

North Star Academy

Meeting Minutes

Date: September 3, 2026

Time: 4:30 PM

In Attendance: Sidney Warnick, Jordan Shields, Kammie LeFevre, Bob Bell, Barton Sloan

Others in Attendance: Tana Archer, Diana Seidel, Priscilla Stringfellow, Hannah Dorius, Kami Graham

Address: North Star Academy, 2920 W. 14000 S., Bluffdale, UT 84065



Call to Order

Sidney Warnick called the meeting to order at 4:34 PM.

Public Comment

There were no public comments.

Reports

- **Director Report**

Tana Archer introduced a couple of the Student Body Officer members and had them give a review of the SBO Team Building. Tana then presented the Director Report including the Construction Update, Professional Development, Safety Update, Schoolwide Enrichment Model, Personnel and Staff, BOY Assessment Data, Summer Academy – School Land Trust Data, and the Emergency Exit Plan & Procedures.

- **Financial Review**

Sidney Warnick presented the Board Profit and Loss & Balance Sheets. Revenues and expenses remain low due to the timing of federal funding, fee collections, and wage accruals. Expenses above budgeted percentages were primarily related to beginning-of-year needs, including access points, textbooks, and software. The Board also reviewed the school's current cash position and transfers from PTIF to cover expansion costs. Current financials indicate a potential FY26 surplus of just under \$200,000, which may help offset expansion costs.

Consent Items

- **June 22, 2026, Board Meeting and Closed Session Minutes**

Jordan Shields made a motion to approve the June 22, 2026, Board Meeting and Closed Session Minutes. Bob Bell seconded. The motion passed unanimously. The votes were as follows: Sidney Warnick, Aye; Jordan Shields, Aye; Kammie LeFevre, Aye; Bob Bell, Aye; Barton Sloan, Aye.

Business Items

- **Curriculum Associates Invoice**

Administration is requesting approval of the Curriculum Associates Invoice for \$17,182. This includes i-Ready as a diagnostic assessment and personalized instruction program with separate Reading and Mathematics strands.

Bob Bell made a motion to approve the Curriculum Associates Invoice. Jordan Shields seconded. The motion passed unanimously. The votes were as follows: Sidney Warnick, Aye; Jordan Shields, Aye; Kammie LeFevre, Aye; Bob Bell, Aye; Barton Sloan, Aye.

- **Lunchroom Contract**

The board is asked to vote on the Pizza Supply Agreement Contract which comes out to \$18,123.84. The agreement establishes a standing order of 56 pizzas delivered to the school every Thursday for students. The school will be invoiced weekly.

School Mission

North Star Academy exists to engage and inspire students to achieve their highest potential through a safe, challenging, and individualized learning environment.

2025-2026 School Wide Improvement Goal

Finding the Leader Within: Discovering a World of Possibilities

NSA Board Meeting Minutes: 09.03.2026

Approved:

Barton Sloan made a motion to approve the Pizza Supply Agreement Contract. Jordan Shields seconded. The motion passed unanimously. The votes were as follows: Sidney Warnick, Aye; Jordan Shields, Aye; Kammie LeFevre, Aye; Bob Bell, Aye; Barton Sloan, Aye.

- Amended TSSA Framework Plan

The TSSA framework is required to be updated to include a Literacy Achievement in accordance with SB 241 (2026) and State Rule R277-927. The Plan has been updated to address the school's progress toward statewide literacy proficiency goals and if the school fails to meet statewide literacy goals, the school must dedicate at least 50% of TSSA funds toward evidence-based literacy interventions and practices as described in 53G-7-921304(2)(e). Board approval is requested for the TSSA Framework.

Jordan Shields made a motion to approve the Amended TSSA Framework. Bob Bell seconded. The motion passed unanimously. The votes were as follows: Sidney Warnick, Aye; Jordan Shields, Aye; Kammie LeFevre, Aye; Bob Bell, Aye; Barton Sloan, Aye.

- Policies

- Amended Capitalization and Expense Policy

Federal regulations (2 CFR § 200.313) and the Utah Division of Finance's Capital Assets Policy 9-1 were amended to increase the capitalization threshold from \$5,000 to \$10,000. The school's Capitalization and Expense Policy has been revised accordingly. The school's accountant supports this policy change.

- Amended Cash Handling Policy

This policy has been revised to better align with USBE Rule R277-113, which governs LEA fiscal and auditing policies. The revisions clarify what constitutes a cash receipt, including cash, checks, debit and credit card payments, electronic payments made through the school's website or a mobile payment application, and other forms of payment accepted by the school. The revisions also provide additional detail regarding the deposit of both physical and electronic receipts into the school's bank account and clarify applicable reconciliation requirements.

- Amended Electronic Resources Policy

This policy and the corresponding administrative procedures have been revised to comply with the changes to law, including those in SB 88 from the 2026 legislative session. The changes include specifying that the policy must be reviewed and approved at least every three years, that all rules and procedures applicable to the policy must be available for review at the school, that AI glasses are now included in the definition of "electronic device," and that parents may request administration to allow their student to briefly use a privately-owned electronic device during non-instructional time at a specified location designated by the school.

- Amended Fee Waiver Policy

HB 142 permits students to receive fee waivers for no more than two (2) school-sponsored trips per school year.

- Amended Financial Reporting Policy

Audits of the school's financial reporting must now be conducted in accordance with both Generally Accepted Auditing Standards (GAAS) and Generally Accepted Government Auditing Standards (GAGAS). Because the School's Financial Reporting, Debt and Risk Management Plan currently references only GAAS, it has been revised to also require compliance with GAGAS.

- Amended Paid Parental and Postpartum Recovery Leave Policy

HB 329 from the 2026 legislative session expanded paid leave benefits for qualified LEA employees. The bill requires LEAs to provide an additional three (3) weeks of paid leave to a qualified employee who adopts a child under six (6) years of age (this leave is in addition to the three (3) weeks of parental leave already available to a qualified employee who adopts a child). The bill also creates a separate category of

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foster leave, requiring LEAs to provide four (4) weeks of paid leave to a qualified employee who becomes a foster parent of a child. Unlike adoption leave, foster leave is not in addition to parental leave because the bill removes foster leave from the parental leave category and establishes it as a separate leave benefit.

- Amended Procurement Policy

The school's Procurement Policy has been revised to comply with changes to R33-105, including with respect to quotes for purchases between \$5k and \$50k, professional services, and construction projects. A provision was also added regarding the school following federal procurement requirements, if applicable, when using federal grant funds to procure goods and services.

Bob Bell made a motion to approve the policies listed above. Barton Sloan seconded. The motion passed unanimously. The votes were as follows: Sidney Warnick, Aye; Jordan Shields, Aye; Kammie LeFevre, Aye; Bob Bell, Aye; Barton Sloan, Aye.

Discussion Items

- The board discussed Parent Teacher Conferences dates and planning.

Calendaring

- Parent Teacher Conferences will be held September 17, 1:30-8:00 PM & September 18, 1:30-4:30 PM. The next board meeting is scheduled for November 5, 2026, at 4:30 PM.

Adjourn Meeting

At 5:50 PM Jordan Shields made a motion to adjourn the meeting. Kammie LeFevre seconded. The motion passed unanimously. The votes were as follows: Sidney Warnick, Aye; Jordan Shields, Aye; Kammie LeFevre, Aye; Bob Bell, Aye; Barton Sloan, Aye.

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