

Bridge Elementary Board of Directors Meeting



Date: Tuesday, April 18, 2023

Time: 5:30 PM

Location: 4824 S Midland Drive; Roy, UT 84067

Teleconference: <https://us02web.zoom.us/j/83909060125>

Meeting ID: 839 0906 0125; Passcode: Bridge

The mission of Bridge Elementary is to provide students with a personalized learning experience and empower them to take personal ownership and accountability for their own academic performance.

AGENDA

CALL TO ORDER

CONSENT ITEMS

- March 21, 2023 Board Meeting and Closed Session Minutes

PUBLIC COMMENT (comments will be limited to three minutes)

REPORTS

- Director Report
- Finance Report

VOTING ITEMS (discussion and voting)

- Teacher and Student Success Act (TSSA) Program Plan
- Mental Health Screening Determination
- Language Access Policy
- Electronic Resources Policy Renewal

DISCUSSION ITEMS

- Conflict of Interest Policy Review and Statement
- Donation and Fundraising Policy Review

CALENDARING

- Board Meeting May 16, 2023 at 2:00 PM

CLOSED SESSION

- 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).

ADJOURN

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



EXECUTIVE SUMMARY

MENTAL HEALTH SCREENING DETERMINATION

Each LEA governing board must make an annual determination on whether or not the LEA will administer a USBE approved mental health screener. H.B. 403 Student Mental Health Amendments requires an LEA governing board to submit a record of determination to the State Board whether the LEA will be a participating LEA or a non-participating LEA for the 2023-2024 school year by July 1, 2023, and for each year going forward.

- "Participating LEA" means an LEA that has an approved screening program described in statute and rule.
- "Non-participating LEA" means an LEA that does not administer an approved mental health screening program described in statute and rule.

Screening is a process for evaluating the possible presence of a particular problem. The intent of mental health screening is to determine the possible presence of a mental health concern and to determine if the student may benefit from a full assessment. Mental health screening may only happen after the students' parents opt into a mental health screening program or event, giving active consent.

LANGUAGE ACCESS POLICY

Last year the legislature enacted a bill (HB 302) that requires each LEA to adopt a policy addressing the LEA's communication and assistance to students who are learning English and their parents. The bill (now codified in Utah Code § 53G-7-223) requires that the policy include certain provisions on an LEA's use of interpreters and translators for school activities and documents. The bill also requires that the USBE create a model policy covering the language assistance requirements, which the USBE has now completed. This policy is based on the USBE's model policy and requires the school to, among other things, designate a Language Access Coordinator, determine the primary language spoken by a student and his/her parent within 30 calendar days of a student's enrollment, provide interpretation services during regular business hours to students and their parents who require such services to communicate with the school about critical information, and provide translations of school materials to students and their parents who require the translations to communicate effectively with the school. This policy is required to be reviewed by the school on an annual basis.

ELECTRONIC RESOURCES POLICY

This policy is intended to ensure the safe and responsible use of the school's electronic resources. This policy must be reviewed and approved annually to ensure that it continues to meet needs. No changes are recommended to the policy at this time.

CONFLICT OF INTEREST POLICY REVIEW AND STATEMENT

Each member of the governing board shall annually sign a statement which affirms such person has received a copy of the conflicts of interest policy; has read and understands the policy; has agreed to comply with the policy; and understands the school is a charitable organization.

DONATION AND FUNDRAISING POLICY REVIEW

The Board will review this policy annually to ensure that adequate controls are in place. No changes are recommended to the policy at this time.

Bridge Elementary Board of Directors Meeting

Date: Tuesday, March 21, 2023

Location: 4824 S Midland Drive; Roy, UT 84067



Board Members in Attendance: Shirley Atkinson, Kari Fredrickson, Brittani Brown, Howard Stephenson, Lance Eastman

Others in Attendance: Lani Rounds, Janey Stoddard, Ryan Smith, Tyler O'Brien, Janese Robinson, Dusty Mondragon

The mission of Bridge Elementary is to provide students with a personalized learning experience and empower them to take personal ownership and accountability for their own academic performance.

MINUTES

CALL TO ORDER

- Shirley Atkinson called the board meeting to order at 5:00 PM.

CONSENT ITEMS

- **February 21, 2023 Board Meeting and Closed Session Minutes**
Kari Fredrickson made a motion to approve the February 21, 2023 Board Meeting and Closed Session Minutes; Lance Eastman seconded. Motion passed; the votes were as follows:
 - Shirley Atkinson – AYE
 - Kari Fredrickson – AYE
 - Howard Stephenson – AYE
 - Lance Eastman – AYE*Ryan Smith and Tyler O'Brien joined the meeting at 5:02 PM.*

PUBLIC COMMENT

- No public comment.

REPORTS

- **Director Report**
Lani Rounds reported on the state of the school including registration for 2023-2024, marketing highlights, and the completion of the STEM Action Center and PCBL grants. The continued use of Imagine Learning and EISP grant funding for reading software was explained. Upcoming building, technology, and staffing needs were reviewed. Qualtrics surveys have been sent and the recent team-based parent teacher conferences were explained. Lunch balances and funding sources, including a community donation account, were reviewed.
- **Finance Report**
Tyler O'Brien reviewed the financial statements, including current and projected revenues and expenses. The 2023-2024 budget is being developed and the tax

filing was presented. The recording of expenses using cash method accounting was explained.

Shirley Atkinson noted School LAND Trust Training was completed by the board prior to the February 21, 2023 board meeting.

VOTING ITEMS (discussion and voting)

- **Building Use Policy Amendment**

The policy was updated to include the use of facilities and prohibit the use of turf for competitive and contact sports. Acceptable uses of the turf were explained. Free use of facilities at the director's discretion was considered and the removal of "when the use will not create additional expense for the school" was recommended.

Lance Eastman made a motion to approve the Building Use Policy Amendment as discussed and rename to Facility Use Policy; Howard Stephenson seconded. Motion passed; the votes were as follows:

- *Shirley Atkinson – AYE*
- *Kari Fredrickson – AYE*
- *Howard Stephenson – AYE*
- *Lance Eastman – AYE*

- **Assessment of Student Achievement Policy, Public Education Materials Development Policy, Selection and Purchase of Instructional Materials Policy**

Janey Stoddard reviewed the policies. It was noted that procedures are already in place but formal policies are now required. The process for administering statewide assessment and testing frequency for individual student monitoring was explained. The sharing and ownership of education materials was considered. It was noted that policies and procedures are in place to respond to challenges in materials.

Brittani Brown joined the meeting at 6:08 PM.

The process to select/adopt instructional materials was reviewed. Social and emotional learning programs were considered and the Frog Squad student group to promote Visible Learning was explained.

Kari Fredrickson made a motion to approve the Assessment of Student Achievement Policy, Public Education Materials Development Policy, and Selection and Purchase of Instructional Materials Policy; Howard Stephenson seconded. Motion passed; the votes were as follows:

- *Shirley Atkinson – AYE*
- *Kari Fredrickson – AYE*
- *Brittani Brown – AYE*
- *Howard Stephenson – AYE*
- *Lance Eastman – AYE*

CALENDARING

- The next board meeting is scheduled for April 18, 2023 at 5:30 PM.
- The annual board meeting is scheduled for May 16, 2023 at 2 PM.
- A board meeting is tentatively scheduled for June 27, 2023 at 5 PM for budget

approval. Recent legislative changes to funding and the effects on upcoming budgets were considered.

CLOSED SESSION

- Tabled.

ADJOURN

- *Brittany Brown made a motion to adjourn the board meeting; Lance Eastman seconded. Motion passed; the votes were as follows:*
 - *Shirley Atkinson – AYE*
 - *Kari Fredrickson – AYE*
 - *Brittani Brown – AYE*
 - *Howard Stephenson – AYE*
 - *Lance Eastman – AYE*

Board meeting adjourned at 6:45 PM.

Bridge Elementary April 18, 2023, Director Report

REGISTRATION FOR 2023-2024

Fully enrolled (as of Friday April 14) = 550

Pending in Lottery = 7

Planned enrollment = 560 with a budget for 550

MARKETING

- Social media, Weekly Bulletin, and word of mouth.
- Christian Worship Center held an Easter Egg Hunt. There were 1,542 people in attendance. We were one of few egg hunts on GREEN turf. Most egg hunts were held on snow. We had 16 new entries in the lottery AFTER the egg hunt – perhaps it is a coincidence.
- Classic Skate Center reserved for May 3.
- Roy Aquatic Center reserved for a July 12, 6:30 – 8:30 pm.

SECURITY DISCUSSION

The recent “hoax” and the school shooting in Tennessee put staff and parents on edge. On the day of the hoax approximately 30% of our students checked out – parents called and emailed. Staff called me, sent me text messages, and pulled me aside in the hallway. We decided early on that day to lock the front door and put signs on the door to notify visitors they would need to knock and be patient. Once Roy City Police confirmed it was a hoax we posted on social media and sent an email to parents to let them know the doors were locked and they needed to be patient for a staff member to let them into the school. Parents were very appreciative, and many sent emails and called the school to thank us.

We have investigated additional security measures to help ease concerns as well as provide some additional safety measures.

- We are adding security film to the exterior kindergarten doors and the north exterior doors. This is the same lamination we added to the front office doors.
- We have locked the front door and have requested a quote for a camera, doorbell, and buzzer to admit parents and visitors. Parents have expressed GREAT appreciation for this and have been very patient even though the office staff need to get up and let them in the front doors. At 3:15, when we have a lot of parents arriving we have a staff member at the door to let parents in.
- I met with a security firm from Texas, NovoTrax, who provides an amazing AI system that works with existing security cameras to detect weapons. Kirk from Academica and Jasim from ETS (our IT company) joined us. The technology sounds amazing. Once a weapon is detected it sounds a 150-decibel alarm, alerts anyone on the alert system, and calls 911. The system is 99.9% effective with long guns such as rifles and assault weapons and 97+% effective with handguns. It can go on as many cameras as the school wants – inside and outside the school. The cost is \$15,000 for initial installation for servers, software, hardware, installation of everything and \$3,500 to connect to the system, and \$500 per AI camera connection. We would want at least six connections –

three outside cameras and three inside cameras. The cost for this would be \$21,500. The annual cost is \$5,000.

<https://www.youtube.com/watch?v=bGQEAOJrMhc>

STAFFING

- We are interviewing for FIVE para-educator positions for next year. We have four paras who are moving (two out of state and two out of town for school) and will be adding one para to 5th grade.
- We still have an open kindergarten teacher position and hope to have it filled before the end of May. We just haven't found the RIGHT person yet.
- Keri and I are still teaching 1st grade and having the TIME of our lives. We both agree that if we were teachers, Bridge is THE SCHOOL that we would want to be a teacher at. Teaching in a small group, meeting the needs of kids AT THEIR LEVEL, is a dream come true!

SCHOOLWIDE ASSESSMENT

End of year assessment begins May 1 and includes:

- KEEP – Kindergarten
- RISE ELA and Math – Grades 3 – 6
- RISE Science – Grades – 4 – 6
- RISE Writing – Grade 5
- Acadience Reading – Grades K -6
- Acadience Math – Grade K – 6
- Bridge Writing Checklist – Grades 2 – 6
- Imagine Literacy – Grades K – 6
- Imagine Math – Grades K - 6

Bridge Elementary
Statement of Financial Position
Created on April 11, 2023
For Prior Month

	07/01/2022 Through 03/31/2023 <u>Actual</u>	Year Ending 06/30/2022 <u>Actual</u>
Assets & Other Debits		
Current Assets		
Operating Cash	764,417	458,509
Accounts Receivables	560	317,999
Other Current Assets	6,096	6,096
Total Current Assets	<u>771,073</u>	<u>782,604</u>
Restricted Cash	<u>1,277,503</u>	<u>1,030,169</u>
Net Assets		
Fixed Assets	12,955,148	12,955,148
Depreciation	(240,032)	(240,033)
Total Net Assets	<u>12,715,116</u>	<u>12,715,115</u>
Total Assets & Other Debits	<u>14,763,692</u>	<u>14,527,888</u>
Liabilities & Fund Equity		
Current Liabilities	16,340	406,904
Long-Term Liabilities	<u>14,614,067</u>	<u>14,614,067</u>
Fund Balance	(493,082)	(21,268)
Net Income	<u>626,367</u>	<u>(471,815)</u>
Total Liabilities & Fund Equity	<u>14,763,692</u>	<u>14,527,888</u>

Bridge Elementary

Statement of Activities

	Annual June 30, 2023	Year-to-Date March 31, 2023	
	Budget	Actual	% of Budget
Net Income			
Income			
Revenue From Local Sources			
1510 - Interest on Investments	25,934	24,509	94.5 %
1610 - Sales to Students	75,000	78,828	105.1 %
1620 - Sales to Adults	5,645	5,109	90.5 %
1910 - Rentals	11,145	10,400	93.3 %
1920 - Contributions and Donations From Private Sources	9,000	6,381	70.9 %
1990 - Miscellaneous	5,000	7,314	146.3 %
Total Revenue From Local Sources	131,724	132,541	100.6 %
Revenue From State Sources	4,735,778	3,595,175	75.9 %
Revenue From Federal Sources	493,360	206,104	41.8 %
Total Income	5,360,862	3,933,820	73.4 %
Expenses			
Instruction/Salaries			
0121 - Salaries - Principals and Assistants	115,000	81,500	70.9 %
0131 - Salaries - Teachers	1,200,000	763,324	63.6 %
0143 - Salaries - Health Services Personnel	18,500	12,358	66.8 %
0152 - Salaries - Secretarial and Clerical Personnel	80,000	48,981	61.2 %
0161 - Salaries - Teacher Aides and Para-Professionals	950,000	652,249	68.7 %
0162 - Salaries - Media Personnel – Non-Licensed	30,000	23,320	77.7 %
0182 - Salaries - Custodial & Maintenance Personnel	105,000	67,970	64.7 %
Total Instruction/Salaries	2,498,500	1,649,702	66.0 %
Employee Benefits			
0220 - Social Security	270,000	156,170	57.8 %
0230 - Local Retirement	28,000	21,019	75.1 %
0240 - Group Insurance	36,000	23,106	64.2 %
0290 - Other Employee Benefits	0	(140)	0.0 %
Total Employee Benefits	334,000	200,155	59.9 %
Purchased Prof & Tech Serv			
0320 - Professional - Educational Services	168,522	153,002	90.8 %
0330 - Professional Employee Training and Development	10,000	8,013	80.1 %
0340 - Other Professional Services	30,000	19,260	64.2 %
0345 - Business Services	226,525	169,894	75.0 %
0350 - Technical Services	40,000	31,968	79.9 %
Total Purchased Professional & Technical Services	475,047	382,137	80.4 %
Purchased Property Services			
0410 - Utility Services	40,000	28,186	70.5 %
0430 - Repairs & Maintenance Services	25,000	7,065	28.3 %
0441 - Rental of Land & Buildings	0	1,000	0.0 %
0490 - Other Purchased Property Services	20,000	12,431	62.2 %
Total Purchased Property Services	85,000	48,682	57.3 %
Other Purchased Services			
0520 - Insurance (Other than employee benefits)	1,252	1,252	100.0 %
0521 - Property Insurance	22,488	22,488	100.0 %
0530 - Communication (Telephone & Other)	6,132	4,211	68.7 %
0540 - Advertising	5,000	1,692	33.8 %
0570 - Food Service Management	420,000	278,083	66.2 %
0580 - Travel/Per Diem	1,000	0	0.0 %
Total Other Purchased Services	455,872	307,726	67.5 %

Supplies & Materials			
0610 - General Supplies	158,160	99,792	63.1 %
0610-001 - Furniture and Fixtures (not capitalized)	3,500	1,885	53.9 %
0641 - Textbooks	5,000	5,382	107.6 %
0644 - Library Books	2,000	183	9.1 %
0650 - Supplies - Technology Related	32,500	23,323	71.8 %
0670 - Software	25,000	16,648	66.6 %
0680 - Maintenance Supplies and Materials	20,000	7,374	36.9 %
Total Supplies & Materials	246,160	154,587	62.8 %
Property			
0710 - Land and Site Improvements	161,000	148,954	92.5 %
Total Property	161,000	148,954	92.5 %
Debt Services & Miscellaneous			
0810 - Dues and Fees	10,000	18,062	180.6 %
0830 - Interest	582,095	293,562	50.4 %
0840 - Redemption of Principal	399,061	103,886	26.0 %
0890 - Miscellaneous Expenditures	1,000	0	0.0 %
Total Debt Services & Miscellaneous	992,156	415,510	41.9 %
Total Expenses	5,247,735	3,307,453	63.0 %
Total Net Income	113,127	626,367	553.7 %

Bridge Elementary Teacher and Student Success Plan
School Year: 2023-2024

School: Bridge Elementary

Date Board Student Success Framework Approved: June 16, 2020

Date Teacher and Student Success Plan Approved:

Bridge Elementary Goals based on School Needs

1. Students in grades K-6 will show a 10% increase between the percentage who tested at benchmark in math at the beginning of the year (BOY) and the percentage who tested at benchmark in math at the end of the year (EOY).
2. Students in grades K-6 at Bridge Elementary will show a 10% increase between the percentage who tested at benchmark in reading at the beginning of the year (BOY) and the percentage who tested at benchmark in reading at the end of the year (EOY).

Measurement

1. Goal 1 as measured by the comparing the BOY and EOY composite scores in Acadience.
2. Goal 2 as measured by the comparing the BOY and EOY composite scores in Acadience.

Action Steps

- Administration will provide teachers and/or staff with professional learning opportunities to implement data-based decision making.
- Teachers will use data to create instructional opportunities for students.
- The school will implement a targeted intervention program for all students not making typical progress.
- Students in grades K-6 will take Acadience benchmark and progress monitoring tests based on state requirements and best practices.

Budget

- 25% of the TSSA funds will be used for Staff Salary.
- 75% of the TSSA funds will be used for augmentation of existing programs.

The school must post on its website (a) the approved Plan, (b) a description of the school's allocation budgeted and actual expenditures, (c) a summary of how the expenditures help the school accomplish the plan, and (d) the school's current level of performance.

**FY 2023 TSSA Distributions - Allocations Based on Budget Request WPU's
Compared to Allocations Based on Legislative Estimates WPU's**

Phase	ID	LEA Type	LEA Name	Budget Request	Legislative Estimates	Change	% Change
820	82	Charter	Freedom Academy	\$ 369,542	\$ 443,980	\$ (74,439)	-20.1%
7K0	7K	Charter	Wallace Stegner Academy	\$ 244,325	\$ 283,315	\$ (38,990)	-16.0%
7I0	7I	Charter	Weber State University Charter Academy	\$ 6,381	\$ 6,897	\$ (516)	-8.1%
910	91	Charter	Utah Arts Academy	\$ 74,659	\$ 80,322	\$ (5,663)	-7.6%
3L0	3L	Charter	Leadership Academy of Utah	\$ 110,484	\$ 118,625	\$ (8,141)	-7.4%
8K0	8K	Charter	American Academy of Innovation	\$ 103,451	\$ 109,914	\$ (6,463)	-6.2%
3B0	3B	Charter	Beehive Science & Technology Academy	\$ 238,142	\$ 252,707	\$ (14,565)	-6.1%
7C0	7C	Charter	Monticello Academy Inc	\$ 184,251	\$ 195,012	\$ (10,761)	-5.8%
3I0	3I	Charter	Leadership Learning Academy	\$ 208,683	\$ 219,596	\$ (10,913)	-5.2%
3M0	3M	Charter	Bridge Elementary	\$ 94,565	\$ 99,198	\$ (4,633)	-4.9%
8E0	8E	Charter	Merit Preparatory Academy	\$ 120,873	\$ 126,441	\$ (5,568)	-4.6%
2F0	2F	Charter	Rockwell Charter High School	\$ 71,691	\$ 74,769	\$ (3,078)	-4.3%
2K0	2K	Charter	Utah Military Academy	\$ 285,307	\$ 297,012	\$ (11,705)	-4.1%
2L0	2L	Charter	Center For Creativity Innovation And Dicovery	\$ 97,668	\$ 101,231	\$ (3,564)	-3.6%
7F0	7F	Charter	Excelsior Academy	\$ 324,247	\$ 335,236	\$ (10,989)	-3.4%
8L0	8L	Charter	Real Salt Lake Academy High School	\$ 102,736	\$ 105,842	\$ (3,105)	-3.0%
5K0	5K	Charter	Wasatch Waldorf Charter School	\$ 126,223	\$ 129,845	\$ (3,622)	-2.9%
3E0	3E	Charter	C.S. Lewis Academy	\$ 63,316	\$ 65,013	\$ (1,697)	-2.7%
890	89	Charter	Soldier Hollow Charter School	\$ 66,026	\$ 67,770	\$ (1,744)	-2.6%
1M0	1M	Charter	Advantage Arts Academy	\$ 78,660	\$ 80,717	\$ (2,057)	-2.6%
170	17	District	Millard School District	\$ 798,450	\$ 818,665	\$ (20,214)	-2.5%
8I0	8I	Charter	The Winter Sports School In Park City	\$ 26,387	\$ 27,015	\$ (628)	-2.4%
7G0	7G	Charter	Summit Academy High School	\$ 157,482	\$ 161,070	\$ (3,588)	-2.3%
1K0	1K	Charter	Vanguard Academy Inc	\$ 126,696	\$ 129,561	\$ (2,865)	-2.3%
6K0	6K	Charter	Franklin Discovery Academy Vineyard	\$ 124,933	\$ 127,709	\$ (2,776)	-2.2%
5C0	5C	Charter	Legacy Preparatory Academy	\$ 191,321	\$ 195,001	\$ (3,680)	-1.9%
6F0	6F	Charter	Early Light Academy	\$ 205,150	\$ 208,821	\$ (3,670)	-1.8%
050	5	District	Carbon Co School District	\$ 827,933	\$ 842,743	\$ (14,810)	-1.8%
930	93	Charter	John Hancock Charter School Foundation	\$ 39,213	\$ 39,909	\$ (695)	-1.8%
080	8	District	Duchesne Co School District	\$ 1,340,797	\$ 1,364,057	\$ (23,260)	-1.7%
3D0	3D	Charter	Spectrum Academy	\$ 880,609	\$ 895,734	\$ (15,125)	-1.7%
200	20	District	North Sanpete School District	\$ 611,596	\$ 621,960	\$ (10,364)	-1.7%
870	87	Charter	City Academy	\$ 32,259	\$ 32,785	\$ (527)	-1.6%
1E0	1E	Charter	Guadalupe School Salt Lake City School Dist	\$ 50,964	\$ 51,731	\$ (767)	-1.5%
A40	A4	Charter	Summit Academy Incorporated	\$ 456,334	\$ 463,171	\$ (6,836)	-1.5%
860	86	Charter	Pinnacle Canyon Academy	\$ 109,975	\$ 111,580	\$ (1,606)	-1.5%
8J0	8J	Charter	Terra Academy	\$ 142,856	\$ 144,937	\$ (2,081)	-1.5%

Adjustments made to reflect actual October 1 counts in FY 2022 in accordance with R277-927-3(5)

Adjustments made to reflect actual October 1 counts in FY 2022 in accordance with R277-927-3(5)

**FY 2023 TSSA Distributions - Allocations Based on Budget Request WPU's
Compared to Allocations Based on Legislative Estimates WPU's**

Phase	ID	LEA Type	LEA Name	Budget Request	Legislative Estimates	Change	% Change
7H0	7H	Charter	Pacific Heritage Academy	\$ 69,473	\$ 70,476	\$ (1,003)	-1.4%
4M0	4M	Charter	Mountain Sunrise School	\$ 81,371	\$ 82,542	\$ (1,171)	-1.4%
7L0	7L	Charter	Treeside Charter School	\$ 78,233	\$ 79,331	\$ (1,098)	-1.4%
8F0	8F	Charter	Hawthorn Academy	\$ 306,553	\$ 310,802	\$ (4,249)	-1.4%
1I0	1I	Charter	Utah International Charter School	\$ 47,982	\$ 48,626	\$ (644)	-1.3%
8H0	8H	Charter	Valley Arts Academy, Inc	\$ 106,243	\$ 107,642	\$ (1,399)	-1.3%
5E0	5E	Charter	Usu Edith Bowen Lab School	\$ 75,087	\$ 75,990	\$ (904)	-1.2%
6J0	6J	Charter	Scholar Academy	\$ 135,578	\$ 137,195	\$ (1,616)	-1.2%
4D0	4D	Charter	Syracuse Arts Academy Inc	\$ 401,664	\$ 406,350	\$ (4,686)	-1.2%
6L0	6L	Charter	Bonneville Academy	\$ 114,640	\$ 115,830	\$ (1,190)	-1.0%
4K0	4K	Charter	Athenian Eacademy	\$ 120,736	\$ 121,942	\$ (1,206)	-1.0%
A30	A3	Charter	Davinci Academy of Science & The Arts	\$ 274,499	\$ 277,116	\$ (2,618)	-1.0%
280	28	District	South Summit School District	\$ 439,079	\$ 443,152	\$ (4,072)	-0.9%
250	25	District	San Juan School District	\$ 910,408	\$ 918,346	\$ (7,938)	-0.9%
980	98	Charter	Fast Forward Charter High School	\$ 96,041	\$ 96,876	\$ (835)	-0.9%
2I0	2I	Charter	Esperanza Elementary (Generacion Floreciente)	\$ 106,529	\$ 107,421	\$ (893)	-0.8%
4F0	4F	Charter	SI Center For Science Education	\$ 95,012	\$ 95,803	\$ (791)	-0.8%
5L0	5L	Charter	Ignite Entrepreneurship Acadmey	\$ 103,521	\$ 104,379	\$ (858)	-0.8%
3C0	3C	Charter	Entheos Academy	\$ 223,985	\$ 225,644	\$ (1,659)	-0.7%
A80	A8	Charter	East Hollywood High School Inc	\$ 86,249	\$ 86,858	\$ (609)	-0.7%
360	36	District	Slc School District	\$ 4,572,552	\$ 4,603,997	\$ (31,445)	-0.7%
310	31	District	Uintah School District	\$ 1,584,228	\$ 1,595,118	\$ (10,890)	-0.7%
8G0	8G	Charter	Good Foundations Academy Charter School	\$ 81,264	\$ 81,809	\$ (544)	-0.7%
120	12	District	Granite School District	\$ 13,642,809	\$ 13,734,030	\$ (91,221)	-0.7%
7E0	7E	Charter	Gateway Preparatory Academy	\$ 149,255	\$ 150,222	\$ (968)	-0.6%
7J0	7J	Charter	Greenwood Charter School	\$ 75,857	\$ 76,319	\$ (462)	-0.6%
740	74	Charter	American Prepartory (Utah Charter Academies Inc)	\$ 1,168,544	\$ 1,175,599	\$ (7,056)	-0.6%
3F0	3F	Charter	Venture Academy	\$ 187,492	\$ 188,606	\$ (1,114)	-0.6%
1B0	1B	Charter	Utah County Academy of Sciences	\$ 156,179	\$ 157,078	\$ (899)	-0.6%
940	94	Charter	Thomas Edison Charter School	\$ 256,616	\$ 258,044	\$ (1,428)	-0.6%
150	15	District	Juab School District	\$ 602,305	\$ 605,598	\$ (3,293)	-0.5%
380	38	District	Provo School District	\$ 3,092,795	\$ 3,109,567	\$ (16,772)	-0.5%
920	92	Charter	Uintah River High School	\$ 18,993	\$ 19,094	\$ (101)	-0.5%
6D0	6D	Charter	Noah Webster Academy Inc	\$ 98,407	\$ 98,920	\$ (512)	-0.5%
370	37	District	Ogden City School District	\$ 2,418,569	\$ 2,430,598	\$ (12,029)	-0.5%
020	2	District	Beaver Co School District	\$ 475,763	\$ 478,077	\$ (2,314)	-0.5%
1F0	1F	Charter	Quest Academy	\$ 215,240	\$ 216,274	\$ (1,034)	-0.5%
390	39	District	Logan City School District	\$ 1,206,808	\$ 1,212,597	\$ (5,789)	-0.5%
5I0	5I	Charter	Voyage Academy	\$ 102,980	\$ 103,438	\$ (458)	-0.4%
970	97	Charter	Salt Lake Arts Academy	\$ 85,902	\$ 86,243	\$ (342)	-0.4%
810	81	Charter	Walden School	\$ 100,123	\$ 100,510	\$ (387)	-0.4%
4I0	4I	Charter	Mana Academy (Salt Lake Charter School)	\$ 64,182	\$ 64,416	\$ (234)	-0.4%
5D0	5D	Charter	George Washington Academy	\$ 196,320	\$ 196,996	\$ (676)	-0.3%
6H0	6H	Charter	Promontory School of Expeditionary Learning	\$ 95,650	\$ 95,973	\$ (323)	-0.3%
4B0	4B	Charter	Wasatch Peak Academy	\$ 89,274	\$ 89,494	\$ (220)	-0.2%

**FY 2023 TSSA Distributions - Allocations Based on Budget Request WPU's
Compared to Allocations Based on Legislative Estimates WPU's**

Phase	ID	LEA Type	LEA Name	Budget Request	Legislative Estimates	Change	% Change
A60	A6	Charter	North Davis Preparatory Academy	\$ 200,232	\$ 200,716	\$ (484)	-0.2%
7B0	7B	Charter	Ronald Wilson Reagan Academy	\$ 131,620	\$ 131,928	\$ (309)	-0.2%
180	18	District	Morgan School District	\$ 742,800	\$ 744,422	\$ (1,622)	-0.2%
260	26	District	Sevier School District	\$ 1,207,718	\$ 1,210,087	\$ (2,368)	-0.2%
3J0	3J	Charter	Dixie Montessori Academy	\$ 51,217	\$ 51,306	\$ (89)	-0.2%
8D0	8D	Charter	Open Classroom Charter School	\$ 65,171	\$ 65,277	\$ (106)	-0.2%
950	95	Charter	Timpanogos Academy	\$ 106,966	\$ 107,095	\$ (129)	-0.1%
420	42	District	Canyons School District	\$ 7,378,006	\$ 7,386,093	\$ (8,087)	-0.1%
3H0	3H	Charter	Endeavor Hall	\$ 66,413	\$ 66,482	\$ (69)	-0.1%
030	3	District	Box Elder Co School District	\$ 2,852,509	\$ 2,855,142	\$ (2,633)	-0.1%
680	68	Charter	Ogden Preparatory Academy	\$ 225,291	\$ 225,491	\$ (200)	-0.1%
060	6	District	Daggett Co School District	\$ 119,748	\$ 119,846	\$ (98)	-0.1%
8B0	8B	Charter	American Leadership Academy	\$ 372,557	\$ 372,796	\$ (240)	-0.1%
4E0	4E	Charter	Dual Immersion Academy	\$ 87,168	\$ 87,215	\$ (47)	-0.1%
040	4	District	Cache Co School District	\$ 4,473,647	\$ 4,475,598	\$ (1,950)	0.0%
2G0	2G	Charter	Vista At Entrada Inc	\$ 228,156	\$ 228,241	\$ (85)	0.0%
350	35	District	Weber Co School District	\$ 7,561,240	\$ 7,563,788	\$ (2,548)	0.0%
1L0	1L	Charter	Athlos Academies	\$ 103,926	\$ 103,957	\$ (32)	0.0%
4C0	4C	Charter	Lakeview Academy	\$ 200,004	\$ 199,994	\$ 10	0.0%
5H0	5H	Charter	Highmark Charter School	\$ 136,826	\$ 136,808	\$ 18	0.0%
010	1	District	Alpine School District	\$ 18,732,172	\$ 18,721,849	\$ 10,322	0.1%
140	14	District	Jordan School District	\$ 12,778,179	\$ 12,770,118	\$ 8,060	0.1%
5G0	5G	Charter	Canyon Grove (Quail Run Primary School Foundation)	\$ 125,352	\$ 125,215	\$ 137	0.1%
2B0	2B	Charter	Lincoln Academy Incorporated	\$ 191,469	\$ 191,203	\$ 266	0.1%
330	33	District	Washington Co School Dist	\$ 8,196,195	\$ 8,179,798	\$ 16,396	0.2%
400	40	District	Murray School District	\$ 1,382,954	\$ 1,380,021	\$ 2,933	0.2%
2D0	2D	Charter	Channing Hall	\$ 105,341	\$ 105,112	\$ 230	0.2%
5J0	5J	Charter	Mountain West Montessori Academy	\$ 98,369	\$ 98,113	\$ 255	0.3%
8C0	8C	Charter	Mountainville Academy	\$ 132,951	\$ 132,536	\$ 415	0.3%
1C0	1C	Charter	Odyssey Charter School	\$ 77,895	\$ 77,646	\$ 250	0.3%
3G0	3G	Charter	Bear River Charter School	\$ 38,212	\$ 38,083	\$ 130	0.3%
270	27	District	South Sanpete School District	\$ 846,447	\$ 843,444	\$ 3,003	0.4%
7D0	7D	Charter	Salt Lake School For Performing Arts	\$ 55,831	\$ 55,620	\$ 211	0.4%
A20	A2	Charter	The Ranches Academy Inc	\$ 76,435	\$ 76,121	\$ 314	0.4%
130	13	District	Iron Co School District	\$ 2,796,863	\$ 2,785,270	\$ 11,593	0.4%
4G0	4G	Charter	Maria Montessori Academy	\$ 87,699	\$ 87,311	\$ 388	0.4%
5B0	5B	Charter	North Star Academy	\$ 108,837	\$ 108,338	\$ 499	0.5%
2E0	2E	Charter	Karl G. Maeser Preparatory Academy Foundation	\$ 142,781	\$ 142,099	\$ 683	0.5%
290	29	District	Tintic School District	\$ 143,717	\$ 142,982	\$ 735	0.5%
9B0	9B	Charter	Navigator Pointe Academy	\$ 89,080	\$ 88,611	\$ 469	0.5%
9C0	9C	Charter	Paradigm High School	\$ 101,868	\$ 101,320	\$ 548	0.5%
9E0	9E	Charter	Providence Hall	\$ 483,139	\$ 480,492	\$ 2,646	0.5%
070	7	District	Davis Co School District	\$ 16,242,102	\$ 16,152,845	\$ 89,257	0.5%
9D0	9D	Charter	Canyon Rim Academy	\$ 100,162	\$ 99,590	\$ 572	0.6%
6G0	6G	Charter	Weilenmann School of Discovery, Inc	\$ 102,574	\$ 101,902	\$ 672	0.7%
190	19	District	Nebo School District	\$ 8,239,143	\$ 8,184,844	\$ 54,300	0.7%
2C0	2C	Charter	Intech Collegiate High School	\$ 55,057	\$ 54,647	\$ 410	0.7%

**FY 2023 TSSA Distributions - Allocations Based on Budget Request WPU's
Compared to Allocations Based on Legislative Estimates WPU's**

Phase	ID	LEA Type	LEA Name	Budget Request	Legislative Estimates	Change	% Change
3K0	3K	Charter	Roots Charter High School	\$ 54,089	\$ 53,684	\$ 405	0.7%
1D0	1D	Charter	Renaissance Academy	\$ 140,356	\$ 139,299	\$ 1,056	0.8%
A90	A9	Charter	Success Academy	\$ 119,589	\$ 118,658	\$ 931	0.8%
9K0	9K	Charter	St George Academy	\$ 61,464	\$ 60,957	\$ 507	0.8%
340	34	District	Wayne School District	\$ 210,129	\$ 208,364	\$ 1,765	0.8%
100	10	District	Garfield Co School Distric	\$ 483,385	\$ 479,238	\$ 4,147	0.9%
	41	Other	USDB	\$ 68,080	\$ 67,491	\$ 589	0.9%
220	22	District	Park City School District	\$ 972,356	\$ 963,916	\$ 8,440	0.9%
110	11	District	Grand Co School District	\$ 379,686	\$ 376,336	\$ 3,350	0.9%
090	9	District	Emery School District	\$ 633,177	\$ 627,562	\$ 5,616	0.9%
9I0	9I	Charter	Utah Career Path High	\$ 48,663	\$ 48,229	\$ 434	0.9%
1G0	1G	Charter	Jefferson Acadmey (Oquirrh Mountain Charter School)	\$ 125,226	\$ 123,966	\$ 1,260	1.0%
160	16	District	Kane Co School District	\$ 497,062	\$ 491,670	\$ 5,391	1.1%
830	83	Charter	Ames	\$ 118,227	\$ 116,885	\$ 1,342	1.1%
210	21	District	North Summit School District	\$ 308,724	\$ 305,119	\$ 3,605	1.2%
300	30	District	Tooele School District	\$ 5,180,991	\$ 5,111,779	\$ 69,212	1.3%
320	32	District	Wasatch School District	\$ 1,971,967	\$ 1,943,650	\$ 28,318	1.4%
230	23	District	Piute School District	\$ 163,385	\$ 161,038	\$ 2,347	1.4%
A50	A5	Charter	Itineris Early College High School	\$ 90,669	\$ 88,675	\$ 1,994	2.2%
240	24	District	Rich School District	\$ 210,562	\$ 204,600	\$ 5,962	2.8%
2H0	2H	Charter	Utah Connections Academy	\$ 278,921	\$ 268,999	\$ 9,923	3.6%
A10	A1	Charter	Northern Utah Academy For Math Engineering & Science	\$ 302,533	\$ 291,250	\$ 11,283	3.7%
5F0	5F	Charter	Utah Virtual Academy	\$ 580,252	\$ 554,392	\$ 25,860	4.5%
9J0	9J	Charter	Lumen Scholar Institute	\$ 93,184	\$ 88,975	\$ 4,209	4.5%
A70	A7	Charter	Moab Charter School	\$ 19,733	\$ 18,698	\$ 1,035	5.2%
9F0	9F	Charter	Mountain Heights Academy	\$ 260,940	\$ 244,593	\$ 16,347	6.3%
2J0	2J	Charter	Ascent Academies of Utah	\$ 663,082	\$ 600,534	\$ 62,549	9.4%
7M0	7M	Charter	Career Academy of Utah	\$ 103,149	\$ -	\$ 103,149	100.0%

School Districts	\$ 137,228,956	\$ 137,167,921	\$ 61,036	0.0%
Charter Schools	\$ 18,389,764	\$ 18,451,389	\$ (61,625)	-0.3%
Other Institutions	\$ 68,080	\$ 67,491	\$ 589	0.9%
Total	\$ 155,686,800	\$ 155,686,800	\$ 0	0.0%

Language Access Policy

Adopted:

Purpose

The purpose of this policy is to help ensure that Bridge Elementary (the “School”) provides access to its services, programs, and activities to persons who have limited English proficiency and understand languages other than English.

Definitions

For purposes of this policy, the following terms have the following meanings:

“Primary language” means the first language spoken by a student and a student’s parent/guardian.

“Interpretation” means simultaneous communication between a speaker of English and a speaker of another language.

“Translation” means written communication wherein the written words of one person are communicated to others in writing in a different language.

Policy

Language Access Coordinator

The School’s Director shall designate a Language Access Coordinator who is responsible for implementing this policy at the School and ensuring that any necessary training on the policy is provided. The Language Access Coordinator may also recommend updates or changes to this policy in an effort to make the policy more effective.

Notification to Employees

The School shall notify its employees of this policy, the rights of parents/guardians and students to receive language assistance services, and the proper procedures to access language assistance services as outlined in this policy.

Determination of Primary Language

Within thirty (30) calendar days of a student’s enrollment (or re-enrollment) in the School, the School shall determine the primary language spoken by the student and the student’s parent/guardian, and if such language is not English, whether the student and parent/guardian require language assistance to communicate effectively with the School.

The School shall maintain a current record of the primary language of each parent/guardian of students enrolled in the School.

Obligation to Provide Language Assistance Services

The School shall, consistent with this policy and applicable law, provide translation and interpretation services to students and parents/guardians who require language assistance in order to communicate effectively with the School.

Interpretation Services

The School shall provide interpretation services during regular business hours to parents/guardians and their students who require such services in order to communicate with the School regarding critical information about the students' education. Depending upon availability, such interpretation services may be provided at the School, a reasonable location agreed upon by the School and a student's parent/guardian, or virtually.

The School shall provide the interpretation services described above for School activities, including but not limited to:

- (a) classroom activities;
- (b) impromptu and scheduled office visits or phone calls;
- (c) enrollment or registration processes;
- (d) the Individualized Education Program (IEP) process;
- (e) student educational and occupational planning processes;
- (f) fee waiver processes;
- (g) parent engagement activities;
- (h) student disciplinary meetings;
- (i) community councils (if any);
- (j) board meetings;
- (k) other School activities; and
- (l) other interactions between the parents/guardians of a student learning English and educational staff at the School.

Translation Services

The School shall provide translations of School materials to parents/guardians and their children who require them to communicate effectively with the School, and such materials include, but are not limited to:

- (a) registration or enrollment materials, including home language surveys and English learning program entrance and exit notifications;
- (b) assignments and accompanying materials;
- (c) report cards or other progress reports;
- (d) student discipline policies and procedures;

- (e) grievance procedures and notices of rights and nondiscrimination;
- (f) parent or family handbooks;
- (g) requests for parent permission; and
- (h) any other guidance, including guidance on when oral interpretation is preferable to written translation, to improve instruction and assistance by teachers, counselors, and administrators to a student learning English and the student's parents/guardians and family.

Centrally Produced Critical Communications

The School shall identify documents that it distributes or electronically communicates to parents/guardians containing critical information regarding their child's education, including, but not limited to, documents pertaining to:

- (a) registration, application, and selection;
- (b) standards and performance (e.g., standard text on report cards);
- (c) conduct, safety, and discipline;
- (d) special education and related services; and
- (e) transfers and withdrawals.

The School shall procure translations of the applicable critical communications listed above in a timely manner, in each of the covered languages, and work to make such translations available to parents/guardians and students of the School.

Student-Specific Critical Documents

Where required under this policy, the School shall provide parents/guardians with a translation of important documents that contain individual, student-specific information regarding, but not limited to, their student's:

- (a) health;
- (b) safety;
- (c) legal or disciplinary matters; and
- (d) entitlement to public education or placement in any special education, English language learner or non-standard academic program.

Qualifications of Interpreters and/or Translators

Individual interpreters and translators provided by the School do not have to be certified unless certification is required by law. However, they should be competent and, where possible, have experience providing interpretation or translation services for school activities and materials listed in this policy. Where deemed appropriate by the School's Director or Language Access Coordinator, the School may utilize online translation services such as Google Translate or Microsoft Translator to translate School materials or documents described in this policy.

The School shall follow its Special Education Policies and Procedures Manual when providing interpretation and translation services for students with disabilities.

Complaints

If any parent/guardian or student feels that they are not receiving the language assistance services set forth in this policy, they may address those concerns through the School's Parent Grievance Policy.

Annual Review of Policy

The School shall review this policy for efficacy on an annual basis. As part of this review, and for purposes of evaluating the effectiveness of this policy, the School may consult with its stakeholders and community members, refugee resettlement agencies, immigration services organizations, ethnic based community organizations.

Electronic Resources Policy

Adopted: September 18, 2019

Renewed: June 16, 2020

Renewed: June 15, 2021

Renewed: June 28, 2022

Purpose

Bridge Elementary (the “School”) recognizes the value of computer and other electronic resources to facilitate student learning and help the School’s employees accomplish the School’s mission. The School has therefore made substantial investments to establish a network and provide various electronic resources for its students’ and employees’ use. Because of the potential harm to students and the School from misuse of these resources, the School requires the safe and responsible use of computers; computer networks, including e-mail and the Internet; and other electronic resources. This policy is intended to ensure such safe and responsible use and to comply with Utah Administrative Code Rule R277-495, the Children’s Internet Protection Act, and other applicable laws.

Electronic Devices

The School recognizes that various forms of electronic devices are widely used by both students and employees and are important tools in today’s society. The School seeks to ensure that the use of electronic devices, both privately-owned devices and devices owned by the School, does not cause harm or otherwise interfere with the learning, safety, or security of students or employees. The Director shall therefore establish reasonable rules and procedures regarding the use of electronic devices at School and School-sponsored activities in compliance with applicable laws.

Internet Safety

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

Student Acceptable Use of School Electronic Resources

The School makes various electronic resources available to students. These resources include computers and other electronic devices and related software and hardware as well as the School’s network and access to the Internet. The School’s goal in providing

such electronic resources to students is to enhance the educational experience and promote the accomplishment of the School's mission.

Electronic resources can provide access to a multitude of information and allow communication with people all over the world. Along with this access comes the availability of materials that may be considered inappropriate, unacceptable, of no educational value, or even illegal.

The Director shall ensure that rules and procedures regarding students' use of the School's electronic resources are established and clearly communicated to students and their parents/guardians. The Director will ensure that safeguards are in place to restrict access to inappropriate materials and that the use of the Internet and other electronic resources is monitored. The Director shall ensure that students receive appropriate training regarding these rules and procedures.

Staff Acceptable Use of School Electronic Resources

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

Review and Approval

This policy will be reviewed and approved regularly to ensure that it continues to meet the School's needs.

Conflict of Interest Policy

Adopted: April 22, 2019

Reviewed: June 16, 2020

Reviewed: June 15, 2021

Reviewed: June 28, 2022

Purpose

The purpose of this policy is to protect Bridge Elementary's (the "School") interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or director of the School or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

(Note: this Conflict of Interest Policy is taken from the IRS Form 1023 Application for Recognition of Exemption Under Section 501(c)(3) of the Internal Revenue Code instructions.)

Policy

Article I - Definitions

The following definitions apply to this Conflict of Interest Policy:

1. **Interested Person.** Any director, principal officer, or member of a committee with governing board delegated powers, who has a direct or indirect financial interest, as defined below, is an interested person.
2. **Financial Interest.** A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:
 - a. An ownership or investment interest in any entity with which the School has a transaction or arrangement;
 - b. A compensation arrangement with the School or with any entity or individual with which the School has a transaction or arrangement; or
 - c. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the School is negotiating a transaction or arrangement.

“Compensation” includes direct and indirect remuneration as well as gifts or favors that are not insubstantial.

A financial interest is not necessarily a conflict of interest. Under Article II, Section 2, a person who has a financial interest may have a conflict of interest only if the appropriate governing board or committee decides that a conflict of interest exists.

Article II – Procedures

1. **Duty to Disclose.** In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the board of directors considering the proposed transaction or arrangement.
2. **Determining Whether a Conflict of Interest Exists.** After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he/she shall leave the governing board meeting while the determination of a conflict of interest is discussed and voted upon. The remaining board members shall decide if a conflict of interest exists.
3. **Procedures for Addressing the Conflict of Interest:**
 - a. An interested person may make a presentation at the governing board, but after the presentation, he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.
 - b. The chairperson of the governing board may appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.
 - c. After exercising due diligence, the governing board shall determine whether the School can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.
 - d. If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the governing board shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in the School’s best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination it shall make its decision as to whether to enter into the transaction or arrangement.
4. **Violations of the Conflict of Interest Policy.**

- a. If the governing board has reasonable cause to believe a member of the board has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.
- b. If, after hearing the member's response and after making further investigation if warranted by the circumstances, the governing board determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

Article III – Records of Proceedings

1. Minutes. The minutes of the governing board shall contain:

- a. The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the governing board's or committee's decision as to whether a conflict of interest in fact existed.
- b. The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.

Article IV – Compensation

A member of the governing board who receives compensation, directly or indirectly, from the School for services is precluded from voting on matters pertaining to that member's compensation.

Article V – Annual Statements

Each member of the governing board shall annually sign a statement which affirms such person has received a copy of the conflicts of interest policy; has read and understands the policy; has agreed to comply with the policy; and understands the School is charitable and in order to acquire and maintain federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

Article VI – Periodic Reviews

To ensure the School operates in a manner consistent with charitable purposes and does not engage in activities that could jeopardize its tax-exempt status, periodic reviews shall be conducted. The periodic reviews shall, at a minimum, include the following subjects:

1. Whether compensation arrangements and benefits are reasonable, based on competent survey information, and the result of arm's length bargaining; and

2. Whether partnerships, joint ventures, and arrangements with management organizations conform to the School's written policies, are properly recorded, reflect reasonable investment or payments for goods and services, further charitable purposes and do not result in inurement, impermissible private benefit or in an excess benefit transaction.

Article VII – Use of Outside Experts

When conducting the periodic reviews as provided for in Article VI, the School may, but need not, use outside advisors. If outside experts are used, their use shall not relieve the governing board of its responsibility for ensuring periodic reviews are conducted.

**Bridge Elementary Board of Directors
Annual Conflict of Interest Statement**

In accordance with Bridge Elementary's Conflict of Interest Policy, I affirm the following:

- *I have received a copy of the Conflict of Interest Policy;*
- *I have read and understand the policy;*
- *I agree to comply with the policy; and*
- *I understand that Bridge Elementary is a charitable organization and in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of tax-exempt purposes.*

Board Member Name

Signature

Date

Donations and Fundraising Policy

Adopted: May 28, 2019

Reviewed: June 16, 2020

Reviewed: June 15, 2021

Reviewed: June 28, 2022

Policy

Although Bridge Elementary (the “School”) does not typically engage directly in fundraising, it may do so on certain occasions in order to help advance the School’s mission. The School encourages the contributions of gracious donors who have the resources and the inclination to make donations for the benefit of the School and its students. This policy establishes guidelines and standards for the School’s acceptance of donations and gifts as well as for when the School engages in or sponsors fundraising activities.

Donations and Gifts

The School may not transfer or expend donated property in a manner contrary to donor restrictions imposed as a condition of making the donation. However, the School may not accept donations with the condition that the donation provide direct benefit to specific School employees, students, vendors, or service providers, or that the School purchase a specific brand of goods with the donated funds. The School’s Director is responsible for ensuring that donor restrictions of accepted donations are complied with and that compliance can be verified. The School’s Director shall ensure that charitable donation receipts are provided to donors as necessary.

The School’s Director must approve voluntary donations from private individuals or organizations in excess of \$1,000 and any donation involving donor restrictions prior to accepting the donation. The Board of Directors must approve any voluntary donations from private individuals or organizations in excess of \$10,000.

If advertising or other services are offered to a donor in exchange for a donation or gift, the School shall objectively value the donation or gift in order to ensure the School receives at least fair value.

The School’s Director shall ensure that any applicable fiscal policies of the School are complied with in connection with donations. The School shall comply with other applicable laws and regulations, including but not limited to procurement requirements, rules related to construction of improvements, IRS regulations, and Title IX requirements.

Fundraising

Fundraising is defined as an organized effort to solicit individuals, businesses, or foundations for money or in-kind gifts to be given directly to the School.

For the purposes of this policy, “school sponsored” means activities that are expressly authorized by the School’s Director or Board of Directors that support the School or authorized curricular clubs, activities, sports, classes, or programs that are themselves school sponsored. School-sponsored activities shall be managed or supervised by School employees. Activities sponsored by the School’s parent organization are not school-sponsored activities, but the parent organization may be involved in and provided assistance in connection with school-sponsored activities.

The following guidelines must be followed in connection with School fundraising:

1. The fundraising activity must be undertaken with the intent of obtaining a benefit consistent with the School’s mission.
2. The fundraising activity must not violate the School’s charter, Board policies, or applicable law.
3. Proposals for fundraising activities must be submitted to the School’s Director for approval.
4. The School’s Director may restrict the time, place, and manner of any approved fundraising activity.
5. Fundraising activities should be planned and scheduled in a manner that does not create conflict, confusion, or excessive fundraising pressures on students, families, or potential donors.
6. Fundraising activities that may expose the School to risk of financial loss or liability if the activity is not successful shall not be approved.
7. The participation of School employees, students, and parents in any fundraising activity shall be voluntary. However, School employees may be assigned to supervise students in connection with School-sponsored fundraising activities in connection with their employment. Such employees may be compensated for such work as appropriate as determined by the School’s Director.
8. Students may not be required to participate in a fundraising activity as a condition for belonging to a team, club, or group, and a student’s fundraising efforts may not affect his or her participation time or standing in any team, club, or group.
9. Competitive enticements for student participation in fundraising efforts are generally discouraged, and any such rewards or prizes must be approved by the School’s Director.
10. The School’s Director shall ensure that the School’s Fee Waiver Policy is complied with in connection with all School-sponsored fundraising activities that involve fees. Any fee waivers must be granted in accordance with the Fee Waiver Policy.
11. All funds raised through school-sponsored fundraising activities are considered public funds and shall be handled accordingly. The School’s

- Director shall ensure that all other applicable fiscal policies are complied with in connection with fundraising activities.
12. Any fundraising activities that are related to the School but not school sponsored, such as fundraising activities of the parent organization, shall clearly inform School patrons that the activity is not school sponsored. School employees may participate in such activities as volunteers but must not represent that they are acting as employees or representatives of the School.
 13. The School's Director shall ensure that charitable donation receipts are provided as necessary.
 14. The School's employer identification number and sales tax exemption number may only be used by School personnel in connection with school-sponsored activities. No other entity, including the School's parent organization, may use these numbers.
 15. Any School employee involved in managing or overseeing non-School-sponsored fundraising must disclose to the School's Director any financial or controlling interest in or access to bank accounts of the fundraising organization or company.
 16. The School may cooperate with outside entities such as the parent organization in connection with non-school-sponsored fundraising activities. The School may allow these groups to use School facilities at little or no charge. At the School Director's discretion, the School may provide some level of support or pay for portions of these activities. The details of the arrangements for non-school-sponsored fundraising activities shall be understood and agreed to by the School's Director and the representatives of the outside entity. This must take into consideration the School's fiduciary responsibility for the management and use of public funds and assets.
 17. The School is committed to principles of gender equity and compliance with Title IX guidance. The School commits to use all facilities, unrestricted gifts, and other available funds in harmony with these principles. The School reserves the right to decline or restrict donations, gifts, and fundraising proceeds, including those that might result in gender inequity or a violation of Title IX. Fundraising opportunities shall be equitable for all students, comply with Title IX, and be in harmony with Article X of the Utah Constitution.

The School's Director shall ensure that School employees receive appropriate training in connection with these policies. Training shall be provided at least annually to employees whose job duties are affected by the School's fiscal policies.

Review

The School shall review this policy annually.