



VOYAGE ACADEMY BOARD OF DIRECTORS MEETING AGENDA

Date: September 17, 2026

Time: Public Session 6:00pm

Location: 1891 N. 1500 W., Clinton, UT 84015

MISSION STATEMENT

Voyage Academy is dedicated to cultivating student growth through Expeditionary Learning. Our mission is to promote responsibility, integrity, and the development of essential life skills, guiding students toward becoming respectful, compassionate, and motivated lifelong learners.

ATTENDEES

Courtne Moore, Janae Howell, Valerie Hulsey, Angie Loreda, Robert Handy, Amy Lefvere, Kami Coleman, Nicole Jones, Roger Simpson

AGENDA

OPENING BUSINESS

The meeting will formally commence with the call to order and roll call.

PUBLIC COMMENT (Please limit comments to 3 minutes)

Internet Safety Policy and the amended Technology Security Policy / Plan

CONSENT AGENDA ITEMS

Approval of May 14, 2026, Board Meeting Minutes and Closed Session Statement

REPORTS

Director Report

Committee Reports- Designate new committee members

Finance- Roger Simpson, Kami Coleman, Courtne Moore, Janae Howell

Audit Committee- Courtne Moore, Janae Howell

School Safety Committee- Kami Coleman

Marketing and Curriculum Committee- Kami Coleman, Valerie Hulsey,

Recognition Committee- Valerie Hulsey,

Development Committee- Roger Simpson, Kami Coleman, Courtne Moore, Valerie Hulsey, Janae Howell

Board Chair Comments- Courtne Moore

CLOSED SESSION

Purpose: Discussion of the character, professional competence, or physical or mental health of an individual, pursuant to Utah Code §52-4-205.

DISCUSSION AND ACTION ITEMS

➤ POLICIES

- ACTION: Review amended Internet Safety Policy- 1st comment period

*In compliance with the Americans with Disabilities Act, individuals needing special accommodations (including auxiliary communicative aids and services) during this meeting should notify Voyage Academy at 801-776-4900 at least 3 working days prior to the meeting.

- ACTION: Review amended Technology Security Policy- 1st comment period
- ACTION: Approval of Cybersecurity Policy
- ACTION: Approval of amended Electronic Device Policy
- ACTION: Approval of Oath of Office Policy
- ACTION: Approval of amended Health and Wellness Policy
- **ACTION:** Board Member Terms, Roles, and Elected Officers
- **ACTION:** OATH OF OFFICE
- **BOARD TRAINING:**
 - School Land Trust

CALENDARING

The next Board Meeting is scheduled for October 22, 2026

ADJOURNMENT

The meeting will adjourn upon completion of all agenda items.

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VOYAGE ACADEMY BOARD OF DIRECTORS MEETING MINUTES

Date: 5.14.2026

Time: Public Session from 6:07 PM

Location: 1891 N. 1500 W., Clinton, UT 84015 or virtually at [Microsoft Teams Link](#)

MISSION STATEMENT

Voyage Academy is dedicated to cultivating student growth through Expeditionary Learning. Our mission is to promote responsibility, integrity, and the development of essential life skills, guiding students toward becoming respectful, compassionate, and motivated lifelong learners.

ATTENDEES

Courtnie Moore, Janae Howell, Dennis Henry, Blaire Barker, Kami Coleman, Nicole Jones, Roger Simpson, Valerie Hulseley, Danielle Pedersen

MINUTES

OPENING BUSINESS

Courtnie Moore called the meeting to order at 6:07 PM.

Courtnie Moore made a motion to start the board meeting on May 14, 2026. Dennis Henry seconded. Motion passed unanimously. Votes were as follows: Courtnie Moore, Aye; Dennis Henry, Aye; Valerie Hulseley, Aye; Blaire Barker, Aye.

Roll call of attendees present at the start of the meeting: Kami Coleman, Roger Simpson, Valerie Hulseley, Courtnie Moore, Blaire Barker, Dennis Henry, and Nicole Jones. Janae Howell joined the meeting at 6:29 PM. Danielle Pedersen joined the meeting at 6:38 PM.

PUBLIC COMMENT

No public comments were present. Comments are limited to 3 minutes.

CONSENT AGENDA ITEMS

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April 9, 2026 Board Meeting Minutes

Blaire Barker made a motion to approve the above minutes. **Valerie Hulsey** seconded. Motion passed unanimously. Votes were as follows: **Courtnie Moore, Aye; Dennis Henry, Aye; Valerie Hulsey, Aye; Blaire Barker, Aye.**

DISCUSSION AND ACTION ITEMS

Director Report — Kami Coleman

Calendaring: The biking sprint, originally scheduled for Monday, may be moved to Wednesday due to forecasted weather (rain/frozen sleet). Final decision pending review with Amy and confirmation that Clinton Park will be available. The board member meet-and-greet is set for May 20 with light refreshments. On June 12, Voyage Academy will host a booth at Clinton Days (evening only) with the new "Voyage Academy" easy-up canopy, and the school will participate in the Clinton Days parade on June 13. Happy birthday wishes were extended to Blaire Barker (July 11).

Contracts: Teacher contract renewals are complete, including end-of-year conversations with teachers about feedback and improvement. This is the first year using electronic contracts; no glitches have been reported.

Staff Changes for 2026–2027: Blaire Barker will join as the kindergarten and art teacher, returning to Voyage Academy. Holli Howell will move to first grade (currently filling a second-grade emergency position). Sarah Nelson will return to Voyage Academy in second grade after four years at LLA in Layton. Carly Shock, a new teacher out of Weber State currently student teaching at Monticello, will fill the fourth-grade position. The administration feels confident about the lineup for next year.

Positive Behavior Plan Review: Most goals for the current year were met. The Nova program was not implemented due to Clinton PD staffing limitations; Jen Davis is providing supplemental instruction on anxiety, cybercrime, alcohol, and drug awareness for sixth graders. Additions for 2026–2027 include: (1) a monthly attendance incentive program with end-of-year recognition; (2) a school-wide reading recognition program with a running family book-count displayed on the marquee; (3) after-school enrichment programs in math (Mr. Costello, Ms. Culpeper) and writing (Ms. Storck), plus the return of the play; and (4) "Voyage Serves" — community and family-based service activities tied to the "We Are Crew" habit of scholarship, with branded shirts for participants.

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Salary Schedule and Meal Prices: Teachers received approximately a 5% increase, with co-teacher pay also increased.

Proposed meal price increases: student breakfast and student lunch each up 10 cents; adult breakfast up 50 cents; adult lunch up \$1.00.

Parent Survey Results: Results were very positive overall. A word cloud of parent responses highlighted "community," "teacher," "staff," "learning," "love," and "student" as the most frequent terms. The board agreed to feature parent feedback on the school website.

Enrollment: Enrollment for 2026–2027 is sitting at approximately 568–570 students as of today, with the expected summer shift acknowledged.

SB 241 (Early Literacy): The previous SB 127 has been replaced by SB 241. The new goal is 80% of third graders reading at or above grade level by 2030, with retention required for third graders not reading on grade level. Voyage Academy's third-grade end-of-year reading proficiency is currently at approximately 68%, well above the state average. The school will continue current literacy efforts, add reading incentives, communicate with parents via report-card letter and Friday email, and emphasize family-school partnership. There is concern about increased IEP and 504 testing demand and associated costs; Roger has been asked to set aside funds in anticipation.

Legislative Update — Roger Simpson

Overview: Roughly 100 education bills passed this session with 66 new or amended requirements, including 34 new LEA requirements (23 of which are unfunded mandates). Three priority themes emerged: school safety, classroom technology and AI, and early literacy.

Funding: \$9 billion in total funding statewide with \$500 million in new education funding. WPU base increased 4.2% (from \$4,674 to \$4,870). Minimum School Program funding rose approximately 4%, largely tracking inflation.

Charter-Focused Bills: SB 186 (Charter School Modification) requires board members to take an oath of office and initiates a study on admin-cost disparity between districts and charters. SB 131 expands enrollment preferences for students residing in subdivisions where the resident school is at capacity. HB 467 (Utah Fits All) prohibits denial of scholarship students from athletics or extracurriculars based on scholarship status.

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School-construction oversight transfers to a new Division of Facility Construction Management for projects above the threshold; Voyage Academy is grandfathered in for existing reporting requirements.

School Safety: HB 44 sets school security personnel standards (concealed-carry for guardians, formal visitor management, wearable panic-alert devices for lead teachers, cybersecurity standards, exclusion of AI glasses). SB 51 adds a statewide student-threat flag in the SIS. SB 167 permits denial of enrollment for documented safety concerns. SB 244 requires an AED at each school by start of school year 2026–2027 (Voyage Academy already has one, with a second planned).

Technology, AI and Cybersecurity: HB 273 (Classroom Technology Amendments) — a model policy is forthcoming. SB 69 prohibits personal device use during the entire school day. HB 55 requires a 30-day termination provision in ed-tech vendor contracts for privacy violations.

Other Bills: HB 312 requires regular social studies instruction in all elementary grades. SB 268 requires instruction on the role of religion and religious liberty in American constitutional government, beginning no later than school year 2027–2028. SB 58 requires annual board review of attendance data. HB 329 increases postpartum leave to 6 weeks and updates adoption and foster leave provisions. SB 312 establishes a tiered framework for educator-licensure denial. SB 296 requires a secure digital consent mechanism for students by July 1, 2027. HB 143 requires 30-day advance written notice for special-education students before boundary changes. HB 351 requires parent follow-up within 30 days when a student fails initial vision screening.

Compliance Timeline: Multiple provisions are already in effect; major operational policy changes take effect December 1; AI and additional policies must be adopted before July 1, 2027. Future board agendas will include policy adoptions, an updated technology and AI policy, and an audit-committee charter.

Fraud Risk Assessment

Voyage Academy scored in the "low" category for fraud risk. One area for improvement is the formal audit-committee charter/plan, which is not yet in place. Roger and Nicole will work on a draft charter/plan for adoption at a future board meeting.

Budget Discussion — Roger Simpson

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The board reviewed the FY 2025–2026 amended budget and the FY 2026–2027 preliminary budget. The amended budget reflects the bond refinance, premium proceeds, and an updated split of construction expenditures between fiscal years (approximately \$7 million in FY 25-26 and \$4.5 million in FY 26-27). After all FY 25–26 inflows and outflows, approximately \$2.9 million will roll into reserves for next year's capital expenses.

The FY 2026–2027 preliminary budget reflects a net-zero bottom line, with a new "budget from surplus" line item of approximately \$4.2 million (\$2.9 million rollover plus approximately \$1.36 million from reserves — well below the originally planned \$2 million reserve draw). Interest-bearing accounts have outperformed expectations (approximately \$350,000 this year), and projected revenue is based on a 570-student enrollment target. The budget incorporates new personnel, the updated salary schedule, increased property and utility costs from the expansion, and the new bond payment.

Committee Reports

Audit Committee: An audit is upcoming. The committee will work with Roger and Nicole to create an audit-committee charter/plan. Committee membership will be revisited next meeting.

School Safety Committee: Voyage Academy is up to date with all legislative requirements — wearable panic devices, visitor-management system, and three trained guardians. The final drill of the year was a lockdown drill, and police and fire department personnel have participated in recent drills.

Marketing and Curriculum Committee: A flyer was mailed; the school will be visible at Clinton Days and through the new building. The expansion has aided marketing visibility.

Recognition Committee: The teacher ambassador program will continue next year.

Development Committee (Expansion): Construction is on schedule for an August 25 opening; moving companies will be hired to relocate teachers. The willow tree on the site was lost to wind storms. Despite ongoing construction, students adjusted well and RISE scores outperformed last year. The primary remaining risk is Rocky Mountain Power's delivery of the transformer required for elevator operation.

Board Chair Comments: None.

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Prior to entering closed session, Danielle Pedersen read the Voyage Academy Mission Statement aloud.

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 7:34 PM **Dennis Henry** made a motion to go into closed session at 1891 N. 1500 W., Clinton, UT 84015 to discuss the character, professional competence, or physical or mental health of an individual. **Janae Howell** seconded. Votes were as follows: **Courtnie Moore, Aye; Danielle Pedersen, Aye; Janae Howell, Aye; Dennis Henry, Aye; Blaire Barker, Aye; Valerie Hulsey, Aye. Motion passed unanimously.***

*At 7:56 PM **Danielle Pedersen** made a motion to move out of closed session. **Blaire Barker** seconded. Motion passed unanimously. Votes were as follows: **Courtnie Moore, Aye; Danielle Pedersen, Aye; Janae Howell, Aye; Dennis Henry, Aye; Blaire Barker, Aye; Valerie Hulsey, Aye.***

ACTION ITEMS

Mental Health Grant Report: Kami Coleman and Nicole Jones reviewed grant goals for the year. The disruptive-behavior goal — originally a three-year goal — was met in the first year. The student-anxiety goal showed an increase, attributed in part to families moving in with existing anxiety diagnoses. A revised plan with improved tracking will be implemented next year.

Annual Commitment/Statement of Ethical Behavior: Nicole Jones reviewed the annual statement of ethical behavior that all board members are required to sign each year.

Policies:

Parent and Family Engagement, Paid Parental and Postpartum Recovery Leave, Health and Wellness, Emergency Preparedness and Recovery Plan, and the Administration of Medication were discussed.

Dennis Henry** made a motion to adopt the policies for parent and family engagement, the paid parental and postpartum recovery leave policy, the health and wellness policy, the emergency preparedness and recovery policy, and the administration of medication policy. **Valerie Hulsey** seconded the motion. The motion passed unanimously. The votes were as follows: **Courtnie Moore, Aye; Janae Howell, Aye; Dennis Henry, Aye; Blaire Barker,

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Aye; Valerie Hulsey, Aye; Danielle Pedersen, Aye.

Danielle Pedersen made a motion was made to approve the 2026–2027 Positive Behavior Plan. **Blaire Barker** seconded. The motion passed unanimously. The votes were as follows: **Courtnie Moore, Aye; Janae Howell, Aye; Dennis Henry, Aye; Blaire Barker, Aye; Valerie Hulsey, Aye; Danielle Pedersen, Aye.**

Board Member terms, roles, and elected officers were presented and discussed.

Blaire Barker made a motion to approve the board member terms, roles, and elected officers as presented. **Dennis Henry** seconded. The motion passed unanimously. The votes were as follows: **Courtnie Moore, Aye; Janae Howell, Aye; Dennis Henry, Aye; Blaire Barker, Aye; Valerie Hulsey, Aye; Danielle Pedersen, Aye.**

The Sexual Education Committee was presented.

Valerie Hulsey made a motion to approve the Sexual Education Committee. **Janae Howell** seconded. The motion passed unanimously. The votes were as follows: **Courtnie Moore, Aye; Janae Howell, Aye; Dennis Henry, Aye; Blaire Barker, Aye; Valerie Hulsey, Aye; Danielle Pedersen, Aye.**

The TSSA Plan was presented, with no follow-up questions from the board.

Danielle Pedersen made a motion was made to approve the Teacher and Student Success Plan. **Blaire Barker** seconded. The motion passed unanimously. The votes were as follows: **Courtnie Moore, Aye; Janae Howell, Aye; Dennis Henry, Aye; Blaire Barker, Aye; Valerie Hulsey, Aye; Danielle Pedersen, Aye.**

Danielle Pedersen made a motion to approve the Director Employment Agreement and Compensation as discussed in closed session. **Janae Howell** seconded. The motion passed unanimously. The votes were as follows: **Courtnie Moore, Aye; Janae Howell, Aye; Dennis Henry, Aye; Blaire Barker, Aye; Valerie Hulsey, Aye; Danielle Pedersen, Aye.**

Dennis Henry made a motion to approve the Final Amended Budget for 2025–2026 and the Proposed Budget for 2026–2027. **Janae Howell** seconded. The motion passed unanimously. The votes were as follows: **Courtnie Moore, Aye; Janae Howell, Aye; Dennis Henry, Aye; Blaire Barker, Aye; Valerie Hulsey, Aye; Danielle Pedersen, Aye.**

Audit Engagement Letter: Tabled to the next meeting for further review.

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Board Training: All board members must complete the annual board training each school year and submit their certificate to Nicole Jones for the file. Open Public Meetings Act acknowledgment and Local Health Department Data acknowledgment forms were signed by attending board members.

CALENDARING

The next Board Meeting is scheduled for August 18, 2026 at 6:00 PM. The July 30 board-dinner date was removed; an alternate date will be selected once the new board members are present. The May 20 board member meet-and-greet (with new board members) was confirmed.

ADJOURNMENT

At 8:22 PM **Valerie Hulsey** made a motion to adjourn the meeting. **Danielle Pedersen** seconded. The motion passed unanimously. The votes were as follows: **Courtnie Moore, Aye; Janae Howell, Aye; Dennis Henry, Aye; Blaire Barker, Aye; Valerie Hulsey, Aye; Danielle Pedersen, Aye.**

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Voyage Academy
Board of Directors Closed Session Statement

Meeting Date: May 14, 2026
Location: 1891 N. 1500 W.,
Clinton, UT 84015

Closed Session Sworn Statement:

At a duly noticed public meeting held on the date listed above, the board of directors for Voyage Academy entered into 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. 52-4-1(1)(a).

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

Signed electronically on the 14th DAY OF May 2026.

Courtnie Moore

Board Chair



Voyage Academy

08-31-26 Budget Summary
16.7 % of the Year

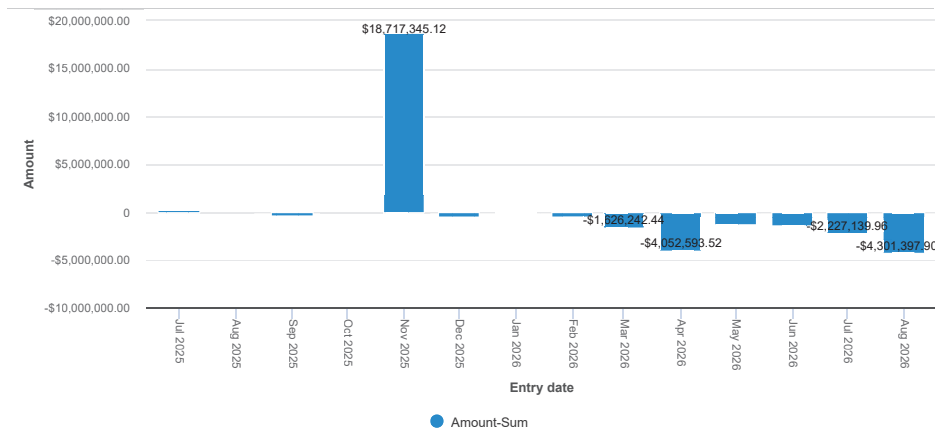
Dashboard Summary

	Category	Budget	% Budget	Forecast	% Forecast	YTD
Revenue (4 School Category records)						
	1000 Local Sources	\$287,340	29%	\$287,340	29%	\$82,812
	3000 State Sources	\$6,417,094	16%	\$6,417,108	16%	\$1,034,417
	4000 Federal Sources	\$278,260	0%	\$278,260	0%	\$0
	6000 Infrequent Items	\$4,265,735	0%	\$4,270,735	0%	\$0
TOT		\$11,248,429		\$11,253,443		\$1,117,229
Expense (8 School Category records)						
	100 Salaries	-\$3,272,000	9%	-\$3,272,014	9%	-\$278,942
	200 Employee Benefits	-\$1,032,000	10%	-\$1,032,000	10%	-\$99,990
	300 Professional Services	-\$486,429	11%	-\$486,429	11%	-\$53,640
	400 Property Services	-\$4,701,500	52%	-\$4,706,500	52%	-\$2,467,129
	500 Other Services	-\$121,500	9%	-\$121,500	9%	-\$11,021
	600 Supplies & Materials	-\$605,500	11%	-\$605,500	11%	-\$69,154
	700 Property	-\$55,000	638%	-\$55,000	638%	-\$350,866
	800 Debt Service & Misc	-\$974,500	1%	-\$974,500	1%	-\$6,356
TOT		-\$11,248,429		-\$11,253,443		-\$3,337,099
TOT		-\$0		-\$0		-\$2,219,870

Dashboard Summary

	Metric	Target	Budget	Forecast	YTD
2027 (3 School Financial Metric records)					
	Operating Margin	>3%	5.7%	5.6%	48.3%
	Debt Service Ratio	>1.10	1.3	1.3	
	Days Cash on Hand	>250	258	258	290

Change in Net Position



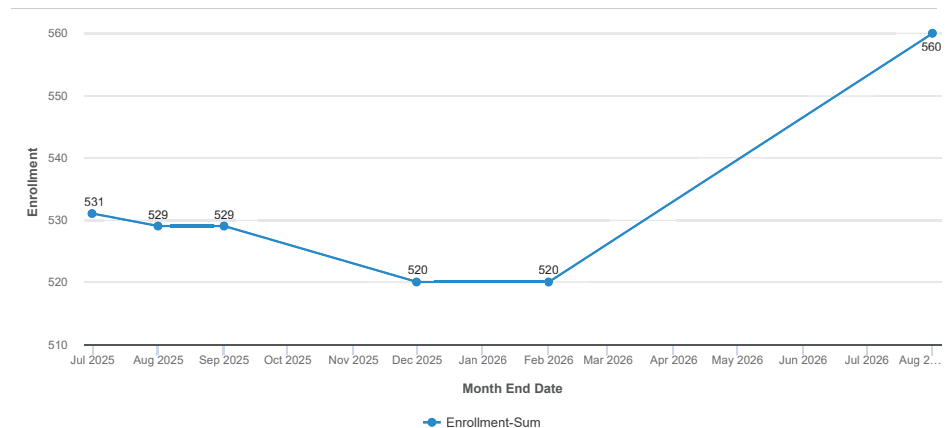
Expense Allocation



Cash and Investment Accounts

Account	Active EOM Amount
Balance Sheet - 8000 Assets (5 School Account records)	
8111-051-001 MACU Checking Main (6319)	-\$6,841
8111-051-003 MACU Sweep (6319)	\$1,009,213
8111-051-005 Bill.com Clearing Account	-\$0
8119-051-018 VA 25 Bond Project Fund-Bond Proceeds	\$364,905
8120-051-003 MACU Money Market S0007	\$4,367,988
TOT	\$5,735,266

Enrolment Trend



Budget Portal : Accounts | Income Statement (EOM)

Income Statement (EOM)

Account	Budget	Forecast	YTD Amount	% Forecast
Revenue - 1000 Local Sources (10 School Account records)				
1510 Interest on Investments	\$100,000	\$100,000	\$65,259	65%
1610 Sales to Students	\$130,000	\$130,000	\$14,137	11%
1620 Sales to Adults	\$3500	\$3,500	\$3	0%
1720 Bookstore Sales	\$2000	\$2,000		0%
1750 School Vending & Stores (Gross Sales)	\$10,000	\$10,000	\$1,140	11%
1760 Fines	\$100	\$100		0%
1770 Fundraising	\$15,000	\$15,000	\$213	1%
1790 Other Student Activity	\$3000	\$3,000		0%
1920 Contributions and Donations From Private Sources	\$18,740	\$18,740	\$2,040	11%
1990 Miscellaneous	\$5000	\$5,000	\$20	0%
TOT	\$287,340	\$287,340	\$82,812	
Revenue - 3000 State Sources (8 School Account records)				
3005 Regular School Programs K	\$434,104	\$434,104	\$60,292	14%
3010 Regular School Programs 1-12	\$1,964,235	\$1,964,235	\$327,373	17%
3100 Restricted Basic School Programs	\$796,172	\$796,172	\$131,301	16%
3200 Related to the Basic Programs	\$2,441,541	\$2,441,541	\$394,284	16%
3400 Other Programs	\$424,837	\$424,837	\$111,479	26%
3500 One-time Funding	\$296,206	\$296,220	\$30,603	10%
3800 Non-MSP State Revenues (via USBE)	\$60,000	\$60,000	-\$21,291	-35%
3810 School Meal Program Reimb	\$0	\$0	\$376	0%
TOT	\$6,417,094	\$6,417,108	\$1,034,417	
Revenue - 4000 Federal Sources (4 School Account records)				
4500 Restricted Federal-Received via USBE	\$80,015	\$80,015		0%
4522 IDEA - B -- Pre-School Disabled (Sec 619)	\$3059	\$3,059		0%
4524 IDEA - B -- Disabled (PL 101-476)	\$95,186	\$95,186		0%
4560 Federal Child Nutrition Programs	\$100,000	\$100,000		0%
TOT	\$278,260	\$278,260		
Revenue - 6000 Infrequent Items (1 School Account)				
6050 Budget from Surplus	\$4,265,735	\$4,270,735		0%
TOT	\$4,265,735	\$4,270,735		
Expense - 100 Salaries (10 School Account records)				
0121 Salaries - Principals and Assistants	-\$600,000	-\$600,000	-\$52,000	9%
0131 Salaries - Teachers	-\$1,750,000	-\$1,750,000	-\$169,310	10%
0132 Salaries - Substitute Teachers	-\$40,000	-\$40,000	-\$8,261	21%
0143 Salaries - Health Services Personnel	-\$2000	-\$2,000		0%
0144 Salaries - Psychological Personnel	-\$70,000	-\$70,000	-\$5,736	8%
0152 Salaries - Secretarial and Clerical Personnel	-\$80,000	-\$80,000	-\$7,185	9%
0161 Salaries - Teacher Aides and Para-Professionals	-\$550,000	-\$550,014	-\$21,401	4%
0181 Salaries - Operation & Maintenance Supervisors	\$0	\$0	-\$710	0%
0182 Salaries - Custodial & Maintenance Personnel	-\$15,000	-\$15,000	-\$3,570	24%
0191 Salaries - Food Services Personnel	-\$165,000	-\$165,000	-\$10,769	7%
TOT	-\$3,272,000	-\$3,272,014	-\$278,942	

Account	Budget	Forecast	YTD Amount	% Forecast
Expense - 200 Employee Benefits (6 School Account records)				
0220 Social Security	-\$250,000	-\$250,000	-\$13,207	5%
0230 Local Retirement	-\$250,000	-\$250,000	-\$21,895	9%
0240 Group Insurance	-\$500,000	-\$500,000	-\$27,627	13%
0270 Industrial Insurance	-\$10,000	-\$10,000	-\$1,091	16%
0280 Unemployment Insurance	-\$17,000	-\$17,000	-\$693	4%
0290 Other Employee Benefits	-\$5,000	-\$5,000		0%
TOT	-\$1,032,000	-\$1,032,000	-\$64,514	
Expense - 300 Professional Services (5 School Account records)				
0320 Professional - Educational Services	-\$206,494	-\$206,494	-\$4,116	2%
0330 Professional Employee Training and Development	-\$15,035	-\$15,035	-\$2,753	18%
0340 Other Professional Services	-\$19,900	-\$19,900	-\$2,068	10%
0345 Business Services	-\$150,000	-\$150,000	-\$21,966	28%
0350 Technical Services	-\$95,000	-\$95,000	-\$2,222	2%
TOT	-\$486,429	-\$486,429	-\$33,126	
Expense - 400 Property Services (12 School Account records)				
0411 Water/Sewage	-\$20,000	-\$20,000	\$117	-1%
0412 Disposal Service	-\$25,000	-\$25,000	-\$488	2%
0422 Snow Removal Services	-\$15,000	-\$15,000		0%
0423 Custodial Services	-\$64,000	-\$64,000	-\$7,632	12%
0424 Lawn Care Services	-\$30,000	-\$30,000	-\$28,806	96%
0430 Repairs & Maintenance Services	-\$10,000	-\$10,000	-\$5,116	51%
0431 Non-Technology Repairs & Maint.	\$0	\$0	-\$4,443	0%
0432 Technology Related Repairs & Maint.	-\$10,000	-\$10,000		0%
0441 Rental of Land & Buildings	-\$7,500	-\$7,500	-\$315	4%
0442 Rental of Equipment & Vehicles	-\$15,000	-\$15,000	-\$1,330	13%
0450 Construction Services	-\$4,500,000	-\$4,500,000	-\$2,301,751	54%
0490 Other Purchased Property Services	-\$5,000	-\$10,000	-\$9,624	96%
TOT	-\$4,701,500	-\$4,706,500	-\$2,359,389	
Expense - 500 Other Services (7 School Account records)				
0510 Student Transportation Services	-\$15,000	-\$15,000		0%
0518 Student Day Trips/Field Trips (includes Admission Charges)	-\$6,000	-\$6,000		0%
0521 Property Insurance	-\$30,000	-\$30,000		0%
0522 Liability Insurance	-\$35,000	-\$35,000	-\$9,224	26%
0530 Communication (Telephone & Other)	-\$10,000	-\$10,000	-\$581	11%
0540 Advertising	-\$15,000	-\$15,000	-\$701	5%
0580 Travel/Per Diem	-\$10,500	-\$10,500		0%
TOT	-\$121,500	-\$121,500	-\$10,506	
Expense - 600 Supplies & Materials (11 School Account records)				
0610 General Supplies	-\$115,000	-\$115,000	-\$13,890	14%
0610-001 Furniture and Fixtures (not capitalized)	-\$14,500	-\$14,500	-\$3,187	22%
0621 Natural Gas	-\$24,000	-\$24,000	-\$75	0%
0622 Electricity	-\$90,000	-\$90,000	-\$3,388	4%
0630 Food	-\$175,000	-\$175,000	-\$9,622	9%
0641 Textbooks	-\$22,000	-\$22,000	-\$1,033	5%
0642 E-Textbooks / Online Curriculum	-\$80,000	-\$80,000	-\$20,683	26%
0644 Library Books	-\$5,000	-\$5,000		0%
0650 Supplies - Technology Related	-\$15,000	-\$15,000	-\$19	0%

Account	Budget	Forecast	YTD Amount	% Forecast
0670 Software	-\$50,000	-\$50,000	-\$620	1%
0680 Maintenance Supplies and Materials	-\$15,000	-\$15,000	-\$8,317	58%
TOT	-\$605,500	-\$605,500	-\$60,836	
Expense - 700 Property (4 School Account records)				
0710 Land and Site Improvements	\$0	\$0	-\$33,180	0%
0730 Equipment	\$0	\$0	-\$235,798	0%
0733 Capitalized Furniture and Fixtures	\$0	\$0	-\$44,773	0%
0734 Technology Related Hardware	-\$55,000	-\$55,000	-\$37,115	67%
TOT	-\$55,000	-\$55,000	-\$350,866	
Expense - 800 Debt Service & Misc (3 School Account records)				
0810 Dues and Fees	-\$15,000	-\$15,000	-\$6,356	42%
0830 Interest	-\$849,500	-\$849,500		0%
0840 Redemption of Principal	-\$110,000	-\$110,000		0%
TOT	-\$974,500	-\$974,500	-\$6,356	
TOT	\$0	-\$0	-\$2,047,305	



VOYAGE ACADEMY DIRECTOR REPORT

Date: September 17, 2026

Meeting: Board of Directors Meeting, Public Session 6:00pm

Location: 1891 N. 1500 W., Clinton, UT 84015

MISSION STATEMENT

Voyage Academy is dedicated to cultivating student growth through Expeditionary Learning. Our mission is to promote responsibility, integrity, and the development of essential life skills, guiding students toward becoming respectful, compassionate, and motivated lifelong learners.

CALENDARING

Upcoming school and board dates for the remainder of the first trimester.

August 2	Happy Birthday Janae!
September 12	Happy Birthday Courtnie!
September 21	School Safety Meeting – 3:15
September 25	Back to School Assembly – 9:00
September 25	Open House / Carnival – 5:00
September 28 – October 2	School Safety Week
October 2	Statewide Read-a-Thon – time TBD
October 14	Movie with Mom / Loved One – 5:00
October 15 – 16	Fall Break
October 22	Board Meeting – 6:00
October 26 – 30	Red Ribbon Week
October 30	Halloween Parade

INFORMATION SHARING

EXPANSION UPDATE

NEW FACULTY MEMBERS

ENROLLMENT

S.B. 241

WORK PLAN UPDATE

NEXT MEETING

The next Board Meeting is scheduled for October 22, 2026.

Director Report

September 17, 2026

Grow with Us



HAPPY BIRTHDAY!

Amy LeFevre	June 29 th
Janae Howell	August 2 nd
Courtnie Moore	September 12 th



Dates to Remember

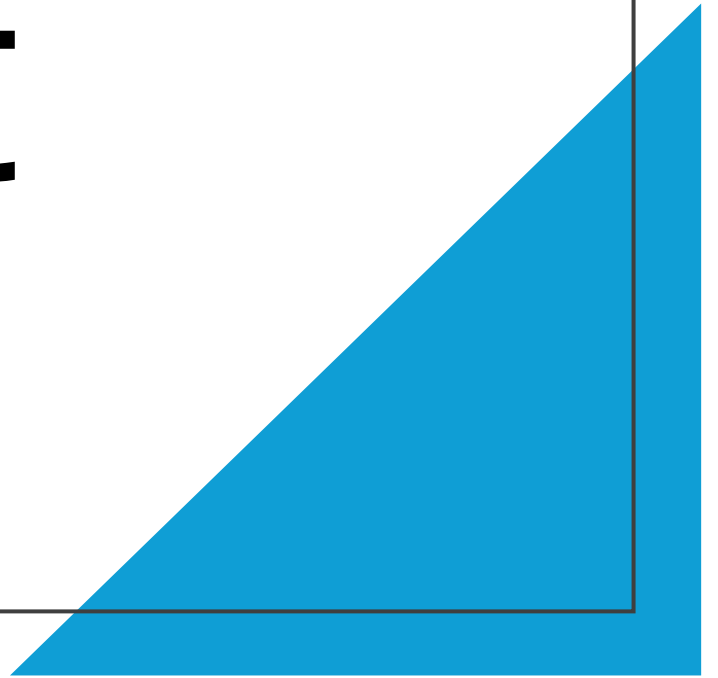
- September 21st 3:00 - School Safety Meeting
 - September 25th 5:00 - School Carnival
 - Sept 28th - Oct 2nd School Safety Week
 - October 14th Movie with Mom/Loved One
 - Oct 26th – Oct 30th Red Ribbon Week
 - October 30th Halloween Parade
-

New Educators

- Blaire Barker - Kindergarten
- Holli Howell - First Grade
- Sarah Nelson - Second Grade
- Carlee Shock - Fourth Grade
- Debra Locher - Special Education

Current Enrollment

560



SB 241

The law is designed to get more Utah students reading at grade level by 3rd grade, with a statewide goal of 80% of 3rd graders meeting the reading benchmark by July 1st, 2030.

Kinder - 49%

1st - 58% (K- EOY 89%)

2nd - 76%

3rd - 68%

4th - 66%

5th - 69%

6th - 92%

Our Plan to Support Literacy

- Letter home to parents in May
- Reading Incentive this Summer with I-Ready
- Grade band resources available on our website
- Parent Information and free books given out at Back to School Night
- Participating in the State Read-a-Thon
- Year long reading incentives
- All teachers will be LETRS certified
- K-3 teachers receiving training in UFLI and Hegerty
- Social Studies Weekly- to promote reading and decoding written text
- Realign how we are using paraeducators
- Early Intervention in K-1 for retention



Work Plan

- Voyage Academy students will be active, meaningful contributors to their learning. They engage in rigorous learning opportunities that promote inquiry, independence, and growth toward mastery.

CREW

W = Working toward mastery.

High-Quality Work

Service
Opportunity
Bountiful Food
Pantry &
Lakeside Community
Church



Student Led Conference time and day change

Moving from two days a week to three days a week.
25-minute time blocks to facilitate IRP conversations.

Do we switch back to having a full week of early out?





2026 POLICY UPDATE SUMMARY

Prepared for the Voyage Academy Governing Board • September 17, 2026

Executive Summary

The 2026 Utah General Session enacted several bills that directly affect Voyage Academy's technology and governance policies. This package brings forward two new stand-alone policies, one replacement policy, and two amendments to existing policies. All five are drafted in the School's standard policy format and are ready for Board review.

Three drivers account for the package. H.B. 44 (School Security Personnel Standards) carried the session's cybersecurity provisions and added AI glasses to the student device restrictions. S.B. 69 (School Device Revisions) moved the default device prohibition from classroom hours to the full school day and added a new parent accommodation requirement. S.B. 186 created a statutory oath of office for charter governing board members. A fourth item, the Internet Safety Policy, is not legislatively driven but was found to be materially out of date during review.

One item requires Board action before adoption rather than at adoption: the Internet Safety Policy cannot be adopted until the School holds a public hearing. See "Sequencing and Board Actions" below.

Summary of Changes

Policy	Action	Driver	Effective / Status
Cybersecurity Policy	New	H.B. 44 — Utah Code §§ 53G-8-901 to 903; S.B. 123; § 63C-27-202(9)	Statute effective 5/6/2026. Adopt now; standards phase in.
Board Member Oath of Office Policy	New	S.B. 186 — Utah Code § 53G-5-406.5; § 53G-5-401	Effective on approval (3/19/2026). Adopt promptly.
Internet Safety Policy	Replaces prior version	CIPA, 47 U.S.C. § 254(h)(5) & (l); Utah Code §§ 53G-7-1001, 53G-7-1003	Requires public notice and hearing before adoption.
Electronic Device Policy	Amended	S.B. 69 and H.B. 44 — Utah Code § 53G-7-227	Effective 7/1/2026. Currently out of compliance.
Technology Security Policy / Plan	Amended	Conforming change; Utah Admin. Code R277-487	Adopt with the Internet Safety Policy.
Health and Wellness Policy	Amended	Charter School Food Additive Requirements vs. District	Effective on approval. Adopt promptly.

New Policies

1. Cybersecurity Policy

H.B. 44 enacted Part 9 of Utah Code Title 53G, Chapter 8, which for the first time imposes cybersecurity duties on local education agencies as an obligation distinct from student data privacy. The School has no policy addressing these duties. Key provisions of the new policy:

- Designates a Cybersecurity Officer as the School's primary point of contact, required by Utah Code § 53G-8-903(4)(b). This may be the same person as the Information Security Officer, and may be satisfied through a contracted IT provider.
- Commits the School to the minimum cybersecurity standards the Cybersecurity Commission will adopt by rule under § 63C-27-202(9), on the phased timeline that rule establishes. Those standards were not yet final at drafting, so Section 5.3 sets an interim baseline (multi-factor authentication, endpoint protection, segmentation, encryption, backups, patching, logging, asset inventory) so the School is not without controls in the meantime.
- Sequences breach reporting: Cyber Center under § 63A-19-405, USBE within 24 hours under § 53G-8-903(2)(a), UETN where its infrastructure is involved, plus existing R277-487 and § 13-44-202 obligations, with a shortest-deadline-governs rule.
- Preserves the § 53G-8-903(5) option to designate a regional education service agency as the School's cybersecurity contact instead of carrying the role in-house.
- Directs the Cybersecurity Officer to bring the Board a recommendation on participation in the cybersecurity service tiers UETN makes available to LEAs.

2. Board Member Oath of Office Policy

S.B. 186 enacted Utah Code § 53G-5-406.5, requiring each charter governing board member to take a prescribed oath before entering upon the duties of office, and amended § 53G-5-401 so that a charter school must be governed by a board whose members have taken that oath. The oath is therefore a condition of the Board's lawful composition. Key provisions:

- Reproduces the statutory oath verbatim. The wording is fixed by § 53G-5-406.5(1) and differs from the general constitutional oath — it names the charter board office specifically, and as enacted it contains no “(or affirm)” alternative.
- Follows § 53G-5-406.5(2) on administration: any person authorized to administer oaths under § 78B-1-142; a representative of the authorizer for a newly authorized school; or, once the initial board is sworn in, the Board Chair or another sitting Board member. Because Voyage's board is seated, the Chair is the default.
- Notes that the duty to ensure the oath is administered rests with the School's authorizer, and directs the Chair to coordinate accordingly.
- Requires a record of each oath under § 53G-5-406.5(3)(a) and § 51-1-2(2), and proof of compliance to the authorizer on request under (3)(b).
- Provides that an unsworn member may not deliberate or vote, while advising against treating prior acts as automatically void — Utah authority generally treats such an officer as a de facto officer whose acts remain valid as to the public.

Replacement Policy

3. Internet Safety Policy

This policy is not driven by 2026 legislation. It came to attention during a review of whether the School needs both an Internet Safety Policy and a Technology Security Policy. The conclusion was that it does: they satisfy different mandates — CIPA is a federal E-Rate funding condition, while R277-487 is a state requirement that applies regardless of federal funding. Neither substitutes for the other. The existing Internet Safety Policy was found to have material defects:

- Blank Effective Date and Last Reviewed fields.
- Governing authority cited only as “CIPA; E-Rate Program,” with no statutory or regulatory citations.

- No reference to Utah Code §§ 53G-7-1001 and 53G-7-1003, which require the School to provide parent-requested access controls and an activity review platform on School-managed devices.
- No mention of the CIPA public notice and hearing requirement under 47 U.S.C. § 254(l), which is a procedural condition E-Rate auditors expect documented.
- Acceptable-use material (privacy expectations, intellectual property, liability for misuse) embedded in an internet safety policy, because the School has no stand-alone Acceptable Use Policy.

The replacement corrects each of these, states the seven CIPA content elements explicitly, and retains the acceptable-use provisions with a note recommending they migrate to a dedicated Acceptable Use Policy when one is adopted.

Amended Policies

4. Electronic Device Policy

S.B. 69 and H.B. 44 both amended Utah Code § 53G-7-227, and H.B. 44 contains a coordination clause merging them as of July 1, 2026. The merged statute prohibits student use of a cellphone, smart watch, AI glasses, or emerging technology during school hours. Changes made:

- Adopts the new statutory definition of “school hours” — bell to bell, expressly including lunch, recess, and transitions. The former “classroom hours” definition was struck from the statute entirely.
- Adds the full statutory definition of “AI glasses,” including its four exclusions, and addresses the prescription-eyewear edge case.
- Adds Section 5, a parent-requested accommodation process. This is a new mandatory duty under § 53G-7-227(3)(a)(ii)(B) — the School currently has nothing on this point, and it is the clearest compliance gap in the package.
- Rewrites the smart watch provisions. The statute now defines smart watches by exclusion, so a device that only tells time, tracks health data, displays non-responsive notifications, or tracks location is not restricted. This replaces the prior active/non-active mode distinction.
- Corrects the governing authority, which cited Utah Code §§ 53A-1-401(3) and 53A-11-901(2)(c)(i) — both recodified out of Title 53A years ago.

5. Technology Security Policy / Plan

A single conforming change. Section 9 previously restated the CIPA internet safety elements in full, duplicating the Internet Safety Policy. It is now a short cross-reference incorporating that policy, with the ISO directed to enforce the filtering it requires. The classroom technology and artificial intelligence subsection is retained, since it is not a CIPA element. No other section changed.

Sequencing and Board Actions

The five policies do not all move on the same track. Recommended sequence:

Step	Action	Notes
1	Adopt the Electronic Device Policy	Highest urgency. The statute took effect 7/1/2026 and the School has no parent accommodation process, which is expressly required.
2	Adopt the Board Member Oath of Office Policy and administer oaths	Statute already in effect. Sitting members who have not taken the § 53G-5-406.5 oath should be sworn at the same meeting.
3	Adopt the Cybersecurity Policy and designate the Cybersecurity Officer in writing	Designation is a statutory duty independent of the pending Commission rule.
4	Give public notice and hold a hearing, then adopt the Internet Safety Policy and the amended Technology Security Policy / Plan together	47 U.S.C. § 254(l) requires notice and at least one public hearing before adoption. Retain the notice, agenda, and minutes for E-Rate audit.

Note: each of the five drafts contains a short italicized note to administration identifying open items. Those notes are drafting aids and should be deleted before the policies are published or entered into the policy manual.

Addendum — Health and Wellness Policy

Added September 14, 2026. This item is separate from the 2026 legislative package above. It arose from a review of charter school food additive requirements versus district requirements rather than from a change in law, and it calls for a revision of the previous Health and Wellness policy.

Summary of the differences

Area	Direction	What differs	Significance
Food Additive Restraints	Remove the food additive restraints until further clarification on charter school requirements	A removal of the food additive restraints.	Minimal. Charter schools are not currently required to implement food additive restraints.
Classroom celebrations	Conform the Goal #4 row of the matrix to Section 4.1 so the goal table and the operative section state the same rule on classroom celebrations.	Previous version's Goal #4 retains the non-food alternative clause.	Minimal. Section 4.1 in the new version imposes a lighter restriction on non-food-exclusive rule. Celebrations and classroom parties allow for treats if a non-food alternative is also offered.



INTERNET SAFETY POLICY — SIDE-BY-SIDE COMPARISON

Current policy compared with the proposed replacement • Prepared for the Governing Board • August 28, 2026

The current Internet Safety Policy is being replaced rather than amended. The table below compares the two documents provision by provision. Items marked “Not addressed” are absent from the current policy. Where the current policy already covers a point adequately, the substance is carried forward.

Provision	Current Policy	Proposed Replacement
Effective Date / Last Reviewed	<i>Both fields left blank.</i>	Effective Date and Last Reviewed populated. Board should substitute the actual adoption date following the public hearing.
Governing Authority	“Children's Internet Protection Act (CIPA); E-Rate Program.” No statutory or regulatory citations.	CIPA, 47 U.S.C. § 254(h)(5) & (l); 47 C.F.R. § 54.520; Protecting Children in the 21st Century Act, Pub. L. 110-385; Utah Code §§ 53G-7-1001 and 53G-7-1003; E-Rate Program.
Purpose and legal basis	States that computers are available to qualifying students to promote resource sharing, innovation, and communication, and that the policy provides for education of minors about online behavior.	Retains the purpose language and adds the legal basis: the School is subject to CIPA because it receives E-Rate discounts, and must certify an Internet Safety Policy as a condition of those discounts. Adds a clause coordinating this policy with the Technology Security Policy/Plan and Acceptable Use Policy.
Definitions	<i>Not addressed.</i>	Adds statutory definitions of Technology Protection Measure, Harmful to Minors (47 U.S.C. § 254(h)(7)(G)), Minor (under 17), Personally Identifiable Information, and Access Control Method.
CIPA required content elements	Addressed indirectly. The policy covers online behavior education, hacking, and personal information, but never states the required elements as such, so an auditor cannot map the policy to the statute.	Section 3 lists all seven elements verbatim: inappropriate matter; safety in email and chat; unauthorized access and hacking; unauthorized disclosure of personal information; restricting access to harmful materials; monitoring of minors; and education of minors, as required by the Protecting Children in the 21st Century Act.
Filtering	Internet access is filtered and monitored on an ongoing basis to protect against access by adults and minors to visual depictions that are obscene, child pornography, or harmful to minors.	Substance retained. Adds that the technology protection measure is enforced during use of School computers by both adults and minors, tracking the enforcement language in the statute.
Disabling for adult use	Filtering may be disabled for adults engaged in bona fide research or other lawful purposes upon special permission from the Director and/or the School Board.	Substance retained, with the authority narrowed to the Director or the Information Security Officer and the citation to 47 U.S.C. § 254(h)(5)(D) added.
Monitoring of minors	<i>Implied by the phrase “filtered and monitored,” but no standalone monitoring provision. Monitoring the online activities of minors is a distinct CIPA certification requirement.</i>	Section 4.3 states the monitoring obligation expressly, assigns it to the Information Security Officer, and confirms no expectation of privacy arises from School equipment or accounts.

Provision	Current Policy	Proposed Replacement
Public notice and hearing	<i>Not addressed.</i>	Section 5.1 requires reasonable public notice and at least one public hearing before adopting or materially amending the policy or the filter, per 47 U.S.C. § 254(l). This is a procedural condition of E-Rate eligibility and the reason the policy cannot be adopted at the meeting it is introduced.
Parental controls and activity review	<i>Not addressed.</i>	Section 5.2 implements Utah Code §§ 53G-7-1001 and 53G-7-1003: on parent request, an access control method limiting a student to preapproved websites on School-managed devices, and a platform for parents to review student activity. Includes the required complaint procedure and a three-year review cycle.
Education of minors	Students educated in appropriate online behavior, social networking, chat rooms, and cyberbullying awareness and response. Students sign computer use and safety agreements annually.	Substance retained in Section 5.3, with a cross-reference to the cyber security awareness and digital citizenship instruction required under the Technology Security Policy/Plan.
Student conduct and prohibited use	Ten bullet points covering prohibited access and hacking, no expectation of privacy, School ownership of files, vandalism, account sharing, restriction of personal information, use as a privilege, user liability, and parental permission for publication.	All ten carried forward in Section 6 substantially unchanged. A drafting note flags that several are acceptable-use provisions that belong in a dedicated Acceptable Use Policy, which the School does not currently have.
Documentation retention	Two separate five-year retention statements: one for technology protection measures “after the latest date of service,” one for the policy “after the last day of the funding year.”	Consolidated into Sections 5.1 and 7, both keyed to the last day of the applicable E-Rate funding year, and extended to cover notice, hearing, adoption, filter configuration, and filter operation.
CIPA certification	<i>Not addressed.</i>	Section 7 assigns the Director responsibility for ensuring the annual CIPA certification (FCC Forms 479, 486, 500) accurately reflects compliance.
Review cycle	<i>Not addressed.</i>	Board review not less than every three years and upon any material change in applicable law.

What this comparison shows

The current policy is not wrong in what it says. Its filtering, disabling, and student conduct provisions are sound and are carried forward largely intact. The problem is what it omits.

- Three omissions carry compliance consequences: the public notice and hearing requirement under 47 U.S.C. § 254(l), which conditions E-Rate eligibility; the express monitoring provision, which is a separate CIPA certification requirement; and the parental control and activity review duties under Utah Code §§ 53G-7-1001 and 53G-7-1003, which are state obligations the current policy predates.
- Two omissions are documentation defects rather than substantive gaps: the blank date fields and the absence of statutory citations. Both matter in an audit, where the School must show when the policy took effect and what authority it implements.

- One item is carried forward with a caveat: the acceptable-use provisions in Section 6. They are retained so no coverage is lost, but they sit in the wrong document and should move once the School adopts a stand-alone Acceptable Use Policy.

Because the replacement adds the notice and hearing requirement, the Board cannot adopt it at the same meeting it is introduced. Set the hearing first, then adopt the Internet Safety Policy and the amended Technology Security Policy/Plan together.

Prepared for the Voyage Academy Governing Board.



TECHNOLOGY SECURITY POLICY / PLAN

REDLINE — amended sections only

Effective Date:	October 5, 2019
Policy Category / Number:	Technology / Data Security
Last Reviewed / Amended:	August 28, 2026

How to read this document

This is a redline. Text the amendment adds appears as tracked insertions; text it removes appears as tracked deletions. Open the Review tab in Word and use Show Markup to display or hide the changes, and Accept All to produce the clean adopted version. All changes are attributed to the author "Policy Review" and dated August 28, 2026.

Scope of this redline

Unlike the Electronic Device Policy, this Plan was not rewritten. The amendment is a conforming change that removes the duplicated internet safety content from Section 9 and replaces it with a cross-reference to the School's stand-alone Internet Safety Policy, together with three consequential edits elsewhere. Only the affected passages are reproduced below, each under its section number. Sections 1, 2, 4 through 8, 10, and 12, and Sections 13.1 and 13.2, are unchanged and are not reproduced. The clean amended Plan is provided as a separate document.

3. Scope and Applicability

This Policy and Plan works in conjunction with the School's Data Governance Plan, metadata dictionary, Student Data Privacy and Security Policy, FERPA Notice of Directory Information, Acceptable Use Policy, Internet Safety Policy, and Records Management and Retention Policy. Where a conflict exists, the more protective requirement governs.

9. Internet Safety, Content Filtering, and Classroom Technology

9.1 Internet Safety Policy

The School's obligations to protect minors from harmful online content, filter internet access, and otherwise satisfy the Children's Internet Protection Act, 47 U.S.C. § 254(h)(5) & (l), and Utah Code §§ 53G-7-1001 and 53G-7-1003, are addressed in the School's standalone Internet Safety Policy, which is incorporated into this Plan by reference. The ISO shall ensure that the technology protection measures required by the Internet Safety Policy are implemented and enforced on all School networks and School-managed devices, and shall coordinate with the Director on any amendment to the Internet Safety Policy that requires public notice and a hearing under 47 U.S.C. § 254(l).

9.2 Classroom Technology and Artificial Intelligence

The School shall adopt or adapt a balanced classroom technology and artificial intelligence use policy no later than July 1, 2027, consistent with Utah Code § 53G-7-1201 et seq. and the model policies issued by USBE. Any artificial intelligence tool that processes student data is subject to Sections 6.3 and 8 of this Plan.

11. Training

The School shall also ensure that students receive age-appropriate cyber security awareness and digital citizenship instruction, including instruction on appropriate online behavior and cyberbullying awareness and response, consistent with the School's Internet Safety Policy.

13. Review, Audit, and Annual Reporting

13.3 Policy review

The ISO shall review this Policy and Plan, and the procedures adopted under it, at least annually and shall recommend amendments to the Board. The Board shall review this Policy and Plan annually and upon any material change in applicable law.

Note: the three-year review cycle for parental controls moves with the substantive provisions to Section 5.2 of the Internet Safety Policy, where the underlying Utah Code §§ 53G-7-1001 and 53G-7-1003 requirements now sit. The obligation is preserved, not removed.

Approved and Adopted by the Voyage Academy Governing Board.



CYBERSECURITY POLICY

Effective Date:	September 17, 2026
Governing Authority:	Utah Code §§ 53G-8-901 through 53G-8-903 (H.B. 44, 2026); Utah Code § 63C-27-201 and § 63C-27-202(9); Utah Code § 63A-16-1101 et seq. and § 63A-19-405 (S.B. 123, 2026); Utah Code § 13-44-101 et seq.; Utah Admin. Code R277-487
Policy Category / Number:	Technology / Cybersecurity
Last Reviewed / Amended:	September 17, 2026

1. Purpose and Authority

The purpose of this Policy is to establish the governance structure, minimum controls, and reporting obligations by which Voyage Academy (the “School”) protects its information technology systems and data from cybersecurity threats. H.B. 44 (2026 General Session), effective May 6, 2026, enacted Part 9 of Utah Code Title 53G, Chapter 8, which for the first time imposes cybersecurity obligations on local education agencies as a distinct statutory duty, separate from the student data privacy obligations already imposed by Utah Admin. Code R277-487.

S.B. 123 (2026 General Session) expanded the duties of the Utah Cyber Center to include local education agencies and added a representative of the Utah Education and Telehealth Network to the Cybersecurity Commission. Together, these enactments make the School a direct participant in the state cybersecurity framework, with a designated point of contact, mandatory breach reporting, and an obligation to cooperate with statewide assessments.

This Policy is adopted to close that gap. It is distinct from, and works in conjunction with, the School’s Technology Security Policy/Plan, its Internet Safety Policy, its Student Data Privacy and Security Policy, and its Data Governance Plan. Where a conflict exists, the more protective requirement governs.

2. Definitions

- “Cybersecurity Commission”: the commission created in Utah Code § 63C-27-201, which is directed by Utah Code § 63C-27-202(9) to make rules establishing minimum cybersecurity standards for local education agencies.
- “Cyber Center”: the Utah Cyber Center created in Utah Code § 63A-16-1102, as referenced in Utah Code § 53G-8-901.
- “Cybersecurity Officer” (“CSO”): the individual designated by the School under Section 4 of this Policy as the School’s primary point of contact for cybersecurity matters, as required by Utah Code § 53G-8-903(4)(b).
- “Data breach”: has the meaning given in Utah Code § 63A-16-1101, as incorporated by Utah Code § 53G-8-901(2).
- “LEA”: a local education agency as defined in Utah Code § 53G-3-402. The School is an LEA for purposes of this Policy.

- “Minimum cybersecurity standards”: the standards established by the Cybersecurity Commission in rule under Utah Code § 63C-27-202(9), aligned with industry recognized frameworks including those developed by the National Institute of Standards and Technology (NIST) and the Center for Internet Security (CIS).
- “UETN”: the Utah Education and Telehealth Network created in Utah Code § 53H-4-213.4, as referenced in Utah Code § 53G-8-901(3).

3. Scope and Applicability

This Policy applies to all employees, aides, volunteers, students, patrons, governing board members, and third-party contractors of the School, and to all School-owned or School-managed information technology systems, networks, applications, devices, and data, including systems hosted by third parties on the School’s behalf.

4. Cybersecurity Officer and Governance

4.1 Designation

The Board shall designate, in writing, a Cybersecurity Officer who serves as the School’s primary point of contact for cybersecurity matters and who interfaces with the Cyber Center, the Utah State Board of Education (“USBE”), and UETN, as required by Utah Code § 53G-8-903(4)(b). The School may satisfy this requirement through a contracted information technology provider, provided the designation is documented in writing and a School employee is identified as the responsible administrator. The same individual may serve as both the Cybersecurity Officer and the Information Security Officer designated under the School’s Technology Security Policy/Plan and Utah Admin. Code R277-487-3.

4.2 Regional service agency alternative

Consistent with Utah Code § 53G-8-903(5), the School may elect to have a regional education service agency serve as its designated primary cybersecurity contact. If the School so elects, the Board shall document the arrangement, and the School remains responsible for meeting the minimum cybersecurity standards and for ensuring the agency maintains documentation of the cybersecurity services provided to the School.

4.3 Duties

The Cybersecurity Officer is responsible for:

- Implementing and maintaining the minimum cybersecurity standards described in Section 5, in accordance with the phased implementation timeline established by rule;
- Conducting an annual cybersecurity risk assessment using a recognized framework and documenting the results;
- Maintaining the incident response and recovery plan described in Section 7 and the breach reporting protocol described in Section 8;
- Serving as the School’s interface with the Cyber Center, USBE, and UETN, and participating in cybersecurity information sharing initiatives coordinated by the Cyber Center under Utah Code § 53G-8-903(4)(a);
- Cooperating with statewide cybersecurity assessments and improvement initiatives under Utah Code § 53G-8-903(4)(c);

- Overseeing the cybersecurity awareness training program described in Section 9;
- Conducting the vendor security reviews described in Section 6; and
- Reporting annually to the Board as described in Section 10.

5. Minimum Cybersecurity Standards

5.1 Statutory obligation

As required by Utah Code § 53G-8-902(1) and (2), the School shall comply with the minimum cybersecurity standards established by the Cybersecurity Commission in rule under Utah Code § 63C-27-202(9), according to the phased implementation timeline established in that rule. The Cybersecurity Officer shall monitor the adoption of those standards and shall present to the Board an implementation plan, a gap analysis, and any resulting resource requests within ninety (90) days after the standards or any subsequent implementation phase take effect.

5.2 Required control domains

Utah Code § 63C-27-202(9)(d) directs that the minimum standards address the following domains, as appropriate to the School's size, risk profile, and available resources. The School shall maintain documented controls in each domain:

- Identity and access management;
- Asset management and inventory of hardware, software, and data systems;
- Data protection;
- Security monitoring and logging capabilities;
- Vulnerability management, including regular security assessments and patching procedures;
- Incident response and recovery planning;
- Security awareness training requirements for staff and administrators;
- Third-party risk management for vendors with access to School systems or data;
- Network security controls;
- Backup and disaster recovery procedures; and
- Governance structures for cybersecurity oversight within the School.

5.3 Interim baseline controls

Until the Cybersecurity Commission's rule takes effect and applies to the School under the phased timeline, the School shall maintain at minimum the following baseline controls. These are interim measures adopted by the Board and are superseded by the Commission's standards to the extent the Commission requires more:

- Multi-factor authentication on all administrative accounts, staff email, remote access, and the student information system;
- Endpoint protection with automatic definition updates on all School-owned devices;
- Network segmentation separating student, staff, guest, and administrative systems;
- Encryption of sensitive data in transit and at rest where technologically feasible;

- Daily incremental and weekly full backups of mission-critical systems, with at least one backup copy maintained offline or otherwise isolated from the production network, and documented restoration testing performed not less than annually;
- Patch management procedures under which security-relevant patches are applied within thirty (30) days of release, and patches addressing critical or actively exploited vulnerabilities are applied as soon as practicable;
- Centralized logging of security-relevant events with retention of not less than ninety (90) days; and
- A current inventory of hardware, software, and cloud services that store or process School data.

6. Third-Party and Vendor Risk Management

Before the School contracts with any vendor that will have access to School systems or to personally identifiable information, the Cybersecurity Officer shall conduct and document a security review addressing the vendor's security practices, its compliance with applicable state and federal student data privacy law, and its most recent independent security attestation where one is available. Vendor security reviews shall be repeated upon contract renewal. This Section supplements, and does not replace, the contract requirements for education technology vendors set out in the School's Technology Security Policy/Plan and Utah Code § 53E-9-309.

7. Incident Response and Recovery

The Cybersecurity Officer shall maintain a written incident response and recovery plan and shall review it not less than annually. The plan shall address detection and triage, containment and eradication, recovery and restoration of service, post-incident review, and communications with the Director, the Board, legal counsel, and the School's insurance carrier. All employees, volunteers, and contractors shall report suspected cybersecurity incidents to the Cybersecurity Officer immediately and may not delay reporting in order to investigate or verify the incident independently. The School shall exercise its incident response plan not less than annually and shall document the exercise.

8. Data Breach Reporting

8.1 Reporting obligations

Upon discovery of a data breach, the School shall, through the Cybersecurity Officer in coordination with the Student Data Manager:

- Report the breach to the Cyber Center in accordance with Utah Code § 63A-19-405 and consistent with the standards and procedures established in rule under Utah Code § 63C-27-202(9), as required by Utah Code § 53G-8-903(1);
- Notify the Utah State Board of Education within twenty-four (24) hours of discovering the data breach, as required by Utah Code § 53G-8-903(2)(a);
- Coordinate with UETN if the data breach involves network infrastructure or services provided by UETN, as required by Utah Code § 53G-8-903(2)(b);
- Cooperate with the Cyber Center's investigation and response efforts, as required by Utah Code § 53G-8-903(2)(c);

- Report significant data breaches to the State Superintendent within ten (10) business days of initial discovery, as required by Utah Admin. Code R277-487-3;
- Conduct a reasonable and prompt investigation and, if misuse of personal information has occurred or is reasonably likely to occur, notify affected Utah residents in the most expedient time possible and without unreasonable delay, as required by Utah Code § 13-44-202;
- Notify the Utah Attorney General and the Cyber Center if the breach involves the personal information of 500 or more Utah residents, and notify nationwide consumer reporting agencies if the breach involves 1,000 or more Utah residents, as required by Utah Code § 13-44-202; and
- Report the breach to the Board no later than the next regularly scheduled Board meeting, and to law enforcement where criminal activity is suspected.

8.2 Shortest deadline governs

Where more than one reporting obligation applies to the same incident, the School shall act on the shortest applicable deadline. Notification may be delayed only at the documented request of a law enforcement agency conducting a criminal investigation. The Cybersecurity Officer shall maintain a record of each reported incident and breach, the notifications made, and the remediation undertaken.

9. Training

All employees, aides, volunteers, contractors with system access, and Board members shall complete cybersecurity awareness training upon hire or appointment and annually thereafter. Training shall address, at a minimum, phishing and social engineering, password and multi-factor authentication practices, safe handling and transmission of sensitive data, acceptable use, and incident reporting obligations. New employees shall complete training before being granted access to systems containing sensitive data, or as soon as practicable thereafter. The Cybersecurity Officer shall maintain training completion records sufficient to demonstrate compliance.

10. State Coordination and Available Resources

The School may request assistance from the Cyber Center for cybersecurity incident response and for standards and best practices, and may request technical assistance and implementation guidance from UETN, which is directed by Utah Code § 53G-8-902(3) to develop implementation guidelines and technical resources for LEAs. The Cybersecurity Officer shall evaluate, and present to the Board a recommendation regarding, the School's participation in the cybersecurity service tiers made available to LEAs through UETN, including the level of incident-response responsibility the School retains versus delegates. Any tier selected requires an on-site individual to coordinate with the Cyber Center and UETN; that individual is the Cybersecurity Officer unless the Board designates otherwise.

11. Compliance, Review, and Board Reporting

Employees, volunteers, students, Board members, and third-party contractors must comply with this Policy. Failure to comply may result in consequences up to and including removal of access

to School systems, and may result in disciplinary action or termination of a contract. Conduct that may constitute a crime shall be referred to law enforcement.

The Cybersecurity Officer shall present an annual cybersecurity report to the Board that includes risk assessment findings, the status of implementation against the minimum cybersecurity standards and phased timeline, training completion rates, a summary of incidents and breaches occurring during the preceding year, and recommendations and resource requests for the coming year. The Board shall review this Policy annually and upon any material change in applicable law or upon adoption or amendment of the Cybersecurity Commission's rule.

Note to Administration: as of the date of this draft, the Cybersecurity Commission had not yet finalized the rule required by Utah Code § 63C-27-202(9), and the phased implementation timeline and the standards applicable to a school of this size were therefore not yet fixed. Section 5.3 sets an interim baseline so the School is not without controls in the meantime. Confirm the current status of the rule before Board adoption and update Section 5 accordingly.

Approved and Adopted by the Voyage Academy Governing Board.



ELECTRONIC DEVICE POLICY

REDLINE — showing amendments required by S.B. 69 and H.B. 44 (2026 General Session)

Effective Date:	August 15, 2024 (amended effective July 1, 2026)
Governing Authority:	Utah Code § 53G-7-227, as amended by S.B. 69 (School Device Revisions) and H.B. 44 (School Security Personnel Standards), 2026 General Session; Utah Code § 53H-4-210 (SafeUT Crisis Line); IDEA, 20 U.S.C. § 1400 et seq.; Section 504 of the Rehabilitation Act, 29 U.S.C. § 794
Policy Category / Number:	Student Conduct / Technology
Last Reviewed / Amended:	August 28, 2026

How to read this document

This is a redline. Text the amendment adds appears as tracked insertions; text it removes appears as tracked deletions. Open the Review tab in Word and use Show Markup to display or hide the changes, and Accept All to produce the clean adopted version. All changes are attributed to the author “Policy Review” and dated August 28, 2026.

1. Purpose and Authority

Electronic devices are a common means of communication and information access, but they have the potential to disrupt the orderly operation of the school and to compromise the privacy and security of students and staff. Voyage Academy (the “School”) has adopted this Policy to govern the possession and use of electronic devices on school premises and during School-sponsored activities.

This Policy implements Utah Code § 53G-7-227 as amended during the 2026 General Session. S.B. 69 (School Device Revisions), effective July 1, 2026, changed the default standard from a prohibition during classroom hours to a prohibition during the entire school day, measured bell to bell, and added a requirement that the School establish a parent accommodation process. H.B. 44 (School Security Personnel Standards), effective May 6, 2026, added AI glasses to the list of restricted devices. Under the coordination clause in Section 24 of H.B. 44, the two enactments were merged as of July 1, 2026, so that the prohibition reaches cellphones, smart watches, AI glasses, and emerging technology during school hours.

2. Definitions

The following terms have the meanings given in Utah Code § 53G-7-227(1):

- “AI glasses” means wearable eyewear, whether prescription or non-prescription, that incorporates one or more sensors (including cameras, microphones, accelerometers, gyroscopes, or biometric sensors); uses artificial intelligence, machine learning algorithms, or neural networks to process, analyze, or interpret sensor data in real time or near real time; provides information, overlays, translations, identification, or other augmented content to the wearer through visual displays, audio output, or haptic feedback; and may transmit, store, or share data to external devices, networks, or cloud-based services.
- “AI glasses” does not include prescription eyeglasses or sunglasses without electronic components; wearable devices used solely for reading glasses or vision correction without data collection or processing capabilities; protective eyewear containing only passive sensors without artificial intelligence processing capabilities; or virtual reality headsets designed primarily for immersive gaming or entertainment that are not suitable for continuous wear in public settings.
- “Cellphone” means a handheld, portable electronic device designed to be operated using one or both hands and capable of transmitting and receiving voice, data, or text communication by means of a cellular network, a satellite network, or any other wireless technology, and includes a smartphone, feature phone, mobile phone, satellite phone, or personal digital assistant with similar capabilities.
- “Emerging technology” means any other device that has or will be able to act in place of or as an extension of an individual’s cellphone. Emerging technology does not include School-provided or School-required devices.
- “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.
- “Smart watch” means a wearable computing device that closely resembles a wristwatch or other time-keeping device with the capacity to act in place of or as an extension of an individual’s cellphone. A smart watch does not include a wearable device that can only tell time, monitor an individual’s health informatics, receive and display notifications or information without the capability to respond, or track the individual’s physical location.

“Restricted device” means a cellphone, smart watch, AI glasses, or emerging technology, as those terms are defined above. “School-sponsored activity” means a field trip, curricular or extracurricular activity, or extended School-sponsored trip, including School-provided transportation to and from such an activity.

3. General Prohibition During School Hours

Except as provided in Sections 4 and 5, a student may not use a restricted device at the School during school hours. This prohibition applies bell to bell and includes instructional time, lunch periods, recess, and transition times between classes.

Students may carry and possess restricted devices to and from school. During school hours, restricted devices must be powered off, or set to a mode in which notifications cannot be received, and stored in the student’s locker, backpack, or another designated storage location. AI glasses may not be worn during school hours and must be stored in the same manner, except where a student requires prescription eyewear, in which case the student shall use eyewear that does not meet the statutory definition of AI glasses.

A wearable device that can only tell time, monitor health informatics, display notifications without the capability to respond, or track physical location is not a smart watch under this Policy and may be worn during school hours. Any such device with image or video capture capability may not be worn during school hours and must be stored.

4. Required Exceptions

As required by Utah Code § 53G-7-227(3)(a)(i), a student may use a restricted device:

- To respond to an imminent threat to the health or safety of an individual;
- To respond to a school-wide emergency;
- To use the SafeUT Crisis Line described in Utah Code § 53H-4-210;
- As provided for in the student's IEP or Section 504 accommodation plan; or
- To address a medical necessity.

No student may be disciplined under this Policy for device use falling within one of these exceptions.

5. Parent-Requested Accommodation

As required by Utah Code § 53G-7-227(3)(a)(ii)(B), a parent or legal guardian may request an accommodation allowing the parent's student to briefly use a restricted device in an area the School designates, during non-instructional time. Requests shall be submitted to the Director, who shall respond in writing. The School designates the main office as the area for accommodated device use unless the Director designates an alternate location in writing.

The Director may grant additional permission for a student to possess and use a restricted device during the school day for good cause, including a documented medical need or an unusual family situation, where the use does not distract from the instructional process and is not otherwise inappropriate.

6. Additional School Restrictions

As permitted by Utah Code § 53G-7-227(3)(b), the School imposes the following additional restrictions, which extend beyond the statutory minimum:

- Restricted devices may not be used during School-sponsored activities, including fieldwork and School-provided transportation, except as provided in Section 4 or with the express permission of the supervising teacher.
- Restricted devices may not be used on the playground at any time during school hours.
- Restricted devices must be powered off, or held in a secure place designated by the teacher, during all quizzes, tests, and statewide assessments, unless specifically allowed by law, by the student's IEP or Section 504 plan, or by the assessment directions.
- Restricted devices may not be used to capture images, video, or audio of any student, employee, or visitor on School premises without the express permission of the Director.
- A student may not leave class to use a restricted device.

7. Prohibited Uses

A restricted device or any other electronic device may not be used to threaten, humiliate, harass, bully, intimidate, or retaliate against any student, employee, volunteer, or visitor, or in any manner that violates local, state, or federal law or another School policy. A restricted device may not be used to view, access, download, store, or transmit obscene or otherwise inappropriate material. Conduct under this Section is also subject to the School's Student Conduct and Discipline Policy and Internet Safety Policy, and conduct that may constitute a crime shall be referred to law enforcement.

8. Confiscation and Enforcement

If a student violates this Policy, the student's device may be confiscated. An employee who confiscates a device shall take reasonable steps to ensure the device is kept secure, and the device will be returned to the student's parent or legal guardian. Repeated violations may result in loss of the privilege to bring a restricted device to school. Enforcement shall be progressive and consistent with the School's Student Conduct and Discipline Policy, and shall account for any accommodation granted under Sections 4 or 5.

9. Notification and Review

The School shall provide this Policy to parents and students annually at the time of registration and shall post it on the School's website. The Director shall establish administrative procedures consistent with this Policy, including the process for submitting and documenting parent accommodation requests under Section 5. The Board shall review this Policy annually and upon any material change in applicable law, including any model policy issued by the Utah State Board of Education under Utah Code § 53G-7-227(4).

Approved and Adopted by the Voyage Academy Governing Board.



BOARD MEMBER OATH OF OFFICE POLICY

Effective Date:	September 17, 2026
Governing Authority:	Utah Code § 53G-5-406.5, enacted by S.B. 186 (2026 General Session); Utah Code § 53G-5-401, as amended by S.B. 186; Utah Code § 78B-1-142 (persons authorized to administer oaths); Utah Code § 51-1-2(2) (record of oath); Utah Constitution, Article IV, Section 10; Utah Code § 63G-2 (GRAMA); Utah Code § 76-8-201 (official misconduct)
Policy Category / Number:	Governance / Board Operations
Last Reviewed / Amended:	Septemebr 17, 2026

1. Purpose and Authority

Members of the governing board (the “Board”) of Voyage Academy (the “School”) govern a public school and exercise a portion of the sovereign power of the State of Utah. S.B. 186 (2026 General Session) enacted Utah Code § 53G-5-406.5, which requires each charter school governing board member to take and subscribe a prescribed oath of office before entering upon the duties of office, and which requires the School to maintain a record of each oath and to provide proof of compliance to its authorizer upon request.

The same bill amended Utah Code § 53G-5-401 to provide that a charter school shall be governed by an independent board whose members have taken the oath of office described in § 53G-5-406.5, and confirmed at § 53G-5-104(2) that a charter school is a public school for all purposes under Utah law. The oath requirement is therefore a condition of the Board’s lawful composition, not merely a formality. It is also consistent with the oath obligation that Article IV, Section 10 of the Utah Constitution imposes on public officers generally.

S.B. 186 took effect upon the Governor’s approval where the bill passed by a two-thirds vote of each house, and otherwise on May 6, 2026. This Policy is adopted to implement § 53G-5-406.5: it establishes when the oath is administered, its required form, who may administer it, how the record is retained, and how the School demonstrates compliance to its authorizer.

2. Oath Required

As required by Utah Code § 53G-5-406.5(1), each individual elected or appointed to the Board shall take and subscribe the oath of office before entering upon the duties of the office. This requirement applies to every Board member without exception, including a member appointed to fill a vacancy or an unexpired term, and including a member who is reelected or reappointed to a successive term. A new oath shall be taken at the beginning of each term of office.

3. Form of the Oath

3.1 Prescribed statutory oath

Utah Code § 53G-5-406.5(1) prescribes the exact wording of the oath for charter school governing board members. The oath shall be administered and subscribed in that form, without alteration, addition, or omission:

“I do solemnly swear that I will support, obey, and defend the Constitution of the United States and the Constitution of the State of Utah, and that I will discharge the duties of my office as a charter school governing board member with fidelity.”

This wording differs from the general constitutional oath in Article IV, Section 10 in two respects: it identifies the office specifically as that of a charter school governing board member, and as enacted it does not include the parenthetical “(or affirm)” that appears in the constitutional form. If a Board member objects to swearing on religious or conscientious grounds, the Board Chair shall consult legal counsel before the oath is administered rather than modifying the prescribed text unilaterally.

The written form subscribed by the Board member shall set out the oath verbatim, identify the individual by name, identify the office as a member of the Voyage Academy governing board, and provide for the signature of the individual taking the oath, the signature and capacity of the person administering it, and the date of administration.

3.2 Separate acknowledgment of Board service

The Board may adopt a separate written acknowledgment addressing a member’s commitments to the School — including fiduciary duty, conflict of interest disclosure, confidentiality, compliance with the Open and Public Meetings Act, and completion of required trainings. Any such acknowledgment shall be a distinct document, signed separately, and shall not be incorporated into or read as part of the statutory oath, whose wording is fixed by § 53G-5-406.5(1).

4. Timing

The oath shall be administered before the Board member’s first official act, including before participating in deliberation or casting any vote at a Board meeting. Where practicable, the oath shall be administered at the beginning of the first Board meeting following the member’s election or appointment, or at a time arranged by the Board Chair before that meeting.

5. Administration of the Oath

Under Utah Code § 53G-5-406.5(2), the School’s authorizer is responsible for ensuring that the oath is administered by one of the following:

- Any person authorized to administer oaths in accordance with Utah Code § 78B-1-142, which includes a judge, a county clerk, and a notary public;
- For a newly authorized charter school, a representative of the School’s authorizer; or
- After the initial Board has been sworn in, the chair or another member of the Voyage Academy governing board.

Because the School's initial Board has been seated, the ordinary practice going forward is that the Board Chair administers the oath to each incoming member. In the Chair's absence, any other sitting Board member may administer it. The School may also arrange for a notary public or other authorized officer to administer the oath where that is more convenient.

The Board Chair is responsible for arranging administration of the oath, for confirming on the record at the meeting that each new member's oath has been administered and subscribed, and for coordinating with the authorizer as needed to satisfy the authorizer's obligation under § 53G-5-406.5(2). The oath shall be administered in person whenever practicable. If circumstances require remote administration, the administering person shall verify the identity of the Board member through government-issued photo identification.

6. Recordkeeping and Authorizer Verification

- As required by Utah Code § 53G-5-406.5(3)(a) and § 51-1-2(2), the School shall maintain a record of each governing board member's oath. A signed and dated original shall be filed with the Board Secretary promptly after administration and retained as a permanent record of the School.
- The Board Secretary shall maintain a current roster of all Board members showing, for each member, the date each oath was administered and the name and capacity of the person who administered it.
- Administration of the oath shall be reflected in the minutes of the Board meeting at which the member is seated.
- The School shall provide proof of compliance to its authorizer upon request, as required by Utah Code § 53G-5-406.5(3)(b).
- A subscribed oath of office is a public record under GRAMA and shall be available for inspection consistent with the School's GRAMA Policy. Personal contact information appearing on the form, if any, shall be classified and redacted in accordance with GRAMA before release.

7. Failure to Take the Oath

An individual who has been elected or appointed to the Board but who has not taken the oath shall not deliberate, vote, or otherwise act in an official capacity until the oath has been administered and subscribed. The Board Chair shall not seat a member who has not taken the oath.

If the School discovers that a member acted before taking the oath, the Board Chair shall arrange for the oath to be administered without delay and shall document the circumstances in the minutes. The Board shall consult legal counsel regarding the status of any action taken during that period. The Board should not assume such actions are automatically void: under Utah authority, an officer who has entered upon the duties of office without having taken the oath is generally treated as a de facto officer whose acts remain valid as they affect third parties and the public. Where practicable and where doing so removes doubt, the Board may ratify the prior action by a properly constituted vote.

Board members are advised that Utah Code § 76-8-201 makes it a criminal offense for a person to exercise the functions of a public office knowing that the person has failed to satisfy a condition precedent to assuming the office. Board members should also note that Utah Code § 53G-5-401(1)(c) conditions the School's governance on an independent board whose members

have taken the § 53G-5-406.5 oath, so an unadministered oath is a compliance matter the authorizer may raise, not only an individual one.

8. Onboarding and Review

The Director, in coordination with the Board Chair, shall include administration of the oath in the Board onboarding process, together with the trainings required of Board members, including Open and Public Meetings Act training and School Land Trust training. The Board shall review this Policy annually and upon any material change in applicable law.

Note to Administration: this Policy has been reconciled against the enrolled text of S.B. 186. Three points warrant attention. First, the oath wording in Section 3.1 is the exact text of Utah Code § 53G-5-406.5(1) and should not be edited; note that it differs from the general constitutional oath and, as enacted, omits the “(or affirm)” option — obtain counsel’s guidance before accommodating a member who declines to swear. Second, § 53G-5-406.5(2) places the duty to ensure administration on the authorizer, so confirm with the authorizer how it wishes to be notified when a new member is seated. Third, S.B. 186 also replaced the Charter School Revolving Account with the Charter School Revolving Fund effective July 1, 2026, administered by the Utah Charter Finance Authority, and directed a charter base funding study reporting to the Legislature by December 1, 2026; neither belongs in this Policy but both may affect other School documents.

Approved and Adopted by the Voyage Academy Governing Board.



HEALTH AND WELLNESS POLICY

Effective Date:	May 14, 2026
Governing Authority:	Utah Admin. Rule R277-719; 7 CFR 210.31; Utah Code § 53G-9-205.2; 42 U.S.C. § 1751 et seq.; 7 CFR 210.11
Policy Category / Number:	Student Health and Welfare / School Wellness
Last Reviewed / Amended:	May 14, 2026

1. Purpose and Authority

At Voyage Academy we strive for excellence in everything we do. We recognize the important link between student health and learning. Healthy eating and activity patterns are essential for students to achieve their full academic potential, full physical and mental growth, and lifelong health and well-being. This policy is adopted in accordance with the Child Nutrition and WIC Reauthorization Act, the Healthy, Hunger-Free Kids Act of 2010, and applicable Utah law, pursuant to: Utah Administrative Rule R277-719; 7 CFR 210.31; Utah Code § 53G-9-205.2; The Richard B. Russell National School Lunch Act (42 U.S.C. § 1751 et seq.); the Child Nutrition Act of 1966 (42 U.S.C. § 1771 et seq.); and USDA Smart Snacks in School nutrition standards (7 CFR 210.11).

2. Definitions and Context Standards

- "Marketing": includes oral, written, or graphic statements made for the purpose of promoting the sale of a food or beverage product made by the producer, manufacturer, seller, or any other entity with a commercial interest in the product.
- "School campus": means all areas of the property under the jurisdiction of the school that are accessible to students during the school day.
- "School day": means the period from the midnight before to 30 minutes after the end of the official school day.

3. Policy Framework and Goal Matrix

The primary commitments and structural goals mandated under this policy include:

- Nutrition Education (Goal 1): The cafeteria serves as a learning laboratory to support instruction through optimal menu offerings and signs. School provides skills for lifelong healthy eating.
- Healthy Eating Promotion (Goal 2): Encourage consumption of fruits, vegetables, whole grains, low-fat dairy, and low-sodium items. Schedule lunches near the middle of the school day with sufficient time.
- Physical Activity (Goal 3): Ensure K-6 students receive regular, age-appropriate PE. Provide structured play during one recess three times a week. Keep facilities safe and well-maintained.
- School-Based Activities (Goal 4): Refer students with nutrition-related health problems to counseling/medical treatment. Classroom **celebrations and birthday treats** must not interfere or compete with NSLP/Breakfast, **and a non-food item should be offered as an alternative**.
- Staff as Role Models (Goal 5): Train dining supervisors to encourage positive eating environments. Offer strategies for administrators, staff, and food service professionals to model health.

- Food Safety and Security (Goal 6): Comply with state/local food safety and sanitation. Implement Hazard Analysis and Critical Control Point (HACCP) plans. Meet drinking water and safety standards.
- Marketing Standards: Ensure food/beverage marketed on campus during the school day meets or exceeds USDA Smart Snacks.
- Measuring Implementation (Goal 7): Conduct an annual review of progress toward goals. The wellness committee stakeholders meet semi-annually to review goals. Conduct a comprehensive compliance assessment every 3 years.

~~In accordance with Utah Code § 53G-9-205.2, food and beverages served during the school day must not contain the following additives: Blue No. 1, Blue No. 2, Green No. 3, Red No. 3, Red No. 40, Yellow No. 5, Yellow No. 6, potassium bromate, or propylparaben.~~

4. Operational Guidelines and Administration

4.1 Nutrition and Smart Snacks Implementation: Voyage Academy aligns its food service offerings with Smart Snacks and National School Lunch Program (NSLP) parameters. The school will offer foods outside meal services that are good nutrient sources, moderate in sodium, calories, sugar, and fat. Classroom celebrations and birthday treats must be non-food items exclusively. The school offers a variety of milk options including whole milk, 2%, 1%, or fat-free milk.

4.2 Physical Education and Facility Standards: Every student from kindergarten through sixth grade shall receive regular, age-appropriate quality physical education. The physical education curriculum must provide initial skill building and physical activity for all levels of ability, ensuring safe, enjoyable, and satisfying physical activity for everyone including students with special needs. Structured play must be provided during one recess, three times a week.

4.3 Comprehensive Marketing Restrictions: In accordance with 7 CFR 210.31(c)(3), any food and beverage marketed or promoted to students on campus during the school day must meet or exceed the USDA Smart Snacks in School nutrition standards. This includes advertising on vending machines, posters, menu boards, coolers, trash cans, equipment, cups, and uniforms. Existing contracts and signage installed prior to this policy may continue until expiration or replacement.

5. Notification, Forms, and Compliance Steps

5.1 Public Participation and Committee Updates: Voyage Academy permits parents, students, school food authority representatives, PE teachers, school health professionals, the school board, school administrators, and members of the public to participate in the development, implementation, and periodic review of the wellness policy. The wellness committee stakeholders meet semi-annually to review and update all goals.

5.2 The school informs the public about the content and implementation of the wellness policy by posting the current policy and updates on the school website (voyageacademyutah.org) annually. Voyage Academy retains records documenting compliance, including a copy of the current wellness policy, documentation demonstrating public participation compliance, and the most recent triennial assessment.

5.3 Triennial Assessment Compliance Workflow: The school conducts a triennial assessment of compliance at least once every three years addressing: (a) compliance with the wellness policy, (b) the extent to which the policy compares to model wellness policies, and (c) the progress made in attaining goals.

6. Special Interventions and Cross-Policy Coordination

6.1 Health and Mental Wellness Counseling Interventions: The school actively promotes mental wellness among staff and students. The school counselor meets with each class monthly, teaching skills that promote mental wellness, and is available to meet individually with staff and students. Services are provided to ensure that students with nutrition-related health problems are referred to appropriate services for counseling or medical treatment.

6.2 Dining Environment Supervisory Operations: Dining room supervisory staff shall receive appropriate training in how to maintain a safe, orderly, and pleasant eating environment. Staff are trained to encourage healthy eating patterns through a positive daily experience.

6.3 Crisis Food Supply and Safety Emergency Preparedness: The school will ensure that there is an emergency three-meal supply of food for students and staff that is ready-made and does not require amenities to prepare. The school provides training to all staff on emergency shutoff procedures. All staff will be trained in CPR and first aid.

7. Legal Accountability and Non-Discrimination Mandate

The Wellness Policy was written, reviewed, and updated by the School Board, School Administration, Kitchen Manager/PE teacher, parents, and students. Compliance officials are Kami Coleman (kcoleman@voyageacademyutah.org) and Anna Stanton (astanton@voyageacademyutah.org). To get involved, contact the school at 801-776-4900.

Non-Discrimination Statement: The U.S. Department of Agriculture prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and other protected categories. To file a complaint of discrimination, complete the USDA Program Discrimination Complaint Form online at http://www.ascr.usda.gov/complaint_filing_cust.html, or write to U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410.

Approved and Adopted by the Voyage Academy Governing Board.

OATH OF OFFICE

([Article IV, Section 10, Utah Constitution](#))

STATE OF UTAH

County of _____

Print Name of Officer Taking Oath

Title of Office

I do solemnly swear (or affirm) that I will support, obey, and defend the Constitution of the United States and the Constitution of the State of Utah, and that I will discharge the duties of my office as a charter school governing board with fidelity.

Signature of Officer Taking Oath

Sworn to and subscribed before me this _____ day of _____, 20_____.

Person Administering Oath

Title of Person Administering Oath

TO FILE THIS OATH OF OFFICE

IF YOU ARE A:	SEND YOUR OATH TO:
State officer	Utah Division of Archives & Records Service
County or Precinct officer	County clerk, except file county clerk's oath with county treasurer
Municipal officer	City recorder, except file city recorder's oath with the city treasurer
Town officer	Town clerk, except file town clerk's oath with the town treasurer
Metro Township officer	County clerk
Special District	Clerk of the special district
School District officer	Clerk of Board of Education, except file clerk's oath with treasurer

THIS BOX FOR OFFICE USE ONLY

Date Received for Filing: _____

VOYAGE ACADEMY BOARD MEMBER TERMS



Board terms

1. **Courtne Moore (Board Chair)**
 - 1st Term: 6/21 to 6/24
 - 2nd Term: 6/24 to 6/27
2. **(Vice Chair)**
 - 1st Term:
 - 2nd Term:
3. **Janae Howell (Finance Coordinator/Treasurer)**
 - 1st Term: 6/21 to 6/24
 - 2nd Term: 6/24 to 6/27
4. **Valerie Hulsey (Secretary)**
 - 1st Term: 08/23 to 08/26
 - 2nd Term: 08/26 to 08/29
5. **Angie Laredo**
 - 1st Term: 06/26-06/29
 - 2nd Term:
6. **Robert Handy**
 - 1st Term: 06/26-06/29
 - 2nd Term:
7. **Amy Lefevre**
 - 1st Term: 06/26-06/29
 - 2nd Term:



Voyage Academy
Board of Directors Closed Session Statement

Meeting Date: September 17, 2026
Location: 1891 N. 1500 W.,
Clinton, UT 84015

Closed Session Sworn Statement:

At a duly noticed public meeting held on the date listed above, the board of directors for Voyage Academy entered into 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. 52-4-1(1)(a).

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

Signed electronically on the 17th DAY OF September 2026.

Courtnie Moore

Board Chair

ANNUAL COUNCIL TRAINING

The School LAND Trust Program

An overview for charter governing board members serving as the Charter Trust
Land Council

Based on the USBE SLT Program Timeline for Charter Governing Board Councils | Utah Code 53G-7-1205 and 53G-7-1206;
Utah Admin. Rule R277-477

What we'll cover

1

The program

Where the money comes from and what it may be used for

2

Your council

How a charter board becomes the Charter Trust Land Council

3

Your three jobs

Monitor, plan, advise

4

The annual calendar

Every deadline, month by month

5

Money and compliance

Carryover, amendments, spending verification

6

Pitfalls and resources

Where councils get tripped up, and who to call

What the School LAND Trust Program is

Utah's school trust lands generate investment income. A share is distributed to schools each year from the Trust Distribution Account.

A school receives its distribution only after its trust land council develops a written SLT Plan, the plan is approved, and the state reviews it.

The plan funds a component of the school's Teacher and Student Success Plan — academic goals, not general operations, and not whatever comes up mid-year without an amendment.

The program runs on Utah State Code and Administrative Rule. Deadlines are fixed; how you organize the work to meet them is up to your council.

Plan first, funds second

No approved plan on time means no July distribution.

You are a trustee

These are trust funds held for schoolchildren. Your decisions are public, documented, and auditable.

Who sits on a Charter Trust Land Council

A Charter Trust Land Council (CTLC) can be formed two ways:

Option A — Independent election

Parents elect a council with a two-parent-or-grandparent majority, following written election procedures adopted by the board.

Option B — The board serves

An existing governing board that already meets the two-parent-or-grandparent majority may serve as the CTLC without altering its membership.

This training assumes Option B: your board is the council.

"Two-parent majority" means parents or grandparents of enrolled students outnumber all other members combined by at least two. Council business happens inside your regular board meetings — but it must appear on the agenda and in the minutes as council business.

Your three jobs as a council

1

Monitor

Track how this year's SLT plan and budget are actually being implemented. Review the budget at every meeting and amend the plan when spending shifts.

2

Plan

Build next year's plan: academic goals, measurements, action steps, and expenditures — grounded in student data and the school's TSSP.

3

Advise

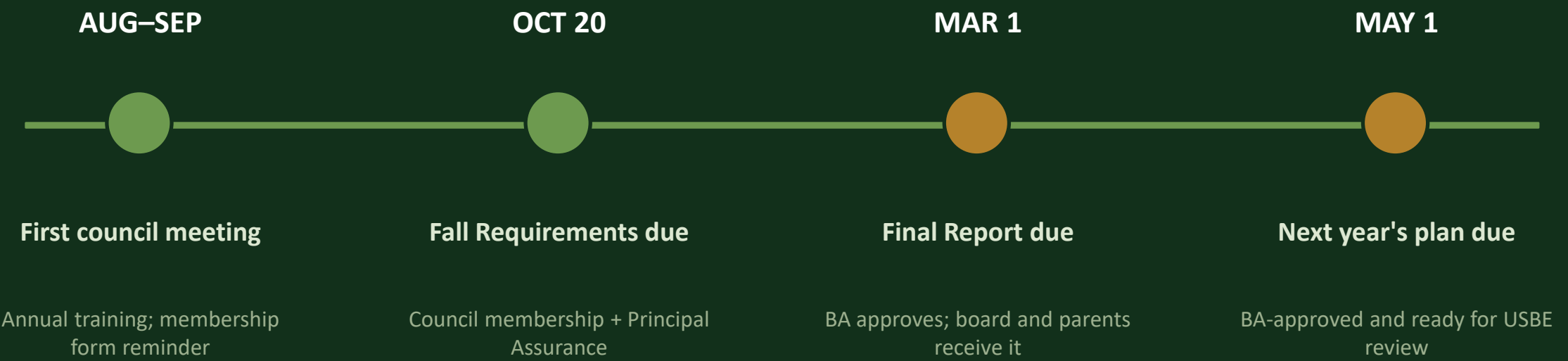
Weigh in on school safety principles, a positive behaviors plan, and other issues affecting the school community and environment.

Set your council schedule first

Decide at the start of the year which board meetings will carry which council business.

-  **Review the current year's SLT plan** Every meeting — with the budget
-  **Review the prior year's plan and results** Fall through winter
-  **Develop the upcoming year's plan** October onward; approve by your BA's deadline
-  **Discuss safety, positive behaviors, school environment** At least once during the year

Four dates decide whether you get funded



Between these: continuous budget review, plan amendments as spending changes, and plan development from October on.

August – September: start the year right

At your first council meeting

- Conduct annual council training. Request materials from USBE, and consider asking the Training Specialist for on-site support.
- Remind the principal to complete the Council Membership Form and Principal Assurance by October 20 — indicating that the board is serving as the CTLC.
- Review the current year's SLT plan and implementation budget. Do this at every meeting, all year.
- Set the council meeting schedule for the year.

Don't skip

Annual training is required by rule, not a courtesy. Record it in your minutes.

The membership form must show that the governing board is the council, so the roster matches your minutes.

Confirm the board still meets the parent-or-grandparent majority after summer turnover.

October: Fall Requirements and plan development

OCTOBER 20

Fall Requirements due

Submitted by the school to USBE on the SLT Reporting Website:

- Council membership — planned council size and current roster
- Principal Assurance Form

Follow up on missing items and make sure someone reviews the forms and the school website for compliance. The school certifies that this review happened when it submits the Charter Assurance Form in the spring.

Keep watching this year's plan

Confirm the plan is being implemented as written. Submit a plan amendment for any change in spending.

Start next year's plan

Review the Teacher and Student Success Plan to set academic priorities, and review student academic data to identify areas of need.

January – February: prepare to close and to build

- 1

Confirm the deadlines

Verify your business administrator has set the Final Report and Upcoming Plan deadlines on the SLT Reporting Website.
- 2

Prompt the Final Report

Remind the principal to submit it, and verify the BA will confirm funds were spent as planned by comparing detailed financial records to the approved plan.
- 3

Set up the March 1 delivery

Remind the principal to give a copy or summary of the Final Report to the governing board and to the school's parents by March 1.
- 4

Keep building next year

Assess the prior and current plans. Draft goals, measurements, action steps, expenditures. Get the estimated funding amount from USBE and your BA. Check the draft against the SLT Plan rubric.

March: report out and approve

MARCH 1

Final Report due

The BA approves the report on the SLT Reporting Website. The governing board and the school's parents must receive a copy or summary by this date.

Clear prior-year carryover

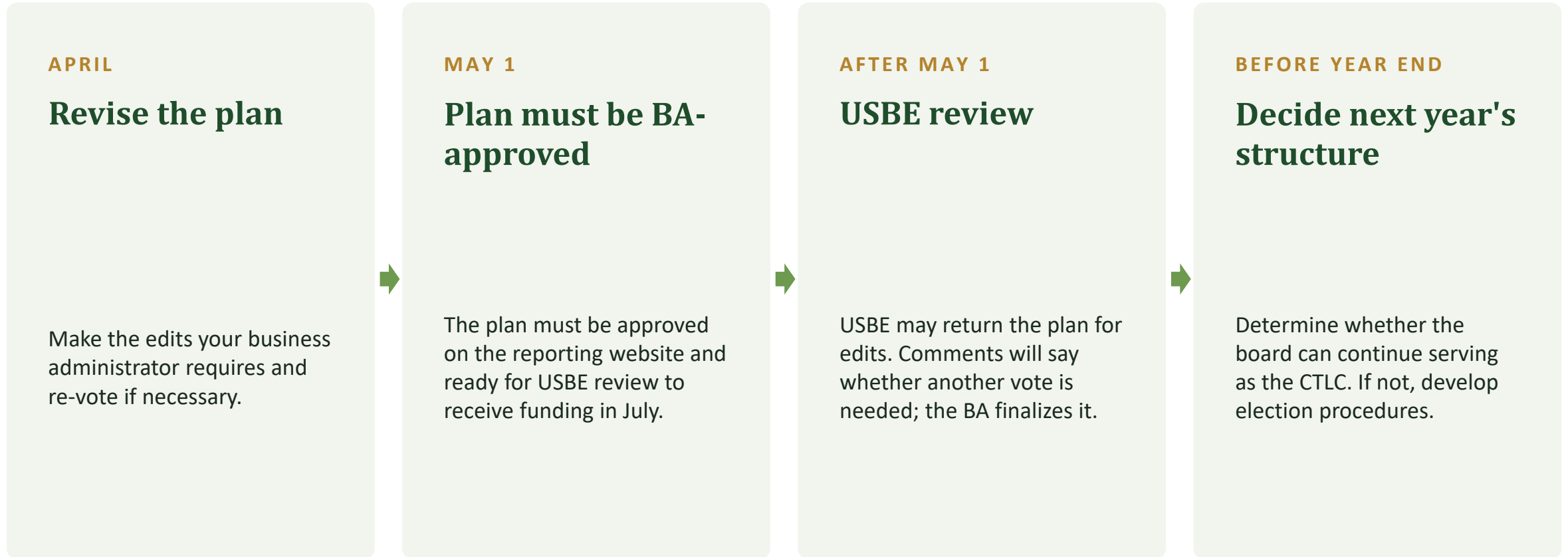
Correct any carryover issues flagged in the USBE carryover report, following the corrective action plan it contains.

Approve next year's plan

By the due date your charter business administrator sets

- A quorum — a majority of the council — must be present to vote on the plan.
- Record the vote in your minutes: for, against, absent.
- Charter governing boards serving as the trust land council are exempt from submitting a Council Signature Page.

April – end of year: revisions and funding



Money: carryover and amendments

10% or \$5,000

whichever is greater — the most a school may carry over from its annual distribution.

Review the SLT budget with the council all year — not once in the spring.

How to avoid excess carryover

- Watch the spending pace against the plan at each meeting.
- When spending needs to change, submit an SLT Plan amendment.
- Notify the charter council early so the amendment can be placed on an upcoming board agenda for approval.
- Don't wait until May to discover the money is still sitting there.

Money: verifying that spending matches the plan

The governing board and business administrator build a verification process together. Two common approaches:

Pre-verification

Purchases are checked against the SLT plan as they happen — for example, requiring the principal to cite the goal number and action plan step on the purchase order.

Post-verification

Transaction detail is used to check every expenditure against the school's plan before financial data is submitted to UPEFS in October.

If funds were misspent

Those expenditures must be moved out and covered by another funding source before financial documentation is submitted in the state system. Other revenue cannot be moved into the school's SLT fund balance to resolve the problem.

Where councils get tripped up



No quorum at the vote

The plan cannot be approved, and the deadline does not move.



Council business missing from minutes

If it isn't in the agenda and minutes, it didn't happen for compliance purposes.



Spending drifts from the plan

Fix it with an amendment before the purchase, not an explanation afterward.



Carryover discovered in May

Too late to spend it well; expect a corrective action plan.



Board loses its parent majority

The board may no longer qualify to serve as the council.



Waiting on the principal

Forms are the principal's to submit, but the council's to track.

WHERE TO GO NEXT

Resources and support

SLT Reporting Website

Fall Requirements, Final Report, plan submission and approval

USBE training resources

Council training materials; on-site support from the Training Specialist

SLT Plan rubric

Check your draft plan against program requirements before you vote

LEA Review Guide

Guidance on plan development and what reviewers look for

Election procedures template

If the board will not serve as the council next year

schoollandtrust@schools.utah.gov

Questions about councils, elections, and related matters