

**North Star Academy  
Board Meeting Agenda**

**Date: 09.03.2026**

**Time: 4:30 PM**

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



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4:30 PM Call to Order

4:30 PM Public Comment (Comments will be limited to 3 minutes each.)

4:45 PM Reports

- Director Report
  - SBO Team Building
  - Construction Update
  - Professional Development
  - Safety Update
  - Schoolwide Enrichment Model
  - Personnel and Staff
  - BOY Assessment Data
  - Summer Academy – School Land Trust Data
  - Emergency Exit Plan & Procedures
- Financial Review

5:15 PM Consent Items

- June 22, 2026, Board Meeting & Closed Session Minutes

5:15 PM Business Items

- Curriculum Associates Invoice
- Licensed Social Work (LCSW) Contract
- Lunchroom Contracts
- Amended TSSA Framework
- Policies
  - Amended Capitalization and Expense Policy
  - Amended Cash Handling Policy
  - Amended Electronic Resources Policy
  - Amended Fee Waiver Policy
  - Amended Financial Reporting, Debt, and Risk Management Plan
  - Amended Paid Parental and Postpartum Recovery Leave Policy
  - Amended Procurement Policy

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**School Mission**

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

**2026-2027 School Wide Improvement Goal**

Think Beyond...

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

5:45 PM Discussion Items

- Parent Teacher Conferences

5:50 PM Calendaring:

- Parent Teacher Conferences – September 17, 1:30-8:00 PM & September 18, 1:30-4:15 PM
- Next Board Meeting – November 5, 2026, at 4:30 PM

6:00 PM Adjourn Meeting

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**School Mission**

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**2026-2027 School Wide Improvement Goal**

Think Beyond...

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



## North Star Academy Board of Director's Meeting

### EXECUTIVE SUMMARY

#### **DIRECTORS REPORT**

See board meeting documentation folder for the most up to date report.

**Action:** No Action Needed

#### **FINANCE REPORT**

See board documentation for most up to date report.

**Action:** No action needed

#### **CURRICULUM ASSOCIATES INVOICE**

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

**Action:** Board Vote

#### **LICENSED SOCIAL WORK (LCSW) CONTRACT**

The board discussed this in the previous board meeting. The contract with is now available to the board. The scope of services include:

- Coordination and implementation of student mental health screening and follow-up processes
- Data tracking, interpretation, and reporting to school leadership
- Parent consultation to review screening results and provide resources
- Individual and small group counseling
- Targeted Tier 2 and Tier 3 interventions
- Mental health consultation and collaboration with school staff
- Crisis response and safety planning during scheduled service hours
- MTSS participation and behavioral consultation
- IEP/504 collaboration as appropriate
- Documentation, progress monitoring, and program coordination
- Ongoing licensed clinical supervision and professional oversight

The total contract is \$40,000 for the entire school year.

#### **LUNCHROOM CONTRACTS**

North Star Academy has entered into a Pizza Supply Agreement, dated July 7, 2026, with Islands to Salt Lake Pizza, DBA Domino's Pizza of Bluffdale, Utah, for the 2026–2027 school year. The Agreement establishes a standing order of 56 pizzas delivered to the school between 10:45 AM and 11:30 AM on each of the thirty-six scheduled Thursdays. Administration is requesting approval for the Supply Agreement Contract for **\$18,123.84**. The school will be invoiced weekly. The Supplier will furnish nutritional information for all items to support the school's review against applicable school nutrition guidelines, will notify the school in advance of recipe or ingredient changes affecting nutritional compliance.  
**Action: Board Vote**

**Commented [HJ1]:** This could be taken out just for conciseness and it isn't super necessary that the board knows this, you could leave in the "invoiced weekly" @Kami Graham

**Commented [KG1R2]:** Done! thanks!

#### **AMENDED TEACHER STUDENT SUCESS ACT FRAMEWORK**

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).

**Action: Board Vote**

#### **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.

**Action: Board Vote**

##### *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.

**Action: Board Vote**

##### *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. The changes also include clarifying the definition of “obscene” and “harmful to minors” and explaining that the school’s technology protection measures include a parent-accessible monitoring system that allows parents to review the activity of their children on school-owned electronic devices.

**Action:** Board Vote

*Amended Fee Waiver Policy*

HB 142 permits students to receive fee waivers for no more than two (2) school-sponsored trips per school year. To qualify for a fee waiver for a second school-sponsored trip during the same school year, a student must request the waiver and, in coordination with school administration, complete an action plan describing how the student or the student's family will contribute to the School or the community through work or other service in lieu of paying the trip fees. The School's Fee Waiver Policy has been revised to reflect these statutory changes.

**Action:** Board Vote

*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. In addition, the Plan has been corrected to state that the School adheres to Generally Accepted Accounting Principles (GAAP) as constituted by the Governmental Accounting Standards Board (GASB) instead of the Financial Accounting Standards Board (FASB).

**Action:** Board Vote

*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 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. The Paid Parental and Postpartum Recovery Leave Policy has been revised to incorporate these changes, and its title has been updated to the Paid Parental, Postpartum Recovery, Adoption, and Foster Leave Policy.

**Action:** Board Vote

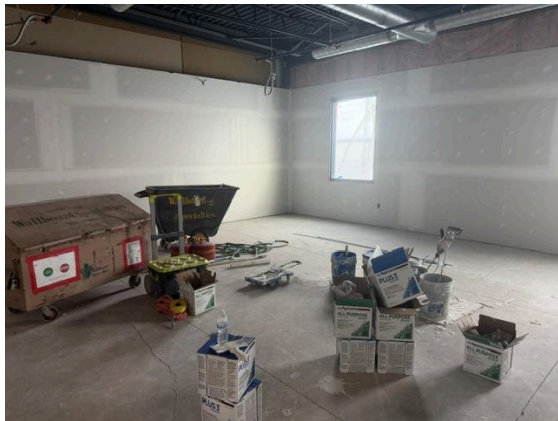
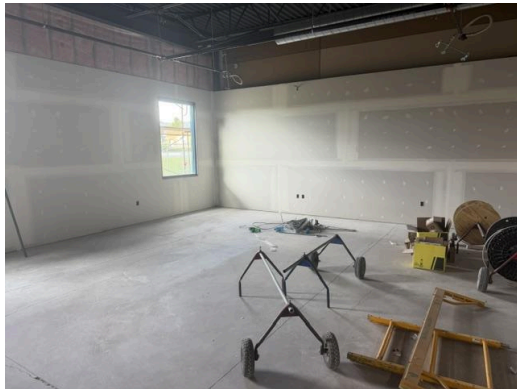
*Amended Procurement Policy*

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.

**Action:** Board Vote

Directors Report  
Sept. 4, 2026

## Building Construction



## Addition Progress

- Keys and move in of the interior classrooms ready start of August
- Exterior walls and stucco nearing completion, with final coloring anticipated by the end of August.
- Exterior windows installed/in progress.
- Rooftop HVAC units and associated ductwork are installed.
- Fire Marshal-required door installed; surrounding walls sheetrocked to improve sound separation.
- New addition hallways are being maintained for accessibility if needed.
- Asphalt work for the fire lane is scheduled for **September 7**, following completion of rock and stucco work.
- Kindergarten playground installed and ready when perimeter safe

## Security & Technology

- One exterior camera was temporarily removed during construction; **PDK will reinstall.**
- Coordinating with contractors to ensure camera wiring is properly stubbed through the stucco before exterior work is finalized.

## Grounds

- Lawn areas impacted by utility work were reseeded and have recovered well.
- Irrigation is being adjusted and the lawn is ready for mowing.
- Student access to restored grass areas is anticipated as conditions allow.

## Quality Control / Follow-Up

- Identified missing or incomplete exterior flashing is being reviewed and will be corrected with associated stucco work.
- Interior finish details, including first-grade cabinetry, are being reviewed.
- OAC team will review any areas of potential moisture/mold concern and determine whether additional inspection or mitigation is warranted.

## Schedule

- Administration continues to work closely with the OAC team and contractors to keep remaining work **on schedule and completed in a timely manner**, while addressing quality-control items as they are identified.

## Storage

- Remains an issue, but teachers and staff had made the best of things w/o wasting funds on portables
- 4 Interactive Panels arrived last week and need stored as we are not ready for install
- New desks & chairs for the art and FCS/Enrichment rooms need ordered
  - Watching shipping to arrive close to our install and move date

- Bulletin Boards, Dry Erase Magnetic Boards, being ordered within next week for 6-8 arrival date projected.

## **Safety**

### **Wearable Panic Alert Devices**

#### 2024 [HB 84 Required Wearable Panic Alert Devices on teachers](#)

- Summer we researched and visited other schools and conferences vendors
- Centegix was our first preference, but cost 20K the first year and 55K for 5 years.
- Legislative funds were limited, but set aside for some items that the bill required.
- If we purchased, no reimbursement we would need to wait for prioritization and RFP process. So, extensions to requirement eventually occurred.
- RFP process 4 vendors Dec. 2025, then 3 vendors May 2026, and now July 2026 ready to request and 2 vendors available.
  - The State is funding wearable panic alert devices for each school at the Tier 1 service level.
  - [Carasoft/Saferwatch \(USB260125CT\)](#)
  - [Centegix \(USB260127CT\)](#)
- LEA's have until Sept. 15 to choose between the two or pay for their own.
  - NSA applied for Centegix
  - NSA adding Pick My Kid
    - This service has been added in an acquisition since we met for visitor management and volunteer safety checks.

#### Updated Fire Exits during Construction and after

- See attached
- Temporary Door at end of primary grade hallway during construction
- ERPP - "EMERGENCY RECOVERY" Section in Draft form
  - In lieu of a model policy, USBE provided a Guidebook Reflection
- Additional cameras due to length and scope of growth behind the school being installed
- First Evacuation Drill was held August 20th with new routes
- Carpool - Improving each day as all families acclimate to the procedures
  - Added a carpool app parents can communicate between to arrange

### **Media Production Grant & Room:**

- Purchased and Installed July 2026 collaboration of materials
- Morning Announcements with two students assisting each morning with one behind the camera and one in front of the camera.
  - Protected NSA You Tube Channel
- Enrichment Specialist attended a one day training
- Media Production Elective teacher attended a two day training

- Shared some photos behind the scenes in newsletter this week

| Budget Item                  | Description                                                                                                                                         | Estimate |                                                                                    |
|------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------|----------|------------------------------------------------------------------------------------|
| Media Production Camera      | High-definition video camera used by students to record daily announcements, campaign videos, and school communications promoting focused learning. | \$1,200  | <a href="#">Sony ZV-E10 II</a>                                                     |
| 17-70mm Lense                | Upgraded lens that offers professional results compared to the kit lens that comes with the camera.                                                 | \$599    | <a href="#">Tamron 17-70mm f/2.8</a>                                               |
| Camera Case                  | allowing for the expansion of camera accessories, improving grip, and protecting the camera bottom from scratches                                   | \$55     | <a href="#">SmallRig Frame Case</a>                                                |
| Tripod                       | Support Camera, teleprompter with ipad                                                                                                              | \$400    | <a href="#">SmallRig x Potato Jet</a>                                              |
| Microphone & Audio Interface | Professional microphone system to ensure clear audio for morning announcements and student-produced videos broadcast into classrooms.               | \$166    | <a href="#">RØDE Wireless ME Dual Set Ultra-Compact Wireless Microphone System</a> |
| Studio Lighting Kit          | Lighting equipment to improve quality of student-produced broadcasts and instructional videos created by the student leadership team.               | \$559    | <a href="#">Godox 2Pack</a>                                                        |
| Teleprompter System          | Allows student anchors to read scripts during live or recorded announcements, improving                                                             | \$197    | <a href="#">Glide Gear TMP 100</a>                                                 |

|                                                         |                                                                                                                                                                          |         |                                                                        |
|---------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|------------------------------------------------------------------------|
|                                                         | professionalism and communication clarity.                                                                                                                               |         |                                                                        |
| Studio Computer with OBS                                | Allows the use of a powerful broadcasting system including chromakey, layered content, titles, subtitles, transitions, and direct streaming.                             | \$1,199 | <a href="#">MacMini M4</a><br>(Troy will send you apple link to order) |
| Video Capture Card                                      | Connects Camera to the MacMini. Purchase two if we want to have a multicamera setup                                                                                      | \$99    | <a href="#">Elgato CamLink 4K</a>                                      |
| HDMI to HDMImini Cable                                  | Connects the camera to the video capture card.                                                                                                                           | \$26    | <a href="#">HDMI&gt;HDMImini</a>                                       |
| Video Editing Software & Media Production Tools         | Software and digital tools that allow students to edit announcements, create campaign videos, and produce informational media for families and students.                 |         | Adobe<br>DaVinci<br>Canva                                              |
| Broadcasting / Classroom Casting Equipment              | Hardware needed to distribute morning announcements and student media productions into classrooms.                                                                       |         | No special hardware needed.                                            |
| Student Leadership Training & Media Production Supplies | Materials, training resources, and production supplies used to train the student media leadership team responsible for producing the announcements and campaign content. |         |                                                                        |

|                                     |                                                                                                                                                                          |         |                                                                                                                                                                                        |
|-------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Focused Learning Campaign Materials | Printing of posters, signage, and communication materials created by students to promote the focused learning initiative (Focus First / Disconnect to Connect campaign). | \$400   | <a href="#">large print poster print creator</a> (1) and <a href="#">paper</a> (1) and <a href="#">ink</a> QTY (2) as much as we have remaining in budget after key hardware purchased |
| Anchor desk & three stools          | For morning announcements and interviews, ect. Looks polished and welcoming and NSA backdrop would be behind it                                                          | \$1,216 | <a href="#">Regency Marquee Reception Desk</a> and <a href="#">three adjustable chairs to accomodate an adult, elementary and middle school age students</a>                           |

July 11 We received notification:

“Dear Tana,

Congratulations! I am pleased to share that your school has been selected to receive a Focused Classroom Implementation Grant award of **\$5,000** to support your proposed project.

I also want to apologize that our notifications are delayed from our original timeline. We received a higher volume of applications than anticipated and wanted to give each one the careful review it deserved. Thank you for your patience.

To move forward, we ask that you complete the following by Monday, July 20:”

This covered all, but \$1,000 of the room.





### Focused Classrooms:

| The three-cycle progression |                |                  |                                                    |
|-----------------------------|----------------|------------------|----------------------------------------------------|
| Time                        | Contest        | Student Role     | Product/Outcome                                    |
| Sept–Oct                    | Name Our Focus | VOICE            | Students create and select the schoolwide campaign |
| Nov–Dec                     | Show Us Focus  | COMMUNICATORS    | Students produce the actual campaign media         |
| Jan–Feb                     | Focus Forward  | PARTNERS/LEADERS | Students identify challenges and design solutions  |

Instead of “adults created a device campaign and students made posters for it.” We wanted Leadership opportunities and a much deeper level of engagement: students help determine the message, communicate the message, evaluate implementation, and recommend improvements. September–October is student voice and ownership; November–December is leadership through influence and communication; January–February is students identifying needs, proposing solutions, and taking responsibility for school culture.

## **Professional Development**

- 100% of our teaching assistants started the year with completing the Utah State University Behavior Modules (estimated 12 hours of instruction)
- August 2026 Teacher, Paraprofessional, and Staff Training Schedule: Attached.
- Iready data drill down with individual teams - Wednesday, August 2

## **Schoolwide Enrichment Model (SEM)**

- New Specialist created a website that has been helpful to staff
- Compacting and Differentiating [Training](#) from CONFRATUTE attendees.
- Compacting Increased this year
- Interest profiles using Renzulli Learning nearly 100% complete
  - Parents will receive at conferences later this month
  - Parent Training in the evening dates TBD
- Clubs and Sports Opportunities and interests
  - Volleyball - 16 Girls grades 7-9
  - Soccer - 14 Boys grades 6-9
  - X Country - 22 boys and girls grade 5-9
  - Cooking Club - 8 grade 4-6 with waitlist
  - Drama Club - 38 Grades 6-9 collecting
  - Ultimate Frisbee begins Sept. 11 - Grades 6-9
  - Minecraft Club - 7 Grades 7-9
  - Lego League - 10 Grades 4-7
  - Math Matters Club - 9 Grades 4-6
  - Battle of The Books - 39 Grades 1-9
  - Magic the Gathering Club - 4 Grades 6-9
  - Student Body Officers - 24 Grades 5-9
  - = 193 Participants
  - NJHS, and Hope Squad - Still Collecting
  - Outsourced: Karate (K-9), Snapology(1-6), Orchestra(4-9), Chess(K-9)

## **Personnel and Staff**

- Fully staffed
- Enrollment Strong

## **Assessment (BOY)**

- Schedule submitted to USBE
- [Testing Schedule](#)
- **Summer Academy - School Land Trust Data ATTACHED**

## Assessment Data for Board Meeting - Sept 2026

### Summer Academy:

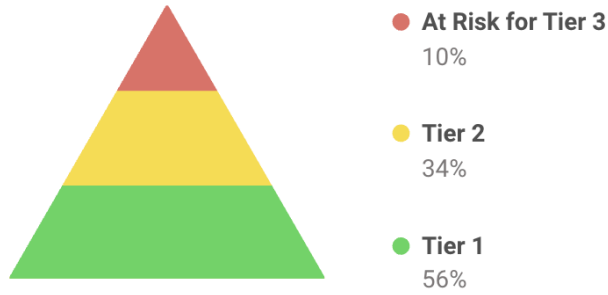
**ELA:** Students worked on letter names/sounds, blends, diagraphs, sentence/paragraph structure, compare/contrast, reading skills, and writing. (18% increase from pretest to posttest)

**Math:** Students worked on number identification, money, telling time, fractions/decimals, line plots, area/perimeter, word problems, ratios, volumes, expressions, and inequalities. (19% increase from pretest to posttest)

There were 36 students for Math from 54 last year. There were 53 for ELA for this year and last year. Both saw an increase from 2024 which had 32 for Math and 39 for ELA.

| AP Exam Scores |                      |       |            |      |                      |        |
|----------------|----------------------|-------|------------|------|----------------------|--------|
|                | Students Taking Exam |       | Mean Score |      | % Scores 3 or Higher |        |
|                | NSA                  | UT    | NSA        | UT   | NSA                  | UT     |
| <b>2026</b>    | 17                   | 6,549 | 3.53       | 3.35 | 88.20%               | 72.70% |
| <b>2025</b>    | 16                   | 6,355 | 3.94       | 3.3  | 87.50%               | 71.30% |
| <b>2024</b>    | 10                   | 5,790 | 2.1        | 3.02 | 30.00%               | 63.40% |
| <b>2023</b>    | 9                    | 5,409 | 3.22       | 2.91 | 77.80%               | 60.20% |
| <b>2022</b>    | 17                   | 5,133 | 2.88       | 2.89 | 58.80%               | 60.70% |
| <b>2021</b>    | 19                   | 4,944 | 3.21       | 2.91 | 78.90%               | 60.60% |
| <b>2020</b>    | 16                   | 5,237 | 3.13       | 2.92 | 87.50%               | 65.70% |
| <b>2019</b>    | 22                   | 5,013 | 2.27       | 2.73 | 50.00%               | 56.20% |

# iReady Reading (K - 6 - 7th only does diagnostics) Overall Placement

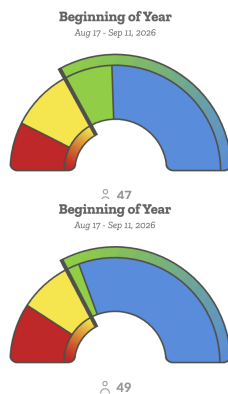


|         |                                                                                    |
|---------|------------------------------------------------------------------------------------|
| Grade K | <div><div></div><div></div><div></div></div> <div>33%67%</div> <div>48/50</div>    |
| Grade 1 | <div><div></div><div></div><div></div></div> <div>33%63%4%</div> <div>49/49</div>  |
| Grade 2 | <div><div></div><div></div><div></div></div> <div>49%45%6%</div> <div>49/49</div>  |
| Grade 3 | <div><div></div><div></div><div></div></div> <div>75%16%10%</div> <div>51/51</div> |
| Grade 4 | <div><div></div><div></div><div></div></div> <div>50%37%13%</div> <div>52/52</div> |
| Grade 5 | <div><div></div><div></div><div></div></div> <div>68%24%8%</div> <div>50/52</div>  |
| Grade 6 | <div><div></div><div></div><div></div></div> <div>63%17%19%</div> <div>52/52</div> |
| Grade 7 | <div><div></div><div></div><div></div></div> <div>79%5%16%</div> <div>43/56</div>  |

## Acadience Reading (K - 6)

**Kindergarten: 3 unfinished**  
 At or Above Benchmark: 66%  
 Below Benchmark: 19%  
 Well Below Benchmark: 15%

**First Grade: 1 unfinished**  
 At or Above Benchmark: 65%  
 Below Benchmark: 16%  
 Well Below Benchmark: 18%

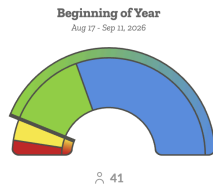


## Second Grade: 9 unfinished

At or Above Benchmark: 88%

Below Benchmark: 7%

Well Below Benchmark: 5%

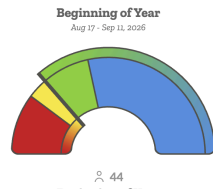


## Third Grade: 7 unfinished

At or Above Benchmark: 73%

Below Benchmark: 7%

Well Below Benchmark: 20%

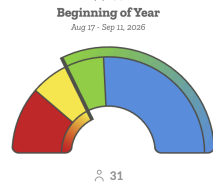


## Fourth Grade: 21 unfinished

At or Above Benchmark: 65%

Below Benchmark: 13%

Well Below Benchmark: 23%

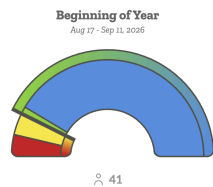


## Fifth Grade: 11 unfinished

At or Above Benchmark: 85%

Below Benchmark: 7%

Well Below Benchmark: 7%

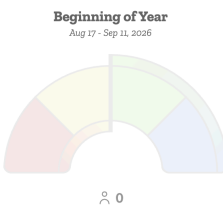


## Sixth Grade: 52 unfinished

At or Above Benchmark: %

Below Benchmark: %

Well Below Benchmark: %



## Achieve 3000 (7 - 9)

Send to Printer Export to Excel Close

**Achieve3000 Literacy™**

**How likely are my students to be on track for  
College and Career when the high stakes test is administered?**

**August 30, 2026**

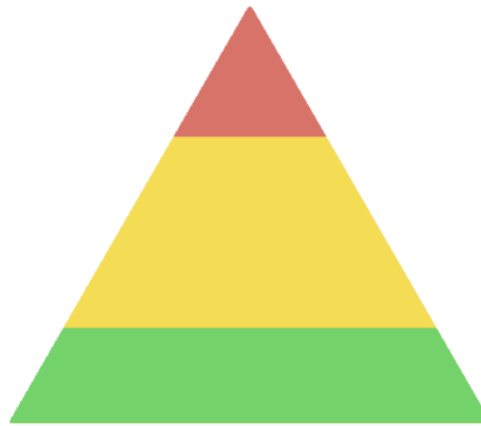
The data below show projected student readiness for College and Career at the time of the high stakes test, using Lexile® grade-specific bands from the Common Core State Standards.

### NORTH STAR ACADEMY SCHOOL

|              |          | Total Students | Current Readiness         | Forecasted Readiness |            |       |         | Lexile Goal |
|--------------|----------|----------------|---------------------------|----------------------|------------|-------|---------|-------------|
|              |          |                |                           | Far Below            | Approaches | Meets | Exceeds |             |
| +            | Grade: 7 | 56             | FFB=30% A=70%             |                      |            |       |         |             |
| +            | Grade: 8 | 60             | FFB=8% A=47% M=18% E=27%  |                      |            |       |         |             |
| +            | Grade: 9 | 42             | FFB=14% A=40% M=24% E=21% |                      |            |       |         |             |
| School Total |          | 158            | FFB=18% A=53% M=13% E=16% |                      |            |       |         |             |

## iReady Math (K-6)

### Overall Placement



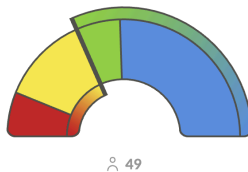
- **At Risk for Tier 3**  
10%
- **Tier 2**  
50%
- **Tier 1**  
40%

|         |                                                       |       |
|---------|-------------------------------------------------------|-------|
| Grade K | <div><div>20%</div><div>80%</div></div>               | 49/50 |
| Grade 1 | <div><div>14%</div><div>63%</div><div>22%</div></div> | 49/49 |
| Grade 2 | <div><div>31%</div><div>57%</div><div>12%</div></div> | 49/49 |
| Grade 3 | <div><div>42%</div><div>44%</div><div>14%</div></div> | 50/50 |
| Grade 4 | <div><div>42%</div><div>50%</div><div>8%</div></div>  | 52/52 |
| Grade 5 | <div><div>63%</div><div>31%</div><div>6%</div></div>  | 49/51 |
| Grade 6 | <div><div>65%</div><div>25%</div><div>10%</div></div> | 51/52 |

## Acadience Math (K - 3)

Beginning of Year  
Aug 17 - Sep 11, 2026

**Kindergarten: 1 unfinished**  
At or Above Benchmark: 63%  
Below Benchmark: 24%  
Well Below Benchmark: 12%



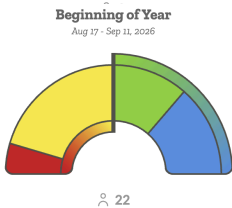
First Grade: 49 unfinished

At or Above Benchmark: 65%  
Below Benchmark: 16%  
Well Below Benchmark: 18%



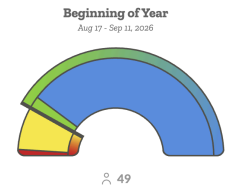
Second Grade: 27 unfinished

At or Above Benchmark: 50%  
Below Benchmark: 41%  
Well Below Benchmark: 9%



Third Grade: 2 unfinished

At or Above Benchmark: 84%  
Below Benchmark: 14%  
Well Below Benchmark: 2%

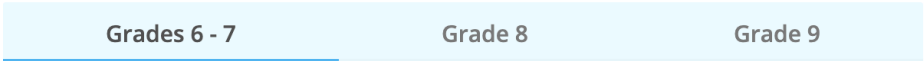
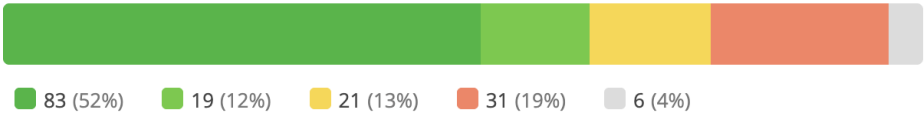


iXL (7 - 9)

Current levels (Jul 2, 2026 - Aug 31, 2026)

Math | Grades 6 - 9

Overall math levels



Geometry



Ratios and Proportional Relationships



Expressions and Equations



The Number System



Statistics and Probability



## NSA Board Mtg 9.6.20

July financials are included since Aug books haven't closed yet, which means we are looking at being 8.3% of the way through the year. Yes.. one whole month.

### Profit and Loss –

Revenue is showing 7.3% overall and 9.3% for State. Overall is low since no Federal money has been received at this point (even Fed food revenue).

Local revenue is also low since only a few fees and some lunch money have been collected by end of July.

Expenses are at 1.7% overall since wages were accrued into last year through July 31 (only \$133 of para wages are reported at this point).

#### Purchased Prof & Tech Services

- 0345 and 0350 Business services and Technical Services are some of the only expenses here above the 8.3%, which includes the new access points.

#### Supplies and Materials

- 0641 and 0670 Textbooks and Software have expense greater than the 8.3% due to items needed at BOY

### Balance Sheet -

- Investment (PTIF) shows \$4,004,816 at 7/31/2026. However, in Aug there were two different transfers (of \$500K each) made from PTIF to Zions Operating, to pay One West for construction costs on the expansion. We are currently trying to move the money from PTIF to Zions as slowly as possible to retain as much balance in PTIF for as long as possible.
- \*\*To date, a payment of \$263,405.10 was made last year (FY26, on June 30) along with payments this year of \$337,875.00 on Aug 1 and \$666,490.60 that is currently in the payment process (total paid to One West \$1,267,770.70)
- Operating cash is currently in flux with transfers and payments for the expansion and regular school costs
- Net Income is not an accurate enough number to look at for FY27, and FY26 final numbers are not yet tested and verified by auditors. However, with current information, it appears there could be just under a \$200,000 surplus/net income in FY26 to help offset the expansion costs (needing less from PTIF).

Sorry to miss.. have a great rest of your board meeting (and feel free to email me with any questions).

**North Star Academy  
Board Balance Sheet  
As of 7/31/2026**

|                                            | <b>Period Ending<br/>07/31/2026</b> | <b>Period Ending<br/>07/31/2025</b> |
|--------------------------------------------|-------------------------------------|-------------------------------------|
|                                            | <b>Actual</b>                       | <b>Actual</b>                       |
| <b>Assets &amp; Other Debits</b>           |                                     |                                     |
| Current Assets                             |                                     |                                     |
| Operating Cash                             |                                     |                                     |
| Cash                                       | 889,019                             | 657,671                             |
| Investments                                | 4,004,816                           | 3,846,834                           |
| Operating Cash                             | 4,893,835                           | 4,504,505                           |
| Accounts Receivables                       | 6,847                               | 81,054                              |
| Other Current Assets                       | 34,632                              | 46,175                              |
| Total Current Assets                       | 4,935,314                           | 4,631,734                           |
| Restricted Cash                            | 804,017                             | 767,609                             |
| Net Assets                                 |                                     |                                     |
| Fixed Assets                               | 8,310,935                           | 7,978,253                           |
| Depreciation                               | (2,909,189)                         | (2,627,518)                         |
| Total Net Assets                           | 5,401,746                           | 5,350,735                           |
| <b>Total Assets &amp; Other Debits</b>     | <b>11,141,077</b>                   | <b>10,750,078</b>                   |
| <b>Liabilities &amp; Fund Equity</b>       |                                     |                                     |
| Current Liabilities                        | 85,380                              | 117,145                             |
| Long-Term Liabilities                      | 6,547,121                           | 6,807,480                           |
| Fund Balance                               | 4,057,758                           | 3,545,585                           |
| Net Income                                 | 450,818                             | 279,868                             |
| <b>Total Liabilities &amp; Fund Equity</b> | <b>11,141,077</b>                   | <b>10,750,078</b>                   |

# North Star Academy

## Board Profit and Loss

### 7/1/2026 - 7/31/2026

|                               | Annual<br>June 30, 2027 | Year-to-Date<br>July 31, 2026 |                         |
|-------------------------------|-------------------------|-------------------------------|-------------------------|
|                               | Budget                  | Actual                        | % of Budget             |
| <b>Net Income</b>             |                         |                               |                         |
| Income                        |                         |                               |                         |
| Revenue From Local Sources    | 299,000                 | 18,784                        | 6.3 %                   |
| Revenue From State Sources    | 6,074,230               | 566,607                       | 9.3 %                   |
| Revenue From Federal Sources  | 152,742                 | 0                             | 0.0 %                   |
| Revenue from Other Sources    | 1,500,000               | 0                             | 0.0 %                   |
| Total Income                  | 8,025,972               | 585,391                       | 7.3 %                   |
| Expenses                      |                         |                               |                         |
| Instruction/Salaries          | 3,478,149               | 133                           | 0.0 %                   |
| Employee Benefits             | 918,353                 | 97                            | 0.0 %                   |
| Purchased Prof & Tech Serv    | 475,374                 | 45,852                        | 9.6 %                   |
| Purchased Property Services   | 1,810,420               | 7,328                         | 0.4 %                   |
| Other Purchased Services      | 91,690                  | 1,858                         | 2.0 %                   |
| Supplies & Materials          | 723,786                 | 76,666                        | 10.6 %                  |
| Property                      | 30,000                  | 0                             | 0.0 %                   |
| Debt Services & Miscellaneous | 498,200                 | 2,638                         | 0.5 %                   |
| Total Expenses                | 8,025,972               | 134,572                       | 1.7 %                   |
| <b>Total Net Income</b>       | <b>0</b>                | <b>450,819</b>                | <b>(93,920,537.5) %</b> |

# North Star Academy

## Meeting Minutes

**Date: June 22, 2026**

**Time: 4:30 PM**

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

Others in Attendance: Tana Archer, Cathie Hurst, Priscilla Stringfellow, Hannah Jones

Teleconference: <https://us02web.zoom.us/j/83583204769>



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### Call to Order

Sidney Warnick called the meeting to order at 4:31 PM.

### Public Comment

There were no public comments.

### Board Training

- **Media Request Procedure**  
As part of this meeting's training, the Board will review the Media Request Procedure outlined in the Employee Handbook to ensure consistent, compliant handling of media inquiries directed to the school and its staff. Jordan Shields facilitated the training on the media request procedure.

### Reports

- **Director Report**  
Tana Archer presented the Directors Report including the Title IX Report, the Positive Behaviors Plan Report, Gifted and Talented Report and Mental Health Grant report. There are 526 students enrolled for the 2026-2027 school year. All salaried staff positions are filled for the 2026-2027 school year.
- **Financial Review**  
Cathie Hurst presented the Annual Commitment to Ethical Behavior and the Fraud Risk Assessment. Each board member will sign the commitment after reading the school's ethics policy. The Fraud Risk assessment results in a risk score that helps the school and governing board better understand their overall fraud risk exposure and identify opportunities for improvement. North Star Academy scored as "very low" risk, with all board members completing the Fraud Risk Training.

### Consent Items

- April 16, 2026, Board Meeting & Closed Session Minutes
- May 20, 2026, Board Meeting Minutes  
*Jordan Shields made a motion to approve the April 16<sup>th</sup>, 2026, Board Meeting and Closed Session Minutes and the May 20, 2026, Board Meeting 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

- 2025-2026 Amended Budget
- 2026-2027 Proposed Budget  
This budget amendment reflects final adjustments to the prior school year's financials based on actual revenues and expenditures. Variances from the originally approved budget are primarily due to changes in

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#### 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: 06.22.2026  
Approved:

enrollment, program costs, staffing adjustments, and unanticipated expenses and/or savings realized throughout the year. Board approval of this amendment is requested to formally adopt the revised figures and close out the prior fiscal year in accordance with standard financial governance practices. This 2026-2027 proposed budget is balanced and designed to support the organization's mission while ensuring compliance with all financial policies and regulations. Board review and approval are requested to authorize implementation for the upcoming fiscal year.

*Jordan Shields made a motion to approve the 2025-2026 Amended Budget and 2026-2027 Proposed Budget. 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.*

- **Technology Purchases**

The Board is asked to review and approve proposed technology purchases not to exceed \$47,000 supporting instructional and operational needs for the upcoming school year.

*Bob Bell made a motion to approve the Technology Purchases not to exceed \$47,000. 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.*

- **iReady Math Invoice**

This item was tabled.

- **Carnegie Math Invoice**

This item was tabled.

- **2026-2027 TSSA Plan**

Annually the board is to review and approve a Teacher and Student Success Plan. The plan outlines how funds will be allocated to support student achievement and teacher effectiveness. Board members reviewed the proposed 2026-2027 TSSA Plan.

*Bob Bell made a motion to approve the 2026-2027 TSSA Plan. 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.*

- **Mental Health Screening Participation**

The Board is asked to determine the school's participation in mental health screening for the upcoming school year, consistent with state requirements and the school's student support priorities. The board determined the school would participate in the mental health screening for the 2026-2027 school year.

*Kammie LeFevre made a motion to approve the Mental Health Screening Participation. 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 Contracts**

This item was tabled.

- **Annual Contracts for Speech Language Pathologist, Occupational Therapist, Social Worker, School Nurse**

The Board is asked to review and approve the annual contracts for the school's related-service providers, including the Speech-Language Pathologist, Occupational Therapist, Social Worker, School Nurse, and School Psychologist. These services support student health, special education, and well-being requirements. Approval authorizes the school to enter into the agreements for the upcoming school year.

*Kammie LeFevre made a motion to approve the contracts listed above. Bob Bell seconded. The motion*

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*passed unanimously. The votes were as follows: Sidney Warnick, Aye; Jordan Shields, Aye; Kammie LeFevre, Aye; Bob Bell, Aye; Barton Sloan, Aye.*

- Board Member Terms, Roles, & Elected Officers

Currently, Jordan Shields term is expiring on June 30, 2026. The board may approve to re-instate Jordan for another 4-year term as Vice President of the board. The other board members roles and terms were also reviewed and plans for future compositions of the board were discussed.

*Kammie LeFevre made a motion to approve the Board Member Terms, Roles, & Elected Officers as discussed and re-instate Jordan Shields for another 4 year-term (ending in 2030) as Vice President. 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.*

- Employee Handbook

- Student and Parent Handbook

Review and approval of the Employee Handbook and Student and Parent handbook for the upcoming school year adopts the handbook as the school's official employee guidance and official guidance for students and parents.

*Bob Bell made a motion to approve the Employee Handbook. 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.*

- Policies

- Amended Salary Supplement for Highly Needed Educators Program Policy

- Media Request Procedure

The school must update or re-approve its SHiNE policy annually. Administration is proposing that revisions to the math and science designations in the policy be made for the 26-27 SY. In addition, in consultation with accounting and legal, some proposed provisions have been added to the policy regarding payment of the salary supplement in certain circumstances, including: (a) if an eligible teacher's employment with the school ends before the salary supplement is paid (e.g., a teacher quits or is fired mid-year), the teacher will receive only a prorated portion of the salary supplement based on the portion of the school year the teacher worked at the school; and (b) if an eligible teacher begins employment with the school after the certified list of salary supplement recipients is finalized, the teacher is not automatically entitled to a salary supplement but the administrator may in their discretion and subject to SHiNE funding award the teacher a prorated salary supplement. A couple other minor revisions to the policy are recommended as well. The media request procedure was reviewed during the board training.

*Jordan Shields made a motion to approve the Amended Salary Supplement for Highly Needed Educators Program Policy. 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.*

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).

*At 6:12PM Bob Bell 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) at an electronic board meeting via Zoom. 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.*

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#### 2025-2026 School Wide Improvement Goal

Finding the Leader Within: Discovering a World of Possibilities

NSA Board Meeting Minutes: 06.22.2026  
Approved:

*At 6:23 PM Bob Bell made a motion to leave the closed session and enter the general meeting. 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.*

#### Business & Discussion Items

- 2026-2027 Director Employment Agreement

This item was discussed in the closed session.

*Jordan Shields made a motion to approve the 2026-2027 Director Employment Agreement. 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.*

#### Calendaring:

The board reviewed the 2026-2027 board meeting calendar. The next board meeting is scheduled for September 3, 2026, at 4:30 PM.

#### Adjourn Meeting

*At 6:26 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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#### 2025-2026 School Wide Improvement Goal

Finding the Leader Within: Discovering a World of Possibilities

NSA Board Meeting Minutes: 06.22.2026  
Approved:



## North Star Academy Board of Directors Closed Session

Meeting Date: 06.22.2026

Location: <https://us02web.zoom.us/j/83583204769>

### **CLOSED SESSION SWORN STATEMENT:**

At a duly noticed public meeting held on the date listed above, the board of directors for North Star Academy entered a closed session for the sole purpose of discussing the character, professional competence, or physical or mental health of an individual in accordance with Utah Code Ann. 52-4-2(1)(a).

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

Signed on the 6th day of June 22, 2026, at Bluffdale, Utah.

Sidney Warnick, Board Chair

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#### **2025-2026 School Wide Improvement Goal**

Finding the Leader Within: Discovering a World of Possibilities

NSA Board Meeting Minutes: 06.22.2026  
Approved:

# Curriculum Associates®

Quote ID: 468591.1

Date: 7/29/2026

Quote Valid through: 12/31/2026

## Prepared For:

Tana Archer

North Star Academy

2920 W 14010 S,

Bluffdale, UT 84065

tarcher@north-staracademy.com

8013029579

## Your Representative:

Joel Kongaika

(801) 319-4832

jkongaika@cainc.com

## i-Ready

| Product Name                                                                            | Item #  | ISBN              | Qty | List Price | Net Price | Total       |
|-----------------------------------------------------------------------------------------|---------|-------------------|-----|------------|-----------|-------------|
| i-Ready Assessment and Personalized Instruction Utah Math Per Student License 1 Year    | 19283.0 | 978-1-4957-3228-7 | 331 | \$22.00    | \$22.00   | \$7,282.00  |
| i-Ready Assessment and Personalized Instruction Utah Reading Per Student License 1 Year | 35022.0 | 978-1-7280-6273-0 | 450 | \$22.00    | \$22.00   | \$9,900.00  |
| i-Ready Subtotal:                                                                       |         |                   |     |            |           | \$17,182.00 |

## Professional Learning

| Product Name                                                                                                                      | Item #  | ISBN              | Qty | List Price | Net Price | Total  |
|-----------------------------------------------------------------------------------------------------------------------------------|---------|-------------------|-----|------------|-----------|--------|
| Online Educator Learning Site License - Digital PL Courses and Personalized Learning to Complement Professional Learning Sessions | 40124.0 | 978-1-6630-0817-6 | 1   | \$500.00   | \$0.00    | \$0.00 |
| Professional Learning Subtotal:                                                                                                   |         |                   |     |            |           | \$0.00 |

## Total

|                     |             |
|---------------------|-------------|
| List Total:         | \$17,682.00 |
| Savings:            | \$500.00    |
| Merchandise Total:  | \$17,182.00 |
| Voucher/Credit:     | \$0.00      |
| Estimated Tax:      | \$0.00      |
| Estimated Shipping: | \$0.00      |
| Total:              | \$17,182.00 |

## Special Notes

F.O.B.: N. Billerica, MA 01862

Shipping: Shipping based on MDSE total

Terms: Net 30 days, pending credit approval

Fed. ID: #26-3954988

**Please submit this quote with your purchase order**

N1

# Submitting Your Order

Placing an order is easy! Simply refer to the guide below when preparing your Purchase Order.

Submit Your Purchase Order and Corresponding Quote To: [orders@cainc.com](mailto:orders@cainc.com)

Need Help Placing an Order? Contact: [orders@cainc.com](mailto:orders@cainc.com) or 1 (800) 225-0248

## 1. Purchase Order Number and Date

### 2. Bill-To or Invoice-To Name and Address

### 3. Ship-To Name and Address

### 4. Items and Quantities

Does your quote include a “for budgeting” note? Ensure all items and quantities are final.

### 5. Subtotals for Merchandise, Freight, Tax, and the Purchase Order Grand Total

A current tax-exempt certificate must be on file to honor exemption status.

## 1 Purchase Order

### Pleasant Meadows

Regional School District

Purchase Order: 312773

Date: 7/1/2025

2

#### Bill To:

Pleasant Meadows School District  
ATTN: Accounts Payable  
47 Whipple Rd  
Pleasant Meadows, MA 01234  
(978) 123-4567  
Vendor Name: Curriculum Associates

3

#### Ship To:

Pleasant Meadows School District  
ATTN: Adam Smith, Warehouse Mgr  
47 Whipple Rd  
Pleasant Meadows, MA 01234  
(978) 123-4567

4

| Product                         | Quantity | Unit Price | Extended Amount |
|---------------------------------|----------|------------|-----------------|
| 23456.0 Reading Student Book G2 | 75       | \$15.00    | \$1,125.00      |
| 23456.9 Reading Teacher Book G2 | 3        | \$30.00    | \$90.00         |
| 23457.0 Math Student Book G2    | 75       | \$15.00    | \$1,125.00      |
| 23457.9 Math Teacher Book G2    | 3        | \$30.00    | \$90.00         |
| 12345.0 Digital School License  | 1        | \$7,000.00 | \$7,000.00      |

5

|          |            |
|----------|------------|
| Subtotal | \$9,430.00 |
| Freight  | \$267.30   |
| Tax      | \$0.00     |
| Total    | \$9,697.30 |

6

#### Notes:

Reference Quote # 12456.1

Pack materials by school site. Deliver between 7/14/25–7/25/25.

8

Warehouse open Monday–Thursday 8 a.m.–3 p.m. in July.

7

9

*Sarah Johnson*  
Purchasing Manager

### 6. Quote Number

Quote total and Purchase Order total must match.

### 7. Delivery Window

Must be at least seven to 10 days

### 8. Delivery Instructions

For example, please indicate weekdays and times the location is open for deliveries.

### 9. Signature of Authorized Official

If required by your administration

**Note: We are unable to accept requisitions or signed quotes.**

### White-Glove Delivery:

Available upon request for \$500 per shipment location, subject to our carrier partner’s availability. Please notify us of this request prior to submitting your Purchase Order so we can include the service on your quote properly.

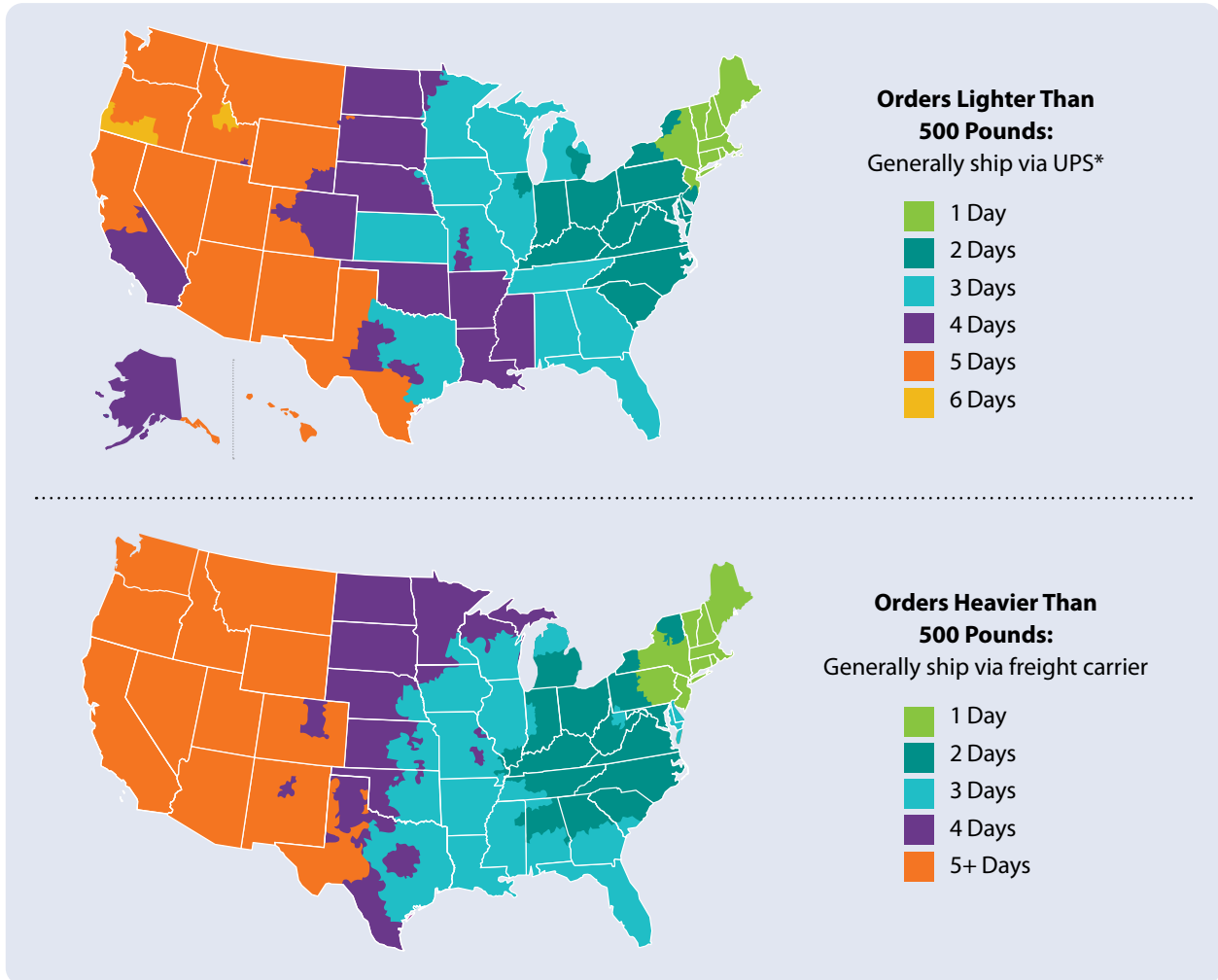
### Please Consider Processing and Transit Times as You Are Preparing to Place Your Order

Orders lighter than 500 pounds are shipped via UPS. Orders heavier than 500 pounds are shipped via freight carrier. Reference the maps on the following page for our estimated transit times.

## Estimated Transit Times

Please factor in the following lead times when arranging for delivery of our printed materials.

*Shipping varies by location and shipping method from our warehouse in Littleton, MA. Locations considered to be remote, including locations within contiguous and non-contiguous states, may require additional transit days and special carrier services. See the maps below for further explanation.*



\*The threshold for UPS orders may be raised during peak season (i.e., June–September).  
Please note that UPS deliveries may arrive over several days.

### Additional Tips for Successful Delivery:

- Indicate on your Purchase Order if you would like to ship to a central location, such as a district warehouse, or to individual schools.
- Select a delivery window when someone will be at the delivery location to accept the order.  
**Notify others, such as front office or custodial staff, about the delivery.**

### Need Help Placing an Order?

Contact: [orders@cainc.com](mailto:orders@cainc.com) or 1 (800) 225-0248



# *i-Ready* Assessment and Personalized Instruction Are Always Improving

Teach with confidence, reach every learner, and make every instructional minute count with new features and experiences coming to *i-Ready* for 2026–2027.

## Maximize the Power of Your Assessments

### ***i-Ready Diagnostic* Becomes *i-Ready Inform*™ for Reading and for Mathematics for Grades K–12**

Experience the same trusted, actionable insights with faster, more efficient testing.

The shortened version may not be immediately available for all states.

### **Literacy Profile Reports for Grades K–6**

Quickly understand district, school, class, and student literacy performance with data from *i-Ready Literacy Tasks* and *i-Ready Inform*.

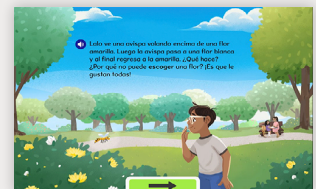
Included with an *i-Ready Inform for Reading* purchase.

## Expand the Impact of Personalized Instruction

### **My Path for Spanish Reading for Grades K–5**

Deliver personalized Spanish reading instruction for students, powered by *i-Ready Inform de lectura*.

Included with an *i-Ready Inform and Personalized Instruction for Reading* purchase.



### **Mathematics Practice for Grades K–8**

Reinforce math concepts with 200+ practice opportunities. Easily assign with intuitive skill descriptions and monitor with unified reporting across My Path and Teacher-Assigned Lessons.

Included with an *i-Ready Inform and Personalized Instruction for Mathematics* purchase.

## Build *i-Ready* Skills Flexibly

### **Interactive Community Sessions**

Collaborate, practice, and apply learning with peers nationwide in live, expert-led virtual sessions.

Unlimited access included with a building-level professional learning purchase for school year 2026–2027.



# Curriculum Associates®

## Placing an Order

Email: [Orders@cainc.com](mailto:Orders@cainc.com)

### Submit PO by Mail:

ATTN: CUSTOMER SERVICE DEPT.  
Curriculum Associates LLC  
153 Rangeway Rd  
North Billerica, MA 01862-2013

### Submit Order by Check:

Curriculum Associates, LLC  
PO Box 936600  
Atlanta, GA 31193-6600

Please visit [CurriculumAssociates.com](http://CurriculumAssociates.com) for more information about placing orders or contact CA's customer service department (1-800-225-0248) and reference quote number for questions.

Please attach quote to all signed purchase orders.

If tax exempt, please submit a valid exemption certificate with PO and quote in order to avoid processing delays. Exemption certificates can also be submitted to [exempt@cainc.com](mailto:exempt@cainc.com).

## Shipping Policy

Unless otherwise noted, shipping costs are calculated as follows:

| Order Amount          | Freight Amount        |
|-----------------------|-----------------------|
| \$74.99 or less       | Max charge of \$12.75 |
| \$75.00 to \$999.99   | 12% of order          |
| \$1,000 to \$4,999.99 | 10% of order          |

| Order Amount              | Freight Amount |
|---------------------------|----------------|
| \$5,000.00 to \$99,999.99 | 9% of order    |
| \$100,000 and more        | 8% of order    |

Please contact your local CA representative or customer service (1-800-225-0248) for expedited shipping rates. The weight limit for an expedited order is **500lbs**.

The enhanced shipping and handling services listed below are available upon request subject to the availability of our carrier partners. Please notify us of these delivery requests prior to issuing your PO so that we can include the service on your quote appropriately:

- White Glove Delivery Service \$1000/delivery/site

If our carrier partners are unable to deliver to the location instructed on the PO or you need to change the time or location of delivery, one or more of the following fees may be applicable:

- Delivery Address Change \$500/shipment location
- Freight Storage \$1000/shipment location
- Freight Carrier Redelivery \$350/pallet

Unless otherwise expressly indicated, the shipping terms for all deliveries is FOB CA's Shipping Point (whether to a CA or third party facility). Risk of loss and title is passed to purchaser upon transfer of the goods to carrier, standard shipping charges (listed above) are added to the invoice or included in the unit price unless otherwise specified.

Supply chain challenges outside of Curriculum Associates' control may impact inventory availability for print product. We recommend submission of purchase orders as soon as possible to help ensure timely delivery.

## Payment Terms

Payment terms are as follows:

- With credit approval: Net 30 days
- Without credit approval: payment in full at time of order
- Accounts must be current before subsequent shipments are made

To ensure payment processing is timely and environmentally conscious, CA encourages ACH payments. If you would like to pay via ACH, please request remittance information by emailing [AR@cainc.com](mailto:AR@cainc.com).

Please send any payment notifications to [payments@cainc.com](mailto:payments@cainc.com). Credit card payments are only accepted for purchases under \$50,000.

## Invoice Receipt Preference

CA is pleased to offer electronic invoice delivery. Electronic invoice delivery allows CA to deliver your invoice in a timely and environmentally friendly manner. To request electronic invoice delivery please contact the CA Accounts Receivable team at [invoices@cainc.com](mailto:invoices@cainc.com) or by fax (1-800-366-1158). Please reference your quote number, provide a valid email address where the invoice should be directed, and indicate you would like to opt into electronic invoice delivery.

## Terms of Service

Customer's use of i-Ready® shall be subject to the i-Ready Terms and Conditions of Use. By issuing a purchase order, shipment request, or payment against this quote, Customer agrees to the i-Ready Terms and Conditions of Use accessible at [https://cdn.bfldr.com/LS6J0F7/at/37qc9fs38hw5np8cwqf4mtqn/3\\_iReady\\_Terms\\_Of\\_Use.pdf](https://cdn.bfldr.com/LS6J0F7/at/37qc9fs38hw5np8cwqf4mtqn/3_iReady_Terms_Of_Use.pdf), including the Data Protection Addendum appended thereto as an exhibit, which are collectively incorporated herein by reference.

Customer's professional learning sessions will expire two years following the date of your purchase order or the implementation year noted on your quote, whichever comes first and are subject to the Professional Learning Terms of Service, which can be found at <https://www.curriculumassociates.com/support/privacy-and-policies>.

## Return Policy

For any non-print products — your subscription may be terminated and you may request a pro-rata refund for unused services within 90 days of license start date. For Professional Learning services, you may request a refund for unused services within 90 days of purchase date. After 90 days, your non-print products and Professional Learning purchase shall be final and no refunds are available. Except for materials sold on a non-refundable basis, purchaser may return, at purchaser risk and expense, purchased print materials with pre-approval from CA's Customer Service department within 12 months of purchase. Please examine your order upon receipt. Before returning material, call CA's Customer Service department (1-800-225-0248 option 2) for return authorization and documentation. When returning material, please include your return authorization number and the return form that will be provided to you by CA's Return department. We do not accept returns on unused i-Ready or Toolbox licenses®, materials that have been used and/or are not in "saleable condition," and individual components of kits or sets including but not limited to BRIGANCE® Kits, Ready® student and teacher sets, i-Ready Classroom® student and teacher sets, and Magnetic Foundation and Literacy classroom kits.



# SCHOOL MENTAL HEALTH SERVICES AGREEMENT

**TM Services, LLC**  
**North Star Academy**

This School Mental Health Services Agreement (“Agreement”) is entered into between **TM Services, LLC** (“Provider”) and **North Star Academy** (“School”)

Effective Date: August 1, 2026

Term: August 10, 2026 – June 4, 2027 (Full Academic Year)

## 1. Scope of Services

Provider will deliver **Tier 2: Embedded Support** services averaging approximately eleven (11) hours per week during the academic calendar, generally provided on Thursdays and Fridays unless otherwise mutually agreed.

Services include:

- Coordination and implementation of student mental health screening and follow-up processes
- Data tracking, interpretation, and reporting to school leadership
- Parent consultation to review screening results and provide resources
- Individual and small group counseling
- Targeted Tier 2 and Tier 3 interventions
- Mental health consultation and collaboration with school staff
- Crisis response and safety planning during scheduled service hours
- MTSS participation and behavioral consultation
- IEP/504 collaboration as appropriate
- Documentation, progress monitoring, and program coordination
- Ongoing licensed clinical supervision and professional oversight

Services are designed to complement existing school counseling staff.

Services may include both direct student services and indirect activities necessary to support implementation of the School's mental health program.

## **2. Schedule**

Provider will deliver services on Thursdays from 8:00 AM – 3:00 PM and Fridays from 9:00 AM – 1:00 PM unless otherwise mutually agreed.

Indirect service activities, including documentation, data review, parent consultation, staff collaboration, grant-related activities, planning, and other program support, may occur during scheduled service hours.

Services follow the academic calendar unless otherwise agreed in writing.

## **3. Compensation**

School agrees to compensate Provider \$4,000 per month for services provided during the 2026–2027 academic year.

The agreement consists of ten (10) equal monthly payments of **\$4,000**, for a total contract amount of **\$40,000**.

The monthly fee represents an annualized rate and is not adjusted based on the number of instructional days or holidays occurring within a particular month.

Monthly invoices will be issued by TM Services, and payment is due within 30 days of the invoice date.

## **4. Background Check**

School will complete any required background checks prior to service delivery.

## **5. Supervision & Oversight**

All services are delivered under the supervision of a Licensed Clinical Social Worker. Provider maintains responsibility for professional oversight, documentation review, and clinical quality assurance.

## **6. Documentation & Confidentiality**

- Documentation related to screenings, school-based mental health services, and progress toward contracted services will be maintained in accordance with FERPA and applicable professional standards.
- Parties will collaborate to determine appropriate data storage procedures.
- Provider complies with all applicable confidentiality and mandated reporting laws.

## 7. Independent Contractor Status

Provider is an independent contractor. Nothing in this Agreement creates an employment relationship between School and Provider or assigned clinician.

## 8. Liability Insurance

Provider maintains professional liability insurance coverage.

## 9. Termination

Either party may terminate this Agreement with thirty (30) days written notice.

In the event of termination, School agrees to compensate Provider for services rendered through the termination date.

## 10. Renewal

This Agreement may be revisited and expanded for the 2027-2028 academic year upon mutual agreement.

### Signatures

Tiana McCall, LCSW  
Owner, TM Services, LLC

Date: 6/30/2026

Signature: Tiana McCall

Tana Archer  
Director, North Star Academy

Date: 07/01/2026

Signature: Tana Lyn Archer [Jul 1, 2026 10:58:49 MDT]



# North Star 2026.27 Contract

Final Audit Report

2026-07-01

|                 |                                               |
|-----------------|-----------------------------------------------|
| Created:        | 2026-07-01                                    |
| By:             | Tiana McCall (admin@tmsocialworkservices.org) |
| Status:         | Signed                                        |
| Transaction ID: | CBJCHBCAABAARxSByEPPvYlariqL3XulGxYSey_fiQWP  |

## "North Star 2026.27 Contract" History

-  Document created by Tiana McCall (admin@tmsocialworkservices.org)  
2026-07-01 - 2:46:44 AM GMT
-  Document emailed to tarcher@north-staracademy.com for signature  
2026-07-01 - 2:46:48 AM GMT
-  Email viewed by tarcher@north-staracademy.com  
2026-07-01 - 4:58:08 PM GMT
-  Signer tarcher@north-staracademy.com entered name at signing as Tana Lyn Archer  
2026-07-01 - 4:58:47 PM GMT
-  Document e-signed by Tana Lyn Archer (tarcher@north-staracademy.com)  
Signature Date: 2026-07-01 - 4:58:49 PM GMT - Time Source: server - Signature Appearance Selected: TYPE
-  Agreement completed.  
2026-07-01 - 4:58:49 PM GMT

# PIZZA SUPPLY AGREEMENT

2026–2027 School Year

This Pizza Supply Agreement ("Agreement") is entered into as of **July 7<sup>th</sup>, 2026** by and between:

**Supplier:** Islands to Salt Lake Pizza, DBA Domino's Pizza in Bluffdale, Utah

**Client:** North Star Academy located at North Star Academy 2920 West 14000 South Bluffdale, UT 84065

## 1. Term

This Agreement covers the 2026–2027 school year and applies to a total of thirty-six (36) Thursdays on which the Client will place a standing pizza order, as specified in Exhibit A to be delivered to the Client on site.

## 2. Standing Order

On each of the 36 scheduled Thursdays, Supplier will deliver a standing order of fifty-six (56) pizzas to Client, consisting of the following mix:

|              | First Order | Second Order |
|--------------|-------------|--------------|
| Hawaiian     | 3           | 3            |
| Cheese       | 12          | 14           |
| Pepperoni    | 15          | 9            |
| <b>Total</b> | <b>30</b>   | <b>26</b>    |

Any changes to this mix must be requested by Client in writing at least five (5) business days before the scheduled delivery.

## 3. Pricing

Supplier will charge Client \$8.99 per pizza. Based on 56 pizzas per Thursday across 36 Thursdays:

|                                 |                    |
|---------------------------------|--------------------|
| Price per pizza                 | \$8.99             |
| Pizzas per Thursday             | 56                 |
| Cost per Thursday               | \$503.44           |
| Number of Thursdays (2026–2027) | 36                 |
| <b>Total Contract Value</b>     | <b>\$18,123.84</b> |

## 4. Delivery

Supplier will deliver all pizzas at [10:45 AM and 11:30 AM] each scheduled Thursday to North Star Academy 2920 West 14000 South Bluffdale, UT 84065. Client will designate a staff contact responsible for receiving and confirming each delivery.

## 5. Payment Terms

Client will be invoiced weekly for deliveries made during that period. Payment is due within 30 days of invoice date.

## 6. Cancellations & Changes

Client must provide at least five (5) business days' written notice to cancel or reschedule any single Thursday delivery. Cancellations with less notice may be billed in full at Supplier's discretion.

7. Food Safety & Nutritional Compliance

Supplier will provide Client with nutritional information for all menu items included in this Agreement to support Client's review against applicable school nutrition guidelines. Supplier will notify Client in advance of any recipe or ingredient changes that could affect nutritional compliance.

8. Liability & Insurance

Supplier maintains general liability insurance and will provide a certificate of insurance upon Client's request. Each party agrees to be responsible for its own acts and omissions under this Agreement.

9. Governing Law

This Agreement is governed by the laws of the State of Utah.

10. Signatures

By signing below, both parties agree to the terms of this Agreement.

For Supplier (ISL Pizza):

\_\_\_\_\_  
Brandhi Wright, Operating Partner

\_\_\_\_\_  
Date

\_\_\_\_\_  
For Client (North Star Academy)

\_\_\_\_\_  
Date

Exhibit A: Sample Order Composition

(Reference - as provided by Client for planning purposes; actual weekly mix per Section 2 above.)

|           | First Order | Second Order |
|-----------|-------------|--------------|
| Hawaiian  | 3           | 3            |
| Cheese    | 12          | 14           |
| Pepperoni | 15          | 9            |
| Total     | 30          | 26           |

# PIZZA SUPPLY AGREEMENT

2026–2027 School Year

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## 2. Standing Order

On each of the 36 scheduled Thursdays, Supplier will deliver a standing order of fifty-six (56) pizzas to Client, consisting of the following mix:

| Pizza Type   | Quantity  |
|--------------|-----------|
| Hawaiian     | 3         |
| Cheese       | 13 (avg.) |
| Pepperoni    | 12 (avg.) |
| <b>Total</b> | <b>56</b> |

Any changes to this mix must be requested by Client in writing at least five (5) business days before the scheduled delivery.

## 3. Pricing

Supplier will charge Client \$8.99 per pizza. Based on 56 pizzas per Thursday across 36 Thursdays:

|                                 |                    |
|---------------------------------|--------------------|
| Price per pizza                 | \$8.99             |
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## 6. Cancellations & Changes

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Supplier will provide Client with nutritional information for all menu items included in this Agreement to support Client's review against applicable school nutrition guidelines. Supplier will notify Client in advance of any recipe or ingredient changes that could affect nutritional compliance.

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## 9. Governing Law

This Agreement is governed by the laws of the State of Utah.

## 10. Signatures

By signing below, both parties agree to the terms of this Agreement.

For Supplier (ISL Pizza):

\_\_\_\_\_  
Brandhi Wright, Operating Partner

\_\_\_\_\_  
Date

For Client (North Star Academy)

\_\_\_\_\_  
Tana Archer, Director July 2026  
[Name], [Title] Date

## Exhibit A: Sample Order Composition

(Reference - as provided by Client for planning purposes; actual weekly mix per Section 2 above.)

|              | First Order | Second Order |
|--------------|-------------|--------------|
| Hawaiian     | 3           | 3            |
| Cheese       | 12          | 14           |
| Pepperoni    | 15          | 9            |
| <b>Total</b> | <b>30</b>   | <b>26</b>    |

## **Student Success Framework**

Pursuant to UCA 53G-7-1304, North Star Academy's Board of Directors adopts the following framework to provide guidelines and processes for the development of a Teacher and Student Success Plan ("Plan"). The school's Director will develop a Plan in accordance with this framework and submit the Plan to the Board for approval. The Plan will be developed by integrating school-specific goals and criteria for improving the school's performance within the state accountability system.

The goal of the school's Plan shall be to improve school performance and student academic achievement. The Plan may contain any of the following strategies:

1. school personnel stipends for taking on additional responsibility outside of a typical work assignment;
2. professional learning;
3. additional school employees, including counselors, social workers, mental health workers, tutors, media specialists, information technology specialists, or other specialists;
4. technology;
5. before- or after-school programs;
6. summer school programs;
7. community support programs or partnerships;
8. early childhood education;
9. class size reduction strategies;
10. augmentation of existing programs; or
11. any other strategy reasonably designed to improve school performance or student academic achievement.

Funding received pursuant to the school Plan may not be used:

1. to supplant funding for existing education programs;
2. for administrative costs;
3. for capital expenditures.

## **Literacy Achievement Requirement**

1. The Plan shall address the school's progress toward statewide literacy proficiency goals in accordance with SB 241 (2026) and State Rule R277-927.
2. 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).

**North Star Academy**  
**Policy: Capitalization and Expense Policy**  
**Adopted: May 5, 2022**



**Purpose**

The purpose of this policy is to allow for the accountants of North Star Academy (the "School") to depreciate rather than expense qualified inventory items.

**Policy**

The School will periodically take inventory of its personal property. Items, including associated components necessary to use the item, which (a) have a fair market value of over ~~\$10,000.00~~ and (b) have a useful life of more than three (3) years shall be depreciated rather than expensed. The period of time items will be depreciated will be based on the length of the item's useful life.

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Signature:

\_\_\_\_\_  
Trudy Sorenson, Board President

\_\_\_\_\_  
Date

**North Star Academy**  
**Policy: Cash Handling Policy**  
**Approved: October 3, 2013**  
**Amended: December 5, 2019**



**Policy**

North Star Academy (the "School") adopts this policy to ensure that the School utilizes sound internal controls and properly handles all cash receipts. For purposes of this policy, cash receipts include all payments received by the School in the form of cash, checks, debit or credit cards, electronic payments via the School's website or a mobile payment application, or other forms of payment accepted by the School.

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The Director will designate at least two (2) School employees who are authorized to handle cash and checks paid to the School, and only those employees may handle cash and checks for the School. All checks must be made payable to North Star Academy. All cash and checks received by the School must be deposited into the School's bank account as soon as practicable, but in no event later than three (3) banking days after receipt, in accordance with Utah law. Two designated School employees should prepare each deposit using tamper resistant deposit bags.

**Moved (insertion) [1]**

All debit or credit card payments and other electronic payments made to the School online must also be deposited, electronically, into the School's bank account no later than three (3) banking days after receipt.

The School shall issue and maintain a receipt or other appropriate documentation for all cash receipts received by the School.

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**Moved up [1]:** All checks must be made payable to North Star Academy.

**Moved up [2]:** Receipts must be issued for all cash and checks received by the School.

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All cash and checks received must be deposited within three (3) days of receipt. Two individuals should prepare each deposit using tamper resistant deposit bags.

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The Director shall ensure that all employees who are authorized to handle cash receipts receive appropriate annual training.

The Director may establish additional cash handling procedures regarding internal controls over the collection, safeguarding, deposit, recording, and reconciliation of all cash receipts. All such procedures shall be consistent with this policy and applicable laws and regulations.

No School employee should handle cash receipts associated with a non-School-sponsored activity in their capacity as a School employee. In the event such an individual does handle such cash receipts, they must make it clear to the organization sponsoring the activity that they are not acting as a School employee.

**Review**

The School shall review this policy annually.

Signature:

Page 1 of 2

Policy: Cash Handling Policy  
Board Approved Date: 10-3-2013, 10-5-2017, 12-5-2019  
Board Reviewed Date: 5-7-2020, 2-4-2021, 3-24-2022

\_\_\_\_\_  
Trudy Sorenson, Board President

12-5-2019  
Date

**North Star Academy**  
**Policy: Electronic Resources Policy**  
**Adopted: June 23, 2014**  
**Amended: June 25<sup>th</sup>, 2025**  
**Approved: February 1, 2024**



**Purpose**

North Star Academy (the "School") recognizes the value of computer and other electronic resources to facilitate student learning and help the School's employees accomplish the School's mission. The School has therefore made substantial investments to establish a network and provide various electronic resources for its students' and employees' use. Because of the potential harm to students and the School from misuse of these resources, the School requires the safe and responsible use of computers, computer networks e-mail, Internet, and other electronic resources. This policy is intended to ensure such safe and responsible use and to comply with Utah Administrative Rule R277-495, Utah Code §§ 53G-7-227, 53G-7-1002, and 53G-7-1003, the Children's Internet Protection Act, and other applicable laws.

Deleted: Utah Code §

**Policy**

**Electronic Devices**

The School recognizes that various forms of electronic devices are widely used by both students and employees and are important tools in today's society. The School seeks to ensure that the use of electronic devices, both privately-owned devices and devices owned by the School, does not cause harm or otherwise interfere with the learning, safety, or security of students or employees.

**Definitions**

"Electronic device" means a device that is used for audio, video, or text communication or any other type of computer or computer-like instrument including but not limited to: a cellphone or smartphone, a smart or electronic watch, a tablet, a virtual reality device, or AI glasses.

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"Privately-owned electronic device" means an electronic device that is not owned or issued by the School to a student or employee, including any emerging technology (which includes any device that has or will be able to act in place of or as an extension of an individual's cellphone).

Deleted: "Instructional time" means the hours during the School day designated by the School for class instruction.¶

"School hours" means the time from the beginning of the School day, as designated by the School's bell schedule, until the end of the School day, as designated by the School's bell schedule, including all instructional time, lunch periods, recess, and transition times between classes.

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"School-owned electronic device" means an electronic device that is owned, provided, issued, or lent by the School to a student or employee.

"School-sponsored activities" means field trips, curricular and extracurricular activities, and extended School-sponsored trips or activities, including School-provided transportation to and from such activities.

**Student Use of Electronic Devices**

Electronic devices may only be possessed and used by students during School hours and during School-sponsored activities in accordance with the following standards:

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- Electronic devices may only be used in class at the teacher's request and for educational purposes.

- Electronic devices may not be used to view, access, download, store, or transmit pornography or other obscene or inappropriate material.
- Electronic devices may not be used to bully, threaten, humiliate, embarrass, harass, or intimidate other students, teachers, volunteers, School guests, or School employees.
- Electronic devices may not be used in ways that violate local, state, or federal laws.
- Electronic devices may not be used during quizzes, tests, and standardized assessments except as otherwise provided herein.
- Electronic toys are not allowed in the School.
- Students may have privately-owned electronic devices at School during School hours. However, privately-owned electronic devices must remain out of sight in a bag or backpack (elementary), or in a locker (middle school), and be turned off or set to a mode where notifications can't be received during School hours, unless an exception provided herein applies.

#### Exceptions

The Principal may give permission for a student to possess and use a privately-owned electronic device during School hours and during School-sponsored activities for good cause if the device does not distract from the instructional or educational process and is not otherwise used inappropriately.

Parents may request that the Principal allow a student to possess and use a privately-owned electronic device that is on active mode at all times during School hours and during School-sponsored activities, with the exception of during tests and standardized assessments, for good cause, including medical needs or unusual family situations. Parents may also request that the Principal allow a student to briefly use a privately-owned electronic device during non-instructional time in a specified location designated by the School.

Students may use a privately-owned electronic device to address a medical necessity.

A student may possess and use a privately-owned electronic device that is on active mode at all times during the School hours and during School-sponsored activities, including during assessments, if such an accommodation is specified in a written Section 504 plan, an Individualized Education Plan, or in connection with other legitimate circumstances determined by the Principal.

Privately-owned electronic devices may be possessed and used in the event of an emergency during the limited period of the emergency in order to protect the safety of a student or School employee, visitor or volunteer. This includes using an electronic device to respond to an imminent threat to health or safety of an individual or to respond to a school-wide emergency.

Students may also use a privately-owned electronic device during School hours and during School-sponsored activities to use the SafeUT Crisis Line.

Parents may make other individualized requests for exceptions to this policy to the Principal.

#### Consequences for Violation

A student will receive one warning prior to discipline for violating this policy unless the violation involves cheating or constitutes a violation of the School's Student Conduct and Discipline Policy or at the discretion of the Principal.

On the second violation of this policy, if the violation involves a privately-owned electronic device, the privately-owned electronic device will be confiscated, labeled, and held in a secure location. The Principal, teachers, and other individuals designated by the Principal may confiscate privately-owned electronic devices under this policy.

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**Commented [PN1]:** I'm not sure requiring middle schoolers to keep their phone in a locker complies with the lawful exceptions below (e.g., being able to use their phone to address a medical necessity or respond to a school-wide emergency). Perhaps you could give middle schoolers the option to keep their phones in their bag or backpack in the classroom or in their locker?

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Despite the foregoing, a privately-owned electronic device may be confiscated after an initial or other violation of this policy if the violation is deemed serious by the Principal, teacher, or another individual designated by the Principal. Serious violations include but are not limited to a student using an electronic device to:

- Threaten, harass, bully, or intimidate another person;
- Access pornography or obscene material;
- Engage in academic dishonesty;
- Participate in criminal behavior; or
- Repeatedly or egregiously disrupt classroom or other School instruction.

An individual other than a student who finds or confiscates a privately-owned electronic device may search the device for the purpose of determining the device's owner. Students may not search [privately-owned](#) electronic devices [that do not belong to them](#). [Privately-owned](#) electronic devices that are used inappropriately may be subject to search by the Principal or other individuals designated by the Principal if there is a reasonable suspicion that the device contains obscene or pornographic material or has been used to cheat or to threaten, embarrass, harass, or intimidate other students, teachers, volunteers, School guests, or School employees.

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The School will make reasonable efforts to notify parents/guardians if the School has confiscated a student's privately-owned electronic device. Parents/guardians who show identification may retrieve confiscated electronic devices during School hours or by appointment. The School will retain unretrieved privately-owned electronic devices until the end of the School year, at which time the devices will be disposed of in a manner that ensures that no data stored on the device may be retrieved.

The Principal may, subject to applicable law, impose additional disciplinary consequences for a student's violation of this policy, considering the nature of the violation and other disciplinary actions in which the student has been involved. Such disciplinary actions may include:

- Loss of the privilege to possess or use electronic devices
- Disciplinary letter to the student's parent/guardian that is placed in the student's file
- Detention
- In-School suspension
- Suspension
- Expulsion
- Loss of the privilege of participating in School-sponsored activities or of receiving honor recognition

The School may contact law enforcement if School employees believe that a student has used an electronic device in connection with a violation of criminal law, and criminal penalties may arise from inappropriate use of electronic devices.

#### Notice of the Policy

The School will make the Electronic Resources Policy accessible on the School's website, including in the same location as the School's Data Governance Plan required in R277-487.

#### Creative and Innovative Uses for Electronic Devices

Teachers and other School employees are encouraged to use electronic devices creatively in order to effectively communicate with students and parents/guardians and to enhance instruction. Creative uses might include notifying absent students of assignments, communicating with parents when students excel or if they are behind or absent, notifying students and parents of news articles or events that would enhance the learning experience,

providing feedback to students on tests and assignments, parents notifying the School when students are absent or tardy.

#### Other Provisions

Picture taking or sound or video recording by students is prohibited in School unless authorized by a teacher or the Principal. Picture taking or sound or video recording by students is prohibited in private areas of the School such as locker rooms, counseling sessions, washrooms, and dressing areas. Violations of this may subject students to discipline, and any suspected illegal activity may be reported to law enforcement.

Students bring privately-owned electronic devices on School property at their own risk. The School is not responsible for lost, stolen or damaged privately-owned electronic devices.

Students are responsible for their privately-owned electronic devices and may be subject to discipline if their device is misused by another.

Parents, guests, and visitors to the School may use privately-owned electronic devices at School and at School-sponsored activities only in accordance with rules established by the Principal. Such individuals who use the School's electronic resources, including the School's equipment, services, or connectivity, whether on or off School property, may not use such resources to access inappropriate material or information.

#### Internet Safety

It is the School's policy to: (a) prevent user access to or transmission of inappropriate material over its computer network via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children's Internet Protection Act (section 254(h) of title 47, United States Code).

#### Definitions

Key terms are as defined in the Children's Internet Protection Act.

"Technology Protection Measure" means a specific technology that blocks or filters Internet access to visual depictions that are:

- 1- Obscene, which means material that is obscene under section 1460 of title 18, United States Code, and applicable United States Supreme Court precedent.
- 2- Child Pornography, as that term is defined in section 2256 of title 18, United States Code; or
- 3- Harmful to minors.

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"Harmful to Minors" means, as set forth in section 254 of title 47, United States Code, any picture, image, graphic image file, or other visual depiction that:

- 1- Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
- 2- Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
- 3- Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

"Sexual Act" and "Sexual Contact" have the meanings given such terms in section 2246 of title 18, United States Code.

#### Access to Inappropriate Material

The School employs technology protection measures (or "Internet filters") to block or filter Internet access to—or other forms of electronic communications containing—inappropriate information over the School's network or by School-owned electronic devices. These technology protection measures constitute the School's preapproved content filtering system as described in Utah Code § 53G-7-1003, and they are employed by the School regardless of whether a parent requests them or not. The School also employs a parent-accessible monitoring system, which is a technology platform that enables a parent to review the activity of the parent's student on School-owned electronic devices.

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Specifically, as required by the Children's Internet Protection Act, blocking shall be applied to visual depictions of child pornography or material deemed obscene, or to any material deemed harmful to minors.

Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes. Procedures for disabling or otherwise modifying any technology protection measures shall be the responsibility of the Principal or designated representatives.

#### Inappropriate Network Usage

To the extent practical, steps shall be taken to promote the safety and security of users of the School's online computer network when using electronic mail, chat rooms, instant messaging, social media, and other forms of direct electronic communications.

Specifically, as required by the Children's Internet Protection Act, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called "hacking" and other unlawful activities and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

#### Education, Supervision and Monitoring

It shall be the responsibility of all School employees to educate, supervise and monitor appropriate usage of the School's online computer network and access to the Internet in accordance with this policy, the Children's Internet Protection Act, the Neighborhood Children's Internet Protection Act, and the Protecting Children in the 21<sup>st</sup> Century Act. This includes educating students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, as well as cyberbullying awareness and response. The School will also provide information regarding these matters to parents/guardians.

#### Student Acceptable Use of School Electronic Resources

The School makes various electronic resources available to students. These resources include computers and other electronic devices and related software and hardware as well as the School's network and access to the Internet. The School's goal in providing such electronic resources to students is to enhance the educational experience and promote the accomplishment of the School's mission.

Electronic resources can provide access to a multitude of information and allow communication with people all over the world. Along with this access comes the availability of materials that may be considered inappropriate, unacceptable, of no educational value, or even illegal. The School has initiated safeguards to restrict access to inappropriate materials, and use of the Internet and other electronic resources is monitored as well.

In order to use the School's electronic resources, students must be willing to abide by the rules of acceptable use. Use of the School's electronic resources is a privilege, and students have no expectation of privacy in connection with their use of the School's electronic resources.

Students who abuse this privilege by actions such as damaging the School's electronic resources; violating copyrights; bullying, hazing, intimidation, humiliation, harassment and threats; accessing pornography or other obscene or inappropriate material; inappropriate language; gambling; unauthorized games; hacking; invasion of the reasonable expectations of privacy of students or employees; or other unauthorized or inappropriate use, will be subject to discipline. Violation of policies and rules regarding use of the School's electronic resources may also result in confiscation of School-issued devices and denial of access to the School's electronic resources. This may result in missed assignments, inability to participate in required assignments and assessments, and possible loss of credit or academic grade consequences.

The School may contact law enforcement if School employees believe that a student has used School electronic resources in connection with a violation of criminal law, and criminal penalties may arise from inappropriate use of electronic resources. This applies to use of the School's electronic resources at any time and place, whether on or off School grounds.

Students are personally responsible for School electronic resources provided to them, and the students and their parents/guardians may be held responsible for loss or damage to such electronic resources.

Parents play an important role in helping students understand what does and does not constitute acceptable use.

The Principal shall ensure that additional rules and procedures regarding students' use of the School's electronic resources are established and clearly communicated to students and their parents/guardians. The Principal shall ensure that students receive appropriate training regarding these rules and procedures. [The rules and procedures are available for review at the School.](#)

#### Staff Acceptable Use of School Electronic Resources

Improper use of the School's electronic resources by employees has the potential to negatively impact students, damage the School's image, and impair the School's electronic resources. Therefore, this policy is intended to govern employees' and volunteers' use of the School's electronic resources: employees must agree to these terms as a condition of employment.

#### At-Will Employment

Nothing in this policy is intended to create additional rights for any employee or to otherwise alter or amend the at-will nature of the employment relationship between the School and any employee.

#### The School's Rights

It is the School's policy to maintain an environment that promotes safe, ethical, and responsible conduct in all activities that involve the use of the School's electronic resources. The School recognizes its legal and moral obligation to protect the well being of students and to preserve the integrity of its electronic resources. The School's rights in connection with its electronic resources include but are not limited to the following:

1. All data, files, programs, and materials downloaded with or used, sent, received, or stored upon the School's electronic resources are the School's property, and the School may deal with such items as it deems appropriate.
2. The School may log network use and monitor server space utilization by users and assumes no responsibility or liability for files deleted due to violation of server space allotments.
3. The School may remove a user account on the network with or without notice.
4. The School may monitor all user activities on the School's electronic resources, including but not limited to real-time monitoring of network activity and/or maintaining a log of Internet activity for later review.
5. The School may provide internal and external controls of network usage as appropriate and feasible, including but not limited to restricting online destinations through software or other means.
6. The School may limit or restrict, with or without notice, access to the School's electronic resources for those who do not abide by this policy or other direction governing the use of the School's electronic resources.
7. The School may determine, in its sole discretion, what materials, files, information, software, communications, and other content or activity are permitted or prohibited.
8. The School may delete or remove, with or without notice, any files, programs, data or other materials from any of the School's electronic resources.
9. The School may provide additional policies or guidelines regarding acceptable use of electronic resources.

#### Employees' Responsibilities Regarding Students' Use of Electronic Resources

Employees who supervise students, control electronic resources, or otherwise have the ability to observe student use of School electronic resources are responsible for educating students on appropriate use of the School's electronic resources. Such employees shall make reasonable efforts to monitor such use to ensure that it is consistent with applicable rules. Employees should make reasonable efforts to become familiar with the Internet and the use of the School's electronic resources to help ensure effective monitoring, instruction, and assistance.

#### User Responsibilities

Use of the School's electronic resources is a privilege intended to help employees fulfill their responsibilities and promote the School's mission. In order to maintain this privilege, users must agree to comply with this policy. Users who are aware of any violation of this policy by any employee must report the violation to the Principal. Employees are responsible at all times for any School electronic resources issued to them and may be held responsible for any inappropriate use, regardless of the user.

Employees may use privately-owned electronic devices at School or at School-sponsored activities in accordance with rules and procedures established by the Principal. Employees may not use privately-owned electronic devices at School or at School-sponsored activities to access inappropriate matter.

Violation of this policy is grounds for discipline, up to and including termination. The School may also notify law enforcement as appropriate, and such actions may subject an employee to criminal penalties.

#### Acceptable Use

Standards for acceptable use of the School's electronic resources include but are not limited to the following:

1. All use of the School's electronic resources, including but not limited to use of computers and other electronic devices, use of e-mail, and network and Internet access must be consistent with the School's mission.
2. Network accounts are to be used only by the authorized user of the account for the authorized purpose.
3. Users must take reasonable steps to protect the privacy of students, School employees, and other members of the School community and must strictly maintain the confidentiality of information regarding such individuals.
4. Use of the School's electronic resources, whether inside or outside the School, must comply with the School's employee handbook, as established from time to time.
5. Employees must comply with applicable copyright laws, ethical rules, and other applicable laws and regulations.
6. Users must exercise appropriate professional judgment and common sense when transporting files to and from school, keeping in mind copyright and other legal issues, as well as ensuring that the non-School to which files are being transferred or from which files are being transferred are employing appropriate virus-control technologies.
7. Users must exhibit professionally appropriate behavior when using the School's electronic resources in order to professionally represent and preserve the image of the School.
8. Users must take reasonable precautions to protect the School's electronic resources in order to reduce repair costs, maintain the integrity of the network, and protect the School's assets. Employees who damage School electronic resources may be financially responsible for the cost of repair or replacement.
9. From time to time, the School will determine whether specific uses of the School's electronic resources are consistent with the intent of this policy.

#### Unacceptable Use

The following uses of the School's electronic resources are prohibited:

1. Excessive use of the School's electronic resources for personal matters. "Excessive use" includes but is not limited to use of electronic resources in a manner that interferes with an employee's performance of work-related responsibilities or with the functioning of the School's electronic resources.

2. Use of the School's electronic resources in connection with social networking sites for non-academic purposes is prohibited.
3. Use of the School's electronic resources for commercial or for-profit purposes.
4. Use of the School's electronic resources for product advertisement or political lobbying.
5. Connecting Personal electronic devices to the School's network without appropriate authorization.
6. Intentionally seeking information on, obtaining copies of, or modifying files, other data, or passwords belonging to other users, or impersonating or misrepresenting other users of the School's network.
7. Unauthorized use or disclosure of personal student information in violation of the Family Educational Rights and Privacy Act, 34 CFR, Part 99.
8. Use of the School's electronic resources in a manner that disrupts the use of the network by others.
9. Destroying, modifying, or abusing the School's electronic resources in any way.
10. Use of the School's electronic resources in a manner that threatens or impairs the integrity or security of the network.
11. Use of the School's electronic resources for hate mail, chain letters, harassment, discriminatory remarks, and other antisocial behaviors.
12. Downloading or installing any software, including shareware and freeware, for use on the School's electronic resources without the approval of the Principal or designee.
13. Use of any software on the School's electronic resources in violation of the applicable license or use agreement.
14. Use of the School's electronic resources to access, process, store, send or receive pornographic, sexually explicit, or otherwise inappropriate material (as determined by the Principal).
15. Use of the School's electronic resources for downloading entertainment software, files, or other material not related to the mission of the School. This prohibition pertains to freeware, shareware, copyrighted commercial and non-commercial software, and all other forms of software and files not directly related to the instructional and administrative purposes of the School.
16. Downloading, copying, otherwise duplicating, and/or distributing copyrighted materials without the specific written permission of the copyright owner, except that duplication and/or distribution of materials for educational purposes is permitted when such duplication and/or distribution would fall within the Fair Use Doctrine of federal copyright law.
17. Use of the School's electronic resources for any unlawful purpose.
18. Use of the School's electronic resources to intentionally access, process, store, send, or receive materials containing profanity, obscenity, racist terms, or other harassing, abusive, intimidating, threatening, discriminatory or otherwise offensive language or images.
19. Use of the School's electronic resources for playing games unless it is for instructional purposes or otherwise approved by the Principal or designee.
20. Participating in activities, including but not limited to the preparation or dissemination of content that could damage the School's professional image, reputation and/or financial stability.
21. Permitting or granting access to the School's electronic resources, including but not limited to granting use of an e-mail or network account or password to another individual, including but not limited to someone whose access has been denied or terminated.
22. Use of portable data storage devices for the operation of unauthorized portable applications.

23. Establishing connections to live communications, including text, voice, or video, unless done in a manner approved by the Principal or designee.
24. Malicious use of the School's electronic resources to develop programs that harass other users or infiltrate a computer or computing system and/or damage the software components of a computer or computing system.

#### Disclaimer

1. The School cannot be held responsible for information that is retrieved via the network.
2. Pursuant to the Electronic Communications Privacy Act of 1986 (18 U.S.C. § 2510, et seq.), notice is hereby given that there are no facilities provided by the School's system for sending or receiving private or confidential electronic communications. System administrators have access to all mail and will monitor messages. Messages relating to or in support of illegal activities will be reported to the appropriate authorities.
3. The School is not responsible for any damage users may suffer, including loss of data resulting from delays, non-deliveries, or service interruptions caused by the School's negligence or your errors or omissions.
4. Use of any information obtained is at the user's own risk.
5. The School makes no warranties (expressed or implied) with respect to:
  - o The content of any advice or information received by a user, or any costs or charges incurred as a result of seeing or accepting any information;
  - o Any costs, liability, or damages caused by the way the user chooses to use his or her access to the network.
6. The School reserves the right to change its policies and rules at any time.

#### Privacy

Use of and access to the School's electronic resources is provided to employees as a tool for the School's business. The School reserves the right to monitor, inspect, copy, review, store or remove, at any time, without prior notice, any and all usage of the School's electronic resources such as the network and the Internet, including but not limited to e-mail, as well as any and all materials, files, information, software, electronic communications, and other content transmitted, received or stored in connection with this usage. All such information, content, and files are the property of the School. Employees should have no expectation of privacy regarding them. Network administrators may review files and intercept communications for any reason, including but not limited to maintaining system integrity and ensuring employees are using the system consistently with this policy.

#### Training

The School will provide, within the first 45 days of each school year, a school-wide or in-classroom training to employees and students that covers:

- The contents of [this policy](#);
- The importance of digital citizenship;
- The School's conduct and discipline related consequences as related to a violation of [this policy](#);
- The School's general conduct and discipline policies;
- The benefits of connecting to the Internet and utilizing the School's Internet filters while on School property; and

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- Any specific rules governing the permissible and restricted uses of privately-owned electronic devices while in a classroom.

Each educator who allows the use of a privately-owned electronic device in the classroom must clearly communicate to parents and students the conditions under which the use of such a device is allowed.

The School will provide an annual notice to all parents of the location of information for in-home network filtering options (<https://consumerprotection.utah.gov/edu/filtering.html>) as provided for in Utah Code [§ 76-5c-402](#).

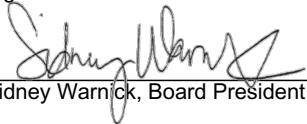
#### Complaints

Complaints about this policy or its enforcement, or complaints about observed behavior regarding the policy, should be addressed in accordance with the School's grievance policies. The School's grievance policies are available for review at the School and on the School's website.

#### Review

This policy will be reviewed and approved at least every three years to ensure that it continues to meet the School's needs.

Signature:

  
Sidney Warnick, Board President

August 6, 2020

Date

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**Staff Acceptable Use of School Electronic Resources  
Acknowledgement of Receipt and Understanding**

I hereby certify that I have read and fully understand the contents of the School's policies regarding use of the School's electronic resources. Furthermore, I have been given the opportunity to discuss any information contained therein or any concerns that I may have. I understand that my employment and continued employment is based in part upon my willingness to abide by and the School's policies, rules, regulations and procedures. I acknowledge that the School reserves the right to modify or amend its policies at any time, without prior notice. I acknowledge that these policies do not create any promises or contractual obligations between the School and its employees and that my employment with the School continues to be at will. My signature below certifies my knowledge, acceptance and adherence to the School's policies, rules, regulations and procedures regarding the use of its electronic resources. I acknowledge that violation of any of these policies may be grounds for discipline, up to and including termination.

I understand that all electronic communication systems and all information transmitted by, received from, or stored in these systems are the property of North Star Academy. I also understand that these systems, including the Internet, are to be used solely for job-related purposes and not for personal purposes, and that I have no expectation of privacy in connection with the use of this equipment or with the transmission, receipt, or storage of information in this equipment.

I agree not to use a code, access a file, or retrieve any stored communication unless authorized. I acknowledge and consent to North Star Academy monitoring my use of this equipment at any time at its discretion. Such monitoring may include printing up and reading all E-mail entering, leaving, or stored in these systems as well as listening to my voice-mail messages in the ordinary course of business.

I acknowledge that viewing inappropriate material or transmitting / downloading inappropriate material is strictly prohibited and grounds for immediate termination.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Employee Name

\_\_\_\_\_  
Date



## **Purpose**

North Star Academy (the "School") must abide by the Utah State Board of Education rules which direct the School's Board of Trustees (the "Board") to implement a policy regarding student fees in the event the School elects to charge such fees. The purpose of this policy is to provide educational opportunities for all students. This allows the School to establish a reasonable system of fees, while prohibiting practices that would exclude those unable to pay from participation in School-sponsored activities.

## **Policy**

Under the direction of the Board, the School's Director (the "Director") is authorized to administer this policy and is directed to do so fairly, objectively, and without delay, and in a manner that avoids stigma and unreasonable burdens on students or parents/guardians.

### **Definitions**

"Common education expense"

- (a) means an expense the School incurs that is related to the delivery of instruction for all courses, unrelated to a specific course, program, or activity; and
- (b) includes the employment of educators and staff, the provision of capital facilities, and operation and maintenance costs.

"Course" or "class"

- (a) means an activity, a course, or a program that the School:
  - (i) intends to deliver instruction;
  - (ii) provides, sponsors, or supports; and
  - (iii) conducts primarily during school hours.
- (b) includes a course in which a student is required to enroll as a condition of participation in a separate extracurricular activity.

"Discretionary project" means a project that a student completes in lieu of or in addition to a required classroom project in accordance with Section 53G-7-503.

"Extracurricular activity"

- (a) means an activity or a program that:
  - (i) is not a course; and
  - (ii) the School provides, sponsors, or supports.
- (b) does not include a noncurricular club as defined in Section 53G-7-701.

"Fee" means a charge, expense, deposit, rental, or payment:

- (a) regardless of how the School terms, describes, requests, or requires the charge, expense, deposit, rental, or payment, directly or indirectly;
- (b) in the form of money, goods, or services; and
- (c) that is a condition to a student's full participation in or admission to an activity, course, or program that the School provides, sponsors, or supports.

"Fee" includes:

- (a) payments to a third party that provides a part of a School activity, class, or program; and
- (b) a fine other than a fine described below.

"Fee" does not include:

- (a) a student fine that the School approves for:
  - (i) failing to return School property;
  - (ii) losing, wasting, or damaging private or School property through intentional, careless, or irresponsible behavior, including defacing or damaging School property as described in Utah Code 53G-8-212; or
  - (iii) improper use of School property, including a parking violation;
- (b) a payment for School breakfast or lunch;
- (c) a deposit that:
  - (i) is a pledge securing the return of School property; and
  - (ii) the School refunds upon the return of School property;
- (d) a charge for insurance, unless the insurance is required for a student to participate in an activity, course, or program; or
- (e) money or another item of monetary value that a student or the student's family raises through fundraising.

"Fee course" means a course that is not a non-fee course.

"Instructional equipment"

- (a) means an activity-, course-, or program-related tool that:
  - (i) a student is required to use as part of an activity, course, or program in a secondary school; and
  - (ii) becomes the property of the student upon exiting the activity, course, or program.
- (b) does not include School equipment, an instructional supply, or a personal student supply for a secondary student.

"Instructional supply"

- (a) means a non-reusable or a consumable material or supply that is necessary to use, expend, or deplete as a component or element of an activity, course, or program in a secondary school.
- (b) does not include a personal student supply for a secondary student.

"Non-fee course" means a course that results in course credit or a course grade within the core standards the USBE establishes under Section 53E-4-202 and other statutory requirements for:

- (a) English language arts;
- (b) health education;
- (c) mathematics;
- (d) science; and
- (e) social studies

"Non-waivable charge" means a cost, payment, or expenditure that:

- (a) is a personal discretionary charge or purchase, including:
  - (i) a charge for insurance, unless the insurance is required for a student to participate in an activity, class, or program;
  - (ii) a charge for college credit:
    - (A) from an institution of higher education; or
    - (B) for post-secondary related courses; or
  - (iii) except when requested or required by the School, a charge for a personal consumable item such as a yearbook, class ring, letterman jacket or sweater, or other similar item;
- (b) is subject to sales tax as described in Utah State Tax Commission Publication 35, Sales Tax Information for Public and Private Elementary and Secondary Schools; or
- (c) by Utah Code, federal law, or State Board of Education rule is designated not to be a fee, including:
  - (i) a school uniform as provided in Utah Code § 53G-7-801;
  - (ii) a school lunch; or
  - (iii) a charge for a replacement for damaged or lost School equipment or supplies.

"Personal student supply"

- (a) means, for a secondary student, an object, tool, material, or supply that:
  - (i) is the personal property of the student;
  - (ii) regardless of the use of the supply in the instructional process, individuals not enrolled in the course or activity also commonly purchase and use; and
  - (iii) has a high probability of regular use in activities other than School-sponsored activities.
- (b) includes pencils, papers, notebooks, crayons, scissors, and basic clothing.

"Provided, sponsored, or supported by the School"

- (a) means an activity, class, program, club, camp, clinic, or other event that:
  - (i) is authorized by the School; or
  - (ii) satisfies at least one of the following conditions:
    - (A) the activity, class, program, club, camp, clinic, or other event is managed or supervised by the School, or a School employee in the employees School employment capacity;

- (B) the activity, class, program, club, camp, clinic, or other event uses, more than inconsequentially, the School's facilities, equipment, or other School resources; or
  - (C) the activity, class, program, club, camp, clinic, or other event is supported or subsidized, more than inconsequentially, by public funds, including the School's activity funds or minimum school program dollars.
- (b) does not include an activity, class, or program that meets the criteria of a noncurricular club as described in Title 53G, Chapter 7, Part 7, Student Clubs.

"Provision in lieu of fee"

- (a) means an alternative to fee payment; and
- (b) may include a plan under which fees are paid in installments or under some other delayed payment arrangement or a service in lieu of fee payment agreement.

"Requested or required by the School as a condition to a student's participation" means something of monetary value that is impliedly or explicitly mandated or necessary for a student, parent, or family to provide so that a student may:

- (a) fully participate in school or in a School activity, class, or program;
- (b) successfully complete a School class for the highest grade; or
- (c) avoid a direct or indirect limitation on full participation in a School activity, class, or program, including limitations created by:
  - (i) peer pressure, shaming, stigmatizing, bullying, or the like; or
  - (ii) withholding or curtailing any privilege that is otherwise provided to any other student.

"School activity clothing" means special shoes or items of clothing that:

- (a) meet specific requirements, including requesting a specific brand, fabric, or imprint;
- (b) the School requires a student to provide and to wear for an activity-, course-, or program-related activity; and
- (c) that the student rents while participating in the activity, or become the property of the student upon exiting the activity, course, or program.

"School activity clothing" does not include:

- (a) a school uniform; or
- (b) clothing that is commonly found in students' homes.

"School equipment" means a machine, equipment, facility, or tool that:

- (a) is durable;
- (b) is reusable;
- (c) a secondary school owns; and
- (d) a student uses as part of an activity, course, or program in a secondary school.

"Something of monetary value"

- (a) means a charge, expense, deposit, rental, fine, or payment, regardless of how the payment is termed, described, requested or required directly or indirectly, in the form of money, goods or services; and
- (b) includes:
  - (i) charges or expenditures for a School field trip or activity trip, including related transportation, food, lodging, and admission charges;
  - (ii) payments made to a third party that provide a part of a School activity, class, or program;
  - (iii) classroom textbooks, supplies or materials;
  - (iv) charges or expenditures for school activity clothing; and
  - (v) a fine, except for a student fine specifically approved the School for:
    - (A) failing to return School property;
    - (B) losing, wasting, or damaging private or School property through intentional, careless, or irresponsible behavior; or
    - (C) improper use of School property, including a parking violation.
- (c) does not include a payment or charge for damages, which may reasonably be attributed to normal wear and tear.

**“Textbook”**

- (a) means instructional material necessary for participation in an activity, course, or program, regardless of the format of the material;
- (b) includes:
  - (i) a hardcopy book or printed pages of instructional material, including a consumable workbook; or
  - (ii) computer hardware, software, or digital content; and
- (c) does not include School equipment, instructional equipment, or instructional supplies.

**“Waiver” means a full release from:**

- (a) a requirement to pay a fee; and
- (b) any provision in lieu of fee payment.

### **General School Fees Provisions**

The School may only charge a fee for an activity, class, or program provided, sponsored, or supported by the School that is noticed and authorized by School policies and state law.

If the School imposes a fee:

- (a) the fee shall be directly related to the expense incurred by the School in providing for a student the activity, course, or program for which the School imposes a fee;
- (b) the fee shall be equal to or less than the expense described immediately above; and
- (c) the School may not impose an additional fee or increase a fee to supplant or subsidize another fee that the School is prohibited from charging, including the normal expense of delivering instruction in a course.

Page 5 of 15

Board Policy: Fee Waiver Policy

Board Approved: 5-3-2007, 5-21-2009, 6-15-2011, 6-14-2012, 2-7-2019, 12-5-2019, 8-6-2020, 2-4-2021, 2-3-2022, 2-2-2023, 8-3-2023,  
09-26-2024

Board Reviewed: 8-6-2020, 12-2-2021, 09-26-2024

The School may not sell textbooks or otherwise charge a fee for textbooks, except for a textbook used for a concurrent enrollment, International Baccalaureate, or Advanced Placement course.

All fees are subject to the fee waiver requirements of this policy.

The School shall not charge a fee that is general in nature and for a service or good that does not have a direct benefit to the student paying the fee. In addition, the School may not charge a fee for a common education expense.

Beginning for the 2026-2027 school year, the School shall, with respect to awarding secondary students credit toward graduation, ensure that it has at least one option for each graduation requirement that:

- (a) fulfills the graduation requirement; and
- (b) does not require the payment or waiver of any fee.

However, the restriction above does not apply to the School if the School only offers one of the following for a given graduation requirement:

- (a) an Advanced Placement course;
- (b) an International Baccalaureate course; or
- (c) a concurrent enrollment course, as described in Section 53E-10-302.

### **Fees for Classes & Activities During the Regular School Day**

#### **Fees for Students in Kindergarten through Sixth Grade**

The School may not charge a fee in kindergarten through sixth grade for materials, textbooks, supplies, or for any class or regular school day activity (except for discretionary projects), including assemblies and field trips.

Elementary students cannot be required to provide their own student supplies. However, the School or teacher may provide to a student's parent a suggested list of student supplies for use during the regular school day so that a parent or guardian may furnish, only on a voluntary basis, those supplies for student use. The list provided to a student's parent or guardian must include the following language before identifying the supplies:

"NOTICE: THE ITEMS ON THIS LIST WILL BE USED DURING THE REGULAR SCHOOL DAY. THEY MAY BE BROUGHT FROM HOME ON A VOLUNTARY BASIS, OTHERWISE, THEY WILL BE FURNISHED BY THE SCHOOL."

The School may charge a fee to a student in grade six if all of the following are true:

- (a) the School has students in any of the grades seven through twelve;
- (b) the School follows a secondary model of delivering instruction to the School's grade six students; and
- (c) The School annually provides notice to parents that the School will collect fees from grade six students and that the fees are subject to waiver.

## Fees for Students in Seventh through Ninth Grade

Fees may be charged in grades 7-9 in connection with an activity, class, or program provided, sponsored, or supported by the School that takes place during the regular school day if the fee is noticed and approved as provided in R277-407 and is allowed to be charged by state law. All such fees are subject to waiver. In addition, if an established or approved class requires payment of fees or purchase of items in order for students to fully participate and to have the opportunity to acquire skills and knowledge required for full credit and highest grades, the fees or costs for the class are subject to waiver.

In project related courses, projects required for course completion will be included in the course fee.

Secondary students may be required to provide their own student supplies, subject to the fee waiver requirements of this policy.

The School may charge students in grades 7-9 a fee for:

- (a) relating to a non-fee course or a fee course, for:
  - (i) instructional equipment;
  - (ii) a School field trip or activity trip or performance, including related transportation, food, lodging, and admission charges or participation fees;
  - (iii) School activity clothing;
  - (iv) a discretionary project as described herein; or
  - (v) a competency remediation program in accordance with Section 53G-9-803;
- (b) an expense related to a course, activity, or program that is a fee course, including:
  - (i) instructional supplies;
  - (ii) the life-cycle replacement costs for School equipment directed related to the fee course;
  - (iii) a music instrument rental;
  - (iv) licensing fees for fine arts intellectual property; or
  - (v) participating in a driver education course described in Section 53G-10-503;
- (c) an expense related to the following post-secondary-related courses, including tuition, college credit, an exam, or a textbook:
  - (i) an Advanced Placement course;
  - (ii) an International Baccalaureate course; or
  - (iii) a concurrent enrollment course, as described in Section 53E-10-302.

If the School charges fees for a fee course or a non-fee course, such fees are limited to those described above.

## Fees for Optional Projects

The School may require students at any grade level to provide materials or pay for an additional discretionary project if the student chooses a project in lieu of, or in addition to a required classroom project. A student may not be required to select an additional project

as a condition to enrolling, completing, or receiving the highest possible grade for a course. The School will avoid allowing high cost additional projects, particularly when authorizing an additional discretionary project results in pressure on a student by teachers or peers to also complete a similar high cost project.

### **Fees for Activities Outside of the Regular School Day**

Fees may be charged in all grades for any School-sponsored activity that does not take place during the regular school day if the fee is approved as provided in this policy and is allowed by state law and if participation in the activity is voluntary and does not affect the student's grade or ability to participate fully in any course taught during the regular school day. Fee waivers are available for such fees.

Activities that use the School facilities outside the regular school day but are not provided, sponsored, or supported by the School (e.g., programs sponsored by the parent organization and/or an outside organization) may charge for participation, and fee waivers are not available for these charges.

An activity, class, or program that is provided, sponsored, or supported by the School outside of the regular School day or School year calendar is subject to this policy and state law regardless of the time or season of the activity, class, or program.

### **Fees for Extracurricular Activities**

The School may charge students in grades 7-9 fees for an extracurricular activity. The School may also charge students in grades K-6 fees for an extracurricular activity if it takes place outside of the regular school day and meets the other requirements described above. A fee for an extracurricular activity for students in grades 7-9 may include the life-cycle replacement costs for School equipment directly related to the extracurricular activity.

A fee related to an extracurricular activity may not exceed the maximum fee amounts for the extracurricular activity adopted by the Board, as provided below.

### **Other Miscellaneous Fees**

#### **Fees for Adult Education**

The School may charge students in grades 7-9 fees for an adult education course in accordance with Section 53E-10-202.

#### **Fees for Remediation Programs**

The School may charge students in grades 7-9 fees to participate in the School's remediation programs.

The School may not charge students in grades K-6 fees to participate in the School's remediation programs.

### **Fees for Charter School Application Processing**

The School may charge students in grades 7-9 a fee for charter school application processing in accordance with Section 53G-6-503.

### **Fee Schedule**

The Board will approve a Fee Schedule at least once each year on or before June 1. The Fee Schedule will establish the maximum fee amount per student for each activity and the maximum total aggregate fee amount per student per school year. No fee may be charged or assessed related to an activity, class, or program provided, sponsored, or supported by the School, including for a course or extracurricular activity, unless the fee has been set and approved by the Board, is equal to or less than the established maximum fee amount for the activity, and is included in the approved Fee Schedule.

The School will encourage public participation in the development of the Fee Schedule and related policies.

Before approving the School's Fee Schedule, the School will provide an opportunity for the public to comment on the proposed Fee Schedule during a minimum of two public Board meetings. In addition to the standard notice of Board meetings under the Open and Public Meetings Act, the School will provide notice of these Board meetings using the same form of communication regularly used by the administration to communicate with parents. After the Fee Schedule is adopted, the Board may amend the Fee Schedule using the same process.

### **Maximum Fee Amounts**

In connection with establishing the Fee Schedule, the Board will establish a per student annual maximum fee amount that the School may charge a student for the student's participation in all courses, programs, and activities provided, sponsored, or supported by the School for the year. This is a maximum total aggregate fee amount per student per School year.

The Board may establish a reasonable number of activities, courses, or programs that will be covered by the annual maximum fee amount.

### **Notice to Parents**

The Director will annually provide written notice of the School's Fee Schedule and Fee Waiver Policy to the parent or guardian of each student in the School by ensuring that a written copy of the School's Fee Schedule and Fee Waiver Policy is included with all registration materials provided to potential or continuing students each year. The Fee

Schedule shall clearly identify any fee for each activity, course, or program alongside the description of the activity, course, or program.

The School will also post the following on its website each school year:

- (a) The School's Fee Schedule, including maximum fee amounts, and Fee Waiver Policy;
- (b) The School's fee waiver application;
- (c) The School's fee waiver decision and appeals form; and
- (d) The School's fee notice(s) for families.

## **Donations**

The School may not request or accept a donation in lieu of a fee from a student or parent unless the activity, class, or program for which the donation is solicited will otherwise be fully funded by the School and receipt of the donation will not affect participation by an individual student.

A donation is a fee if a student or parent is required to make the donation as a condition to the student's participation in an activity, class, or program.

The School may solicit and accept a donation or contribution in accordance with the School's policies, including the Donation and Fundraising Policy, but such requests must clearly state that donations and contributions by a student or parent are voluntary.

If the School solicits donations, the School: (a) shall solicit and handle donations in accordance with policies and procedures established by the School; and (b) may not place any undue burden on a student or family in relation to a donation.

## **Fee Collection**

The School may pursue reasonable methods for obtaining payment for fees and for charges assessed in connection with a student losing or willfully damaging school property.

The School may not exclude students from school, an activity, a class, or a program that is provided, sponsored, or supported by the School during the regular school day; refuse to issue a course grade; or withhold official student records, including written or electronic grade reports, class schedules, diplomas, or transcripts, as a result of unpaid fees.

The School may withhold the official student records of a student responsible for lost or damaged School property consistent with Utah Code § 53G-8-212 until the student or the student's parent has paid for the damages, but may not withhold a student's records required for student enrollment or placement in a subsequent school.

A reasonable charge may be imposed by the School to cover the cost of duplicating, mailing, or transmitting transcripts and other school records. No charge may be imposed

for duplicating, mailing, or transmitting copies of school records to an elementary or secondary school in which the student is enrolled or intends to enroll.

Consistent with Utah Code § 53G-6-604, the School will forward a certified copy of a transferring student's record to a new school within 30 days of the request, regardless of whether the student owes fees or fines to the School.

Students shall be given notice and an opportunity to pay fines prior to withholding issuance of official written grade reports, diplomas and transcripts. If the student and the student's parent or guardian are unable to pay for damages or if it is determined by the School in consultation with the student's parents that the student's interests would not be served if the parents were to pay for the damages, then the School may provide for a program of voluntary work for the student in lieu of the payment. A general breakage fee levied against all students in a class or school is not permitted.

### **Fee Refunds**

Student fees are non-refundable.

### **Budgeting and Spending Revenue Collected Through Fees**

The School will follow the general accounting standards described in Rule R277-113 for treatment of fee revenue.

The School will establish a spend plan for the revenue collected from each fee charged. The spend plan will (a) provide students, parents, and employees transparency by identifying a fee's funding uses; (b) identify the needs of the activity, course, or program for the fee being charged and include a list or description of the anticipated types of expenditures, for the current fiscal year or as carryover for use in a future fiscal year, funded by the fee charged.

### **School Fee Collections & Accounting Procedures**

It is the responsibility of the Director to ensure that all student fees collected are in compliance with the Fee Schedule and applicable financial policies and procedures.

Fees must be received and deposited in a timely manner.

Money may only be collected by staff authorized by the Director. Students may not collect fees.

The School may not use revenue collected through fees to offset the cost of fee waivers by requiring students and families who do not qualify for fee waivers to pay an increased fee amount to cover the costs of students and families who qualify for fee waivers. However, the School may notify students and families that the students and families may voluntarily pay an increased fee amount or provide a donation to cover the costs of other students and families.

## **Fee Waiver Provisions**

To ensure that no student is denied the opportunity to participate in a class or activity that is provided, sponsored, or supported by the School because of an inability to pay a fee, the School provides fee waivers or other provisions in lieu of a fee. Fee waivers or other provisions in lieu of a fee payment will be available to any student whose parent cannot pay a fee.

All fees are subject to waiver.

Non-waivable charges are not subject to waiver.

## **Fee Waiver Administration**

The Director will administer this policy and will review and grant fee waiver requests or designate another staff member to do so. The process for obtaining waivers or pursuing alternatives will be administered in accordance with this policy, fairly, objectively, and without delay, and in a manner that avoids stigma, embarrassment, undue attention, and unreasonable burdens on students and parents.

The School will not treat a student receiving a fee waiver or provision in lieu of a fee waiver differently from other students. The process for obtaining waivers or pursuing alternatives will create no visible indicators that could lead to identification of fee waiver applicants.

The process for obtaining waivers or pursuing alternatives will comply with the privacy requirements of The Family Educational Rights and Privacy Act of 1974, 20 U.S.C. 1232g (FERPA). The School may not identify a student on fee waiver to students, staff members, or other persons who do not need to know. As a general rule, teachers and coaches do not need to know which students receive fee waivers. Students may not assist in the fee waiver approval process.

## **Fee Waiver Eligibility**

A student is eligible for a fee waiver if the School receives verification that:

- (a) In accordance with Utah Code § 53G-7-504(4), family income falls within levels established annually by the State Superintendent and published on the Utah State Board of Education website;
- (b) The student to whom the fee applies receives Supplemental Security Income (SSI). If a student receives SSI, the School may require a benefit verification letter from the Social Security Administration;
- (c) The family receives TANF or SNAP funding. If a student's family receives TANF or SNAP, the School may require the student's family to provide the School an electronic copy or screenshot of the student's family's eligibility determination or eligibility status covering the period for which the fee waiver is sought from the Utah Department of Workforce Services;

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Board Policy: Fee Waiver Policy

Board Approved: 5-3-2007, 5-21-2009, 6-15-2011, 6-14-2012, 2-7-2019, 12-5-2019, 8-6-2020, 2-4-2021, 2-3-2022, 2-2-2023, 8-3-2023, 09-26-2024

Board Reviewed: 8-6-2020, 12-2-2021, 09-26-2024

- (d) The student is in foster care through the Division of Child and Family Services or is in state care. If a student is in state care or foster care, the School may rely on the youth in care required intake form or school enrollment letter provided by a caseworker from the Utah Division of Child and Family Services or the Utah Juvenile Justice Department; or
- (e) The student qualifies for McKinney-Vento Homeless Assistance Act assistance. If a student qualifies for McKinney-Vento, verification is obtained through the School's McKinney-Vento liaison.

The School will not maintain copies of any documentation provided to verify eligibility for a fee waiver.

The School will not subject a family to unreasonable demands for re-qualification.

The School may grant a fee waiver to a student, on a case by case basis, who does not qualify for a fee waiver under the foregoing provisions but who, because of extenuating circumstances, is not reasonably capable of paying the fee.

The School may charge a proportional share of a fee or a reduced fee if circumstances change for a student or family so that fee waiver eligibility no longer exists.

The School may retroactively waive fees if eligibility can be determined to exist before the date of the fee waiver application.

### **Fee Waiver Approval Process**

The School will inform patrons of the process for obtaining waivers and will provide a copy of the standard fee waiver application on the School's website.

The Director or a designee will review fee waiver applications within five (5) school days of receipt. If the School denies a request for a fee waiver, the School will provide the decision to deny a waiver in writing and will provide notice of the procedure for appeal in the form approved by the Utah State Board of Education.

Any requirement that a student pay a fee will be suspended during any period in which the student's eligibility for a waiver is being determined or during the time a denial of waiver is being appealed.

Each year the School will maintain documentation regarding the number of School students who were given fee waivers, the number of School students who worked in lieu of fee waivers, the number of School students who were denied fee waivers, the total dollar value of student fees waived by the School, and the total dollar amount of all fees charged to students at the School, as this information may be requested by the Utah State Board of Education as part of its monitoring of the School's school fees practices.

The School shall also submit school fee revenue information in the Utah Public Education Financial System as provided in R277-113.

### **Appeal Process**

Denial of eligibility for a waiver may be appealed in writing to the Director within ten (10) school days of receiving notice of denial. The School shall contact the parent within two (2) weeks after receiving the appeal and schedule a meeting with the Director to discuss the parent's concerns. If, after meeting with the Director, the waiver is still denied, the parent may appeal, in writing, within ten (10) school days of receiving notice of denial to the Board.

In order to protect privacy and confidentiality, the School will not retain information or documentation provided to verify eligibility for fee waivers.

### **Alternatives to Fees and Fee Waivers**

The School may allow a student to perform service or another approved task (as described in Utah Code § 53G-7-504(2)) in lieu of paying a fee or, in the case of an eligible student, in lieu receiving a fee waiver, but such alternatives may not be required. If the School allows an alternative to satisfy a fee requirement, the Director will explore with the interested student and his or her parent/guardian the alternatives available for satisfying the fee requirement, and parents will be given the opportunity to review proposed alternatives to fees and fee waivers. However, if a student is eligible for a waiver, textbook fees must be waived, and no alternative in lieu of a fee waiver is permissible for such fees.

The School may allow a student to perform service in lieu of paying a fee or receiving a fee waiver if: (a) the School establishes a service policy or procedure that ensure that a service assignment is appropriate to the age, physical condition, and maturity of the student; (b) the School's service policy or procedure is consistent with state and federal laws, including Section 53G-7-504 regarding the waiver of fees and the federal Fair Labor Standards Act, 29 U.S.C. 201; (c) the service can be performed within a reasonable period of time; and (d) the service is at least equal to the minimum wage for each hour or service.

A student who performs service may not be treated differently than other students who pay a fee.

The service may not create an unreasonable burden for a student or parent and may not be of such a nature as to demean or stigmatize the student.

The School will transfer the student's service credit to another LEA upon request of the student.

The School may make an installment payment plan available for the payment of a fee. Such a payment plan may not be required in lieu of a fee waiver.

The School may provide optional individual fundraising opportunities for students to raise money to offset the cost of the student's fees as provided in R277-408.

### **Fee Waivers for School Trips**

Students may be granted a fee waiver for no more than two School-sponsored trips per school year. A student who has been granted a fee waiver for one School-sponsored trip may request a fee waiver for a second School-sponsored trip during the same school year. The fee waiver request for a second School-sponsored trip shall be accompanied by an action plan, developed in consultation with and approved by the Director, that addresses how the student or family will contribute to the School or community through one or more of: (a) participation in approved fundraising; (b) approved custodial work or service in lieu of fees consistent with R277-407 and the Fair Labor Standards Act; (c) installment-payment arrangements for ancillary trip costs not covered by waiver; or (d) other contributions specified in the action plan.

The fee waiver request for a second School-sponsored trip shall be granted upon Director approval of the action plan unless documentation establishes the student's participation would impose an undue financial burden on the School beyond fee-waiver expectations.

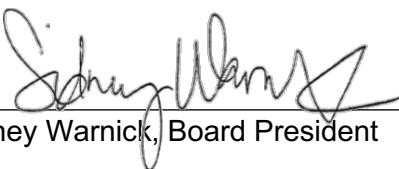
For purposes of this section, "trip" and "action plan" have the meanings assigned to those terms in Utah Code § 53G-7-504.

### **Annual Review, Approval, and Training**

The Board will review and approve this policy annually.

The School will develop a plan for at least annual training of School employees on fee-related policies specific to each employee's job functions.

Signature:

  
\_\_\_\_\_  
Sidney Warnick, Board President

\_\_\_\_\_  
Date

**North Star Academy**  
**Financial Reporting, Debt and Risk Management Plan**  
**Approved: March 6, 2020**  
**Amended: 09.03.2026**



North Star Academy (the "School") practices sound financial reporting in accordance with state and federal law and applicable accounting standards.

Additionally, the Board of Trustees and administration of the School shall manage the financial affairs of the School based on the following principles: (1) comply with all applicable laws and bond covenants; (2) provide the best educational services to the students of the School consistent with the School's charter; and (3) get the most effective and cost efficient services possible in all areas at the School.

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**Financial**

***Financial Reporting***

The School will ensure that financial reporting for the School is performed in accordance with Generally Accepted Accounting Principles (GAAP) and that audits of the School's financial reporting are performed in accordance with Generally Accepted Auditing Standards (GAAS) and Generally Accepted Government Auditing Standards (GAGAS).

The School will provide financial reporting in a manner consistent with the basis of accounting as required by GAAP, as applicable to the School.

The School will provide reconciliation between the accrual basis of accounting and modified accrual basis of accounting, as applicable.

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The School will provide data and information consistent with budgeting, accounting (including the uniform chart of accounts for LEAs), and auditing standards for Utah LEAs provided online annually by the Utah State Superintendent of Public Education.

***General Financial Management***

The Board understands that the School is a steward over the financial resources and assets entrusted to it by the state of Utah. The Board recognizes the need to abide by all applicable laws and regulations, including the following acknowledgements: (i) fiscal procedures will be consistent with generally accepted financial management standards; and (ii) neither the chartering entity nor the state, including an agency of the state, is liable for the debts or financial obligations of the School or persons or entities who operate the School, unless agreed to in writing with the School.

The School adheres to GAAP as constituted by the Governmental Accounting Standards Board. The School also complies with all applicable areas of the Utah Money Management Act. Cash collected at the School is handled properly, as set forth in the School's Cash Handling Policy.

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In accordance with state law, the School, prior to June 30th of the each fiscal year, prepares an annual operating budget for the next fiscal year. The budget is designed so that the School priorities, as established by the Board, are met. All budgets and budget amendments are

approved by the Board through a vote in a public meeting in accordance with the Utah Open and Public Meetings Act.

Subject to appropriation limits with object codes and other restrictions, the School reserves the right to reallocate funds from one line item in the budget to another if purchasing practices or conservation result in an expenditure different from the budgeted amount. The Board may choose to add undistributed reserves from the School operational budget to the following year and/or may reallocate them to the current fiscal year's budget, at its discretion. The budget and cash flow projections utilized by the School provide sufficient detail to enable reasonably accurate projections of revenues and expenses, separation of capital and operational items, cash flow, and subsequent audit trail documentation.

In addition, the School understands and complies with all applicable fiscal rules and regulations, including completion and submission of an annual financial audit of the current fiscal year conducted by an independent certified public accounting firm by November 30th of the following fiscal year, submission of October and December student counts in accordance with state-mandated deadlines, Utah Money Management reports, wages and benefits negotiation reports, Utah Transparency Act reports and updates, October 1st AFR and APR submissions, and any other regular enrollment and financial reports as required by the State Board of Education now or in the future.

Purchases are authorized and carried out in accordance with the Purchasing and Disbursement Policy and the Procurement Policy adopted by the Board and the Utah Procurement Code.

The School tracks fixed assets in accordance with the Capitalization and Expense Policy and other applicable requirements.

All fiscal policies and procedures comply with the School's Conflict of Interest Policy.

The School assigns a representative, which may be a representative of the School's management company, to attend school finance and statistics training and all required finance training. The School will continue to take the measures necessary so that its representatives attend future trainings as announced or provided to ensure accounting and management of the School resources are in compliance with any revisions to applicable rules and statutes.

#### ***Minimum Reserve and Coverage Levels***

The School will maintain minimum reserve and coverage levels that the Board determines are consistent with long-term financial health. The Board Financial Coordinator, administration, management company and accounting staff will regularly monitor the status of reserve and coverage ratios and report that information to the Board.

The School will ensure that it satisfies minimum reserve and coverage levels as required by law or applicable bond covenants.

The School will take reserve and coverage levels into consideration when making budgeting, financial planning, and other financial decisions, including decisions regarding major purchases.

### ***Financial Forecasting and Budgeting***

Throughout the fiscal year, the Board Financial Coordinator, administration, management company and accounting staff will meet regularly to discuss the budget, the School financial status, and any changes. The Board will be fully engaged in the budgetary process and informed of such issues on a regular basis.

The Board Financial Coordinator, administrator, management company and accounting staff will meet to prepare a tentative budget. The School's budgeting philosophy will be to conservatively project both revenues and expenses while achieving the level of accuracy required by state standards. The tentative budget will be circulated to the Board for further review and discussion. The tentative budget will be scheduled for discussion on a board meeting agenda, further discussed, and adopted at the annual board meeting.

As the October 1 count is finalized, and as the School receives new revenues, the Board will be updated on new figures. In order to account for these changes, the Board will approve revisions and amendments to the budget over the course of the fiscal year, as needed and appropriate.

### **Debt**

The School will seek to avoid debt to the extent possible. The School's plan is to only assume debt as absolutely necessary or when the benefits of a purchase will, in the judgment of the Board, benefit the School's students for the life of such debt. The Board recognizes that the ability to take on debt will be governed by the covenants of existing indebtedness and pending indebtedness. The School's accounting staff, administration and Board Financial Coordinator will be informed of the requirements affecting the School ability to incur debt. Any debt assumed by the School will therefore comply with applicable laws and any existing bond covenants.

As economical or in its best interests, the School will seek refunding opportunities to either lower its debt profile, meet bond covenants or other advantageous benefits realized through a restructure of its debt.

Academy will ensure that it satisfies the debt service coverage levels as required by law or applicable bond covenants. The general goal of the Academy is to maintain 1.10x debt service coverage.

### **Risk Management**

As a nonprofit corporation and public school, the School shall actively seek to avoid unnecessary risks to the greatest extent possible. The School shall always maintain insurance at the highest amount that is either (a) required by law, (b) required by existing bond covenants, (c) is reasonable and customary for a Utah charter school, or (d) is considered prudent by the Board after consulting with qualified professionals. In the event any material risk is identified by the School's Board or administration that is not covered by existing insurance, a qualified professional shall promptly be engaged to evaluate such risk and recommend the appropriate action.

The Board will work with qualified professionals to recognize and avoid risks associated with its governance of the School. In particular, the Board will be cognizant of financial risks that are addressed by the provisions above, compliance with applicable laws, including but not limited to

the Utah Open and Public Meetings Act and the Government Records Access and Management Act. The Board will periodically review the policies that it has adopted to ensure that it has all necessary policies in place and that the policies that have been adopted comply with current law, adequately address issues at which they are aimed, and cover all areas requiring board guidance. The Board may periodically request that the administration provide assurance that Board policies are being complied with. In the event the Board learns that policies are not being complied with, it will request the administration to create a plan to remedy any deficiencies and establish procedures to ensure that the policies are complied with in the future.

The administration is also directed to work with qualified professionals, including the School's management company and loss control representatives of the School insurer, to recognize, manage and avoid risks associated with the operation of the School. In particular, the administration will be cognizant of risks associated with human resources activities, student safety and security, facility matters, and state and federal legal compliance, including civil rights issues. The administration will establish procedures in order to address key issues pertaining to the School operations and will ensure that all the School employees and, to the extent necessary, students and parents, are aware of such procedures. The administration will periodically review and revise administrative procedures in order to ensure that they adequately address the pertinent issues and are consistent with the School situation and needs.

Signature:



Trudy Sorenson, Board President

March 26, 2020

Date

## Paid Parental, Postpartum Recovery, Adoption, and Foster Leave

In accordance with Utah Code § 53G-11-209, the School offers qualified employees paid parental leave, postpartum recovery leave, adoption leave, and foster leave.

### Definitions

For purposes of this policy:

“Adoption leave” means paid leave hours the School provides to an adoption leave eligible employee.

“Adoption leave eligible employee” means a School employee who:

- (a) receives regular paid personal time off (PTO) benefits from the School; and
- (b) is legally adopting a young child, unless the employee is the spouse of the young child’s pre-existing parent.

“Child” means an individual younger than 18 years old.

“Foster leave” means paid leave hours the School provides to a foster leave eligible employee.

“Foster leave eligible employee” means a School employee who:

- (a) receives regular paid personal time off (PTO) benefits from the School; and
- (b) is the foster parent of a child.

“Parental leave” means paid leave hours the School provides to a parental leave eligible employee to bond with a child or incapacitated adult, including a child or incapacitated adult for whom the parental leave eligible employee is appointed the legal guardian.

“Parental leave eligible employee” means a School employee who receives regular paid personal time off (PTO) benefits from the School and is:

- (a) a birth parent as defined in Utah Code § 81-13-101;
- (b) legally adopting a child, unless the employee is the spouse of the child’s pre-existing parent;
- (c) the intended parent of a child born under a validated gestational agreement in accordance with Title 81, Chapter 5, Part 8, Gestational Agreement; or
- (d) appointed the legal guardian of a child or incapacitated adult.

“Postpartum recovery leave” means paid leave hours the School provides to a postpartum recovery leave eligible employee to recover from childbirth that occurs at 20 weeks or greater gestation.

“Postpartum recovery leave eligible employee” means a School employee who:

- (a) receives regular paid personal time off (PTO) benefits from the School; and
- (b) gives birth to a child.

“Qualified employee” means:

- (a) a parental leave eligible employee;

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- (b) a postpartum recovery leave eligible employee;
- (c) an adoption leave eligible employee; or
- (d) a foster leave eligible employee.

“Qualified leave” means:

- (a) parental leave;
- (b) postpartum recovery leave;
- (c) adoption leave; or
- (d) foster leave.

“Retaliatory action” means to do any of the following regarding an employee:

- (a) dismiss the employee;
- (b) reduce the employee’s compensation;
- (c) fail to increase the employee’s compensation by an amount to which the employee is otherwise entitled to or was promised;
- (d) fail to promote the employee if the employee would have otherwise been promoted; or
- (e) threaten to take an action described immediately above.

“Young child” means an individual younger than six years old.

#### **Postpartum Recovery Leave**

The School allows a postpartum recovery leave eligible employee to use up to three calendar weeks of postpartum recovery leave for recovery from childbirth that occurs at 20 weeks or greater gestation.

Postpartum recovery leave as described above:

- (a) shall be used starting on the day on which the postpartum recovery leave eligible employee gives birth, unless a health care provider certifies that an earlier start date is medically necessary;
- (b) shall be used in a single continuous period, unless otherwise authorized in writing by the Director; and
- (c) runs concurrently with FMLA leave, if applicable to the postpartum recovery leave eligible employee.

A postpartum recovery leave eligible employee’s postpartum recovery leave does not increase if the postpartum recovery leave eligible employee has more than one child born from the same pregnancy.

#### **Parental Leave**

The School allows a parental leave eligible employee to use up to three calendar weeks of parental leave for:

- (a) the birth of the parental leave eligible employee’s child;
- (b) the adoption of a child; or
- (c) the appointment of legal guardianship of a child or incapacitated adult.

Parental leave as described above:

- (a) may not be used before the day on which:

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the placement of a foster child in the parental leave eligible employee’s care.

- (1) the parental leave eligible employee's child is born;
- (2) the parental leave eligible employee adopts a child; or
- (3) the parental leave eligible employee is appointed legal guardian of a child or incapacitated adult;
- (b) may not be used more than six months after the date described immediately above;
- (c) shall be used in a single continuous period, unless:
  - (1) by mutual written agreement between the School and the parental leave eligible employee; or
  - (2) a health care provider certifies that intermittent leave is medically necessary due to a serious health condition of the child;
- (d) runs concurrently with FMLA leave, if applicable to the parental leave eligible employee; and
- (e) runs consecutively to postpartum recovery leave, if applicable to the parental leave eligible employee.

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a foster child is placed in the parental leave eligible employee's care;...

A parental leave eligible employee's parental leave does not increase if the parental leave eligible employee:

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- (a) has more than one child born from the same pregnancy;
- (b) adopts more than one child; or
- (c) is appointed legal guardian of more than one child or incapacitated adult.

**Deleted:** <#>has more than one foster child placed in the parental leave eligible employee's care; or

A parental leave eligible employee may not use more than three calendar weeks of parental leave within a single 12-month period, regardless of whether during that 12-month period the parental leave eligible employee:

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- (a) becomes the parent of more than one child;
- (b) adopts more than one child; or
- (c) is appointed legal guardian of more than one child or incapacitated adult.

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### Adoption Leave

The School allows an adoption leave eligible employee to use up to three calendar weeks of adoption leave for adopting a young child, unless the employee is the spouse of the young child's pre-existing parent.

Adoption leave as described above:

- (a) may not be used before the day on which the adoption leave eligible employee adopts a young child;
- (b) may not be used more than six months after the date described immediately above;
- (c) shall be used in a single continuous period, unless:
  - (1) by mutual written agreement between the School and the adoption leave eligible employee; or
  - (2) a health care provider certifies that intermittent leave is medically necessary due to a serious health condition of the young child;
- (d) runs concurrently with FMLA leave, if applicable to the adoption leave eligible employee; and
- (e) runs consecutively to parental leave taken for the adoption of a child.

An adoption leave eligible employee's adoption leave does not increase if an adoption leave eligible employee adopts more than one young child. Accordingly, an adoption leave eligible

employee may not use more than three calendar weeks of adoption leave within a single 12-month period, regardless of whether during that 12-month period the adoption leave eligible employee adopts more than one young child.

If a young child is legally adopted by two adoption leave eligible employees, the adoption leave eligible employees are entitled to use a single three-calendar-week period of adoption leave, which the employees may allocate between themselves. Adoption leave eligible employees who intend to allocate adoption leave as described in this paragraph shall provide notice of this intent in the manner and before the deadline described in the “Notice of Plan to Take Leave” section below.

### **Foster Leave**

The School allows a foster leave eligible employee to use up to four calendar weeks of foster leave for the placement of a foster child in the employee’s care.

Foster leave as described above:

- (a) may not be used before the day on which a child is placed in foster care with a foster leave eligible employee;
- (b) may not be used more than six months after the date described immediately above;
- (c) may not be used after the child is no longer placed in foster care with the foster leave eligible employee;
- (d) may be used intermittently; and
- (e) runs concurrently with FMLA leave, if applicable to the foster leave eligible employee.

A foster leave eligible employee’s foster leave does not increase if a foster leave eligible employee has more than one child placed in foster care with the foster leave eligible employee. Accordingly, a foster leave eligible employee may not use more than four calendar weeks of foster leave within a single 12-month period, regardless of whether during that 12-month period more than one child is placed in foster care with the foster leave eligible employee.

If a child is placed in foster care with two foster leave eligible employees, the foster leave eligible employees are entitled to use a single four-calendar-week period of foster leave, which the employees may allocate between themselves. Foster leave eligible employees who intend to allocate foster leave as described in this paragraph shall provide notice of this intent in the manner and before the deadline described in the “Notice of Plan to Take Leave” section below.

A qualified employee may not use:

- (a) both foster leave and parental leave with respect to the same child; or
- (b) both foster leave and adoption leave with respect to the same young child.

### **Leave Period**

The maximum amount of postpartum recovery leave available to qualified employees under this policy is three calendar weeks.

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The maximum amount of parental leave available to qualified employees under this policy is three calendar weeks.

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The maximum amount of adoption leave available to qualified employees under this policy is three calendar weeks.

The maximum amount of foster leave available to qualified employees under this policy is four calendar weeks.

Any non-contracted workdays (such as weekends, holidays, days during summer break, etc.) that occur after a qualified employee's qualified leave has begun count toward the applicable leave period.

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#### **Notice of Plan to Take Leave**

Qualified employees shall give the School's Director notice at least 30 days before the day on which the qualified employee plans to:

- (a) begin using qualified leave; and
- (b) stop using qualified leave.

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If circumstances beyond the qualified employee's control prevent the qualified employee from giving notice as described above, the qualified employee shall give the School each notice described above as soon as reasonably practicable.

All such notices shall be reviewed by the Director. If the employee providing notice does not meet the definition of a qualified employee under this policy (and is therefore not entitled to qualified leave), the Director shall inform the employee. Employees may be required to provide documentation supporting the need for qualified leave.

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#### **Other Leave**

Except with respect to FMLA leave, the School may not charge qualified leave against a qualified employee's regular paid personal time off (PTO) or any other leave a qualified employee is entitled to under the School's leave policies.

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#### **Employee Benefits During Leave**

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During the time a qualified employee uses qualified leave, the qualified employee shall continue to receive all employment related benefits and payments at the same level that the qualified employee received immediately before beginning the qualified leave, provided that the qualified employee pays any required employee contributions.

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#### **Employee Position after Leave**

Following the expiration of a qualified employee's qualified leave, the School shall ensure that the qualified employee may return to:

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- (a) the position that the qualified employee held before using qualified leave; or
- (b) a position within the School that is equivalent in seniority, status, benefits, and pay to the position that the qualified employee held before using qualified leave.

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Despite the foregoing, if during the time a qualified employee uses qualified leave the School experiences a reduction in force and, as part of the reduction in force, the qualified employee's employment would have been terminated had the qualified employee not been using the qualified leave, the School may terminate the qualified employee's employment in accordance with any applicable process or procedure as if the qualified employee were not using the qualified leave. In addition, upon termination of a qualified employee's employment (for any reason), the employee is not entitled to be paid for any unused qualified leave.

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### **Retaliatory Action**

The School may not interfere with or otherwise restrain a qualified employee from using qualified leave in accordance with this policy. In addition, the School may not take retaliatory action against a qualified employee for using qualified leave in accordance with Utah Code § 53G-11-209.

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### **Part-Time Qualified Employees**

In the event a qualified employee of the School is also a part-time employee, the employee shall be allowed to use the amount of qualified leave available to the qualified employee under this policy on a pro rata basis.

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## Policy

North Star Academy (the "School") will follow applicable state and federal laws in connection with the procurement of services, supplies and equipment, including but not limited to the provisions of the Utah Procurement Code at Utah Code § 63G-6a-101, *et seq.* and the administrative rules in Title R33 of the Utah Administrative Code.

## Procurement Processes

The School will follow the procurement processes below unless an exception applies.

### Quotes or Bids Not Required

No procurement process is required for purchases of items up to \$5,000. The School may make such purchases from any vendor without obtaining competitive bids or quotes. However, the School may only purchase up to \$10,000 worth of items each costing \$5,000 or less from one vendor at one time without obtaining competitive bids or quotes. The School may also only purchase up to \$50,000 worth of items each costing \$5,000 or less from one vendor during one year without obtaining competitive bids or quotes.

### Quotes or Bids Required

For small purchases as defined in R33-105, which will typically include purchases of items between \$5,000.01 and \$50,000 other than professional services or construction projects, the School will determine minimum specifications, provide the specifications to multiple vendors, obtain at least two competitive bids or quotes that include minimum specifications, and purchase from the responsible vendor offering the lowest bid or quote meeting the specifications. The School will also record and maintain as a governmental record the names of the vendors offering bids or quotes and the date and amount of each bid or quote.

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### Formal Procurement Process Necessary

For purchases of items over \$50,000 other than professional services or construction projects, the School will conduct a formal procurement process, such as an Invitation for Bids or a Request for Proposals.

### Professional Services

For small purchases of professional service providers and consultants as defined in R33-105, which will typically include purchases of such services up to \$100,000 per project, the School will first review the qualifications of at least three companies, firms, providers, and/or individuals; rank them from highest to lowest; begin direct negotiation with the highest ranked; and if an agreement cannot be reached with the highest ranked, move to the next highest until an agreement is reached. Obtaining competitive bids or quotes for the above-described small purchases is not required.

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For small purchases of design professional services as defined in R33-105, which will typically include purchases of such services up to \$100,000 per project, the School will first review the qualifications of at least three design professional firms and then select one through direct negotiation. The School will also include minimum specifications when doing a small purchase of design professional services as

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defined in R33-105, Obtaining competitive bids or quotes for the above-described small purchases is not required.

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However, if the cost of a professional service provider's, consultant's, or design professional's services exceeds \$100,000, the School will conduct a formal procurement process for such services, such as an Invitation for Bids or a Request for Proposals.

#### Construction Projects

For small purchases of construction projects as defined in R33-105, the School may procure a small construction project up to \$25,000 from a contractor without obtaining competitive bids or quotes after documenting that all building code approvals, licensing requirements, permitting, and other construction related requirements are met. When procuring a small construction project costing between \$25,000.01 and \$100,000, the School will obtain at least two competitive bids or quotes that include minimum specifications and will award the project to the contractor with the lowest bid or quote that meets the specifications after documenting that all applicable building code approvals, licensing requirements, permitting, and other construction related requirements are met.

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The School will include minimum specifications when doing a small purchase of a construction project as defined in R33-105. Contractors selected by the School to do a small construction project must certify that they are capable of meeting the minimum specifications of the project.

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If the cost of a construction project exceeds \$100,000, the School will conduct a formal procurement process, such as an Invitation for Bids or a Request for Proposals.

#### **Other Requirements**

The School will not artificially divide purchases or otherwise take steps in order to avoid the requirement to obtain competitive bids or quotes or conduct a formal procurement process.

School personnel will comply with the provisions of the Procurement Code prohibiting the acceptance of gratuities or kickbacks from vendors during the procurement process.

The School's contracts with vendors, including any renewal or extension periods, will not have a term that is longer than five years unless an exception applies or the School complies with the requirements of the Procurement Code governing any contract with a term that is longer than five years.

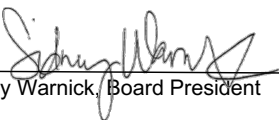
The School will comply with the requirements of the Procurement Code in connection with any construction or real property improvements undertaken by the School.

When entering into a contract, the School will ensure that the contract includes appropriate language regarding the scope of work to be performed, adequately addresses any applicable federal requirements, and includes language regarding data privacy and use, where appropriate. The School will ensure that the appropriate legal review of contract language is performed prior to entering into the contract.

When the School uses federal grant funds to procure goods or services, the School will comply with applicable federal law and regulations, including the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, 2 C.F.R. Part 200. To the extent federal procurement requirements are more restrictive than Utah law or this policy, the more restrictive federal requirements shall govern the procurement of goods or services purchased with federal grant funds.

Any alleged violations of this policy or applicable law shall be reported in writing to the School's Director or Board of Directors.

Signature:

 March 24, 2022  
Sidney Warnick, Board President Date