have been implemented;
- j. For taking prompt action when instances of noncompliance are identified;
- k. For addressing the findings and recommendations of auditors, for establishing and maintaining a process to track the status of such findings and recommendations and taking corrective action on reported audit findings from prior periods and preparing a summary schedule of prior audit findings;
- l. For following up and taking corrective action on current year audit findings and preparing a corrective action plan for such findings;
- m. For submitting the reporting package and data collection form to the appropriate parties;
- n. For making the auditor aware of any significant contractor relationships where the contractor is responsible for program compliance;
- o. To provide us with:
  - i. Access to all information of which management is aware that is relevant to the preparation and fair presentation of the financial statements, including the disclosures, such as records, documentation, and other matters;
  - ii. Additional information that we may request from management for the purpose of the audit;
  - iii. Unrestricted access to persons within the entity and others from whom we determine it necessary to obtain audit evidence;
- p. For identifying and ensuring that the entity complies with the laws and regulations applicable to its activities;
- q. For adjusting the basic financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the current period under audit are immaterial, both individually and in the aggregate, to the financial statements as a whole;
- r. For acceptance of nonattest services, including identifying the proper party to oversee nonattest work;
- s. For maintaining adequate records, selecting and applying accounting principles, and safeguarding assets.
- t. For informing us of any known or suspected fraud affecting the entity involving management, employees with significant role in the system of internal control and others where fraud could have a material effect on the financials; and

- u. For the accuracy and completeness of all information provided.
- v. If applicable, for including the auditor's report in any document containing financial statements that indicates that such financial statements have been audited by us, including:
  - i. A written acknowledgement of all the documents that management expects to issue that will be included in the annual report and the planned timing and method of issuance of that annual report; and
  - ii. A final version of the annual report (including all the documents that, together, comprise the annual report) in a timely manner prior to the date of the auditor's report.

With regard to the schedule of expenditures of federal awards referred to above, you acknowledge and understand your responsibility (a) for the preparation of the schedule of expenditures of federal awards in accordance with the applicable criteria, (b) to provide us with the appropriate written representations regarding the schedule of expenditures of federal awards, (c) to include our report on the schedule of expenditures of federal awards in any document that contains the supplementary information and that indicates that we have reported on such schedule, and (d) to present the schedule of expenditures of federal awards with the audited financial statements, or if the schedule of expenditures of federal awards will not be presented with the audited financial statements, to make the audited financial statements readily available to the intended users of the schedule no later than the date of issuance by you of the supplementary information and our report thereon.

With regard to the supplementary information referred to above, you acknowledge and understand your responsibility: (a) for the preparation of the supplementary information in accordance with the applicable criteria; (b) to provide us with the appropriate written representations regarding supplementary information; (c) to include our report on the supplementary information in any document that contains the supplementary information and that indicates that we have reported on such supplementary information; and (d) to present the supplementary information with the audited basic financial statements, or if the supplementary information will not be presented with the audited basic financial statements, to make the audited basic financial statements readily available to the intended users of the supplementary information no later than the date of issuance by you of the supplementary information and our report thereon.

Management agrees they are responsible for the distribution of reports issued in conjunction with this engagement to those charged with governance, entity officials, oversight bodies, or other organizations requiring audits, as applicable.

As part of our audit process, we will request from management and, when appropriate, those charged with governance, written confirmation concerning representations made to us in connection with the audit.

#### **Responsibilities and Limitations Related to Nonattest Services**

For all nonattest services we may provide to you, management agrees to assume all management responsibilities for (a) making all management decisions and performing all management functions; (b) assigning a competent individual to oversee the services; (c) evaluating the adequacy of the services performed; (d) evaluating and accepting responsibility for the results of the services performed; and (e) designing, implementing, and maintaining the system of internal control, including the process used to monitor the system of internal control.

We will provide the following nonattest services:

- Prepare or assist with the preparation of your financial statements and the related notes.
- Prepare or assist in preparing the government-wide statements and conversion entries and note disclosures.
- Preparation of federal and state income tax returns
- Prepare or assist with the preparation of the schedule of expenditures for federal awards, as necessary.

- Completion of the Auditee's portion of the Data Collection Form, as necessary.

Our responsibilities and limitations of the nonattest services are as follows:

- We will perform the services in accordance with applicable professional standards.
- The nonattest services are limited to the services previously outlined above. Our firm, in its sole professional judgment, reserves the right to refuse to do any procedure or take any action that could be construed as making management decisions or assuming management responsibilities.

You are also responsible for ensuring that your data and records are complete and that you have received sufficient information to oversee the services.

### **Reporting**

We will issue a written report upon completion of our audit of your financial statements. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinion, add an emphasis-of-matter or other-matter paragraph to our auditors' report, or if necessary, withdraw from the engagement. If our opinion is other than unmodified, we will discuss the reasons with you in advance. If circumstances occur related to the condition of your records, the availability of sufficient, appropriate audit evidence, or the existence of a significant risk of material misstatement of the financial statements caused by error, fraudulent financial reporting, or misappropriation of assets, which in our professional judgment prevent us from completing the audit or forming an opinion on the financial statements, we retain the right to take any course of action permitted by professional standards, including declining to express an opinion or issue a report, or withdrawing from the engagement.

In accordance with the requirements of *Government Auditing Standards*, we will also issue a written report describing the scope of our testing over internal control over financial reporting and over compliance with laws, regulations, and provisions of grants and contracts, including the results of that testing. However, providing an opinion on internal control and compliance over financial reporting will not be an objective of the audit and, therefore, no such opinion will be expressed.

### **Data Collection Form**

Prior to the completion of our engagement, we will complete the sections of the Data Collection Form that are our responsibility. The form will summarize our audit findings, amounts and conclusions. It is management's responsibility to submit a reporting package including financial statements, schedule of expenditure of federal awards, summary schedule of prior audit findings and corrective action plan along with the Data Collection Form to the Federal Audit Clearinghouse. The financial reporting package must be text searchable, unencrypted, and unlocked. Otherwise, the reporting package will not be accepted by the Federal Audit Clearinghouse. We will assist you in the electronic submission and certification. You may request from us copies of our report for you to include with the reporting package submitted to pass-through entities.

The Data Collection Form is required to be submitted within the earlier of 30 days after receipt of our auditors' reports or nine months after the end of the audit period, unless specifically waived by a federal cognizant or oversight agency for audits. Data Collection Forms submitted untimely are one of the factors in assessing programs at a higher risk.

### **Engagement Administration and Other Matters**

We understand that your employees will prepare all confirmations, account analyses, and audit schedules we request and will locate any documents or invoices selected by us for testing. Details of information we expect to need for our audit and the dates required will be provided separately.

You agree to share all facts that may affect your financial statements, even if you first become aware of those facts after the date of the auditor's report but before the date your financial statements are issued.

*Government Auditing Standards* require that we provide, upon request, a copy of our most recent external peer review report and any subsequent review reports to the party contracting for the audit. Accordingly, we will provide a copy of our most recent peer review report at your request.

Eide Bailly LLP has owners that are not licensed as certified public accountants as permitted under Section 5079 of the California Business Code. The nature of the services to be provided in conjunction with this engagement are such that non-licensee owners may be involved in performing our services.

### **Engagement Fees**

Our fees are based on the amount of time required at various levels of responsibility. We estimate that our fee for the financial statement audit and state compliance procedures will be \$13,600. If a Single Audit is required, these fees will be billed separately. A service charge of 1% per month, which is an annual rate of 12%, will be added to all accounts unpaid 30 days after billing date.

The ability to perform and complete our engagement consistent with the estimated fee included above depends upon the quality of your underlying accounting records and the timeliness of your personnel in providing information and responding to our requests. To assist with this process, we will provide you with an itemized request list that identifies the information you will need to prepare and provide in preparation for our engagement, as well as the requested delivery date for those items. A lack of preparation, including not providing this information in an accurate and timely manner, unanticipated audit adjustments, and/or untimely assistance by your personnel may result in an increase in our fees and/or a delay in the completion of our engagement.

We will advise you if unexpected circumstances require significant additional procedures resulting in a substantial increase in the fee estimate.

### **Changes in Professional Standards**

Standard setters and regulators continue to evaluate and modify standards. Such changes may result in new or revised financial reporting and disclosure requirements or expand the nature, timing, and scope of the activities we are required to perform. To the extent that the amount of time required to provide the services described in the SOW increases due to such changes, our fee may need to be adjusted. We will discuss such circumstances with you prior to performing the additional work.

### **Use of Financial Statements**

Should you decide to include or incorporate by reference these financial statements and our auditors' report thereon in a future private placement or other offering of equity or debt securities, you agree that we are under no obligation to reissue our report or provide consent for the use of our report in such a registration or offering document. We will determine, at our sole discretion, whether we will reissue our report or provide consent for the use of our report only after we have performed the procedures we consider necessary in the circumstances. If we decide to reissue our report or consent to the use of our report, we will be required to perform certain procedures including, but not limited to, (a) reading other information incorporated by reference in the registration statement or other offering document, and (b) subsequent event procedures. These procedures will be considered an engagement separate and distinct from our audit engagement, and we will bill you separately.

If we decide to reissue our report or consent to the use of our report, you agree that we will be included on each distribution of draft offering materials, and we will receive a complete set of final documents.

If we decide not to reissue our report or decide to withhold our consent to the use of our report, you may be required to engage another firm to audit periods covered by our audit reports, and that firm will likely bill you for its services. While the successor auditor may request access to our workpapers for those periods, we are under no obligation to permit such access.

**Termination**

The engagement contemplated by this SOW shall terminate upon the earlier of completion of the services described herein or as described in the MSA.

**Agreement**

We appreciate the opportunity to provide the services described in this SOW under the MSA. This SOW and the MSA constitute the entire agreement regarding these services and supersedes all prior agreements (whether oral or written), understandings, negotiations, and discussions between you and Eide Bailly related to audit services. Please sign, date, and return this SOW to us to indicate your acknowledgment and understanding of, and agreement with, the arrangements for our audit of your financial statements including the terms of our engagement and the parties' respective responsibilities. By signing this SOW, you represent and warrant that you are authorized to sign on behalf of and bind each client and any affiliate identified herein.

Sincerely,



**Eide Bailly LLP**

**AGREED TO AND ACCEPTED:**

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

[Back to Agenda](#)



## WPA Board of Director's Meeting Thursday, May 14, 2026

### **Action Item:** *Amend 401(k) Plan Designation*

#### **Issue:**

---

When considering a school match to the 401(k) plan for employees, the decision must have full board approval.

#### **Background:**

---

To strengthen and modernize the employee benefits package, the administration proposes amending the current 401(k) plan to update the vesting schedule. Under the revised plan, any full-time WPA employee who is at least 18 years old will become eligible for this benefit after 60 days of employment. At present, employees must complete six years of service to become fully vested in the school's 5% matching contributions. The proposed change would eliminate the six-year vesting period, granting employees 100% vesting once they meet the eligibility requirements. This change would benefit the School to be more competitive especially with the upcoming hiring

If approved, it will go into effect January 1, 2027. We will schedule a meeting to fully explain this benefit change to all eligible employees.

#### **Recommendation:**

---

It is recommended that the Board approve an enhanced Safe Harbor match 401(k) plan with a 100% match on the first 5% to go into effect January 1, 2027, and allow the Board President to sign on behalf of the School.

**NOTE:** Times on this agenda are estimated as a courtesy only. Actual times may vary.

In compliance with the Americans with Disabilities Act, persons needing accommodations for this meeting should call (801) 444-9378 to make appropriate arrangements.

# Helpside 401(k) Plan



## Plan Information

Employer Legal Name: \_\_\_\_\_

Employer I.D. Number (EIN): \_\_\_\_\_

Contact Person: \_\_\_\_\_

Contact E-mail: \_\_\_\_\_

Address: \_\_\_\_\_

Street Address

City State Zip

Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_

Fiscal Year End: 12 / 31  
Month Day

Plan Year End: 12 / 31  
Month Day

Effective Date of Plan with Helpside:  
\_\_\_\_\_

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

Original Effective Date of Existing Plan: \_\_\_\_\_

Plan Name:  
\_\_\_\_\_

Was the plan previously a stand-alone plan?

No  Yes

Are there assets in the Plan?

No  Yes Amount: \$ \_\_\_\_\_

Was prior year testing completed by the prior TPA?

No  Yes

Is your prior TPA handling the Final 5500?

No  Yes

If yes, when will the Final 5500 be filed? \_\_\_\_\_

Type of Organization:

Sole Proprietorship  Partnership

Corporation  S-Corporation

LLC (taxed as a  Corporation  Partnership)

Other \_\_\_\_\_

NAICS Code: \_\_\_\_\_

Principal Business Activity: \_\_\_\_\_

Master MEP Contact name: Hailey Bartholomew

E-Mail Address: [habartholomew@cairnadvisors.com](mailto:habartholomew@cairnadvisors.com)

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

Company: \_\_\_\_\_

Contact name: \_\_\_\_\_

Phone number: \_\_\_\_\_

Email address: \_\_\_\_\_

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

Please list Custom Provisions:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



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

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

Effective Date of ACA: \_\_\_\_\_

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

Effective Date of EACA: \_\_\_\_\_

3. Auto Increase \_\_\_\_\_ not to exceed \_\_\_\_\_.

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

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

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

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

Safe Harbor Basic Match (100% of the first 3% and 50% of the next 2%, maximum match = 4%)

\_\_\_\_\_ % of the first \_\_\_\_\_ % you contribute (maximum match = \_\_\_\_\_ %)

**Effective Date of Plan with Helpside:** \_\_\_\_\_

\_\_\_\_\_  
Employer Name

\_\_\_\_\_  
Signature of Participating Employer

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Print Name



## RETIREMENT PLAN

---

### RETIREMENT PLAN TESTING NOTICE

#### **Highly Compensated Employee**

**+5% Owner:** Any employee who directly or indirectly owns more than 5% interest in the employer.

**Highly Paid:** Any employee whose annual compensation exceeds a specified amount in the preceding plan year set by the IRS each year

**Related Person:** Any employee who is the spouse, child, parent or grandparent of any other employee who falls into the +5% Owner classification.

#### **Key Employee**

**+5% Owner:** Any employee who directly or indirectly owns more than 5% interest in the employer.

**1% Owner:** Any employee who directly or indirectly owns more than 1% **and** whose annual compensation exceeds a specified amount set by the IRS each year.

**Officer:** Any employee who is an officer of the employer **and** whose annual compensation exceeds a specified amount set by the IRS each year.

**Related Person:** Any employee who is the spouse, child, parent or grandparent of any other employee who falls into the +5% or 1% Owner classification.

#### **Average Deferral Percentage Discrimination Test (ADP) Failure - Deferral**

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

#### **Average Contribution Percentage Discrimination Test (ACP) Failure - Match**

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

#### **Top Heavy Test Failure**

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

#### **414s Test (The Compensation Ratio Test)**

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

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

---

Employer Name

---

Signature of Participating Employer



**HELPSIDE 401(k) PLAN**  
**HELPSIDE DEFINED CONTRIBUTION RETIREMENT PLAN**

---

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

<b>SERVICE</b>	<b>FEE</b>
Participating Employer Plan Setup Fee (Onetime)	\$1200 / Employer
Participating Employer Termination/Transfer Out	\$500 / Employer
Comparability or Age-Weighted Calculation <i>(As applicable, per calculation)</i>	\$200 / Employer
Required Restatement of Plan Document <i>(Anticipated ~ 2026-2028 – Occurs every 5-6 years)</i>	\$200 / Employer
Loan: <i>(Participant fee per loan)</i>	\$200 / Participant
Loan Maintenance Fee: <i>(Annual)</i>	\$100 / Participant
Distribution/In-Plan Roth Conversions/Transfers: (Participant fee per distribution)	\$175 / Participant
Participant Locator Fee: (Service to locate a missing participant)	\$25 / Participant

Employer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

---

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

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

**Introduction**

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

**Services by Affiliate**

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

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

**Acknowledgements and Confirmation of Plan Administrative Services Compensation**

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

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

Company Name:

Signature:

Date:

Name (Please Print):

[Back to Agenda](#)



## WPA Board of Director's Meeting Thursday, May 14, 2026

### Action Item: *Summer Remodel Project*

#### **Item**

---

In accordance with the School's purchasing policy, all invoices that exceed \$20,000 must be approved by the Wasatch Peak Academy Board of Directors. This includes all purchases from a single vendor in a 30-day period.

#### **Background**

---

This summer, the administration is proposing to renovate the front entrance to enhance security and reduce the front classroom's exposure to potential intruders. These improvements will strengthen our overall safety plan and provide greater protection for both students and faculty. We will also be adding some staff room cabinets which is the addendum part of the quote.

We have received two bids for this project, with Point Load Construction submitting the lower of the two. The proposal also includes a \$10,000 contingency line item to cover any unforeseen expenses that may arise during the course of the work. This amount will only be used if necessary. Should actual or anticipated costs exceed the contingency, Point Load Construction will notify the Director and provide appropriate documentation.

#### **Recommendation**

---

It is recommended that the Board approve the Summer Remodel Project not to exceed \$99,000.

**NOTE: Times on this agenda are estimated as a courtesy only. Actual times may vary.**

In compliance with the Americans with Disabilities Act, persons needing accommodations for this meeting should call (801) 444-9378 to make appropriate arrangements.



CLIENT: Wasatch Peak Academy

JOB: 2026 Room A-D renovation

Point Load L.L.C./Jeff Butler

**Proposal 2**

801-888-4485

1620 S. 150 W. Kaysville, UT. 84037

DATE 5/13/26

Item	Description	Amount
1	<p><b>Prep Work/cleanup</b></p> <ul style="list-style-type: none"> <li>• Acquire necessary permits</li> <li>• Move/ cover furniture in classrooms</li> <li>• Cover carpet with X board or tarps</li> <li>• Hang plastic from walls to contain dust</li> <li>• Move thermostat from future bathroom location</li> <li>• Move lighting, HVAC vents for future walls</li> </ul>	\$1,500.00
2	<p><b>Demolition</b></p> <ul style="list-style-type: none"> <li>• Remove and dispose of store front glass across from office</li> <li>• Open framing as much as possible across from office to prepare for new framing.</li> <li>• Open drywall in room D to add door ways into old library and room B</li> <li>• Remove door and door buck (current access to room B)</li> <li>• Remove drywall in old library for plumbing access</li> <li>• Open drywall for switch and receptacle access</li> <li>• Remove carpet squares in room A</li> <li>• Haul waste to dump</li> </ul>	\$2,000.00

**NOTE: Times on this agenda are estimated as a courtesy only. Actual times may vary.**

In compliance with the Americans with Disabilities Act, persons needing accommodations for this meeting should call (801) 444-9378 to make appropriate arrangements.

3	<p><b>Rough Plumbing</b></p> <ul style="list-style-type: none"> <li>• Cut concrete in room old library, room A and hallway</li> <li>• Jack hammer and remove rubble</li> <li>• Dig trench from old library to hallway to access existing plumbing</li> <li>• Install 4" ABS sewer pipe</li> <li>• Install ABS drain lines for future sink and floor</li> <li>• Install ABS vent</li> <li>• Install water lines</li> <li>• Backfill and compact trench with gravel</li> <li>• Install and finish concrete in classrooms and hall</li> </ul>	\$5,500.00
4	<p><b>Framing</b></p> <ul style="list-style-type: none"> <li>• Fill in hallway access to room B</li> <li>• Frame in new doorway into Room B</li> <li>• Add wall with door opening in Room D to create hallway</li> <li>• Open framing to access old library</li> <li>• Frame alcove inside library with 3 door openings</li> <li>• Frame 2 walls in old library to create 3 new rooms</li> <li>• Frame wall in entry to close access from reception area</li> <li>• Open partition between old library and room A</li> <li>• Frame bathroom walls and door opening to accommodate ADA</li> <li>• Possible closet (consultation necessary)</li> <li>• Install wood backing for door bumpers</li> <li>• Install wood backing for sink</li> <li>• Install wood backing for grab bars</li> </ul>	\$4,000.00

**NOTE: Times on this agenda are estimated as a courtesy only. Actual times may vary.**

In compliance with the Americans with Disabilities Act, persons needing accommodations for this meeting should call (801) 444-9378 to make appropriate arrangements.

<b>5</b>	<p><b>Electrical</b></p> <ul style="list-style-type: none"> <li>• Eliminate and find new pathways for electrical exposed by opening framing</li> <li>• Room A <ul style="list-style-type: none"> <li>○ Reinstall or illuminate lighting affected by new partition</li> <li>○ Install receptacle in new wall</li> </ul> </li> <li>• Room B <ul style="list-style-type: none"> <li>○ Move switch to new location by new door</li> </ul> </li> <li>• Room D <ul style="list-style-type: none"> <li>○ Separate lighting for hallway</li> <li>○ Add switch and switch leg to separated lighting</li> <li>○ Add Receptacle in new wall</li> </ul> </li> <li>• Newly created hallway <ul style="list-style-type: none"> <li>○ Add switch and switch leg to separated lighting.</li> <li>○ Add receptacle to new wall</li> </ul> </li> <li>• Old Library South most section <ul style="list-style-type: none"> <li>○ Separate lighting</li> <li>○ Reinstall or illuminate lighting affected by new partition</li> <li>○ Add switch and switch leg</li> <li>○ Add receptacle to new wall</li> </ul> </li> <li>• Old Library NW section <ul style="list-style-type: none"> <li>○ Separate lighting</li> <li>○ Add switch and switch leg</li> <li>○ Add 2 receptacles to new wall</li> </ul> </li> <li>• Old Library NE section <ul style="list-style-type: none"> <li>○ Separate lighting</li> <li>○ Add switch and switch leg</li> <li>○ Add 2 receptacles to new wall</li> </ul> </li> <li>• Bathroom <ul style="list-style-type: none"> <li>○ Separate lighting and add where necessary</li> <li>○ Add switch and switch leg</li> <li>○ Add GCFI receptacle</li> <li>○ Install fan and vent to outside</li> </ul> </li> <li>• Install electrical plate covers at finish</li> </ul>	<b>\$4,000.00</b>
<b>6</b>	<p><b>Fire and Emergency</b></p> <ul style="list-style-type: none"> <li>• Move sprinklers to accommodate new space</li> </ul>	<b>\$4,100.00</b>

**NOTE: Times on this agenda are estimated as a courtesy only. Actual times may vary.**

In compliance with the Americans with Disabilities Act, persons needing accommodations for this meeting should call (801) 444-9378 to make appropriate arrangements.

	<ul style="list-style-type: none"> <li>Relocate and add horns and strobes where necessary</li> <li>Add CO detectors where necessary</li> <li>Program and test system</li> </ul>	
7	<b>Data</b> <ul style="list-style-type: none"> <li>Add Data as instructed by admin</li> </ul>	\$1,200
8	<b>HVAC</b> <ul style="list-style-type: none"> <li>Add Thermostats were necessary</li> <li>Move ducting as necessary</li> <li>Move return air where necessary</li> <li>Relocate supply ducts as necessary</li> <li>Assess and balance Rooms A, B and D</li> </ul>	\$2000.00
9	<b>Insulation</b> <ul style="list-style-type: none"> <li>Install insulation in all new partitions and stud spaces for noise control</li> </ul>	\$1,200.00
10	<b>Drywall</b> <ul style="list-style-type: none"> <li>Install 5/8 thick drywall over all framing</li> <li>Mud, tape and finish</li> </ul>	\$3,000.00
11	<b>Doors</b> <ul style="list-style-type: none"> <li>Install metal door bucks after framing</li> <li>Install hinges and doors after paint</li> <li>Install locks, keyed to master and teacher key <ul style="list-style-type: none"> <li>Grade 1 Schlage</li> </ul> </li> <li>Install closers upon request (not included in pricing)</li> </ul>	\$10,000.00
12	<b>Paint</b> <ul style="list-style-type: none"> <li>Mask and plastic floor and walls</li> <li>Paint door bucks</li> <li>Paint walls (same paint as in school)</li> <li>Clean up</li> </ul>	\$2,500.00
13	<b>Tile</b> <ul style="list-style-type: none"> <li>Floor tile <ul style="list-style-type: none"> <li>Prep surface,</li> <li>remove carpet glue from concrete</li> </ul> </li> </ul>	\$7,000.00

NOTE: Times on this agenda are estimated as a courtesy only. Actual times may vary.

In compliance with the Americans with Disabilities Act, persons needing accommodations for this meeting should call (801) 444-9378 to make appropriate arrangements.

	<ul style="list-style-type: none"> <li>○ install 12x12 tile like faculty bathroom</li> <li>● Wainscot <ul style="list-style-type: none"> <li>○ Prep surface</li> <li>○ Install 12x12 tile like faculty bathroom</li> </ul> </li> </ul>	
<b>14</b>	<b>Flooring</b> <ul style="list-style-type: none"> <li>● Prep surface of new concrete</li> <li>● Float</li> <li>● Remove old glue where necessary</li> <li>● Install carpet in room A</li> <li>● Fix carpet in new door openings</li> <li>● Install cove mold and transition strip</li> </ul>	\$1,500.00
<b>15</b>	<b>Finish plumbing</b> <ul style="list-style-type: none"> <li>● Install flushometer and ADA toilet</li> <li>● Install wall mounted sink</li> <li>● Install faucet (Moen 8413) with mixing valve</li> </ul>	\$4,000.00
<b>16</b>	<b>Hardware and Accessories</b> <ul style="list-style-type: none"> <li>● Install toilet paper holders</li> <li>● Install grab bars</li> <li>● Install paper towel dispenser</li> <li>● Install soap dispenser</li> <li>● Install mirror above sink</li> </ul>	\$1,200.00
	Total	\$54,670.00
	Contingency	\$10,000.00
	<b>Grand Total</b>	<b>\$64,670.00</b>
<b>17</b>	<b>Addendum</b>	
	<b>Demo</b> <ul style="list-style-type: none"> <li>● Remove sick bed</li> <li>● Remove curtain</li> <li>● Remove sink and cap plumbing</li> <li>● Open drywall</li> <li>● Abandon receptacles in anticipation for cabinetry</li> </ul>	

NOTE: Times on this agenda are estimated as a courtesy only. Actual times may vary.

In compliance with the Americans with Disabilities Act, persons needing accommodations for this meeting should call (801) 444-9378 to make appropriate arrangements.

	<ul style="list-style-type: none"> <li>Temporarily move out fridge, laminator, butcher paper racks, etc.</li> </ul>	
	<b>Plumbing</b> <ul style="list-style-type: none"> <li>Remove plumbing in wall behind old sink</li> <li>Rough in drain and supply lines to new sink location</li> <li>Install sink, faucet, and disposal</li> <li>install drain and trap</li> <li></li> </ul>	
	<b>Electrical</b> <ul style="list-style-type: none"> <li>Add multiple receptacles to west wall</li> <li>Add disposal receptacle</li> <li></li> </ul>	
	<b>Drywall</b> <ul style="list-style-type: none"> <li>Install drywall</li> <li>Mud and tape</li> </ul>	
	<b>Paint</b> <ul style="list-style-type: none"> <li>Primer and paint</li> </ul>	
	<b>Cabinetry</b> <ul style="list-style-type: none"> <li>Install cabinetry as per plan</li> </ul>	
	<b>Flooring</b> <ul style="list-style-type: none"> <li>Install carpet under sick bed</li> <li>Install cove mold</li> </ul>	
		total
		<b>\$21,467.00</b>
		Contracting 10%
		<b>\$2,147.00</b>
		Addendum Total
		<b>\$23,614.00</b>
		<b>New Project Total</b>
		<b>\$88,284.00</b>

**NOTE: Times on this agenda are estimated as a courtesy only. Actual times may vary.**

In compliance with the Americans with Disabilities Act, persons needing accommodations for this meeting should call (801) 444-9378 to make appropriate arrangements.



## WPA Board of Director's Meeting Thursday, May 14, 2026

### Action Item: *Walk-In Freezer Purchase*

#### **Item**

---

In accordance with the School's purchasing policy, all invoices that exceed \$20,000 must be approved by the Wasatch Peak Academy Board of Directors. This includes all purchases from a single vendor in a 30-day period.

#### **Background**

---

We continue to have a great Child Nutrition Program (CNP) that has built up a healthy surplus. When your surplus exceeds 3 months of expenses, you must create a spend-down plan to reinvest the money into the program. Suggested ways to use this surplus include:

- **Purchasing Equipment:** Upgrading kitchen equipment (e.g., ovens, walk-in freezers, refrigerators).
- **Improving Food Quality:** Purchasing better ingredients or local produce.
- **Staff Development:** Investing in staff training or providing better technology.
- **Point-of-Sale Systems:** Upgrading technology for tracking meals.

As we continue reinvesting CNP funds, we remain intentional in upgrading kitchen equipment as needs arise. It is now necessary to purchase a new walk-in freezer. In accordance with our purchasing policy, we obtained three quotes, with Commercial Kitchen submitting the lowest bid at \$20,688.

#### **Recommendation**

---

It is recommended that the Board approve the Walk-In Freezer purchase not to exceed \$25,000.

**NOTE:** Times on this agenda are estimated as a courtesy only. Actual times may vary.



**COMMERCIAL  
KITCHEN  
SUPPLY**

# Quote

03/19/2026

**To:**  
Wasatch Peak  
Kym Bushey

**Project:**  
WASATCH PEAKS WALK IN

**From:**  
Commercial Kitchen Supply  
Jason Scoville  
1030 W. 650 N.  
Centerville, Utah 84014  
(801)292-1611  
801-292-1611 (Contact)  
jason@commercialkitchensupply.c  
om

Item	Qty	Description	Sell	Sell Total
1A	1 ea	<b>WALK IN FREEZER</b> Norlake Model No. WALK IN (1) Nor-Lake FINELINE INDOOR Walk-In Freezer 7' 0" long, 6' 0" wide, 7' 7" high.	\$17,739.28	\$17,739.28
	1 ea	Optional Compressor Warranty extending to 5 years (net)	\$206.00	\$206.00
	1 ea	Optional 30" door width	\$182.00	\$182.00
<b>ITEM TOTAL:</b>				<b>\$18,127.28</b>

**THIS QUOTE IS VALID FOR 30 DAYS. IT INCLUDES THE PURCHASE, DELIVERY, AND ASSEMBLY OF THE WALK IN. ANY FINAL CONNECTIONS SUCH AS ELECTRICAL OR PLUMBING ARE TO BE COMPLETED BY OTHERS.**

Merchandise	\$18,127.28
Freight	\$1,060.72
Installation	\$1,500.00
<b>Total</b>	<b>\$20,688.00</b>

Acceptance: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

[Back to Agenda](#)



## **WPA Board of Director's Meeting Thursday, May 14, 2026**

### **Action Item: *Technology Purchase***

#### **Issue**

---

In accordance with WPA's Purchasing Policy, all purchases about \$20,000 must be approved by a majority vote of the Board of Directors. This includes all purchases from a single vendor in a 30-day period.

#### **Background**

---

Because we have had a few projects come in under budget, we started looking for additional needs for the School. We are proposing to replace our current sound enhancement system in classrooms which are over 20 years old. Having an integrated classroom audio system evenly amplifies a teacher's voice, improves student engagement, and protects a teacher's vocal health. The system ensures all students hear instructions clearly, regardless of where they sit, while allowing students to use a handheld mic for participation.

#### **Recommendation**

---

It is recommended that the Board approve the technology purchase not to exceed \$45,000.

**NOTE: Times on this agenda are estimated as a courtesy only. Actual times may vary.**

In compliance with the Americans with Disabilities Act, persons needing accommodations for this meeting should call (801) 444-9378 to make appropriate arrangements.



1103 N 1600 W, Layton, UT 84041  
 833.758.7300  
 etscorp.com

**Quote**  
 CM-17361-1

## Proposal Summary

Prepared by:  
**Steven Shrock**  
 ETS Corp  
 8337587300  
<https://etscorp.com>

Prepared for:  
**Natalie Newman**  
 Wasatch Peak Academy  
 414 North Cutler Drive  
 84054

Quote information:  
**Quote #17361-1**  
 Prepared on: 3/16/2026  
 Expires: 4/15/2026

## One-time costs

Name	Description	Unit Price	Price
Classroom Upgrades (Qty. 21)			\$31,805.00
- (Qty. 21) XD Teacher Box with Teacher Pendant and Student Handheld Microphone	Includes teacher microphone, student handheld microphone, batteries, and charger.		
- (Qty. 21) CA-70 Sentinel Amplifier with Integrated XD Receiver with Power Supply	Includes built in XD Receiver, CA-70 amplifier, power supply, and mounting hardware.		
- (Qty. 21) 50' 3.5 Male			
Audio Installation Labor	Installation labor		
Setup and Configure			
Project Management			
Full Systems (Qty. 4)			\$8,180.00
- (Qty. 4) CA-70 Sentinel Amplifier with Integrated XD Receiver with Power Supply	Includes built in XD Receiver, CA-70 amplifier, power supply, and mounting hardware.		
- (Qty. 4) XD Teacher Box with Teacher Pendant and Student Handheld Microphone	Includes teacher microphone, student handheld microphone, batteries, and charger.		
- (Qty. 4) CS-12 Ceiling Speaker, Circle Cut In, Plenum Rated, Set of 4	Includes four (4) CS-12 ceiling speakers.		
- (Qty. 4) Wiring Bundle for Sentinel Amplifiers	Includes speaker wire and 3.5 cable.		
Audio Installation Labor	Installation labor		
Setup and Configure			

## Terms and Conditions

For equipment purchases, payment is due prior to work being completed. Project invoices will be Due Upon Receipt. Invoices not paid within terms will be subject to an interest charge of 18% per annum. If collection is required, the undersigned agrees to pay collection costs and reasonable

**Subtotal: \$39,985.00**  
**Tax: \$0.00**  
**Total: \$39,985.00**

[Back to Agenda](#)



## WPA Board of Director's Meeting Thursday, May 14, 2026

### Action Item: *2026-2027 TSSA Plan*

#### **Issue:**

---

Teacher and Student Success Act (TSSA) was established by SB 149 in the 2019 legislative session. The board has established and adopted a Student Success Framework. The administration must create a Teacher and Student Success Plan for each campus annually, which must be approved by the board.

#### **Background:**

---

In 2019, the Utah State Legislature passed the TSSA as SB 149.

Under the TSSA, LEA governing boards must establish a student success framework to provide guidelines and processes for the school to follow in developing a teacher and student success plan. The framework was submitted to the USBE in June 2019.

Principals of schools must develop the school's teacher and student success plan in accordance with the board's framework by integrating school-specific goals and criteria for improving the school's performance within the state accountability system.

In creating the plan, the principal must solicit input on the plan from the charter trust land council, educators in the school, parents of students at the school, and other administrators. The principal may solicit input from students, other support professionals, or other community stakeholders.

The board must annually review the plan and approve or disapprove it in a regularly scheduled board meeting. The board is to use best efforts to help complete this process on or before June 30 each year.

#### **Recommendation:**

---

It is recommended that the board approve the 2026-2027 Teacher Student Success Act Plan.

**NOTE: Times on this agenda are estimated as a courtesy only. Actual times may vary.**

In compliance with the Americans with Disabilities Act, persons needing accommodations for this meeting should call (801) 444-9378 to make appropriate arrangements.



# WASATCH PEAK ACADEMY

## Teacher and Student Success Plan

---

---

**School Year:** 2026-2027

**School:** Wasatch Peak Academy

**Date Board Student Success Framework Approved:** June 28, 2019

**Date Teacher and Student Success Plan Approved:**

**General Information** – In accordance with the Student Success Framework approved by the Board, the school’s administration has created a Teacher and Student Success Plan designed to improve the school’s performance under the state’s accountability system (SBE staff have indicated that this means achieving at least a 1% increase from the previous year’s overall score). The Plan’s goals align with the goals shown on the School Land Trust Plan. The Plan has been submitted to the school’s Board for approval. The Board will annually review the Plan submitted and use its best efforts to complete the approval process by June 30 each year. The School Land Trust council will select a component of the approved plan to address within the School Land Trust Plan.

### Goals based on School Needs

1. With end of year summative assessment, students at WPA will increase school wide language arts scores by 1 percentage point as compared to the previous years’ proficiency scores.

### Measurement

1. Goal 1 as measured by end of year summative test.

### Action Steps

- ★ Administration will provide teachers and/or staff with professional learning opportunities to implement data-based decision making.
- ★ Teachers will use data to create personal and targeted instructional opportunities for students.
- ★ Students will take end of year summative tests in language arts.
- ★ WPA will increase supplemental language arts curriculum and provide targeted assistance with teachers’ aides

### Budget

10% of the TSSA fund will be used for professional learning activities.

40% of the TSSA funds will be used for teachers’ salaries and bonuses.

50% of the TSSA funds will be used for teachers’ aides in the classroom and curriculum programs.

**NOTE:** Times on this agenda are estimated as a courtesy only. Actual times may vary.

In compliance with the Americans with Disabilities Act, persons needing accommodations for this meeting should call (801) 444-9378 to make appropriate arrangements.



## WPA Board of Director's Meeting Thursday, May 14, 2026

### **Action Item:** *2026-2027 Sex Ed Instruction Committee Membership*

#### **Issue:**

---

According to the current Sex Education Instruction administrative procedures, the School's Board of Directors will review and approve the membership of the committee on or before August 1 each year.

#### **Background:**

---

According to School policy, the Director will establish a curriculum materials review committee composed of parents, school employees, and others selected by the Director. If possible, the committee will also include health professionals and school health educators. The committee will have at least as many parents as school employees.

The sex education instruction committee for the 2026-2027 school year will consist of the following positions:

- Administrator
- Teacher
- School Nurse
- (3) Parents/Guardians

#### **Recommendation:**

---

It is recommended that the board approve the 2026-2027 Sex Ed Instruction Committee as follows: the Administrator, one Teacher, the School Nurse, and three parents/guardians.

**NOTE:** Times on this agenda are estimated as a courtesy only. Actual times may vary.

[Back to Agenda](#)



## WPA Board of Director's Meeting Thursday, May 14, 2026

### **Action Item:** *Re-Approve Parent & Family Engagement Policy*

#### **Issue:**

---

Wasatch Peak Academy needs to re-approve its Parent & Family Engagement Policy.

#### **Background:**

---

The School must annually review and evaluate this policy, the school-parent compact, and the targeted assistance or schoolwide program plan to determine their effectiveness in improving the academic quality of the School and academic achievement of its students.

The School must jointly develop with, agree on with, and distribute to parents and family members of participating children a written parent and family engagement policy that contains information required by Section 1116 of the Every Student Succeeds Act (the "ESSA"). The School must update this policy periodically to meet the changing needs of parents and the School, distribute it to the parents and family members of participating children, and make this policy available to the local community. The Board is required to review and re-approve this policy periodically. It was last approved on October 20, 2022. *It has been recommended by Academica West that the Board review and re-approve this policy every 2-years if you receive Title I funding.* There are no recommended changes at this time.

#### **Recommendation:**

---

It is recommended that the Board re-approve the Parent & Family Engagement Policy.

**NOTE:** Times on this agenda are estimated as a courtesy only. Actual times may vary.

In compliance with the Americans with Disabilities Act, persons needing accommodations for this meeting should call (801) 444-9378 to make appropriate arrangements.

## Wasatch Peak Academy Parent & Family Engagement Policy



### PURPOSE

In support of strengthening student academic achievement, Wasatch Peak Academy (the “School”) receives Title I, Part A funds and must jointly develop with, agree on with, and distribute to parents and family members of participating children a written parent and family engagement policy that contains information required by Section 1116 of the Every Student Succeeds Act (the “ESSA”). This policy establishes the School’s expectations and objectives for meaningful parent and family involvement, describes how the School will implement a number of specific parent and family engagement activities, and is incorporated into the School’s plan submitted to the state pursuant to Section 1112 of the ESSA. The purpose of an effective parent and family engagement policy is to improve all students’ academic achievement.

### POLICY

The School agrees to implement the following requirements as outlined by Section 1116 of the ESSA:

- Involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of programs under Title I, Part A, including the planning, review, and improvement of this policy and the joint development of the targeted assistance or schoolwide program plan.
- Update this policy periodically to meet the changing needs of parents and the School, distribute it to the parents and family members of participating children, and make this policy available to the local community.
- Provide full opportunities, to the extent practicable, for the participation of parents and family members with limited English proficiency, parents and family members with disabilities, and parents and family members of migratory children, including providing information and school reports required under Section 1111 of the ESSA in an understandable and uniform format and, to the extent practicable, in a language parents understand.
- If the targeted assistance or schoolwide program plan under Section 1114(b) of ESSA is not satisfactory to the parents of participating children, submit any parent comments with such plan when the School submits the plan to the state.
- Be governed by the following statutory definition of parent and family engagement and will carry out programs, activities, and procedures in accordance with this definition:
  - ★ *Parent and family engagement means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and*

**NOTE:** Times on this agenda are estimated as a courtesy only. Actual times may vary.

In compliance with the Americans with Disabilities Act, persons needing accommodations for this meeting should call (801) 444-9378 to make appropriate arrangements.

*other school activities, including ensuring:*

- ✓ *That parents play an integral role in assisting their child's learning;*
- ✓ *That parents are encouraged to be actively involved in their child's education at school;*
- ✓ *That parents are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees (if any) to assist in the education of their child; and*
- ✓ *The carrying out of other activities, such as those described in Section 1116 of the ESSA.*

### Required Policy Components

Below is a description of how the School will implement or accomplish each of the following components required by Section 1116 of the ESSA:

- Joint Development of Policies, Plans, Compact, and Programs. The School will take the following actions to involve parents and family members in an organized, ongoing, and timely manner in the planning, review, and improvement of Title I policies, plans, compact, and programs:
  - ★ Distribute a copy of this policy and the school-parent compact to parents and family members at the beginning of each school year through appropriate channels, such as the registration packet. The policy and school-parent compact will also be posted on the School's website.
  - ★ Notify parents and family members of an annual meeting where parents and family members will be informed about the School's participation in and the requirements of Title I programs.
  - ★ Hold other parent and family meetings at flexible times during the school year to provide parents and family members with ongoing information, training, and materials to help them work with their children in the areas such as literacy, numeracy, and technology.
  - ★ Hold parent-teacher conferences at least annually, where student achievement, behavior, and/or the school-parent compact will be reviewed and discussed.
  - ★ The School and state websites will provide parents with information related to expected student proficiency levels.
  - ★ The School website will provide parents with a description and explanation of the School's curriculum, mission, calendar information, policies, and opportunities for school and parent interaction.
  - ★ Conduct an annual review and evaluation of this policy, the school-parent compact, and targeted assistance or schoolwide program plan. As part of the annual review and evaluation, the School will consider, and implement if appropriate, any suggestions or feedback provided by parents and family members on how the School can improve this policy and the associated compact and plan. Suggestions or feedback may be provided to the School in the form of results from the School's needs assessment and evaluation given to parents, comments made by parents and family members in meetings at the School and during parent-

**NOTE: Times on this agenda are estimated as a courtesy only. Actual times may vary.**

In compliance with the Americans with Disabilities Act, persons needing accommodations for this meeting should call (801) 444-9378 to make appropriate arrangements.

teacher conferences, or through other means. The annual review and evaluation of this policy will also include identifying such things as barriers to parent engagement (especially engagement of parents who are economically disadvantaged, disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background); needs of parents and family members to enable them to assist with the learning of their children; and strategies to support successful school and family interactions.

- Communications. The School will take the following actions to provide parents and family members timely information about the Title I programs in which the School participates:
  - ★ Distribute a copy of the updated version of this policy and the school- parent compact to parents and family members at the beginning of each school year through appropriate channels, such as the registration packet.
  - ★ Provide information related to the Title I programs, meetings, and other activities to the parents of participating children in an understandable and uniform format and, to the extent practicable, in a language that the parents can understand.
- School-Parent Compact. The School’s school-parent compact outlines how parents, the entire School staff, and students will share the responsibility for improved student academic achievement and the means by which the School and parents will build and develop a partnership to help children achieve the state’s high standards. The School will review the school-parent compact with parents of participating children by doing the following:
  - ★ Distributing a copy of the updated version of the school-parent compact to parents and family members at the beginning of each school year through appropriate channels, such as the registration packet.
  - ★ Obtaining all parties’ signatures (electronic or written) on each school- parent compact on an annual basis.
  - ★ Encouraging parents to review the school-parent compact with their children on a regular basis.
  - ★ Considering, and implementing, if appropriate, any suggestions or feedback provided by parents and family members on how the School can improve its school-parent compact.
- Reservation of Funds. The School currently does not receive Title I allocations of \$500,000 or more. In the event the School’s Title I allocations reach or exceed \$500,000 in the future, the School will follow the requirements in Section 1116(a)(3) of the ESSA.
- Coordination of Services. The School will, to the extent feasible and appropriate, coordinate and integrate parent and family engagement programs and activities with other federal, state, and local programs, including public preschool programs, and conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children.
- Building Capacity of Parents. The School will build the parents’ capacity for strong parent

NOTE: Times on this agenda are estimated as a courtesy only. Actual times may vary.

and family engagement to ensure effective involvement of parents and to support a partnership among the School and the community to improve student academic achievement through the following:

- ★ Providing opportunities for discussion with parents about the School’s curriculum, forms of academic assessment used to measure student progress, and achievement levels of the challenging state academic standards.
  - ★ Engaging parents with materials and training to help parents to work with their child to improve their child’s achievement, such as literacy training and using technology (including education about the harms of copyright piracy), as appropriate, to foster parent and family engagement.
  - ★ Giving parents information at parent-teacher conferences about their student’s state core testing and other appropriate curriculum based assessments.
  - ★ Providing progress reports to parents to communicate their student’s academic performance throughout the school year.
  - ★ Facilitating communication between parents and School personnel through the School’s LAND Trust Committee.
  - ★ Scheduling School meetings, as well as parent-teacher conferences, in a way that will maximize parent and family member involvement and participation.
  - ★ Gathering, on an annual basis, input from parents through a variety of methods. For example, parent surveys, needs assessments, conversation, parent-teacher conferences, and School activities.
  - ★ Providing assistance to parents, as appropriate, in understanding topics such as the following:
    - ✓ The challenging state’s academic standards;
    - ✓ The state and local academic assessments, including alternate assessments;
    - ✓ The requirements of Title I, Part A;
    - ✓ How to monitor their child’s progress; and
    - ✓ How to work with educators to improve the achievement of their child.
- Building Capacity of School Staff. The School will, with the assistance of parents, provide training to educate teachers, specialized instructional support personnel, principals/directors and other School leaders, and other staff on the value and utility of contributions of parents; how to reach out to, communicate with, and work with parents as equal partners; how to implement and coordinate parent programs; and how to build ties between parents and the School. The School may accomplish this training through in-person trainings and/or through the utilization of online print and video resources. The School may also provide other reasonable support for parent and family engagement activities under Section 1116 as parents may reasonably request.

### Parents and Family Members of Children Learning English

Any time this policy references “parents,” “family,” or “family members,” it includes parents and family members of students who are English language learners, regardless of the prevalence of children English language learners in the geographic area in which the School is located.

**NOTE: Times on this agenda are estimated as a courtesy only. Actual times may vary.**

In compliance with the Americans with Disabilities Act, persons needing accommodations for this meeting should call (801) 444-9378 to make appropriate arrangements.

The School may seek assistance from community organizations to assist the School in communicating with parents and family members of students who are English language learners. If the School provides such assistance, it will try to determine the method of communication preferred by the parents and family members of students who are English language learners.

### **Review**

The School will annually review and evaluate this policy, the school-parent compact, and the targeted assistance or schoolwide program plan to determine their effectiveness in improving the academic quality of the School and academic achievement of its students. Results of the annual review and evaluation will be used to design strategies for more effective parent and family engagement.

**NOTE: Times on this agenda are estimated as a courtesy only. Actual times may vary.**

In compliance with the Americans with Disabilities Act, persons needing accommodations for this meeting should call (801) 444-9378 to make appropriate arrangements.

[Back to Agenda](#)



## WPA Board of Director's Meeting Thursday, May 14, 2026

### Action Item: *Amending Wellness Policy*

#### **Issue:**

---

Amending the School's Wellness Policy.

#### **Background:**

---

Every three years, the Wellness Committee completes a Triennial Progress Assessment. As part of this process, the committee reviews the Wellness Policy. The committee has now finished its assessment and is recommending updates to the Wellness Policy to better reflect current practices and ensure alignment with recent changes in law.

#### **Recommendation:**

---

It is recommended that the Board approve the Amended Wellness Policy.

**NOTE: Times on this agenda are estimated as a courtesy only. Actual times may vary.**

In compliance with the Americans with Disabilities Act, persons needing accommodations for this meeting should call (801) 444-9378 to make appropriate arrangements.

## Wasatch Peak Academy Wellness Policy



*The purpose of this Policy is to ensure the best possible mental and physical health environment for the students of Wasatch Peak Academy.*

WPA's Board recognizes that there is a link between good health and a student's ability to learn effectively and perform at their highest academic potential. The Board also recognizes education and establishment of good eating habits, and a desire for physical activity, must begin at a young age. WPA is committed to providing nutritional education, physical activity, and a healthy learning environment for its students and staff.

- I. Nutrition and Fitness Advisory Committee: Under the direction of the Board and the Director, a Nutrition and Fitness Advisory Committee will be established to oversee wellness efforts, review wellness goals and WPA's progress towards the accomplishment of those goals, and, as necessary, recommend changes to this Policy. The Advisory Committee may consist of, but is not limited to, parents, students, food service manager, Physical Education teachers, Board members, the Director, teachers, health professionals, and members of the community. WPA will maintain a list of the names and contact information of the Advisory Committee members. WPA will also provide notice via WPA's website of how individuals can get involved with the Advisory Committee and otherwise participate in the development, implementation, and periodic review and update of this Policy.
- II. Nutritional Education Policy: The primary purpose of nutritional education is to build knowledge and skills that will help children make healthy eating and physical activity choices now and throughout their life. WPA will support this by doing the following:
  - a. Teaching and supporting healthy eating habits for students and staff by encouraging teachers, when possible, to use healthy nutrition facts in learning skills such as reading, writing, and math.
  - b. Promoting nutritional and physical awareness and healthy lifestyles with activities that may include physical education classes, after school sports clubs, and intramural sports at recess and after school.
  - c. Increasing awareness of healthy lifestyles such as regular medical and dental checkups.
  - d. Promoting safety in and out of the home by using local law enforcement and more.
  - e. Encouraging and educating parents in ways to provide healthy and affordable sack lunches.
- III. Physical Activity: The Board recognizes the importance of physical activity for student health and academic achievement. The Board encourages the Director to implement programs to ensure that students engage in healthful levels of vigorous physical activity to promote and develop each student's physical, mental, emotional and social well-being. The following goals are some of the ways WPA hopes to achieve this:

- a. Provide a wide variety of physical activities and introduce students to many different sports and ways of getting physically active. This may be done through PE, after school activities, extramural sports, or in the classroom.
- b. Provide daily recess for all elementary students and fitness education weekly, schedule permitting.
- c. Use a variety of subjects and innovative lesson plans to increase physical movement in the classroom, such as “brain breaks” where students can do jumping jacks and other exercises to get their blood flowing.
- d. When activities such as mandatory testing or inclement weather make it necessary for students to stay indoors for long periods of time, give students periodic breaks during which they are encouraged to participate in some activity or movement.
- e. Provide physical education activities that will teach students cooperation and teamwork, good sportsmanship, positive self-image, and personal achievement.
- f. Provide appropriate alternative activities for students with physical disabilities.
- g. Provide exemptions from physical activities where appropriate for ill or injured students.

IV. Breakfast and Lunch Program: WPA participates in USDA child nutrition programs, including the National School Lunch Program (“NSLP”) and School Breakfast Program (“SBP”). WPA is committed to offering school meals through the NSLP and SBP that:

- a. Are accessible to all students;
- b. Are appealing and attractive to children;
- c. Are served in clean and pleasant settings;
- d. Meet current nutrition requirements established by local, state, and Federal statutes and regulations. (WPA offers reimbursable school meals that meet USDA nutrition standards; and
- e. Promote healthy food and beverage choices.

V. Healthy and Safe School Environment: WPA recognizes that a healthy and safe school environment is necessary in promoting and sustaining the nutritional, physical, and emotional health of its students and staff. WPA will provide this in the following ways:

- a. Provide a clean, safe, and enjoyable lunchroom for students.
- b. Provide student access to restroom use for washing hands, make a hand sanitizer available at the entrance and exit of lunchroom, and educate students on importance of washing hands.
- c. Provide enough space and serving areas to ensure all students have an appropriate place to eat in the lunchroom.
- d. Create an environment that fosters good eating habits, enjoyment of meals, good manners, and respect for others.
- e. Make every effort to accommodate children with allergies at a specified table.
- f. Make drinking fountains available so that students can get water at meals and throughout the day.

VI. School Food Culture: Wasatch Peak works to create a school environment where students are supported in making healthy life choices. To that end, WPA offer the following.

- a. Fresh fruits and vegetables, whole grains, and fat-free or low-fat dairy products are featured in school menus, are displayed in an attractive manner, and prepared appropriately.
- b. Food items available to children through school meals, a la carte, vending machines, school stores, events, celebrations, fundraisers, concessions, etc. support healthy food choices and the goal of improving student health and well-being.
- c. An environment that ensures students have the best opportunity to practice healthy eating behaviors with minimal distractions. There shall be no advertising on WPA property that conflicts with health information provided through nutrition education and wellness efforts.
- d. All items sold to students during the school day meet the USDA Smart Snacks in School nutrition standards.

~~VI.~~VII. Food Guidelines: The purpose of these guidelines is to support WPA’s wellness goals and Policy, specifically in the classroom. WPA’s Board wants to promote a healthy campus and classroom environment for every student, with as little distractions as possible to the learning process. This will be supported by WPA in the following ways:

- a. When possible, food offered in the classroom will ~~connect~~ to the lesson plan and need the approval of the Director. (For example, a teacher may use an orange to teach fractions.)
- b. No vending machines or beverage machines are accessible to students on campus. All foods and beverages sold to students outside of the school meal programs (i.e., the NSLP and SBP) during the school day will meet the USDA Smart Snacks in School nutrition standards.
- c. Any foods and beverages marketed or promoted to students on campus during the school day will meet the USDA Smart Snacks in School nutrition standards.
- d. No birthday treats are allowed for distribution in class, unless they are considered “healthy snacks.” “Healthy snacks” are those foods and beverages that are not high in fat, sugar, sodium, or calories and include but are not limited to:
  - i. 100% fruit juice and fat-free or low-fat milk;
  - ii. Fruits and vegetables;
  - iii. Whole grain crackers, pretzels, and breads;
  - iv. Low-fat or air-popped popcorn with no or little butter or salt added;
  - v. Graham crackers;
  - vi. Fat-free or low-fat yogurt;
  - vii. Trail mix; and
  - viii. String cheese.
- e. Three class parties are allowed per year.
  - i. The Director will provide guidelines for these class parties.
  - ii. Some healthy snack choices may be offered to students and faculty as part of these class parties.
  - iii. The Director and the Board may create and provide a “Healthy and Affordable Snack” list to parents for parties.

~~VII.~~VIII. Measurement of Wellness Policy:

- a. This Policy will be reviewed periodically by the Advisory Committee.

- b. The Food Service Manager, PE Teacher, and Director will be in charge of compliance, implementation, and oversight of this Policy during the year. The Food Service Manager will help to ensure the school meal programs comply with local, state, and Federal statutes and regulations.
- c. This Policy will be available on the WPA Website at all times and will be provided to parents on an annual basis through the registration packet. Matters related to the implementation of this Policy will also be posted on WPA's website.
- d. At least once every three years, WPA will review this Policy and assess the School's compliance with this Policy. This triennial assessment will measure the School's implementation of the Policy and include:
  - i. The extent to which the School's campuses are in compliance with this Policy;
  - ii. The extent to which this Policy compares to the Alliance for a Healthier Generation's model wellness policy; and
  - iii. A description of the progress made by the School in attaining the objectives and goals of this Policy.
- e. The Director is responsible for managing the triennial assessment and the Advisory Committee will participate in the triennial assessment. The triennial assessment results/report will be made available to the public on WPA's website.
- f. The Director will retain documentation and records that demonstrate WPA's compliance with the community involvement requirements, including the requirements to document each triennial assessment and to make this Policy and the triennial assessment results/reports available to the public.
- g. Based on the triennial assessment, necessary changes/modifications and or updates will be made to this Policy and will be approved by the Board.

## **WPA – Board of Directors Meeting Financial Package Updates Thursday, May 14, 2026**

### **As of April 30, 2026:**

---

#### **Financial Items**

As of April 30, 2026, the School is approximately 83% through the fiscal year (10 of 12 months). Financial performance remains strong, with revenues and expenses tracking appropriately given the timing of state funding distributions, annual expenditures, and debt service payments.

The School's net income is currently \$875,425, which is well ahead of budget at this point in the year. This positive variance reflects conservative budgeting, strong local revenue performance, and favorable timing of revenues relative to expenditures.

#### **Revenues**

- Total revenues are at 85.4% of budget, slightly ahead of the 83% year-to-date benchmark.
  - Local Revenues (160.4%) - Significantly ahead of budget, primarily driven by interest income earned on the PTIF balance exceeding projections.
  - State Revenues (84.0%) - Tracking consistently with expectations at this point in the fiscal year.
  - Federal Revenues (58.6%) - Lower at this stage, which is expected as most federal programs are reimbursed later in the fiscal year.
- Overall, revenue performance remains healthy and slightly ahead of the year-to-date benchmark.

#### **Expenses**

- Total expenses are at 75.0% of budget, below the 83% year-to-date benchmark.
- The following category is trending higher due to annual or front-loaded expenditures:
  - Debt Services & Miscellaneous (96.7%) - Higher due to scheduled interest and principal payments which are due in October & April.
- Property (N/A) - \$87,618 in property expenditures recorded against a \$0 budget line, reflecting capital purchases (fence & final playground install payment) that will be included in the budget amendment.

#### **Assets & Liabilities**

- Operating cash totals \$4.33 million, up from \$3.48 million at the same time last year.
  - Overall operating cash balances increased by approximately \$858K year-over-year.
- Net income was \$587K this time last year, we are roughly \$300K higher at this point in time.

**NOTE: Times on this agenda are estimated as a courtesy only. Actual times may vary.**

### **Fraud Risk Assessment**

Required annually by the Office of the Utah State Auditor, this assessment evaluates the School's level of fraud risk. It focuses on areas such as separation of duties, internal policies and procedures, management expertise, annual commitment to ethical behavior, use of the fraud hotline, and other key internal controls designed to reduce the risk of fraud and misuse of funds.

### **Statement of Work (SOW) Eide Bailly**

The engagement letter is now referred to as the Statement of Work (SOW) and will be sent via DocuSign once board approved. A Master Service Agreement will also need to be signed via DocuSign; however, if it has already been completed previously, it will not need to be signed again.

- The Financial Statement Audit fee has increased to \$13,600 (previously \$12,950).
- Form 990 preparation now requires a separate SOW letter (previously \$1,900).
- A Single Audit is only required if federal expenditures exceed \$1 million.

### **Invoices for Board Approval (Over \$20,000)**

- Commercial Kitchen Supply (CKS) \$20,688
- ETS \$39,985
- Remodel \$88,284

**NOTE: Times on this agenda are estimated as a courtesy only. Actual times may vary.**

In compliance with the Americans with Disabilities Act, persons needing accommodations for this meeting should call (801) 444-9378 to make appropriate arrangements.

# Wasatch Peak Academy Statement of Activities

Created on May 10, 2026  
For Prior Month

	Annual June 30, 2026 Budget	Year-to-Date April 30, 2026 Actual	% of Budget
<b>Net Income</b>			
Income			
Revenue From Local Sources	171,859	275,722	160.4 %
Revenue From State Sources	5,964,565	5,011,858	84.0 %
Revenue From Federal Sources	175,734	102,927	58.6 %
Total Income	6,312,158	5,390,507	85.4 %
Expenses			
Instruction/Salaries	3,176,712	2,361,565	74.3 %
Employee Benefits	861,982	587,465	68.2 %
Purchased Prof & Tech Serv	423,965	352,771	83.2 %
Purchased Property Services	340,500	205,739	60.4 %
Other Purchased Services	139,228	57,371	41.2 %
Supplies & Materials	624,944	421,504	67.4 %
Property	0	87,618	0.0 %
Debt Services & Miscellaneous	455,907	441,049	96.7 %
Total Expenses	6,023,238	4,515,082	75.0 %
<b>Total Net Income</b>	<b>288,920</b>	<b>875,425</b>	<b>303.0 %</b>

**Wasatch Peak Academy  
Statement of Financial Position  
Created on May 10, 2026  
For Prior Month**

	<b>Period Ending 04/30/2026</b>	<b>Period Ending 04/30/2025</b>
	<u>Actual</u>	<u>Actual</u>
<b>Assets &amp; Other Debits</b>		
Current Assets		
Operating Cash	4,334,409	3,476,797
Accounts Receivables	1,369	1,967
Total Current Assets	<u>4,335,778</u>	<u>3,478,764</u>
Restricted Cash	<u>942,154</u>	<u>1,241,255</u>
Net Assets		
Fixed Assets	8,301,471	7,796,005
Depreciation	(1,807,639)	(1,583,498)
Total Net Assets	<u>6,493,832</u>	<u>6,212,507</u>
<b>Total Assets &amp; Other Debits</b>	<b><u>11,771,764</u></b>	<b><u>10,932,526</u></b>
<b>Liabilities &amp; Fund Equity</b>		
Current Liabilities	61,434	61,924
Long-Term Liabilities	<u>6,534,664</u>	<u>6,584,586</u>
Fund Balance	<u>4,300,241</u>	<u>3,698,191</u>
Net Income	<u>875,425</u>	<u>587,825</u>
<b>Total Liabilities &amp; Fund Equity</b>	<b><u>11,771,764</u></b>	<b><u>10,932,526</u></b>

**Wasatch Peak Academy  
Profit and Loss  
FY26-27 Preliminary Budget**

	Year Ending 6/30/2025	Annual 6/30/2026	Annual 6/30/2026	Year Ending 6/30/2027	7/01/2025 - 4/30/2026
	PY Actuals	CY Approved	CY Final Budget	26-27 Prelim Budget	CY Actuals YTD
<b>Net Income</b>					
Income					
Revenue From Local Sources	323,729	171,859	304,545	219,500	275,722
Revenue From State Sources	5,809,750	5,964,565	6,000,445	6,011,923	5,011,858
Revenue From Federal Sources	207,073	175,734	233,520	185,203	102,927
Revenue from Other Sources	6,540,644	0	0	0	0
<b>Total Income</b>	<b>12,881,195</b>	<b>6,312,158</b>	<b>6,538,509</b>	<b>6,416,626</b>	<b>5,390,507</b>
Expenses					
Instruction/Salaries	2,809,234	3,176,712	3,301,860	3,417,540	2,361,565
Employee Benefits	700,652	861,982	833,160	836,426	587,465
Purchased Prof & Tech Serv	383,498	423,965	434,140	441,015	352,771
Purchased Property Services	923,947	340,500	407,000	272,000	205,739
Other Purchased Services	116,855	139,228	105,452	106,700	57,371
Supplies & Materials	617,076	624,944	574,434	553,350	421,504
Property	562,057	0	174,557	25,071	87,618
Debt Services & Miscellaneous	4,867,649	455,907	484,057	493,113	441,049
<b>Total Expenses</b>	<b>10,980,969</b>	<b>6,023,238</b>	<b>6,314,660</b>	<b>6,145,215</b>	<b>4,515,082</b>
<b>Total Net Income</b>	<b>1,900,227</b>	<b>288,920</b>	<b>223,849</b>	<b>271,411</b>	<b>875,425</b>

[Back to Agenda](#)

## Wasatch Peak Academy Ethics Policy



Wasatch Peak Academy (the “School”) adopts this policy to ensure that individuals associated with the School, including Board Members and employees, conduct themselves consistent with high standards of ethics and with applicable law.

Any allegation of a violation of this policy should be reported to the School’s Board of Directors in accordance with the School’s Staff Grievance Policy or Parent Grievance Policy, as applicable. The Board will ensure that all allegations of ethics violations are promptly investigated and that appropriate action is taken based on the results of the investigation.

No Board Member or School employee may violate Utah Code 76-8-105, which precludes the solicitation or receipt of a bribe.

No Board Member or School employee may violate the Utah Public Officers’ and Employees’ Ethics Act (Utah Code 67-16-1, et seq.), which, among other requirements, precludes Board Members and School employees from:

- (a) accepting employment or engaging in any business or professional activity that he/she might reasonably expect would require or induce him/her to improperly disclose controlled information that he/she has gained by reason of his/her official position;
- (b) disclosing or improperly using controlled, private, or protected information acquired by reason of his/her official position or in the course of official duties in order to further substantially his/her personal economic interest or to secure special privileges or exemptions for himself/herself or others;
- (c) using or attempting to use his/her official position to:
  - (i) further substantially his/her personal economic interest; or
  - (ii) secure special privileges or exemptions for himself/herself or others;
- (d) accepting other employment that he/she might expect would impair his/her independence of judgment in the performance of his/her public duties;
- (e) accepting other employment that he/she might expect would interfere with the ethical performance of his/her public duties; or

**NOTE: Times on this agenda are estimated as a courtesy only. Actual times may vary.**

In compliance with the Americans with Disabilities Act, persons needing accommodations for this meeting should call (801) 444-9378 to make appropriate arrangements.

- (f) except as otherwise allowed in the law, knowingly receiving, accepting, taking, seeking, or soliciting, directly or indirectly for himself/herself or another a gift of substantial value or a substantial economic benefit tantamount to a gift:
- (i) that would tend improperly to influence a reasonable person in the person's position to depart from the faithful and impartial discharge of the person's public duties;
  - (ii) that he/she knows or that a reasonable person in that position should know under the circumstances is primarily for the purpose of rewarding him/her for official action taken; or
  - (iii) if he/she recently has been, is now, or in the near future may be involved in any governmental action directly affecting the donor or lender, unless a disclosure of the gift, compensation, or loan and other relevant information has been made in the manner provided in Utah Code 67-16-6.

Licensed educators of the School must comply with Utah Educator Standards contained at R277-515-3 pertaining to the ethical conduct required of all licensed educators in the state of Utah.

**NOTE: Times on this agenda are estimated as a courtesy only. Actual times may vary.**

In compliance with the Americans with Disabilities Act, persons needing accommodations for this meeting should call (801) 444-9378 to make appropriate arrangements.



**Board Member Annual Commitment to Ethical Behavior**

I understand that as a board member of **Wasatch Peak Academy**, I should always engage in ethical behavior. I have read the school's Ethics Policy and am committed to abiding by the policy, conducting myself consistent with high standards of ethics, and complying with applicable law.

Signature \_\_\_\_\_  
**Marlowe Wolferstan**

\_\_\_\_\_ Date

Signature \_\_\_\_\_  
**Emily Willey**

\_\_\_\_\_ Date

Signature \_\_\_\_\_  
**Brad Wyatt**

\_\_\_\_\_ Date

Signature \_\_\_\_\_  
**Jennifer Royall**

\_\_\_\_\_ Date

Signature \_\_\_\_\_  
**Kristin Kano**

\_\_\_\_\_ Date

Signature \_\_\_\_\_  
**Tristian Carlisle**

\_\_\_\_\_ Date

Signature \_\_\_\_\_  
**Katie Jones**

\_\_\_\_\_ Date

**NOTE: Times on this agenda are estimated as a courtesy only. Actual times may vary.**

In compliance with the Americans with Disabilities Act, persons needing accommodations for this meeting should call (801) 444-9378 to make appropriate arrangements.



## Fraud Risk Assessment

### INSTRUCTIONS:

- Reference the *Fraud Risk Assessment Implementation Guide* to determine which of the following recommended measures have been implemented.
- Indicate successful implementation by marking “Yes” on each of the questions in the table. Partial points may not be earned on any individual question.
- Total the points of the questions marked “Yes” and enter the total on the “Total Points Earned” line.
- Based on the points earned, circle/highlight the risk level on the “Risk Level” line.
- Enter on the lines indicated the entity name, fiscal year for which the Fraud Risk Assessment was completed, and date the Fraud Risk Assessment was completed.
- Print CAO and CFO names on the lines indicated, then have the CAO and CFO provide required signatures on the lines indicated.

# Fraud Risk Assessment

Continued

\*Total Points Earned: 375 /395 \*Risk Level: Very Low Low Moderate High Very High  
> 355 316-355 276-315 200-275 < 200

	Yes	Pts
1. Does the entity have adequate basic separation of duties or mitigating controls as outlined in the attached Basic Separation of Duties Questionnaire?	200	200
2. Does the entity have governing body adopted written policies in the following areas:		
a. Conflict of interest?	5	5
b. Procurement?	5	5
c. Ethical behavior?	5	5
d. Reporting fraud and abuse?	5	5
e. Travel?	5	5
f. Credit/Purchasing cards (where applicable)?	5	5
g. Personal use of entity assets?	5	5
h. IT and computer security?	5	5
i. Cash receipting and deposits?	5	5
3. Does the entity have a licensed or certified (CPA, CGFM, CMA, CIA, CFE, CGAP, CPFO) expert as part of its management team?	20	20
a. Do any members of the management team have at least a bachelor's degree in accounting?	10	10
4. Are employees and elected officials required to annually commit in writing to abide by a statement of ethical behavior?	20	20
5. Have all governing body members completed entity specific (District Board Member Training for local/special service districts & interlocal entities, Introductory Training for Municipal Officials for cities & towns, etc.) online training ( <a href="http://training.auditor.utah.gov">training.auditor.utah.gov</a> ) within four years of term appointment/election date?	20	20
6. Regardless of license or formal education, does at least one member of the management team receive at least 40 hours of formal training related to accounting, budgeting, or other financial areas each year?	20	20
7. Does the entity have or promote a fraud hotline?	20	20
8. Does the entity have a formal internal audit function?	--	20
9. Does the entity have a formal audit committee?	20	20

\*Entity Name: Wasatch Peak Academy

\*Completed for Fiscal Year Ending: June 30, 2026 \*Completion Date: \_\_\_\_\_

\*CAO Name: Amy Pilkington \*CFO Name: Brad Wyatt

\*CAO Signature: \_\_\_\_\_ \*CFO Signature: \_\_\_\_\_

\*Required

# Basic Separation of Duties

See the following page for instructions and definitions.

	Yes	No	MC*	N/A
1. Does the entity have a board chair, clerk, and treasurer who are three separate people?	X			
2. Are all the people who are able to receive cash or check payments different from all of the people who are able to make general ledger entries?	X			
3. Are all the people who are able to collect cash or check payments different from all the people who are able to adjust customer accounts? If no customer accounts, check "N/A".				X
4. Are all the people who have access to blank checks different from those who are authorized signers?		X	X	
5. Does someone other than the clerk and treasurer reconcile all bank accounts OR are original bank statements reviewed by a person other than the clerk to detect unauthorized disbursements?	X			
6. Does someone other than the clerk review periodic reports of all general ledger accounts to identify unauthorized payments recorded in those accounts?	X			
7. Are original credit/purchase card statements received directly from the card company by someone other than the card holder? If no credit/purchase cards, check "N/A".	X			
8. Does someone other than the credit/purchase card holder ensure that all card purchases are supported with receipts or other supporting documentation? If no credit/purchase cards, check "N/A".	X			
9. Does someone who is not a subordinate of the credit/purchase card holder review all card purchases for appropriateness (including the chief administrative officer and board members if they have a card)? If no credit/purchase cards, check "N/A".	X			
10. Does the person who authorizes payment for goods or services, who is not the clerk, verify the receipt of goods or services?	X			
11. Does someone authorize payroll payments who is separate from the person who prepares payroll payments? If no W-2 employees, check "N/A".	X			
12. Does someone review all payroll payments who is separate from the person who prepares payroll payments? If no W-2 employees, check "N/A".	X			

\* MC = Mitigating Control

# Basic Separation of Duties

Continued

**Instructions:** Answer questions 1-12 on the Basic Separation of Duties Questionnaire using the definitions provided below.

☺ If all of the questions were answered “Yes” or “No” with mitigating controls (“MC”) in place, or “N/A,” the entity has achieved adequate basic separation of duties. Question 1 of the Fraud Risk Assessment Questionnaire will be answered “Yes.” 200 points will be awarded for question 1 of the Fraud Risk Assessment Questionnaire.

☹ If any of the questions were answered “No,” and mitigating controls are not in place, the entity has not achieved adequate basic separation of duties. Question 1 of the Fraud Risk Assessment Questionnaire will remain blank. 0 points will be awarded for question 1 of the Fraud Risk Assessment Questionnaire.

## Definitions:

**Board Chair** is the elected or appointed chairperson of an entity’s governing body, e.g. Mayor, Commissioner, Councilmember or Trustee. The official title will vary depending on the entity type and form of government.

**Clerk** is the bookkeeper for the entity, e.g. Controller, Accountant, Auditor or Finance Director. Though the title for this position may vary, they validate payment requests, ensure compliance with policy and budgetary restrictions, prepare checks, and record all financial transactions.

**Chief Administrative Officer (CAO)** is the person who directs the day-to-day operations of the entity. The CAO of most cities and towns is the mayor, except where the city has a city manager. The CAO of most local and special districts is the board chair, except where the district has an appointed director. In school districts, the CAO is the superintendent. In counties, the CAO is the commission or council chair, except where there is an elected or appointed manager or executive.

**General Ledger** is a general term for accounting books. A general ledger contains all financial transactions of an organization and may include sub-ledgers that are more detailed. A general ledger may be electronic or paper based. Financial records such as invoices, purchase orders, or depreciation schedules are not part of the general ledger, but rather support the transaction in the general ledger.

**Mitigating Controls** are systems or procedures that effectively mitigate a risk in lieu of separation of duties.

**Original Bank Statement** means a document that has been received directly from the bank. Direct receipt of the document could mean having the statement 1) mailed to an address or PO Box separate from the entity’s place of business, 2) remain in an unopened envelope at the entity offices, or 3) electronically downloaded from the bank website by the intended recipient. The key risk is that a treasurer or clerk who is intending to conceal an unauthorized transaction may be able to physically or electronically alter the statement before the independent reviewer sees it.

**Treasurer** is the custodian of all cash accounts and is responsible for overseeing the receipt of all payments made to the entity. A treasurer is always an authorized signer of all entity checks and is responsible for ensuring cash balances are adequate to cover all payments issued by the entity.

[Back to Agenda](#)

## Wasatch Peak Academy Board Member Agreement



### **Board Responsibilities and Expectations:**

1. Believe in and be an active advocate and ambassador for the values, mission, and vision of Wasatch Peak Academy.
2. Work with fellow board members to fulfill the obligations of board membership.
3. Behave in ways that clearly contribute to the effective operations of the Board of Directors including:
  - Focus on the good of the organization and group, not on a personal agenda.
  - Support board decisions once they are adopted.
  - Participate in an honest appraisal of one's own performance and that of the board.
  - Be self-aware of your role.
  - Govern and not manage.
  - Confidentiality of sensitive issues that require closed meetings is required.
  - Respect and listen to ideas being presented by other board members
4. Regularly attend board and committee meetings with a 90% attendance. Prepare for these meetings by reviewing materials and bringing the materials to meetings. If unable to attend, notify the board or committee chair. All board members are encouraged to attend the yearly board retreat.
5. Be prepared to contribute approximately 6-9 hours per month toward board service which may include:
  - Attending a monthly board meeting (2 hours)
  - Participating on a board committee (2 hours)
  - Reading materials in preparation for meetings (1 hour)
  - Attending events at the school, assisting with fundraising and other ambassador tasks as needed (1-2 hours)
6. Serve as a committee or task force chair or member.
7. Inform the Board of Directors of any potential conflicts of interest, whether real or perceived, and abide by the decision of the board related to the situation.
8. Board member must review the orientation materials.

*By signing this agreement, I affirm that I will strive to fulfill the Board responsibilities and expectations as stated above and will voluntarily resign my position if unable to fulfill these expectations.*

---

WPA Board Member Signature

---

Date

**NOTE: Times on this agenda are estimated as a courtesy only. Actual times may vary.**

In compliance with the Americans with Disabilities Act, persons needing accommodations for this meeting should call (801) 444-9378 to make appropriate arrangements.

# Board-Level Hotline Complaint Process

A step-by-step procedure for school boards to handle, investigate, and resolve complaints in compliance with state rules.

## 1. Intake & Triage



### Complaint is Received & Logged

USBE refers the complaint; the Board Secretary logs it and notifies the Board President.



### President Conducts Initial Review

The President assesses the complaint's scope and identifies any mandatory reporting obligations.



### BOARD ROLE IS OVERSIGHT, NOT INVESTIGATION

The Board refers complaints to administration and maintains oversight, but does not investigate directly.

## 2. Investigation & Reporting



### Assigned to Administration for Investigation

The investigation is conducted by administration following due process and applicable laws.



### Strict Reporting Timelines are Followed

Administration provides written summaries and updates to the USBE within mandated timeframes.

### CRITICAL REPORTING DEADLINES



## 3. Oversight & Closure



### Board Confirms Compliance & Action

The Board reviews the outcome to ensure compliance and that corrective actions are taken.



### Complaint is Formally Closed

A case is closed once the investigation and any required follow-up are fully completed.

**NOTE:** Times on this agenda are estimated as a courtesy only. Actual times may vary.

In compliance with the Americans with Disabilities Act, persons needing accommodations for this meeting should call (801) 444-9378 to make appropriate arrangements.

[Back to Agenda](#)



**Policies, Procedures, Plans (“PPP”) Required To Be Reviewed and/or Approved**

<b>PPP Required by Law to be Reviewed</b>	<b>Frequency</b>	<b>Date Last Reviewed</b>	<b>Reviewer</b>
<b>Attendance/Truancy and Attendance Data</b>	<b>Regularly</b>	<b>08/28/24</b>	<b>Board</b>
<b>Bullying and Hazing</b>	<b>Regularly</b>	<b>11/13/25</b>	<b>Board</b>
Cash Handling	Regularly	11/01/19	LEA
<b>Donation and/or Fundraising</b>	<b>Regularly</b>	<b>06/01/23</b>	<b>Board</b>
Electronic Resources or Devices	Once every three years	06/01/23	LEA
Emergency Response/Preparedness Plan	Once every three years		Emerg. Committee
<b>Fee Waiver</b>	<b>Annually</b>	<b>03/12/26</b>	<b>Board</b>
Financial Reporting	Regularly	09/21/17	LEA
Parent and Family Engagement, Compact, Plan	Annually	10/20/22	LEA
Procurement	Regularly	06/07/22	LEA
Purchasing and Disbursement	Regularly	06/16/23	LEA
<b>Salary Supplement for Highly Needed Educators Program</b>	<b>Annually</b>	<b>Not until 26-27</b>	<b>Board</b>
<b>Sex Education Instruction</b>	<b>Every two years</b>	<b>03/19/25</b>	<b>Board</b>
Wellness	Periodically	06/01/23	Wellness Committee

**NOTE: Times on this agenda are estimated as a courtesy only. Actual times may vary.**

In compliance with the Americans with Disabilities Act, persons needing accommodations for this meeting should call (801) 444-9378 to make appropriate arrangements.

<b>PPP Required by PPP only to be Reviewed</b>	<b>Frequency</b>	<b>Date Last Reviewed</b>	<b>Reviewer</b>
Information Technology Security Policy & Plan	Periodically	09/21/17	IT Security Manager
Meal Charge/Alternate Meal Policy/Procedures	Annually	Registration Pkt	LEA
<b>Student Conduct and Discipline Policy</b>	<b>As Necessary</b>	<b>01/22/26</b>	<b>Board</b>
<b>Student Conduct and Discipline Plan</b>	<b>As Necessary</b>	<b>10/01/21</b>	<b>Board</b>
Language Access	Annually	06/01/23	LEA

<b>PPP Required by Law to be Re-Approved</b>	<b>Frequency</b>	<b>Date Last Reviewed</b>	<b>Reviewer</b>
<b>Electronic Resources Policy</b>	<b>Once every three years</b>	<b>09/10/25</b>	<b>Board</b>
<b>Fee Waiver</b>	<b>Annually</b>	<b>03/12/26</b>	<b>Board</b>
<b>Parent and Family Engagement</b>	<b>Every two years</b>	<b>10/20/22</b>	<b>Board</b>
<b>Salary Supplement for Highly Needed Educators Program</b>	<b>Annually</b>	<b>05/14/25</b>	<b>Board</b>
<b>Wellness</b>	<b>Once every three years</b>	<b>06/01/23</b>	<b>Board</b>

<b>Other Required Trainings</b>	<b>Frequency</b>	<b>Date Last Reviewed</b>	<b>Reviewer</b>
<b>Arrest Reporting Policy</b>	<b>Regularly</b>	<b>09/17/15</b>	<b>Board</b>
<b>School LAND Trust Board Training</b>	<b>Annually</b>	<b>11/13/25</b>	<b>Board</b>
<b>Open and Public Meetings Act</b>	<b>Annually</b>	<b>03/12/26</b>	<b>Board</b>
<b>Fraud Risk Assessment/Ethical Behavior</b>	<b>Annually</b>	<b>05/14/25</b>	<b>Board</b>
<b>Fraud Risk Online Training</b>	<b>Once Every (4) Years</b>	<b>07/19/05</b>	<b>Board</b>

**NOTE: Times on this agenda are estimated as a courtesy only. Actual times may vary.**

In compliance with the Americans with Disabilities Act, persons needing accommodations for this meeting should call (801) 444-9378 to make appropriate arrangements.

[Back to Agenda](#)

## **Wasatch Peak Academy Arrest Reporting Policy**



### **POLICY**

The Board of Directors of the School recognizes the importance of receiving information regarding arrests of employees that are not licensed by the Utah State Office of Education in order to assist the School in adequately safeguarding the safety of students.

### **Required Reports**

(a) Non-USOE-licensed employees of the School, (b) volunteers, (c) Board Members, and (d) any School employees who drive a motor vehicle as part of their employment responsibilities must report to the Principal information regarding the following matters:

- Convictions, including pleas in abeyance and diversion agreements;
- Any matters involving arrests for alleged sex offenses;
- Any matters involving arrests for alleged drug-related offenses;
- Any matters involving arrests for alleged alcohol-related offenses; and
- Any matters involving arrests for alleged offenses against the person under Title 76, Chapter 5 (i.e., assault, battery, etc.)

### **Timeline for Reports**

Current employees of the School must provide the required reports to the Principal within seven (7) days of receiving notification of this policy from the Principal. Thereafter, employees of the School must submit required reports to the Principal within seven (7) days of the event necessitating the report. New employees of the School must report this information prior to commencing work for the School.

### **Procedure for Review of Reports**

The Principal will review and investigate all reports received pursuant to the policy and determine whether any employment action is necessary to protect the safety of students.

The Principal will maintain the confidentiality of the information submitted and only share such information with individuals who have a legitimate need to know. Information regarding the reports, the results of any investigation, the Principal's determination and any action taken will be maintained in a separate, confidential employment file. These records will only be kept as long as the Principal determines it is necessary to protect the safety of students.

### **Required Action**

**NOTE: Times on this agenda are estimated as a courtesy only. Actual times may vary.**

In compliance with the Americans with Disabilities Act, persons needing accommodations for this meeting should call (801) 444-9378 to make appropriate arrangements.

Any individual who reports a matter involving alleged sex offenses or other alleged offenses which may endanger students shall be immediately suspended from all student supervision responsibilities during the period of investigation.

Any individual who reports a matter involving alcohol or drugs shall be immediately suspended from transporting students, operating motor vehicles on school business, or operating or maintaining school vehicles during the period of investigation.

### **Training**

The Principal will ensure that individuals subject to this policy receive appropriate training regarding their arrest reporting obligations.

**NOTE: Times on this agenda are estimated as a courtesy only. Actual times may vary.**

In compliance with the Americans with Disabilities Act, persons needing accommodations for this meeting should call (801) 444-9378 to make appropriate arrangements.

[Back to Agenda](#)



# WASATCH PEAK ACADEMY

## Board of Directors

**\*PROPOSED\***

### *2026-2027 Board Meeting Dates*

<b>Board Meeting Date</b>	<b>PreBoard</b>	<b>Time</b>
<b>September 10, 2026</b>	Aug 26 <sup>th</sup> @ 10 a.m.	8:15 a.m.
<b>November 12, 2026</b>	Oct 28 <sup>th</sup> @ 10 a.m.	8:15 a.m.
<b>January 14, 2027</b>	Mon, Jan 4 <sup>th</sup> @ 10 a.m.	8:15 a.m.
<b>March 11, 2027</b>	Feb 24 <sup>th</sup> @ 10 a.m.	8:15 a.m.
<b>May 13, 2027</b> <i>Annual Board Meeting @ Academica West</i>	Apr 28 <sup>th</sup> @ 10 a.m.	8:15 a.m.
<b>June 17, 2027</b> <i>Typically, an Electronic Board Meeting</i>	June 2 <sup>nd</sup> @ 10 a.m.	8:15 a.m.

**NOTE: Times on this agenda are estimated as a courtesy only. Actual times may vary.**

In compliance with the Americans with Disabilities Act, persons needing accommodations for this meeting should call (801) 444-9378 to make appropriate arrangements.