MOUNTAIN HEIGHTS ACADEMY
BOARD OF TRUSTEES MEETING
Date: September 4, 2026
Location: https://us02web.zoom.us/j/86171029221
In Attendance: Kari Malkovich, Jen Robison, Royce Kimmons, Kara Finley
Excused Board Members: Wade Glathar
Others In Attendance: DeLaina Tonks, Hannah Dorius, Priscilla Stringfellow

Mountain Heights Academy
LEADERS IN DIGITAL EDUCATION

MINUTES

CALL TO ORDER

Kari Malkovich called the meeting to order at 11:33AM.

PUBLIC COMMENT

- There was no public comment.

CONSENT ITEMS

- 06.17.2026 Board Meeting and Closed Session Minutes

  Royce Kimmons made a motion to approve the 06.17.2026 Board Meeting and Closed Session Minutes as discussed. Kara Finley seconded. Motion passed unanimously. *Votes were as follows: Kari Malkovich, Aye; Kara Finley, Aye; Royce Kimmons, Aye; Jen Robison, Aye.*

VOTING AND DISCUSSION ITEMS

- Tuition Reimbursements
  Dr. Tonks presented the Tuition Reimbursements. The board reviewed the tuition reimbursement requests submitted by school employees pursuing continuing education. Ashley Pollock, a math teacher completing her Math Endorsement, requests reimbursement. Jen Turcsanski is completing her Master of Education degree at Utah Valley University and requests reimbursement for nine credits from FY26 and three credits from FY27. Approval allows the school to issue reimbursement in accordance with the school's established reimbursement practices and budgeted professional development funds.

  Jen Robison made a motion to approve the Tuition Reimbursements as presented. Kara Finley seconded. Motion passed unanimously. *Votes were as follows: Kari Malkovich, Aye; Kara Finley, Aye; Royce Kimmons, Aye; Jen Robison, Aye.*

- LEA Licenses
  The board reviewed the LEA-specific license request identified in the board documentation, which contains the educator information and the rationale for the request. The board considered Jayne Jones for a Theatre (K–12) endorsement as a renewal from SY25–26. The license endorsements are valid for three academic years and expire on June 30 of the final academic year approved.

Royce Kimmons made a motion to approve the LEA-Specific Licenses as presented. Jen Robison seconded. Motion passed unanimously. *Votes were as follows: Kari Malkovich, Aye; Kara Finley, Aye; Royce Kimmons, Aye; Jen Robison, Aye.*

- TSSA Framework
  The board reviewed an amendment to the TSSA Framework to include a literacy achievement component in accordance with SB 241 (2026) and applicable State Rule. The plan addresses the school's progress toward statewide literacy proficiency goals and provides that, 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. This framework will be used to create future TSSA Plans.

  Kara Finley made a motion to approve the amended TSSA Framework. Royce Kimmons seconded. Motion passed unanimously. *Votes were as follows: Kari Malkovich, Aye; Kara Finley, Aye; Royce Kimmons, Aye; Jen Robison, Aye.*

- Genius SIS Invoice
  Genius SIS is the school's student information system, which connects with the school's learning management system and tracks student progress in a more usable format. The proposed invoice totals $8,154.20.

  Jen Robison made a motion to approve the Genius SIS invoice in the amount of $8,154.20. Royce Kimmons seconded. Motion passed unanimously. *Votes were as follows: Kari Malkovich, Aye; Kara Finley, Aye; Royce Kimmons, Aye; Jen Robison, Aye.*

- Policies
  - Responsible Use Policy for Technology
    Dr. Tonks presented the Responsible Use Policy for Technology and the corresponding administrative procedures, which are revised to comply with changes to law from the 2026 legislative session, including SB 88. The revisions address the policy review cycle, updated definitions, limited student use of privately-owned electronic devices, and the school's technology protection measures.

    Jen Robison made a motion to approve the amended Responsible Use Policy for Technology. Kara Finley seconded. Motion passed unanimously. *Votes were as follows: Kari Malkovich, Aye; Kara Finley, Aye; Royce Kimmons, Aye; Jen Robison, Aye.*

  - Fee Waiver Policy
    Dr. Tonks presented the Fee Waiver Policy, which is revised to reflect statutory changes under HB 142 regarding fee waivers for school-sponsored trips. 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 place of paying the trip fees.

Kara Finley made a motion to approve the amended Fee Waiver Policy. Royce Kimmons seconded. Motion passed unanimously. *Votes were as follows: Kari Malkovich, Aye; Kara Finley, Aye; Royce Kimmons, Aye; Jen Robison, Aye.*

- Capitalization and Expense Policy
  Federal regulations and the Utah Division of Finance's Capital Assets Policy were amended to increase the capitalization threshold from $5,000 to $10,000. The school's Capitalization and Expense Policy is revised accordingly. The school's accountant supports this policy change.

  Kara Finley made a motion to approve the amended Capitalization and Expense Policy. Jen Robison seconded. Motion passed unanimously. *Votes were as follows: Kari Malkovich, Aye; Kara Finley, Aye; Royce Kimmons, Aye; Jen Robison, Aye.*

- 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 Policy currently references only GAAS, it is revised to also require compliance with GAGAS.

  Jen Robison made a motion to approve the amended Financial Reporting Policy. Royce Kimmons seconded. Motion passed unanimously. *Votes were as follows: Kari Malkovich, Aye; Kara Finley, Aye; Royce Kimmons, Aye; Jen Robison, Aye.*

- Procurement Policy
  The school's Procurement Policy is revised to comply with changes to regulations, including with respect to quotes for purchases between $5,000 and $50,000, professional services, and construction projects. A provision is also added regarding the school following federal procurement requirements, if applicable, when using federal grant funds to procure goods and services.

  Kara Finley made a motion to approve the amended Procurement Policy. Royce Kimmons seconded. Motion passed unanimously. *Votes were as follows: Kari Malkovich, Aye; Kara Finley, Aye; Royce Kimmons, Aye; Jen Robison, Aye.*

- Sex Education Instruction Policy
  The school's Sex Education Instruction Policy and administrative procedures are revised to comply with changes under HB 281 from the 2025 legislative session, which updated the definition of sex education instruction and revised related

curriculum requirements. Complaints regarding sex education instruction materials are addressed in accordance with the school's applicable grievance policy.

Jen Robison made a motion to approve the amended Sex Education Instruction Policy. Royce Kimmons seconded. Motion passed unanimously. *Votes were as follows: Kari Malkovich, Aye; Kara Finley, Aye; Royce Kimmons, Aye; Jen Robison, Aye.*

- Policies to Review
  - Donation and Fundraising Policy
    Under Utah governance requirements, certain board policies must be reviewed periodically. The Donation and Fundraising Policy is currently due for scheduled review. At this time no revisions are recommended, and no board action or vote is required.

CLOSED SESSION – to discuss pending or reasonably imminent litigation pursuant to Utah Code 52-4-205(1)(c).

At 11:53AM Jen Robison made a motion to convene in closed session to discuss pending or reasonably imminent litigation pursuant to Utah Code 52-4-205(I)(c)., during an electronic board meeting. Royce Kimmons seconded. Motion passed unanimously. Votes were as follows: Kari Malkovich, Aye; Kara Finley, Aye; Royce Kimmons, Aye; Jen Robison, Aye.

At 12:17PM Jen Robison made a motion to leave the closed session and re-enter the general meeting. Royce Kimmons seconded. Motion passed unanimously. Votes were as follows: Kari Malkovich, Aye; Kara Finley, Aye; Royce Kimmons, Aye; Jen Robison, Aye.

REPORTS

- Director’s Report

Dr. Tonks presented the Director's Report. She reported a graduation rate of 89% and an employee retention rate of 96.1%. The State Charter School Board (SCSB) Executive Director toured the school on graduation day, and the All Access Andy Garcia Show was filmed at the school, providing networking opportunities and connections for several students. Dr. Tonks also reported summer school data: credit recovery courses had a 92% completion rate, and original credit students earned 771 credits for a completion rate of 98%. The school currently has 969 full-time students enrolled, and Dr. Tonks reported that she is satisfied with this year's enrollment trends.

CALENDARING

- Board Meetings
  - Next board meeting: October 23, 2026

- Board Retreat
  The board will discuss a board retreat at a future board meeting.

ADJOURN

At 12:31PM Jen Robison made a motion to adjourn the meeting. Kara Finley seconded. Motion passed unanimously. *Votes were as follows: Kari Malkovich, Aye; Kara Finley, Aye; Royce Kimmons, Aye; Jen Robison, Aye.*

MOUNTAIN HEIGHTS ACADEMY
BOARD OF TRUSTEES
CLOSED SESSION STATEMENT

Mountain Heights Academy
LEADERS IN DIGITAL EDUCATION

Date: September 4, 2026
Location: Electronic Board Meeting held via Zoom

CLOSED SESSION SWORN STATEMENT:

At a duly noticed public meeting held on the date listed above, the board of directors for Mountain Heights Academy entered into a closed session for the sole purpose of discussing pending or reasonably imminent litigation pursuant to Utah Code 52-4-205(1)(c).

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

Signed on the 4th day of September, 2026.

Kari L Malkovich

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Kari Malkovich, Board President