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

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

In Attendance: Marlowe Wolferstan, Jennifer Royall, Tristian Carlisle, Kaite Jones, Brad Wyatt (via Zoom), Emily Willey (via Zoom), Kristin Kano,

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

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

MINUTES

8:20 AM – INTRODUCTORY ITEMS

- Welcome & Roll Call – Marlowe Wolferstan

There was no PUBLIC COMMENT.

REPORTS

- **Administration**
  - *State of the School* – Amy Pilkington reported on the state of the School including enrollment numbers, teacher retention, and academic achievements. Key discussion points included the lottery status with 528 enrolled, teacher retention without non-renewals, and improvements in the Spanish program. End of the year parent survey results were reviewed. Amy presented her focus for the upcoming year which are the following:
    - ★ **Academic Achievement:** Setting up and implementing a systematic, focused approach to identifying gaps in student learning and pairing it with trained, targeted instruction to close gaps in both literacy and math through a WIN program.
    - ★ **Fiscal Responsibility:** Continuing WPA's history of fiscal responsibility to have a strong pool of resources to meet students needs.
    - ★ **Community & Culture:** Focus on clarifying, strengthening and creating systems to support things that make WPA great, to enable successful replication as we prepare for a second campus.
  - ✓ *Present Gifted & Talented Grant* – Amy reported on the Gifted and Talented program. WPA's Gifted and Talented program serves K–6 students through dedicated literacy and math pathways, reaching about 175 of 525 students. Universal CogAT screening in grades 3 and 5, along with targeted sixth-grade assessments, guides identification and placement. The

program is supported by five endorsed staff members, ongoing teacher training, and continued professional support.

- ✓ *Positive Behavior Plan Report* – Amy presented the Positive Behavior Plan report for the year, highlighting a range of fully implemented programs designed to support student well-being, resilience, character development, and substance-use prevention. It summarizes school counseling services, classroom guidance, SafeUT, Life Skills Training, Character Lab, and service-learning opportunities, showing how each initiative promotes positive relationships, mental health awareness, leadership, and healthy decision-making across the school community.

CONSENT ITEMS

- *March 12, 2026 Board Meeting Minutes* – There was no further discussion. **Jennifer Royall made a motion to approve the consent items. Tristian Carlisle seconded the motion. The votes were as follows:**

  Marlowe Wolferstan – Aye
  Emily Willey – Aye
  Brad Wyatt – Aye
  Jennifer Royall – Aye
  Kristin Kano – Aye
  Tristian Carlisle – Aye
  Katie Jones – Aye

  Motion passed unanimously.

VOTING ITEMS

- *Eide Bailly Statement of Work Letter* – Chantel Wixon stated that Eide Bailly's audit fee will increase by $650 this year, and they've shifted from using an engagement letter to issuing a Statement of Work supported by a one-time Master Service Agreement sent through DocuSign. The Form 990 will come later under its own separate SOW. Brad Wyatt commented that in his opinion, this fee is very reasonable even with the increase of $650.
- *Amend 401(k) Plan Designation* – Amy Pilkington reviewed Helpside's recent evaluation of the organization's compensation and benefits practices. Their primary recommendation is to change the retirement plan vesting schedule: instead of the current six-year vesting period for employees who participate in the matching program, employees would become fully vested within 60 days after meeting eligibility requirements. The Board agreed the change is fair, beneficial to staff, and unlikely to create significant financial impact due to current low participation rates. Amy noted that increased participation tends to correlate with employees over age 35. This vesting change would be a positive step for employee well-being and retention.
- *Summer Remodel Project* – Amy Pilkington presented the summer remodel plan aimed at improving security, instructional space, and SpEd functionality. Key changes include relocating a classroom doorway, converting the shared intervention room into smaller classrooms, restructuring nearby SpEd areas, and adding a small restroom for students who need temporary separation. The project also involves plumbing, framing, demolition, and wall adjustments within the approved budget. Additional updates include improved

cabinetry and storage in the teacher workroom and minor fixes in the kindergarten classroom to address outdated shelving and built-ins. There was a discussion about the procurement process.

- *Walk-In Freezer Purchase* – Amy Pilkington presented the walk-in freezer purchase as part of the National School Lunch Program spend-down plan, noting the need to replace the school's 20-year-old unit. Three quotes were obtained in compliance with NSLP procurement requirements, and the selected vendor met all criteria, offered the lowest price, and has a positive history with the school. The purchase aligns with the approved spend-down plan and addresses essential equipment updates.
- *Technology Purchase* – Amy Pilkington reviewed the proposed $39,985 technology purchase to update and expand classroom audio systems. Current systems, which include teacher and student microphones to improve sound amplification and instructional clarity, are approximately 20 years old and beginning to fail. The plan includes replacing outdated units and installing systems in classrooms that do not yet have them, ensuring consistent audio support throughout the building. The purchase aligns with instructional needs and supports improved learning environments.
- *2026-2027 Teacher Student Success Act Plan* – Amy Pilkington presented the TSSA Plan which is funded through state-provided "faster funding" to support teachers. The plan remains consistent with prior years, as no major changes were recommended. The allocation includes 10% for professional learning activities, 40% for teacher salaries and bonuses—the maximum allowed—and 50% for classroom TAs and curriculum support. The current structure continues to meet program goals effectively.
- *2026-2027 Sex Education Instruction Committee Membership* – Amy Pilkington reviewed the sex education instruction committee for next year. It will consist of an administrator, a teacher, the school nurse, and three parents or guardians. This committee ensures curriculum aligns with state guidelines. Amy explained that committee members are typically selected from interested or highly involved parents and staff, with the review planned for summer. Due to strict state requirements, the school—like most charter schools—uses Davis School District's digital maturation materials, giving parents full control over participation. This approach has been in place for several years and remains consistent with current charter-school practices.
- *Re-Approve Parent & Family Engagement Policy* – Amy Pilkington noted that, as a Title I school, this policy is required and should be reviewed every two years. No revisions were recommended during the current review, and the policy will proceed to re-approval as it continues to meet program requirements and support the school's needs.
- *Amend Wellness Policy* – Amy Pilkington reviewed proposed updates to the Wellness Policy following recommendations from the recent National School Lunch Program audit. A committee compared the school's current practices with the national model policy and identified needed additions, primarily documenting health-focused practices already in place. Updates include emphasizing the promotion of fresh fruits and whole grains, ensuring healthy options at school-day celebrations and fundraisers, prohibiting advertising that contradicts nutrition education, and reaffirming compliance with USDA Smart Snacks standards. The policy also clarifies guidelines for birthday treats and classroom celebrations. Additional legislative changes are expected next year, which may require further revisions.

Marlowe Wolferstan made a motion to approve the following:

- **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;**
- **Approve an enhanced Safe Harbor 401(k) plan with a match of 5% to go into effect January 1, 2027, and allow the Board President to sign on behalf of the School;**
- **Approve the Summer Remodel Project not to exceed $99,000;**
- **Approve the Walk-In Freezer purchase not to exceed $25,000;**
- **Approve the technology purchase not to exceed $45,000;**
- **Approve the 2026-2027 Teacher Student Success Act Plan;**
- **Approve the 2026-2027 Sex Ed Instruction Committee as follows: the Administrator, one Teacher, the School Nurse, and three parents/guardians;**
- **Re-approve the Parent & Family Engagement Policy; and**
- **Approve the Amended Wellness Policy.**

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

Marlowe Wolferstan – Aye
Emily Willey – Aye
Brad Wyatt – Aye
Jennifer Royall – Aye
Kristin Kano – Aye
Tristian Carlisle – Aye
Katie Jones – Aye

Motion passed unanimously.

REPORTS (Cont.)

- **Board of Directors**
  - *Financial Report* – Chantel Wixon presented the financial report as of April 30, 2026. She provided a financial report showing the district is performing well, with revenue at 85% of budget and expenses at 75% of budget, resulting in a net income of $875,000. Chantel presented preliminary budgets for fiscal years 2026 and 2027, noting an increase of approximately $300,000 in expenses for 2026 due to construction projects and facility improvements.
    - ✓ Review Ethics Policy – Chantel Wixon stated that each year the board must agree and sign the Annual Commitment to Ethical Behavior stating that you will follow the Ethics Policy. She sent around a signature sheet for each board member to sign and Dawn will send it electronically to the online board members.
    - ✓ Fraud Risk Assessment – Chantel Wixon reviewed the Fraud Risk Assessment results, which showed the entity at very low risk with 375 total points, primarily due to good separation of duties controls. She explained that board members must complete governance training every four years and noted that while the sschool doesn't have a formal internal audit function (required only for entities with over 10,000 students), they have adequate mitigating controls in place.

BOARD TRAINING

- *Governance vs. Management* – Brandon Fairbanks presented a training on governance vs. management and the importance of distinguishing between governance (setting goals and policies) and management (day-to-day operations), emphasizing that board members should focus on "how well" rather than "how will" things are done, and outlined the three key fiduciary duties required by law: good faith, care, and loyalty to the entity's interests from the Board Member Agreement which the board signs when they are appointed as a member.
- *Public Education Hotline Training* – Brandon Fairbanks explained the process for handling complaints through the public hotline system.
- *Annual Policies, Procedures, Plans & Training Review* – Brandon Fairbanks reviewed the list of annual policies, procedures, plans and trainings that the board is required to do and the frequency of how often. He also reviewed the Arrest Reporting Policy. There was a discussion on how to handle a parent/staff grievance that is sent directly to a board member.

DISCUSSION ITEMS

- *Set 2026-2027 Board Meeting Schedule* – Marlowe asked if anyone had any issues with the schedule. If something comes up, we can always make changes on a case-by-case basis.
- *Calendaring Items*
  - Next PreBoard Meeting is on May 27th
  - Rescheduled the Electronic Board Meeting on June 11th to June 18th to start at 8 a.m. Dawn will send out updated calendar invites.

Brandon Fairbanks and Amy Pilkington were excused at 9:33 a.m.

9:33AM – Marlowe Wolferstan made a motion to enter a CLOSED SESSION to discuss the character, professional competence, or physical or mental health of an pursuant to Utah Code 52-4-205(1)(a) at AW Services. Tristian Carlisle seconded the motion. The roll call votes were as follows:

Marlowe Wolferstan – Aye
Jennifer Royall – Aye
Tristian Carlisle – Aye
Katie Jones – Aye
Kristin Kano – Aye
Brad Wyatt – Aye
Emily Willey – Aye

Motion passed unanimously.

10:50 AM – Marlowe Wolferstan made a motion to exit the CLOSED SESSION and ADJOURN. Jennifer Royall seconded the motion. The votes were as follows:

Marlowe Wolferstan – Aye
Emily Willey – Aye
Brad Wyatt – Aye
Jennifer Royall – Aye
Kristin Kano – Aye

Tristian Carlisle – Aye
Katie Jones – Aye
Motion passed unanimously.

Wasatch Peak Academy
Board of Directors
Closed Session Statement
Thursday, May 14, 2026
Location: AW Services, 290 N. Flint Street, Kaysville, UT 84037

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 int 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 14th day of May, 2026, at Kaysville, Utah.

Marlowe Wolferstan
Board Chair