

# Jefferson Academy

## Board of Directors Meeting

**Date:** September 14, 2026

**Time:** 7:00 PM

**Location:** 1425 S Angel St Kaysville, UT 84037 Jefferson Academy Library



It is the desire and mission of this school to have every child be challenged, experience success and master basic skills, grow in academic ability and content knowledge, and develop an understanding and appreciation for our nation's heritage and founding principles.

Jefferson Academy will offer an academically challenging and content-rich history-centered curriculum that incorporates the study of American citizenship. Jefferson Academy will provide an environment in which every student has the opportunity to gain a strong foundation of knowledge in world and American history, classic literature, science, math and fine arts.

## AGENDA

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### CALL TO ORDER

### CONSENT ITEMS

- 07.15.2026 Board Meeting Minutes

### REPORTS

- Director's Report
- Finance Report
- Policy Governance
  - Ends 1.1 Academic Accomplishment
  - Ends 1.5 Appreciation for Learning

### VOTING AND DISCUSSION ITEMS

- TSSA Framework
- LEA Licenses
- Insurance Renewal Purchase
- Apparel Purchase
- Review: Sex Education Instruction Policy

### CALENDARING

- November 9, 2026 at Jefferson Academy Library

### ADJOURN

In compliance with the Americans with Disabilities Act, persons needing accommodations for this meeting should call 801-444-9378 to make appropriate arrangements. One or more board members may participate electronically or telephonically pursuant to UCA 52-4-207.



## **EXECUTIVE SUMMARY**

### **DIRECTOR'S REPORT**

Nicole Jones will present the Director's Report.

**Action:** *No action needed*

### **FINANCE REPORT**

#### **Statement of Activities – Budget to Actual**

Compares budgeted amounts to actual activity as of the last closed month.

- As of August 31st, we are 16.7% of the way through the school year.
- Local Revenue is 21% of the annual budget. This includes spirit wear sales, lunch sales, and interest income. PTIF interest earnings continue to be strong, with over \$11,000 earned last month.
- Federal Revenue is reimbursement-based. We are currently waiting for the applications to be released so we can apply for the available funds. Once eligible expenses have been incurred, we submit them for reimbursement.
- Salaries and Benefits are currently low because most employees have received only one paycheck. Employee agreements begin in mid-August and run through the following August, so payroll will increase as the school year progresses.
- Other Purchased Services expenses are at 17.4% of the annual budget. This is primarily due to annual payments for insurance and OnSolve.
- Property Expenses are at 0% because these funds are reserved for the Safety Grant purchase, which has not yet been completed.
- Debt Services & Miscellaneous expenses are at 17.1%, primarily due to annual fees for food handler cards and background checks.

#### **Statement of Financial Position – Year-over-Year Comparison**

Compares balances as of August 31, 2026, to August 31, 2025.

- Cash is up by almost \$600,000 compared to this time last year.
- Fixed Assets and Depreciation are relatively consistent with the prior year. New assets were added during FY26, including the dishwasher and firewall, while other assets have since become fully depreciated.
- Current Liabilities have decreased, primarily reflecting PTO that was paid out at the end of last year.
- Long-Term Liabilities have decreased slightly, reflecting the amount paid down on the bonds in FY26.

**Action:** *No action needed*

### **TSSA 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 Needed*

## **LEA LICENSES**

The license areas, and endorsements shall be valid for three (3) academic years as indicated on the attached spreadsheet which contains the associated educator information and rationale for the request. All LEA-Specific licenses will expire on June 30th of the final academic year approved. The (school name) Board of Directors additionally acknowledges that LEA-Specific educator licenses, license areas, or endorsements may be renewed by the Utah State Board of Education (USBE). These renewals will be approved or denied on a case-by-case basis.

**Action:** *Board Vote*

## **INSURANCE RENEWAL PURCHASE**

The Board is asked to ratify payment of the premium for the school's insurance coverage for the 2026–27 school year. The school carries its primary property & casualty, liability, and related insurance coverage through Wright Specialty. The renewal premium for 2026-27 is \$35,215.

**Action:** *Board Vote Needed*

## **APPAREL PURCHASE**

See board documentation for the invoice for the purchase of school apparel.

**Action:** *Board Vote Needed*

## **SEX EDUCATION INSTRUCTION POLICY**

Under Utah governance requirements, certain Board policies must be reviewed periodically. The policies below are currently due for scheduled review. At this time, no revisions are recommended, and no Board action or vote is required.

In addition, please also review this data:

[https://drive.google.com/drive/folders/1XeUhZBN2CjtoAE3LFPq\\_53rGfMGxbMwc](https://drive.google.com/drive/folders/1XeUhZBN2CjtoAE3LFPq_53rGfMGxbMwc)

**Action:** *No Board Vote Needed*



# Jefferson Academy

## Board of Directors Meeting

**Date:** July 15, 2026

**Location:** <https://us02web.zoom.us/j/89179403396?pwd=Xb7a96w43bPl0JaHnynwciCqXz89>

**Board Members Present:** Keith Facer, Natalie Allman, Paul Smith, Katie Browning

**Excused Board Members:** Alana Wilson

**Others Present:** Dawn Benke, Hannah Dorius, Heidi Bauerle, Nicole Jones

### MINUTES

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#### CALL TO ORDER

Keith Facer called the meeting to order at 9:31AM.

#### CONSENT ITEMS

- 06.08.2026 Board Meeting and Closed Session Minutes

Keith Facer made a motion to approve the 06.08.2026 Board Meeting and Closed Session Minutes. Natalie Allman seconded. Motion passed unanimously. *The votes were as follows: Keith Facer, Aye; Natalie Allman, Aye; Paul Smith, Aye; Katie Browning, Aye.*

#### VOTING AND DISCUSSION ITEMS

- Award RFP for Education Service Provider  
The Board discussed awarding the contract for Education Service Provider services to Academica West for a term of five years. Proposals were solicited in accordance with the Utah Procurement Code and the school's procurement policy and were evaluated on cost, demonstrated experience with Utah charter schools, scope and quality of services offered, references, and capacity to meet the school's operational needs.
- Award RFP for Food Service Management Company  
There were 2 responses to the Food Service Management Company RFP. The Evaluation Committee recommends that the board award the contract for Food Service Management Company services to Lunch Pro for a term of five years. The Food Service Management Company administers the school's meal program compliant with the requirements of the National School Lunch Program and applicable Utah State Board of Education and USDA regulations. Proposals were solicited in accordance with federal and state procurement requirements and were evaluated on cost, program compliance, food quality and nutritional standards, service capacity, and references.

Keith Facer made a motion to award the RFP for Education Service Provider to Academica West and award the RFP for Food Service Management Company to Lunch Pro pending approval by the State. Natalie Allman seconded. Motion passed

unanimously. *The votes were as follows: Keith Facer, Aye; Natalie Allman, Aye; Paul Smith, Aye; Katie Browning, Aye.*

- Apparel Purchase  
This item was tabled.

#### **CALENDARING**

- September 14, 2026 at Jefferson Academy Library

#### **ADJOURN**

At 9:39AM Keith Facer made a motion to adjourn. Natalie Allman seconded. Motion passed unanimously. *The votes were as follows: Keith Facer, Aye; Natalie Allman, Aye; Paul Smith, Aye; Katie Browning, Aye.*

DRAFT

# Jefferson Academy

## Statement of Activities

Created on September 10, 2026

For Prior Month

Reporting Book: ACCRUAL

As of Date: 09/10/2026

Location: Jefferson Academy

|                               | Annual<br>June 30, 2027 | Year-to-Date<br>August 31, 2026 |                |
|-------------------------------|-------------------------|---------------------------------|----------------|
|                               | Budget                  | Actual                          | % of Budget    |
| <b>Net Income</b>             |                         |                                 |                |
| Income                        |                         |                                 |                |
| Revenue From Local Sources    | 184,682                 | 38,366                          | 20.8 %         |
| Revenue From State Sources    | 5,523,479               | 1,035,856                       | 18.8 %         |
| Revenue From Federal Sources  | 192,000                 | 0                               | 0.0 %          |
| Total Income                  | 5,900,161               | 1,074,222                       | 18.2 %         |
| Expenses                      |                         |                                 |                |
| Instruction/Salaries          | 2,843,492               | 99,468                          | 3.5 %          |
| Employee Benefits             | 651,019                 | 23,846                          | 3.7 %          |
| Purchased Prof & Tech Serv    | 506,280                 | 62,001                          | 12.2 %         |
| Purchased Property Services   | 212,609                 | 31,192                          | 14.7 %         |
| Other Purchased Services      | 310,642                 | 54,186                          | 17.4 %         |
| Supplies & Materials          | 516,028                 | 74,890                          | 14.5 %         |
| Property                      | 35,750                  | 0                               | 0.0 %          |
| Debt Services & Miscellaneous | 667,555                 | 114,001                         | 17.1 %         |
| Total Expenses                | 5,743,375               | 459,584                         | 8.0 %          |
| <b>Total Net Income</b>       | <b>156,786</b>          | <b>614,638</b>                  | <b>392.0 %</b> |

**Jefferson Academy**  
**Statement of Financial Position**  
**Created on September 10, 2026**  
**For Prior Month**

Reporting Book:

As of Date:

Location:

ACCRUAL

09/10/2026

Jefferson Academy

|                                            | Period Ending<br>08/31/2026 | Period Ending<br>08/31/2025 |
|--------------------------------------------|-----------------------------|-----------------------------|
|                                            | Actual                      | Actual                      |
| <b>Assets &amp; Other Debits</b>           |                             |                             |
| Current Assets                             |                             |                             |
| Operating Cash                             | 4,334,756                   | 3,746,984                   |
| Accounts Receivables                       | 1,121                       | 6,207                       |
| Total Current Assets                       | 4,335,877                   | 3,753,191                   |
| Restricted Cash                            | 522,958                     | 546,964                     |
| Net Assets                                 |                             |                             |
| Fixed Assets                               | 11,101,093                  | 11,116,801                  |
| Depreciation                               | (3,854,164)                 | (3,564,442)                 |
| Total Net Assets                           | 7,246,929                   | 7,552,359                   |
| <b>Total Assets &amp; Other Debits</b>     | <b>12,105,764</b>           | <b>11,852,514</b>           |
| <b>Liabilities &amp; Fund Equity</b>       |                             |                             |
| Current Liabilities                        | 25,429                      | 40,462                      |
| Long-Term Liabilities                      | 10,060,000                  | 10,391,000                  |
| Fund Balance                               | 1,392,703                   | 1,020,005                   |
| Net Income                                 | 627,632                     | 401,047                     |
| <b>Total Liabilities &amp; Fund Equity</b> | <b>12,105,764</b>           | <b>11,852,514</b>           |

# Student Success Framework

Pursuant to UCA 53G-7-1304, Jefferson 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. class size reduction strategies;
7. augmentation of existing programs; or
8. 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).

## SY26-27 LEA-S(pecific) Requests

Effective 8/2021, the following are NOT allowed for LEA-S: Audiologist, Deaf Education, Preschool Special Ed, School Psychologist, School Social Worker, Special Ed (K-12), Speech Language Pathologist, Speech Language Therapist

| LEA (District or Charter) Name | Date LEA's Board Met | CACTUS ID     | Last Name      | First Name      | Is this a RENEWAL Request from SY25-26? (Y/N) | Pedagogical Modules Completed and LEA Application Received? (Y/N) |                     |                  |                                                                                                                                                                    |                                           |                                                      |                                                      |                                                  |                                                              |                                 |
|--------------------------------|----------------------|---------------|----------------|-----------------|-----------------------------------------------|-------------------------------------------------------------------|---------------------|------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------|------------------------------------------------------|------------------------------------------------------|--------------------------------------------------|--------------------------------------------------------------|---------------------------------|
|                                |                      |               |                |                 |                                               | License Area 1                                                    | Endorsement 1       | Endorsement 2    | Rational/Motions                                                                                                                                                   | Is Educator's Assignment in CACTUS? (Y/N) | Has LEA Specific tab in CACTUS been completed? (Y/N) | Does Educator Have a current BACKGROUND check? (Y/N) | Does Educator Have a current ETHICS check? (Y/N) | Does Educator Have a current LEA Application Received? (Y/N) | LEA Application Received? (Y/N) |
| <i>Granite SD</i>              | <i>1/5/2021</i>      | <i>999999</i> | <i>Example</i> | <i>Educator</i> | <i>N</i>                                      | <i>Secondary</i>                                                  | <i>Math Level 3</i> | <i>Chemistry</i> | <i>Educator is enrolling in EPP Fall 2021</i>                                                                                                                      | <i>Y</i>                                  | <i>Y</i>                                             | <i>Y</i>                                             | <i>Y</i>                                         | <i>Y</i>                                                     | <i>Y</i>                        |
| Jefferson Academy              | 9/9/2026             | 792581        | Neal           | Kallie          | N                                             | Elementary                                                        |                     |                  | Kallie is finishing up her degree. She is doing Student Teaching this fall and then will apply for licensure in December. This is her fifth year teaching in Utah. | Y                                         | N                                                    | Y                                                    | N                                                | N                                                            | N                               |

|                          |         |          |       |                   |  |             |                                                                                                                     |
|--------------------------|---------|----------|-------|-------------------|--|-------------|---------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | 8/22/26 | Invoice  | 7022  | Jefferson Academy |  | \$1,182.00  | <b>Due in 12 days</b><br>Sent 8/26/26                                                                               |
| <input type="checkbox"/> | 7/16/26 | Estimate | 15187 | Jefferson Academy |  | \$6,523.50  |  <b>Accepted</b><br>Sent 7/23/26 |
| <input type="checkbox"/> | 7/14/26 | Estimate | 15186 | Jefferson Academy |  | \$18,920.00 |  <b>Accepted</b><br>Sent 7/14/26 |

# **Sex Education Instruction Policy**

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## **Jefferson Academy**

### **Administrative Policy: Sex Education Instruction Policy**

**Adopted: November 10, 2014 (Human Sexuality Instruction Policy)**

**Amended: September 6, 2017 (Human Sexuality Instruction Policy)**

**Amended: October 26, 2018**

**Amended: July 13, 2026**

## **Purpose**

The purpose of this policy is to ensure that any sex education instruction or instructional program taught at Jefferson Academy (the "School") is compliant with state law.

## **Policy**

The School will comply with applicable state law regarding the presentation of sex education instruction or instructional programs. "Sex education instruction or instructional programs" means any course, unit, class, activity or presentation that provides instruction or information to students about: sexual abstinence; , human development, including puberty and maturation; human reproductive processes, including conception, fetal development, pregnancy, and birth; human reproductive anatomy and physiology; healthy dating practices, marriage, and parenthood, in accordance with the success sequence as defined in Utah Code § 53G-10-402; adoption in accordance with Utah Code § 53G-10-404; information about contraceptive methods or devices in accordance with Utah Code § 53G-10-402(2)(b) and (c); chronic, infectious, and acute diseases and conditions of the reproductive system, including sexually transmitted infections and diseases; or refusal skills, as defined in Utah Code § 53G-10-402. While these topics are most likely discussed in courses such as health education, health occupations, human biology, physiology, parenting, adult roles, psychology, sociology, child development, and biology, this policy applies to any course or class in which these topics are the focus of discussion.

The Director shall establish administrative procedures to help the School comply with the requirements related to sex education instruction or instructional programs under Utah law.

## **Review**

Every two years the Board of Directors will (a) review this policy; and (b) review data for the county in which the School is located regarding teen pregnancy, child sexual abuse, sexually transmitted diseases and sexually transmitted infections, and the number of pornography complaints or other instances reported in the School.

### **Sex Education Instruction Procedures**

These administrative procedures are established pursuant to the Sex Education Instruction Policy.

In accordance with state law, all sex education instruction or instructional programs, which include all maturation education programs, will comply with the requirements of Utah Code § 53G-10-402 through -403 and Utah Admin Code R277-474.

The Director will establish a curriculum materials review committee composed of parents, school employees, and others selected by the Director. If possible, the committee will also include health professionals and school health educators. The committee will have at least as many parents as school employees. The School's Board of Directors will review and approve the membership of the committee on or before August 1 each year.

The curriculum materials review committee will meet on a regular basis, as determined by the members of the committee, select officers for the committee and designate a committee chair, and comply with the Open and Public Meetings Act. The committee will review and make recommendations to the School's Board of Directors regarding instructional materials to be used by the School in connection with sex education instruction, including a maturation education program. Program materials and guest speakers supporting instruction on these topics must also be reviewed and approved by the curriculum materials review committee.

Instructional materials used by the School in connection with sex education instruction, including a maturation education program must be approved by the School's Board of Directors in an Open Meeting. These materials will comply with the requirements of applicable law and will be available for parents to review for a reasonable period of time prior to consideration for adoption by the Board of Directors.

The following topics may not be taught in the School:

- The intricacies of sexual stimulation or erotic behavior;
- The advocacy of premarital or extramarital sexual activity
- The advocacy or encouragement of the use of contraceptive methods or devices (however, instruction that includes information about contraceptive methods or

devices, not including abortion or any abortive methods, that stresses effectiveness, failure rates for youth, limitations, risks, and information on state law applicable to minors obtaining contraceptive methods or devices is allowed); or

- Any means or methods that facilitate or encourage the violation of any state or federal criminal law by a minor or an adult, including as a response to a spontaneous question from a student.

The School will comply with the student privacy laws in Utah Code § 53E-9-202 through -203 and obtain parental consent prior to any sex education instruction, including maturation education. At no time will a student be in the classroom during any such sex education instruction, unless an approval form signed by the student's parent/guardian is on file. The parental notification form (aka the approval form) will:

- a) explain a parent's right to review proposed curriculum materials in a timely manner;
- b) request the parent's permission to instruct the parent's student in identified course material related to sex education instruction, including maturation education;
- c) allow the parent to exempt the parent's student from attendance for a class period where identified course material related to sex education instruction, including maturation education is presented and discussed;
- d) be specific enough to give parents fair notice of topics to be covered;
- e) include a brief explanation of the topics and materials to be presented and provide a time, place and contact person for review of the identified curricular materials;
- f) be retained on file with affirmative parental consent for each student prior to the student's participation in discussion of issues protected under Section 53G-10-402; and
- g) be maintained at the School for a reasonable period of time.

Instructors may not intentionally elicit comments or questions about matters subject to parental consent requirements. Additionally, instructors' responses to questions spontaneously raised by students must be brief, factual, objective and in harmony with content requirements of this policy and state law. Responses must also be age appropriate and limited in scope to that reasonably necessary under the circumstances.

The School will ensure that all educators with any responsibility for any aspect of sex education instruction will receive appropriate professional development outlining the sex education curriculum and the criteria for sex education instruction. The School will ensure that educators

receive this professional development at least once every three years. Additionally, the School will ensure that such educators are familiar with the student privacy requirements of Utah Code § 53E-9-202 through -203..

Any complaint or appeal concerning sex education instruction materials adopted by the School should be addressed in accordance with the School's grievance policies.