

Scholar Academy

Board of Directors Meeting

May 25, 2023

Time: 5:00PM

Anchor Location: 928 North 100 East, Tooele, UT 84074

This meeting of the board of directors will be held electronically. If you would like to attend the meeting, accommodations will be made for the public at the anchor location identified.

Scholar Academy is committed to creating a learning environment that fosters in students the development of divergent thinking and problem solving skills, providing opportunities which enable all students to develop a sense of civic responsibility and achieve their highest potential.

AGENDA

CALL TO ORDER

PUBLIC COMMENT (limited to three minutes each)

TRAINING

- Open and Public Meetings Act

REPORTS

- Director's Report
- Budget Report
 - Fraud Risk Assessment & Annual Commitment to Ethical Behavior

CONSENT ITEMS

- January 26, 2023 Board Meeting Minutes
- February 8, 2023 Board Meeting Minutes
- March 29, 2023 Board Meeting Minutes

VOTING ITEMS AND DISCUSSION ITEMS

- Board Member Terms & Elected Officers
- Audit Engagement Letter
- 2022/2023 Final Amended Budget
- 2023/2024 Proposed Budget
- Reward RFP for General Contractor
- Silver Peak Engineering Invoice
- Open Up Resource Invoice
- Reading Horizons Purchase
- Computer Purchase
- Teton Science Schools Invoice
- Teacher Student Success Act Plan (TSSA)
- Mental Health Screening Determination
- Sex Education Committee Membership
- Rescind Test Administration Policy
- Language Access Policy
- Amended Administration of Medication Policy

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.

- Policies to Review
 - Attendance Policy
 - Donation and Fundraising Policy
- Director Employment Agreement

CALENDARING

- Board Meeting Calendar 2023/2024

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.

Utah Open & Public Meetings Act Annual Training Materials

DEFINITIONS

Public Policy: it is the intent of the Open and Public Meetings Act (the “Act”) that public bodies take their actions *and* conduct their deliberations openly.

A “**Meeting**” is defined as (i) the “convening” of a public body (ii) with a “quorum” present. This includes a workshop or an executive session, whether in person or by means of electronic communications.

Electronic Message Transmissions. The Act does not restrict a board member from transmitting an electronic message to other board members at a time when the board is not convened in an open meeting. (Remember, electronic messages are subject to the Government Records Access Management Act and the Act’s definition of a “meeting.”)

“**Convening**” means the calling together of the board by a person authorized to do so for the purpose of discussing, receiving comments from the public about, or acting upon a matter over which the board has jurisdiction or advisory power.

A “**Quorum**” is defined by the organization’s bylaws.

NOTICE REQUIREMENTS

Notice of public meetings must be: (i) posted at the principal office, or if that does not exist, at the building where the meeting is to be held; (ii) posted on the Utah Public Notice Website (www.utah.gov/pmnl/); and (iii) provided to newspaper/media (accomplished by posting on the Utah Public Notice website).

- 1) Notice must be provided no less than 24 hours prior to the meeting.
- 2) Notice must include the meeting agenda, date, time, and place.
- 3) Annual Notice. If regular meetings are scheduled in advance over the course of a year, the board must give notice at least once each year of its annual schedule (date, time, place).
- 4) Agendas. The agenda must provide reasonable specificity of each topic that will be considered at the board meeting.

Public Comment. At the discretion of the board chair, a topic raised by the public can be discussed during the meeting even if it was not included on the agenda. However, the board cannot take final action on a topic unless it was included on a properly noticed agenda.

- 5) Emergency Meetings. If the board holds an “emergency meeting,” as defined by §52-4-202(5), the notice requirements above do not apply. Emergency meetings are limited to unforeseen circumstances that require immediate consideration, and the best practicable notice is still required.

ELECTRONIC MEETINGS - A board can hold an electronic meeting if it has adopted a resolution/rule/ordinance governing the use of electronic meetings (satisfied by adopting Electronic Meetings Policy).

- 1) Electronic Meeting Notice Requirements. In addition to the public notice requirements for a regular meeting, notice for an electronic meeting must also include: (i) written notice at the anchor location (unless no anchor location exists in accordance with the exception below); and (ii) 24 hr. minimum notice to board members with a description of how they will be connected to the meeting.
- 2) Anchor Location Requirements. When holding an electronic meeting, the board must identify an “anchor location” and provide space where members of the public can attend the open portions of the meeting. The anchor location must be in the building/location where the board would normally meet if they were not holding an electronic meeting.

Exception to Anchor Location Requirement: No anchor location is required if the board chair determines: (i) that having an anchor location presents a substantial risk to the health or safety of those present at the anchor location; or (ii) the location where the board would normally meet has been ordered closed for public health/safety reasons. If no anchor location will be made available under this exception, the public notice for the meeting must include a statement of the chair’s risk determination, a summary of the facts supporting the determination, and information on how the public can attend electronically. The determination is valid for 30 days.

REQUIRED OPEN MEETING RECORDS - Written minutes and a recording shall be kept for all open meetings.

- 1) Written Minutes. Minutes must include the following:
 - a) the date, time and place of the meeting;
 - b) the names of members present and absent;
 - c) the substance of all matters proposed, discussed or decided (or audio link);
 - d) a record, by individual member, of each vote taken;
 - e) the name of any person who provides comments to the board, as well as a brief summary (or audio link) of their comment; and

- f) any information that a board member asks to be entered in the minutes.

Note: Pending minutes must indicate they are not approved.

- 2) Audio Recording. The board must maintain a complete and unedited recording of all open portions of each meeting.

Note: members of the public can record the meeting so long as it does not interfere with the meeting.

- 3) Public Availability of Records:

- a) *Pending Minutes*: must be made available within a reasonable time after the meeting.
- b) *Approved Minutes & Meeting Materials*: within three (3) business days after approving written minutes, the board must: (i) post the approved minutes *and* meeting materials distributed at the meeting to the Public Notice Website; and (ii) make both available at the primary office.

Note: If an individual presents or provides electronic information related to an agenda item, the board shall require a copy to be included in the public record.

- c) *Recording*: within three (3) business days, make the audio recording available to the public.

CLOSED SESSION REQUIREMENTS - A meeting is open to the public unless closed under §52-4-204, -205, -206.

- 1) A meeting may be closed to the public by a 2/3 majority vote to close.
- 2) Closed Session Voting. No vote can be taken in a closed meeting, except for a vote to end the closed meeting and return to an open meeting (requires a majority vote).
- 3) Permissible Reasons for Closed Session. Discussions regarding: an individual's character, competence, mental health; collective bargaining; pending or imminent litigation; sale/purchase of real property; security personnel, devices or system discussions; investigative proceedings for criminal misconduct; or when acting as the evaluation committee, protest officer, or appeals committee under the procurement code.
- 4) Public Record of Closed Session. The public minutes and recording must include: (i) the reason(s) for holding the closed session; (ii) the location; and (iii) the vote, by name, of all members for or against closing the meeting.

5) Closed Session Records:

- a) *Recording Requirement.* Closed meetings must be recorded in their entirety *unless* the meeting was closed to discuss: (i) the character, professional competence or physical/mental health of an individual; or (ii) to discuss security personnel, devices or systems.

The closed session recording must include: (i) the date, time and place of the closed meeting; (ii) the names of members present and absent; and (iii) the names of all others present in the closed session unless disclosure infringes on the confidentiality purposes of the closed meeting.

Note: if the meeting was not recorded under the exceptions noted above, the board chair/president must sign a sworn statement affirming that the sole purpose for closing the closed meeting was to discuss one of the exempt purposes.

- b) Closed session minutes are optional.
- c) Closed session recordings and minutes are “protected records” under Utah’s Government Records Access Management Act.

AFFIRMATION OF TRAINING

In accordance with the requirements of UCA §52-4-104. et. seq., Utah’s Open and Public Meetings Act, I _____, having been duly sworn, and on my oath, do affirm as follows:

I have completed the required annual training for a member of **Scholar Academy Board of Directors** by way of the following:

- Online video
- Review of the PDF presentation I received via e-mail (the state legislature version) or other source
- Review of PowerPoint presentation I received via e-mail or other source
- Other: Attended In-Person Training and Received PDF Presentation

Further, your affiant sayth not.

DATED this 25th day of May, 2023

Board Member Signature

Scholar Academy
Proposed Initial FY24 Budget and Final FY23 Budget
For Approval at May 25, 2023 Board Meeting

Accounts	Actual FY2022 Results	Original FY2023 Budget	Current P&L Through 4-30-23	Proposed FY2023 Amended	Proposed FY2024 (All Funds)
Income					
1000 - Revenue From Local Sources	56,670	125,500	208,512	226,056	228,650
3000 - Revenue From State Sources	5,451,522	5,982,920	5,059,332	5,975,940	6,520,813
4000 - Revenue From Federal Sources	761,493	593,964	187,597	310,328	551,900
5000 - Other Financing Sources					
Total Income	6,269,685	6,702,383	5,455,441	6,512,324	7,301,363
Gross Margin	6,269,685	6,702,383	5,455,441	6,512,324	7,301,363
Gross Margin %	100.0%	100.0%	100.0%	100.0%	100.0%
Expenses					
0100 - Salaries	2,838,928	2,938,083	2,386,511	3,167,000	3,302,540
0200 - Employee Benefits	807,845	911,990	636,348	882,500	930,000
0300-Purchased Professional and Technical Services	380,707	427,000	455,673	477,500	520,500
0400-Purchased Property Services	74,953	101,500	113,747	177,000	569,000
0500-Other Purchased Services	78,093	90,000	51,417	74,000	74,700
0600-Supplies and Materials	532,727	608,999	385,847	565,000	596,500
0700-Property	0	440,000	3,356	26,000	85,000
0800-Debt Service and Miscellaneous	809,257	825,000	805,834	822,000	825,800
Total Expenses	5,522,510	6,342,571	4,838,732	6,191,000	6,904,040
Net Income	747,175	359,813	616,709	321,324	397,323
Net Income %	11.9%	5.4%	11.3%	4.9%	5.4%
EBITDA	747,175	359,813	616,709	321,324	397,323
EBITDA %	11.9%	5.4%	11.3%	4.9%	5.4%

Notes:

Budget Based on 666 Students for FY24

Board Member Annual Commitment to Ethical Behavior

I understand that as a board member of Scholar Academy I should always engage in ethical behavior. I have read the school's Ethics Policy and am committed to abiding by the policy, conducting myself consistent with high standards of ethics, and complying with applicable law.

Signature _____
Board Member Name

Date

Signature _____
Board Member Name

Date

Signature _____
Board Member Name

Date

Signature _____
Board Member Name

Date

Signature _____
Board Member Name

Date

Signature _____
Board Member Name

Date

Signature _____
Board Member Name

Date

Fraud Risk Assessment

INSTRUCTIONS:

- Reference the *Fraud Risk Assessment Implementation Guide* to determine which of the following recommended measures have been implemented.
- Indicate successful implementation by marking “Yes” on each of the questions in the table. Partial points may not be earned on any individual question.
- Total the points of the questions marked “Yes” and enter the total on the “Total Points Earned” line.
- Based on the points earned, circle/highlight the risk level on the “Risk Level” line.
- Enter on the lines indicated the entity name, fiscal year for which the Fraud Risk Assessment was completed, and date the Fraud Risk Assessment was completed.
- Print CAO and CFO names on the lines indicated, then have the CAO and CFO provide required signatures on the lines indicated.

Fraud Risk Assessment

Continued

*Total Points Earned: 355/395 *Risk Level: Very Low Low Moderate High Very High
 > 355 316-355 276-315 200-275 < 200

	Yes	Pts
1. Does the entity have adequate basic separation of duties or mitigating controls as outlined in the attached Basic Separation of Duties Questionnaire?	200	200
2. Does the entity have governing body adopted written policies in the following areas:		
a. Conflict of interest?	5	5
b. Procurement?	5	5
c. Ethical behavior?	5	5
d. Reporting fraud and abuse?	5	5
e. Travel?	5	5
f. Credit/Purchasing cards (where applicable)?	5	5
g. Personal use of entity assets?	5	5
h. IT and computer security?	5	5
i. Cash receipting and deposits?	5	5
3. Does the entity have a licensed or certified (CPA, CGFM, CMA, CIA, CFE, CGAP, CPFO) expert as part of its management team?	20	20
a. Do any members of the management team have at least a bachelor's degree in accounting?	10	10
4. Are employees and elected officials required to annually commit in writing to abide by a statement of ethical behavior?	20	20
5. Have all governing body members completed entity specific (District Board Member Training for local/special service districts & interlocal entities, Introductory Training for Municipal Officials for cities & towns, etc.) online training (training.auditor.utah.gov) within four years of term appointment/election date?		20
6. Regardless of license or formal education, does at least one member of the management team receive at least 40 hours of formal training related to accounting, budgeting, or other financial areas each year?	20	20
7. Does the entity have or promote a fraud hotline?	20	20
8. Does the entity have a formal internal audit function?		20
9. Does the entity have a formal audit committee?	20	20

*Entity Name: Scholar Academy _____

*Completed for Fiscal Year Ending: 2023 _____ *Completion Date:

*CAO Name: Traelle Gailey *CFO Name: Dusty Griffith

*CAO Signature: _____ *CFO Signature: _____

*Required

Basic Separation of Duties

See the following page for instructions and definitions.

	Yes	No	MC*	N/A
1. Does the entity have a board chair, clerk, and treasurer who are three separate people?	✓			
2. Are all the people who are able to receive cash or check payments different from all of the people who are able to make general ledger entries?	✓			
3. Are all the people who are able to collect cash or check payments different from all the people who are able to adjust customer accounts? If no customer accounts, check "N/A".				✓
4. Are all the people who have access to blank checks different from those who are authorized signers?		✓	✓	
5. Does someone other than the clerk and treasurer reconcile all bank accounts OR are original bank statements reviewed by a person other than the clerk to detect unauthorized disbursements?	✓			
6. Does someone other than the clerk review periodic reports of all general ledger accounts to identify unauthorized payments recorded in those accounts?	✓			
7. Are original credit/purchase card statements received directly from the card company by someone other than the card holder? If no credit/purchase cards, check "N/A".	✓			
8. Does someone other than the credit/purchase card holder ensure that all card purchases are supported with receipts or other supporting documentation? If no credit/purchase cards, check "N/A".	✓			
9. Does someone who is not a subordinate of the credit/purchase card holder review all card purchases for appropriateness (including the chief administrative officer and board members if they have a card)? If no credit/purchase cards, check "N/A".	✓			
10. Does the person who authorizes payment for goods or services, who is not the clerk, verify the receipt of goods or services?	✓			
11. Does someone authorize payroll payments who is separate from the person who prepares payroll payments? If no W-2 employees, check "N/A".	✓			
12. Does someone review all payroll payments who is separate from the person who prepares payroll payments? If no W-2 employees, check "N/A".	✓			

* MC = Mitigating Control

Basic Separation of Duties

Continued

Instructions: Answer questions 1-12 on the Basic Separation of Duties Questionnaire using the definitions provided below.

☺ If all of the questions were answered “Yes” or “No” with mitigating controls (“MC”) in place, or “N/A,” the entity has achieved adequate basic separation of duties. Question 1 of the Fraud Risk Assessment Questionnaire will be answered “Yes.” 200 points will be awarded for question 1 of the Fraud Risk Assessment Questionnaire.

☹ If any of the questions were answered “No,” and mitigating controls are not in place, the entity has not achieved adequate basic separation of duties. Question 1 of the Fraud Risk Assessment Questionnaire will remain blank. 0 points will be awarded for question 1 of the Fraud Risk Assessment Questionnaire.

Definitions:

Board Chair is the elected or appointed chairperson of an entity’s governing body, e.g. Mayor, Commissioner, Councilmember or Trustee. The official title will vary depending on the entity type and form of government.

Clerk is the bookkeeper for the entity, e.g. Controller, Accountant, Auditor or Finance Director. Though the title for this position may vary, they validate payment requests, ensure compliance with policy and budgetary restrictions, prepare checks, and record all financial transactions.

Chief Administrative Officer (CAO) is the person who directs the day-to-day operations of the entity. The CAO of most cities and towns is the mayor, except where the city has a city manager. The CAO of most local and special districts is the board chair, except where the district has an appointed director. In school districts, the CAO is the superintendent. In counties, the CAO is the commission or council chair, except where there is an elected or appointed manager or executive.

General Ledger is a general term for accounting books. A general ledger contains all financial transactions of an organization and may include sub-ledgers that are more detailed. A general ledger may be electronic or paper based. Financial records such as invoices, purchase orders, or depreciation schedules are not part of the general ledger, but rather support the transaction in the general ledger.

Mitigating Controls are systems or procedures that effectively mitigate a risk in lieu of separation of duties.

Original Bank Statement means a document that has been received directly from the bank. Direct receipt of the document could mean having the statement 1) mailed to an address or PO Box separate from the entity’s place of business, 2) remain in an unopened envelope at the entity offices, or 3) electronically downloaded from the bank website by the intended recipient. The key risk is that a treasurer or clerk who is intending to conceal an unauthorized transaction may be able to physically or electronically alter the statement before the independent reviewer sees it.

Treasurer is the custodian of all cash accounts and is responsible for overseeing the receipt of all payments made to the entity. A treasurer is always an authorized signer of all entity checks and is responsible for ensuring cash balances are adequate to cover all payments issued by the entity.

Scholar Academy
Board of Directors Meeting
January 26, 2023

Anchor Location: 928 North 100 East, Tooele, UT 84074

This meeting of the board of directors was held electronically.

In Attendance: Jared Hamner, Dusty Griffith, Johanna Leonelli

Others In Attendance: Traelle Gailey, Jeff Hall, Stacey Phillips, Krystal Taylor, Jon McQueary, Kyle Rasmussen

Excused: Cami Cazier, Dustin Laughlin

MINUTES

CALL TO ORDER

Jared Hamner called the meeting to order at 5:06PM.

PUBLIC COMMENT

- 2023/2024 Fee Schedule & Fee Waiver Policy
This was the first opportunity for the public to comment on the proposed fee schedule. There were no public comments.

PRESENTATIONS

- Audit Presentation & Training
Kyle Rasmussen from Eide Bailly presented information on the most recent audit. The audit was clean with no findings. The board was also able to ask questions and gain clarification on the audit.
Kyle Rasmussen left the meeting immediately following his report.

REPORTS

- Principal's Report
Traelle Gailey provided an updated with the ongoing activities happening with the school and the local community.
- Budget Report
Jon McQueary reviewed the current budget numbers along with explanations for specific line items. The board will consider creating a policy surrounding PTIF transfers.
Dusty Griffith joined the meeting at 5:26PM.

CONSENT ITEMS

- October 27, 2022 Board Meeting and Closed Session Minutes
Johanna Leonelli made a motion up to approve the October 27, 2022 Board Meeting and Closed Session Minutes. Dusty Griffith seconded. Motion passed unanimously. Votes were as follows: Jared Hamner, Aye; Johanna Leonelli, Aye; Dusty Griffith, Aye.

VOTING ITEMS AND DISCUSSION ITEMS

- 2023/2024 School Year Calendar
The 2023/2024 School Year Calendar was reviewed. This calendar aligned closely with the local school district.
- Sex Education Instruction Curriculum

Traelle Gailey informed the board that the committee met and recommended the curriculum remain the same from previous years.

- Amended School LAND Trust Plan
Jeff Hall presented on the amended LAND Trust information via presentation.
- Proper Use of Public Funds and Assets Policy
- Reuse and Disposal of Textbooks Policy
Krystal Taylor provided a brief explanation of the two listed policies. The board had no further discussion or questions.
- Construction Purchases
Traelle Gailey reviewed the overall vision for construction at the school with the goals in mind. The board was in support of Traelle's recommendation and would like to move forward with the architectural plans.
Dusty Griffith made a motion up to approve above voting items as discussed with a specification on the Silver Peak architectural purchase of up to \$44,000. Johanna Leonelli seconded. Motion passed unanimously. Votes were as follows: Jared Hamner, Aye; Johanna Leonelli, Aye; Dusty Griffith, Aye.

CALENDARING

- Upcoming Board Meeting
- National Charter School Conference- June 18-21st, Austin TX
The board discussed the possible movement of all future board meetings to accommodate scheduling. The next meeting will be held on March 29th, 2023. Considerations for attendance at the national conference are underway. The board recommended that Traelle Gailey consider attending if possible.

ADJOURN

At 6:29 PM Johanna Leonelli made a motion to adjourn. Dusty Griffith seconded. Motion passed unanimously. Votes were as follows: Jared Hamner, Aye; Johanna Leonelli, Aye; Dusty Griffith, Aye.

Scholar Academy
Board of Directors Meeting
February 08, 2023

Anchor Location: 928 North 100 East, Tooele, UT 84074

This meeting of the board of directors was held electronically.

In Attendance: Jared Hamner, Cami Cazier, Dusty Griffith

Others In Attendance: Traelle Gailey, Krystal Taylor, Stacey Phillips

Excused: Dustin Laughlin, Johanna Leonelli

MINUTES

CALL TO ORDER

Jared Hamner called the meeting to order at 5:04PM.

VOTING ITEMS AND DISCUSSION ITEMS

- 2023/2024 School Year Calendar
- LEA Specific License

Traelle Gailey presented the small change to the school year calendar and reviewed the route each individual presented is taking towards licensing. She is requesting the board approve both individuals for three-year LEA Specific Licenses.

Dusty Griffith made a motion up to approve the 2023/2024 School Year Calendar and a three year LEA Specific License for both Shelly Kern and Nicholas Kempin. Cami Cazier seconded. Motion passed unanimously. Votes were as follows: Jared Hamner, Aye; Cami Cazier, Aye; Dusty Griffith, Aye.

CALENDARING

- Board Meeting
The next meeting will be held on March 29th, 2023.

ADJOURN

At 5:12 PM Cami Cazier made a motion to adjourn. Dusty Griffith seconded. Motion passed unanimously. Votes were as follows: Jared Hamner, Aye; Cami Cazier, Aye; Dusty Griffith, Aye.

Scholar Academy
Board of Directors Meeting
March 29, 2023

Anchor Location: 928 North 100 East, Tooele, UT 84074

This meeting of the board of directors was held electronically.

In Attendance: Jared Hamner, Cami Cazier, Dusty Griffith, Johanna Leonelli

Others In Attendance: Traelle Gailey, Jeff Hall, Jon McQueary, Krystal Taylor, Stacey Phillips

Excused: Dustin Laughlin

MINUTES

CALL TO ORDER

Jared Hamner called the meeting to order at 5:09PM.

PUBLIC COMMENT

- 2023/2024 Fee Schedule & Fee Waiver Policy
This was the second opportunity for the public to comment on the 2023/2024 Fee Schedule & Fee Waiver Policy. There were no comments.

REPORTS

- Director's Report
Traelle Gailey provided updated enrollment information for the upcoming school year. A teacher was recognized at the state as an outstanding math teacher. Johanna Leonelli joined the meeting at 5:12PM.
- Budget Report
Jon McQueary summarized the monthly financial statements. The budget is operating as expected for the time of year.

VOTING ITEMS AND DISCUSSION ITEMS

- School LAND Trust Plan
Jeff Hall presented information the School LAND Trust Plan and how funds will be allocated.
- ETS Phone Service Agreement
Traelle Gailey outlined the terms of the contract renewal with ETS. She is pleased with the service that is provided.
Dusty Griffith made a motion to approve the school LAND Trust Plan and the ETS Phone Service Agreement. Jared Hamner seconded. Motion passed unanimously. Votes were as follows: Jared Hamner, Aye; Cami Cazier, Aye; Dusty Griffith, Aye; Johanna Leonelli, Aye.
- 2023/2024 Fee Schedule & Fee Waiver Policy
- Assessment of Student Achievement Policy
- Investment Policy
- Public Education Materials Development Policy
- Selection and Purchase of Instructional Materials Policy
- Student Transportation Policy
- Supervision of Students at School-Sponsored Activities Policy
Krystal Taylor provided a summary of each policy listed above. The board received each policy to review.

Jared Hamner made a motion to approve the 2023/2024 Fee Schedule & Fee Waiver Policy, Assessment of Student Achievement Policy, Investment Policy, Public Education Materials Development Policy, Selection and Purchase of Instructional Materials Policy, Student Transportation Policy, and the Supervision of Students at School-Sponsored Activities Policy. Dusty Griffith seconded. Motion passed unanimously. Votes were as follows: Jared Hamner, Aye; Cami Cazier, Aye; Dusty Griffith, Aye; Johanna Leonelli, Aye.

CALENDARING

- Board Meeting- May 25th, 2023
The next Scholar Academy board meeting will be held on May 25th, 2023.

ADJOURN

At 5:48PM Johanna Leonelli made a motion to adjourn. Cami Cazier seconded. Motion passed unanimously. Votes were as follows: Jared Hamner, Aye; Cami Cazier, Aye; Dusty Griffith, Aye; Johanna Leonelli, Aye.

DRAFT

SCHOLAR ACADEMY

ACHIEVING EXCELLENCE TOGETHER

Name	Position	Term End Date
Traelle Gailey	Principal	
Dusty Griffith	Board Member	06/30/23
Cami Cazier	Board Chair	06/30/24
Jared Hamner	Board Member	06/30/23
Dustin Laughlin	Financial Coordinator / Audit and finance committee	06/30/24
Johanna Leonelli	Board Member	06/30/23

May 4, 2023

Board of Directors

School

School Address

School Address

You have requested that we audit the financial statements of the governmental activities and each major fund of **School Name** (the School) as of June 30, 2023, and for the year then ended, and the related notes to the financial statements, which collectively comprise the School's basic financial statements.

In addition, we will audit the entity's compliance over major federal award programs for the period ended June 30, 2023, if federal expenditures exceed \$750,000. We are pleased to confirm our acceptance and our understanding of this audit engagement by means of this letter.

Our audits will be conducted with the objectives of our expressing an opinion on each opinion unit and an opinion on compliance regarding the entity's major federal award programs. The objectives of our audit of the financial statements are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with auditing standards generally accepted in the United States of America (GAAS) and in accordance with *Government Auditing Standards*, and/or any state or regulatory audit requirements will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

The objectives of our compliance audit are to obtain sufficient appropriate audit evidence to form an opinion and report at the level specified in the governmental audit requirement about whether the entity complied in all material respects with the applicable compliance requirements and identify audit and reporting requirements specified in the governmental audit requirement that are supplementary to GAAS and Government Auditing Standards, if any, and perform procedures to address those requirements.

Accounting principles generally accepted in the United States of America (U.S. GAAP), as promulgated by the Governmental Accounting Standards Board (GASB), require that Management's Discussion and Analysis, Statement of Revenues, Expenditures and Changes in Fund Balances - Budget and Actual – General Fund and Notes to Required Supplementary Information be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the required supplementary information (RSI) in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist primarily of inquiries of management regarding their methods of measurement and presentation and comparing the

information for consistency with management’s responses to our inquiries. We will not express an opinion or provide any form of assurance on the RSI. The following RSI is required by accounting principles generally accepted in the United States of America. This RSI will be subjected to certain limited procedures but will not be audited:

- Management’s Discussion and Analysis
- Statement of Revenues, Expenditures and Changes in Fund Balances - Budget and Actual – General Fund
- Notes to Required Supplementary Information

Schedule of Expenditures of Federal Awards

We will subject the schedule of expenditures of federal awards to the auditing procedures applied in our audit of the basic financial statements and certain additional procedures, including comparing and reconciling the schedule to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and additional procedures in accordance with auditing standards generally accepted in the United States of America. We intend to provide an opinion on whether the schedule of expenditures of federal awards is presented fairly in all material respects in relation to the financial statements as a whole.

Data Collection Form

Prior to the completion of our engagement, we will complete the sections of the Data Collection Form that are our responsibility. The form will summarize our audit findings, amounts and conclusions. It is management’s responsibility to submit a reporting package including financial statements, schedule of expenditure of federal awards, summary schedule of prior audit findings and corrective action plan along with the Data Collection Form to the federal audit clearinghouse. The financial reporting package must be text searchable, unencrypted, and unlocked. Otherwise, the reporting package will not be accepted by the federal audit clearinghouse. We will assist you in the electronic submission and certification. You may request from us copies of our report for you to include with the reporting package submitted to pass-through entities.

The Data Collection Form is required to be submitted within the *earlier* of 30 days after receipt of our auditors’ reports or nine months after the end of the audit period, unless specifically waived by a federal cognizant or oversight agency for audits. Data Collection Forms submitted untimely are one of the factors in assessing programs at a higher risk.

Audit of the Financial Statements

We will conduct our audits in accordance with GAAS, the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States of America, the audit requirements of Title 2 U.S. Code of Federal Regulations (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance) and, in accordance with any state or regulatory audit requirements. As part of an audit of financial statements in accordance with GAAS and in accordance with *Government Auditing Standards*, Uniform Guidance and/or any state or regulatory audit requirements we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material

misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.

- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. However, we will communicate to you in writing concerning any significant deficiencies or material weaknesses in internal control relevant to the audit of the financial statements that we have identified during the audit.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- Conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the School's ability to continue as a going concern for a reasonable period of time.

Because of the inherent limitations of an audit, together with the inherent limitations of internal control, an unavoidable risk that some material misstatements or noncompliance may not be detected exists, even though the audit is properly planned and performed in accordance with GAAS and *Government Auditing Standards* of the Comptroller General of the United States of America and/or state or regulatory audit requirements.

Our responsibility as auditors is limited to the period covered by our audit and does not extend to any other periods.

We will issue a written report upon completion of our audit of the School's basic financial statements. Our report will be addressed to the governing body of the School. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions, add an emphasis-of-matter or other-matter paragraph(s) to our auditor's report, or if necessary, withdraw from the engagement. If our opinions on the basic financial statements are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or to issue a report as a result of this engagement.

In accordance with the requirements of *Government Auditing Standards*, we will also issue a written report describing the scope of our testing over internal control over financial reporting and over compliance with laws, regulations, and provisions of grants and contracts, including the results of that testing. However, providing an opinion on internal control and compliance over financial reporting will not be an objective of the audit and, therefore, no such opinion will be expressed.

We also will issue a written report on our financial statement and single audit upon completion of our audit.

Audit of Major Program Compliance

Our audit of the School's major federal award program(s) compliance will be conducted in accordance with the requirements of the Single Audit Act, as amended; and the Uniform Guidance and will include tests of accounting records, a determination of major programs in accordance with the Uniform Guidance, and other procedures we consider necessary to enable us to express such an opinion on major federal award program compliance and to render the required reports. We cannot provide assurance that an unmodified opinion on compliance will be expressed. Circumstances may arise in which it is necessary for us to modify our opinion or withdraw from the engagement.

The Uniform Guidance requires that we also plan and perform the audit to obtain reasonable assurance about whether the material noncompliance with applicable laws and regulations, the provisions of contracts and grant agreements applicable to major federal award programs, and the applicable compliance requirements occurred, whether due to fraud or error, and express an opinion on the entity's compliance based on the audit. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS, *Government Auditing Standards*, and the Uniform Guidance will always detect material noncompliance when it exists. The risk of not detecting material noncompliance resulting from fraud is higher than for that resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Noncompliance with the compliance requirements is considered material if there is a substantial likelihood that, individually or in the aggregate, it would influence the judgment made by a reasonable user of the report on compliance about the entity's compliance with the requirements of the federal programs as a whole.

As part of a compliance audit in accordance with GAAS *and in accordance with Government Auditing Standards*, we exercise professional judgment and maintain professional skepticism throughout the audit. We also identify and assess the risks of material noncompliance, whether due to fraud or error, and design and perform audit procedures responsive to those risks.

Our procedures will consist of determining major federal programs and performing the applicable procedures described in the U.S. Office of Management and Budget *OMB Compliance Supplement* for the types of compliance requirements that could have a direct and material effect on each of the entity's major programs, and performing such other procedures as we considers necessary in the circumstances. The purpose of those procedures will be to express an opinion on the entity's compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to the Uniform Guidance.

Also, as required by the Uniform Guidance, we will obtain an understanding of the entity's internal control over compliance relevant to the audit in order to design and perform tests of controls to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each of the entity's major federal award programs. Our tests will be less in scope than would be necessary to render an opinion on these controls and, accordingly, no opinion will be expressed in our report. However, we will communicate to you, regarding, among other matters, the planned scope and timing of the audit and any significant deficiencies and material weaknesses in internal control over compliance that we have identified during the audit.

We will issue a report on compliance that will include an opinion or disclaimer of opinion regarding the entity's major federal award programs, and a report on internal controls over compliance that will report any significant deficiencies and material weaknesses identified; however, such report will not express an opinion on internal control.

Management Responsibilities

Our audit will be conducted on the basis that management and, when appropriate, those charged with governance, acknowledge and understand that they have responsibility:

1. For the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America;
2. For the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error;

3. For identifying, in its accounts, all federal awards received and expended during the period and the federal programs under which they were received;
4. For maintaining records that adequately identify the source and application of funds for federally funded activities;
5. For preparing the schedule of expenditures of federal awards (including notes and noncash assistance received) in accordance with the Uniform Guidance;
6. For designing, implementing, and maintaining effective internal control over federal awards that provides reasonable assurance that the entity is managing federal awards in compliance with federal statutes, regulations, and the terms and conditions of the federal awards;
7. For identifying and ensuring that the entity complies with federal laws, statutes, regulations, rules, provisions of contracts or grant agreements, and the terms and conditions of federal award programs and implementing systems designed to achieve compliance with applicable federal statutes, regulations, and the terms and conditions of federal award programs;
8. For disclosing accurately, currently, and completely, the financial results of each federal award in accordance with the requirements of the award;
9. For identifying and providing report copies of previous audits, attestation engagements, or other studies that directly relate to the objectives of the audit, including whether related recommendations have been implemented;
10. For taking prompt action when instances of noncompliance are identified;
11. For addressing the findings and recommendations of auditors, for establishing and maintaining a process to track the status of such findings and recommendations and taking corrective action on reported audit findings from prior periods and preparing a summary schedule of prior audit findings;
12. For following up and taking corrective action on current year audit findings and preparing a corrective action plan for such findings;
13. For submitting the reporting package and data collection form to the appropriate parties;
14. For making the auditor aware of any significant contractor relationships where the contractor is responsible for program compliance;
15. To provide us with:
 - a. Access to all information of which management is aware that is relevant to the preparation and fair presentation of the financial statements including disclosures, and relevant to federal award programs, such as records, documentation, and other matters;
 - b. Additional information that we may request from management for the purpose of the audit; and
 - c. Unrestricted access to persons within the entity from whom we determine it necessary to obtain audit evidence.
16. For adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the current year period(s) under audit are immaterial, both individually and in the aggregate, to the financial statements as a whole;
17. For acceptance of nonattest services, including identifying the proper party to oversee nonattest work;
18. For maintaining adequate records, selecting and applying accounting principles, and safeguarding assets;
19. For informing us of any known or suspected fraud affecting the entity involving management, employees with significant role in internal control and others where fraud could have a material effect on compliance;
20. For the accuracy and completeness of all information provided;
21. For taking reasonable measures to safeguard protected personally identifiable and other sensitive information; and
22. For confirming your understanding of your responsibilities as defined in this letter to us in your management representation letter.

With regard to the schedule of expenditures of federal awards referred to above, you acknowledge and understand your responsibility (a) for the preparation of the schedule of expenditures of federal awards in accordance with the Uniform Guidance, (b) to provide us with the appropriate written representations regarding the schedule of expenditures of federal awards, (c) to include our report on the schedule of expenditures of federal awards in any document that contains the schedule of expenditures of federal awards and that indicates that we have reported on such schedule, and (d) to present the schedule of expenditures of federal awards with the audited financial statements, or if the schedule will not be presented with the audited financial statements, to make the audited financial statements readily available to the intended users of the schedule of expenditures of federal awards no later than the date of issuance by you of the schedule and our report thereon.

With regard to the supplementary information referred to above, you acknowledge and understand your responsibility (a) for the preparation of the supplementary information in accordance with the applicable criteria, (b) to provide us with the appropriate written representations regarding supplementary information, (c) to include our report on the supplementary information in any document that contains the supplementary information and that indicates that we have reported on such supplementary information, and (d) to present the supplementary information with the audited financial statements, or if the supplementary information will not be presented with the audited financial statements, to make the audited financial statements readily available to the intended users of the supplementary information no later than the date of issuance by you of the supplementary information and our report thereon.

As part of our audit process, we will request from management and, when appropriate, those charged with governance, written confirmation concerning representations made to us in connection with the audit.

We understand that your employees will prepare all confirmations we request and will locate any documents or invoices selected by us for testing.

If you intend to publish or otherwise reproduce the financial statements and make reference to our firm, you agree to provide us with printers' proofs or masters for our review and approval before printing. You also agree to provide us with a copy of the final reproduced material for our approval before it is distributed.

Nonattest Services

With respect to any nonattest services we perform, we agree to perform the following:

- Prepare federal and state income tax returns.
- Prepare or assist with preparing financial statements in conformity with U.S. generally accepted accounting principles based on information provided by you.
- Prepare or assist in preparing the government-wide statements and conversion entries and note disclosures.
- Complete the auditee's portion of the Data Collection Form, as applicable.
- Assistance with preparation of Schedule of Expenditures, as applicable.

We will not assume management responsibilities on behalf of the School. The School's management understands and agrees that any advice or recommendation we may provide in connection with our audit engagement are solely to assist management in performing its responsibilities.

The School's management is responsible for (a) making all management decisions and performing all management functions; (b) assigning a competent individual to oversee the services; (c) evaluating the adequacy of the services performed; (d) evaluating and accepting responsibility for the results of the services performed; and (e) establishing and maintaining internal controls, including monitoring ongoing activities.

Our responsibilities and limitations of the nonattest services are as follows:

- We will perform the services in accordance with applicable professional standards.
- The nonattest services are limited to the services previously outlined above. Our firm, in its sole professional judgment, reserves the right to refuse to do any procedure or take any action that could be construed as making management decisions or assuming management responsibilities. Our firm will advise the School with regard to tax positions taken in the preparation of the tax return, but the School must make all decisions with regard to those matters.

Fees and Timing

Ken Jeppesen is the engagement partner for the audit services specified in this letter. He will be assisted with the Single Audit portion of the engagement (as necessary) by Paul Skeen. Responsibilities include supervising services performed as part of this engagement and signing or authorizing another qualified firm representative to sign the audit report. We expect to begin our audit on approximately July 25, 2023.

Our fees are based on the amount of time required at various levels of responsibility, plus actual out-of-pocket expenses, including administrative charges. Invoices are payable upon presentation. We estimate that our fees for the financial statement audit and state compliance procedures will be \$12,500. If a Single Audit is required, these fees will be billed separately. The information return (Form 990) fees are estimated to be \$1,800.

We will notify you immediately of any circumstances we encounter that could significantly affect this initial fee estimate. Whenever possible, we will attempt to use the School's personnel to assist in the preparation of schedules and analyses of accounts. This effort could substantially reduce our time requirements and facilitate the timely conclusion of the audit. Further, we will be available during the year to consult with you on financial management and accounting matters of a routine nature.

The ability to perform and complete our engagement consistent with the estimated fee included above depends upon the quality of your underlying accounting records and the timeliness of your personnel in providing information and responding to our requests. To assist with this process, we will provide you with a Prepared-by-Client (PBC) request that identifies the information required to perform our engagement, as well as a planned timeline for the engagement. A failure to provide this information in an accurate and timely manner may result in an increase in our fees and/or a delay in the completion of our engagement.

We may be requested to make certain audit documentation available to outside parties, including regulators, pursuant to authority provided by law or regulation or applicable professional standards. If requested, access to such audit documentation will be provided under the supervision of Eide Bailly LLP's personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the outside party, who may intend, or decide, to distribute the copies of information contained therein to others, including other governmental agencies. We will be compensated for any time and expenses, including time and expenses of legal counsel, we may incur in making such audit documentation available or in conducting or responding to discovery requests or participating as a witness or otherwise in any legal, regulatory, or other proceedings as a result of our Firm's performance of these services. You and your attorney will receive, if lawful, a copy of every subpoena we are asked to respond to on your behalf and will have the ability to control the extent of the discovery process to control the costs you may incur.

Should our relationship terminate before our audit procedures are completed and a report issued, you will be billed for services to the date of termination. All bills are payable upon receipt. A service charge of 1% per month, which is an annual rate of 12%, will be added to all accounts unpaid 30 days after billing date. If collection action is necessary, expenses and reasonable attorney's fees will be added to the amount due.

Other Matters

During the course of the engagement, we will only provide confidential engagement documentation to you via Eide Bailly's secure portal or other secure methods, and request that you use the same or similar tools in providing information to us. Should you choose not to utilize secure communication applications, you acknowledge that such communication contains a risk of the information being made available to unintended third parties. Similarly, we may communicate with you or your personnel via e-mail or other electronic methods, and you acknowledge that communication in those mediums contains a risk of misdirected or intercepted communications.

Should you provide us with remote access to your information technology environment, including but not limited to your financial reporting system, you agree to (1) assign unique usernames and passwords for use by our personnel in accessing the system and to provide this information in a secure manner; (2) limit access to "read only" to prevent any unintentional deletion or alteration of your data; (3) limit access to the areas of your technology environment necessary to perform the procedures agreed upon; and (4) disable all usernames and passwords provided to us upon the completion of procedures for which access was provided. We agree to only access your technology environment to the extent necessary to perform the identified procedures.

Regarding the electronic dissemination of audited financial statements, including financial statements published electronically on your website or elsewhere, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in these sites or to consider the consistency of other information in the electronic site with the original document.

Professional standards prohibit us from being the sole host and/or the sole storage for your financial and non-financial data. As such, it is your responsibility to maintain your original data and records and we cannot be responsible to maintain such original information. By signing this engagement letter, you affirm that you have all the data and records required to make your books and records complete.

We may use third party service providers and/or affiliated entities (including Eide Bailly Shared Services Private Limited) (collectively, "service providers") in order to facilitate delivering our services to you. Our use of service providers may require access to client information by the service provider. We will take reasonable precautions to determine that they have the appropriate procedures in place to prevent the unauthorized release of confidential information to others. We will remain responsible for the confidentiality of client information accessed by such service provider and any work performed by such service provider.

Neither of us may use or disclose the other's confidential information for any purpose except as permitted under this engagement letter or as otherwise necessary for Eide Bailly to provide the services. Your confidential information is defined as any information you provide to us that is not available to the public. Eide Bailly's confidential information includes our audit documentation for this engagement. Our audit documentation shall at all times remain the property of Eide Bailly LLP. The confidentiality obligations described in this paragraph shall supersede and replace any and all prior confidentiality and/or nondisclosure agreements (NDAs) between us.

We agree to retain our audit documentation or work papers for a period of at least eight years from the date of our report.

Further, we will be available during the year to consult with you on financial management and accounting matters of a routine nature.

You agree to share all facts that may affect your financial statements, even if you first become aware of those facts after the date of the auditor's report but before the date your financial statements are issued.

At the conclusion of our audit engagement, we will communicate to management and the board of directors the following significant findings from the audit:

- Our view about the qualitative aspects of the entity's significant accounting practices;
- Significant difficulties, if any, encountered during the audit;
- Uncorrected misstatements, other than those we believe are trivial, if any;
- Disagreements with management, if any;
- Other findings or issues, if any, arising from the audit that are, in our professional judgment, significant and relevant to those charged with governance regarding their oversight of the financial reporting process;
- Material, corrected misstatements that were brought to the attention of management as a result of our audit procedures;
- Representations we requested from management;
- Management's consultations with other accountants, if any; and
- Significant issues, if any, arising from the audit that were discussed, or the subject of correspondence, with management.

Government Auditing Standards require that we provide, upon request, a copy of our most recent external peer review report and any subsequent review reports to the party contracting for the audit. Accordingly, we will provide a copy of our most recent peer review report at your request.

MEDIATION

Any disagreement, controversy or claim arising out of or related to any aspect of our services or relationship with you (hereafter a "Dispute") shall, as a precondition to litigation in court, first be submitted to mediation. In mediation, the parties attempt to reach an amicable resolution of the Dispute with the aid of an impartial mediator. Mediation shall begin by service of a written demand. The mediator will be selected by mutual agreement. If we cannot agree on a mediator, one shall be designated by the American Arbitration Association ("AAA"). Mediation shall be conducted with the parties in person in Salt Lake City, Utah. Each party will bear its own costs in the mediation. The fees and expenses of the mediator will be shared equally by the parties. Neither party may commence a lawsuit until the mediator declares an impasse.

LIMITED INDEMNITY

Eide Bailly LLP and its partners, affiliates, officers and employees (collectively "Eide Bailly") shall not be responsible for any misstatements in your financial statements and information return that we may fail to detect as a result of misrepresentations or concealment of information by any of your owners, directors, officers or employees. You shall indemnify and hold Eide Bailly harmless from any claims, losses, settlements, judgments, awards, damages and attorneys' fees arising from any such misstatement or concealment of information.

If through no fault of Eide Bailly we are named as a party to a dispute between you and a third party, you shall indemnify and hold Eide Bailly harmless against any losses, damages, settlements, judgments, awards, and the costs of litigation (including attorneys' fees) we incur in connection with the dispute.

Eide Bailly shall not be entitled to indemnification under this agreement unless the services were performed in accordance with professional standards in all material respects.

LIMITATION OF LIABILITY

The exclusive remedy available to you for any alleged loss or damages arising from or related to Eide Bailly’s services or relationship with you shall be the right to pursue claims for actual damages that are directly caused by Eide Bailly’s breach of this agreement or Eide Bailly’s violation of applicable professional standards. In no event shall Eide Bailly’s aggregate liability to you exceed two times fees paid under this agreement, nor shall Eide Bailly ever be liable to you for incidental, consequential, punitive or exemplary damages, or attorneys’ fees.

TIME LIMITATION

You may not bring any legal proceeding against Eide Bailly unless it is commenced within twenty-four (24) months (“Limitation Period”) after the date when we delivered our report, return, or other deliverable under this agreement to you, regardless of whether we do other services for you or that may relate to the audit and information return preparation. The Limitation Period applies and begins to run even if you have not suffered any damage or loss, or have not become aware of a possible Dispute.

GOVERNING LAW AND VENUE

Any Dispute between us, including any Dispute related to the engagement contemplated by this agreement, shall be governed by Utah law. Any unresolved Dispute shall be submitted to a federal or state court located in Minneapolis, Minnesota.

ASSIGNMENTS PROHIBITED

You shall not assign, sell, barter or transfer any legal rights, causes of actions, claims or Disputes you may have against Eide Bailly to any person.

Please sign and return the attached copy of this letter to indicate your acknowledgment of, and agreement with, the arrangements for our audit of the financial statements including our respective responsibilities.

We appreciate the opportunity to be your certified public accountants and look forward to working with you and your staff.

Respectfully,

Kenneth D. Jeppesen, CPA
Partner

RESPONSE:

This letter correctly sets forth our understanding.

Acknowledged and agreed on behalf of the School by:

Name: _____

Title: _____

**Scholar Academy
Evaluation Committee Statement
RFP for General Contractor (Remodel Work)**

Background

Scholar Academy issued an RFP for General Contractor on April 3, 2023 to seek construction proposals to add more instructional space to its building, including by adding two new classrooms (by way of converting the locker room and a portion of the cafeteria) and two new intervention rooms (by enclosing the courtyard area). The school posted the RFP on its website for three weeks and sent the RFP to four different construction companies. The deadline to submit a proposal in response to the RFP was May 3, 2023. Only one construction company – Bailey Builders Inc. – submitted a proposal to the school.

Evaluation and Scoring of Proposal

The Evaluation Committee for this RFP was Traelle Gailey, Jeffery Hall, and Kirk Blake. They reviewed and scored Bailey Builders’ proposal on May 17, 2023. Together they determined that Bailey Builders’ proposal met the minimum requirements of the RFP, that its pricing and terms were reasonable, and that it would be in the best interest of the school to award the construction contract to Bailey Builders.

Bailey Builders’ proposal received a score of 95/100 from the Evaluation Committee. Based on the Committee’s review of the proposal, Bailey Builders (a) has the requisite experience and qualifications to do the construction work required for this project; (b) has successfully done similar work for other schools in Utah in the past; (c) has a proven track record of successfully completing construction projects for schools in Utah; and (d) has a well thought out management plan to complete this project on time.

A summary of Bailey Builders’ proposal scores is below:

Experience and Qualifications: 40/40
Management Plan: 25/30
Pricing: 30/30
Total: 95/100

Award Recommendation

The Evaluation Committee recommends to the school’s Board of Directors that it award the construction contract on this project to Bailey Builders. The Evaluation Committee believes that Bailey Builders’ proposal provides the best value to the school in connection with this project.

EVALUATION COMMITTEE SCORE SHEET

RFP for General Contractor (Remodeling Work)

Name of Offeror: Bailey Builders Inc.

Names of Evaluation

Committee Members: Traelle Gailey, Jeffery Hall , and Kirk Blake

Date of Scoring: May 17, 2023

POINTS RECOMMENDED FOR NON-COST CRITERIA:

- | | | |
|---|----------------------|-----------|
| 1. Offeror's Experience and Qualifications | (40 points possible) | <u>40</u> |
| This criterion is based on the information provided in response to RFP Section V(B)(1). | | |
| 2. Offeror's Management Plan | (30 points possible) | <u>25</u> |
| This criterion is based on the information provided in response to the specifications contained in RFP Section V(B)(2). | | |
| Total Evaluation Points for Non-Cost Criteria (70 points possible) | | <u>65</u> |

POINTS RECOMMENDED FOR COST CRITERIA:

- | | | |
|--|----------------------|-----------|
| 3. Cost | (30 points possible) | <u>30</u> |
| This criterion is based on the pricing proposal provided in response to RFP Section V(C)(1). | | |

Total Evaluation Points for Non-Cost and Cost Criteria (100 points possible) 95



177 E. Antelope Drive #B
Layton, UT 84041

Invoice

Invoice #	Invoice Date
10068	5/3/2023

Terms	Due Date
Net 30	6/2/2023

Bill To:

Scholar Academy
928 N 100 E
Tooele, UT 84074

Phone: 801-499-5054
TAX ID #: 87-0740940

Qty	Description	Rate	Curr%	Amount	To-Date%
	Progress fees for Design and engineering of addition/remodel for Scholar Academy Project Location: 928 N 100 E, Tooele, UT Reference Silverpeak Service Agreement #3865 Progress through 4/15/2023				
1	ARCHITECTURAL DESIGN AND COORDINATION	27,500.00	50.00%	13,750.00	50.00%
1	SITE VISIT and DRAWINGS for SITE PLAN MODIFICATION OF NEW SIDEWALK	2,500.00	0.00%	0.00	0.00%
1	STRUCTURAL ENGINEERING	5,950.00	50.00%	2,975.00	50.00%
1.1	MECHANICAL ENGINEERING (by Subconsultant)	2,200.00	0.00%	0.00	0.00%
1.1	ELECTRICAL ENGINEERING (by Subconsultant)	1,800.00	0.00%	0.00	0.00%
25	CONSTRUCTION ADMINISTRATION	135.00	0.00%	0.00	0.00%

This invoice represents a contract between the client and Silver Peak Engineering, inc.
As set forth below, Client Agrees to the Terms and Conditions:

1. Silverpeak's Liability for any Cause will be limited to the stated value of the invoice.
2. Client Agree's to pay all attorney's and Collection fee's in the event of non-payment.
3. All Design's, Recommendations, Drawings, Opinions, Letters, and ideas produced by this work are the intellectual property of Silver Peak Engineering. Silver Peak Engineering authorizes use of this work to the client. Non payment of invoice, revokes authorization of use.
4. Past due accounts will be subject to a finance charge of 1.5% per month (18% annually).

For billing inquiries call 801-499-5054 or email accounts@silverpeakeng.com

Total \$16,725.00

Please make checks payable to:
Silver Peak Engineering
All bills are due according to terms shown above.

Payments Applied \$0.00

Rem. Inv. Balance \$16,725.00



Proposal for Partnership

Quote Number	Q-36631	Created Date	03/29/2023
Account Name	Scholar Academy (UT)	Expiration Date	04/28/2023
Primary Contact	Janine Christensen	Prepared By	Jamie Riggs
		Email	jamie.riggs@openup.org

Bill To	Janine Christensen	Ship To	Janine Christensen
	928 N 100 E		928 N 100 E
	Tooele, UT 84074		Tooele, UT 84074-4630

Introduction

Open Up Resources is pleased to submit this proposal for partnership. We are poised to deliver a best-in-class solution that suits your approach to teaching and learning.

The following quote outlines pricing for the requested materials and services; please contact us should your needs change. We will confirm this order upon receipt of your purchase order(s).

Thank you!

Product	Product Code	Unit Price	Qty.	Subtotal	Discount	Total Price
OUR K5 MATH GK STDNT COURSE	9781638426752	\$28.00	25	\$700.00	\$70.00	\$630.00
OUR K5 MATH GK TCHR COURSE	9781638427315	\$127.00	1	\$127.00	\$12.70	\$114.30
OUR K5 MATH G1 STDNT COURSE	9781638426844	\$28.00	30	\$840.00	\$84.00	\$756.00
OUR K5 MATH G1 TCHR COURSE	9781638427414	\$127.00	1	\$127.00	\$12.70	\$114.30
OUR K5 MATH G2 STDNT COURSE	9781638426936	\$28.00	30	\$840.00	\$84.00	\$756.00
OUR K5 MATH G2 TCHR COURSE	9781638427513	\$127.00	1	\$127.00	\$12.70	\$114.30
OUR K5 MATH G3 STDNT COURSE	9781638427032	\$28.00	0	\$0.00	\$0.00	\$0.00

OUR K5 MATH G3 TCHR COURSE	9781638427629	\$127.00	1	\$127.00	\$12.70	\$114.30
OUR K5 MATH G4 STDNT COURSE	9781638427124	\$28.00	0	\$0.00	\$0.00	\$0.00
OUR K5 MATH G4 TCHR COURSE	9781638427728	\$127.00	1	\$127.00	\$12.70	\$114.30
OUR K5 MATH G5 STDNT COURSE	9781638427223	\$28.00	30	\$840.00	\$84.00	\$756.00
OUR K5 MATH G5 TCHR COURSE	9781638427834	\$127.00	1	\$127.00	\$12.70	\$114.30
OUR MATH G6 SDNT COURSE	9781643112824	\$33.00	0	\$0.00	\$0.00	\$0.00
OUR MATH G6 TCHR COURSE	9781643113012	\$134.00	1	\$134.00	\$13.40	\$120.60
OUR MATH G7 SDNT COURSE	9781643112831	\$33.00	5	\$165.00	\$16.50	\$148.50
OUR MATH G7 TCHR COURSE	9781643113029	\$134.00	1	\$134.00	\$13.40	\$120.60
OUR MATH G8 SDNT COURSE	9781643112848	\$33.00	5	\$165.00	\$16.50	\$148.50
OUR MATH G8 TCHR COURSE	9781643113036	\$134.00	1	\$134.00	\$13.40	\$120.60
OUR Math GK Sdnt Wkbk Unit 4	9781638426790	\$4.25	30	\$127.50	\$0.00	\$127.50
OUR Math GK Sdnt Wkbk Unit 7	9781638426820	\$4.25	30	\$127.50	\$0.00	\$127.50
OUR Math G1 Sdnt Wkbk Unit 1	9781638426851	\$4.25	30	\$127.50	\$0.00	\$127.50
OUR Math G1 Sdnt Wkbk Unit 2	9781638426868	\$4.25	30	\$127.50	\$0.00	\$127.50

OUR Math G1 Sdnt Wkbk Unit 3	9781638426875	\$4.25	30	\$127.50	\$0.00	\$127.50
OUR Math G2 Sdnt Wkbk Unit 1	9781638426943	\$4.25	30	\$127.50	\$0.00	\$127.50
OUR Math G2 Sdnt Wkbk Unit 2	9781638426950	\$4.25	5	\$21.25	\$0.00	\$21.25
OUR Math G3 Sdnt Wkbk Unit 1	9781638427049	\$4.25	80	\$340.00	\$0.00	\$340.00
OUR Math G3 Sdnt Wkbk Unit 2	9781638427056	\$4.25	55	\$233.75	\$0.00	\$233.75
OUR Math G3 Sdnt Wkbk Unit 3	9781638427063	\$4.25	30	\$127.50	\$0.00	\$127.50
OUR Math G3 Sdnt Wkbk Unit 4	9781638427070	\$4.25	55	\$233.75	\$0.00	\$233.75
OUR Math G3 Sdnt Wkbk Unit 5	9781638427087	\$4.25	55	\$233.75	\$0.00	\$233.75
OUR Math G3 Sdnt Wkbk Unit 6	9781638427094	\$4.25	55	\$233.75	\$0.00	\$233.75
OUR Math G4 Sdnt Wkbk Unit 1	9781638427131	\$4.25	85	\$361.25	\$0.00	\$361.25
OUR Math G4 Sdnt Wkbk Unit 2	9781638427148	\$4.25	85	\$361.25	\$0.00	\$361.25
OUR Math G4 Sdnt Wkbk Unit 3	9781638427155	\$4.25	85	\$361.25	\$0.00	\$361.25
OUR Math G4 Sdnt Wkbk Unit 4	9781638427162	\$4.25	85	\$361.25	\$0.00	\$361.25
OUR Math G4 Sdnt Wkbk Unit 5	9781638427179	\$4.25	5	\$21.25	\$0.00	\$21.25
OUR Math G4 Sdnt Wkbk Unit 6	9781638427186	\$4.25	85	\$361.25	\$0.00	\$361.25

OUR Math G4 Sdnt Wkbk Unit 7	9781638427193	\$4.25	5	\$21.25	\$0.00	\$21.25
OUR Math G4 Sdnt Wkbk Unit 8	9781638427209	\$4.25	5	\$21.25	\$0.00	\$21.25
OUR Math G4 Sdnt Wkbk Unit 9	9781638427216	\$4.25	5	\$21.25	\$0.00	\$21.25
OUR Math G5 Sdnt Wkbk Unit 1	9781638427230	\$4.25	30	\$127.50	\$0.00	\$127.50
OUR Math G5 Sdnt Wkbk Unit 2	9781638427247	\$4.25	30	\$127.50	\$0.00	\$127.50
OUR Math G5 Sdnt Wkbk Unit 3	9781638427254	\$4.25	30	\$127.50	\$0.00	\$127.50
OUR Math G5 Sdnt Wkbk Unit 4	9781638427261	\$4.25	30	\$127.50	\$0.00	\$127.50
OUR Math G5 Sdnt Wkbk Unit 5	9781638427278	\$4.25	30	\$127.50	\$0.00	\$127.50
OUR Math G6 Sdnt Wkbk Unit 1	9781643114699	\$4.50	85	\$382.50	\$0.00	\$382.50
OUR Math G6 Sdnt Wkbk Unit 2	9781643114705	\$4.50	85	\$382.50	\$0.00	\$382.50
OUR Math G6 Sdnt Wkbk Unit 3	9781643114712	\$4.50	85	\$382.50	\$0.00	\$382.50
OUR Math G6 Sdnt Wkbk Unit 4	9781643114729	\$4.50	80	\$360.00	\$0.00	\$360.00
OUR Math G6 Sdnt Wkbk Unit 5	9781643114736	\$4.50	5	\$22.50	\$0.00	\$22.50
OUR Math G6 Sdnt Wkbk Unit 6	9781643114743	\$4.50	85	\$382.50	\$0.00	\$382.50
OUR Math G6 Sdnt Wkbk Unit 7	9781643114750	\$4.50	5	\$22.50	\$0.00	\$22.50

OUR Math G6 Sdnt Wkbk Unit 8	9781643114767	\$4.50	5	\$22.50	\$0.00	\$22.50
OUR Math G6 Sdnt Wkbk Unit 9	9781643114774	\$4.50	5	\$22.50	\$0.00	\$22.50

Discounts: \$471.40

Subtotal: \$10,940.10

Standard Shipping Subtotal: FREE*

Total: \$10,940.10

Terms & Conditions

Pricing Information:

- All prices are in US dollars and valid for 30 days from the date of this proposal. After this time period, prices, products, and services are subject to change without notice.
- Note: This is a cost proposal, not a formal contract.

Shipping and Handling Charges:

- **All orders for Alaska and Hawaii will be charged shipping based on weight and distance.**
- Standard orders will be shipped via ground carrier, standard delivery.
- Books are packed in cartons labeled with Grade and Unit Number. Pallets will be organized by the receiving school or district to aid in distribution to the appropriate locations. To minimize the number of pallets shipped per school, materials for more than one grade level may appear on a single pallet.
- *Additional charges may apply for expedited shipments or exceptionally large orders; please contact your field specialist if you have special shipping or delivery requirements. Requests for shipping or product order changes after submission of your order will be accommodated whenever possible, though fees for re-direction may apply.

Ordering Information:

Please submit your official purchase order, with authorized signature(s), electronically to your field specialist. Include:

- Your complete billing address.
- A primary contact name, email address, phone number, title, school, district, street address, city, state, and zip code.
- A copy of this proposal.
- Any additional special requirements for delivery.

Payment Information:

- We kindly request payment within 30 days. Open Up Resources is a 501C3 not-for-profit organization.

- A 3% service charge will be applied for credit card payments.
- After 90 days, a fee of 1.5% per month will be charged on unpaid balances

Shortages and Damaged Materials

Please inventory your materials upon receipt. Open Up Resources will replace damaged, missing, or incorrect materials from an order at no cost to the customer if notified within 30 days of the shipment arrival date.

Return requests for any other reason must be made within 30 days of the shipment arrival date and will be considered by Open Up Resources on a case-by-case basis.

The following materials are not refundable:

- Custom trade book bundles and their bins
- Lab Materials Kits

Warranty:

- Open Up warrants to the District that for one year from the date of purchase (the 'Warranty Period'), all printed textbooks provided by Open Up pursuant to this RFP ('Textbooks') will be free from material manufacturing defects in material and workmanship that render such Textbooks unusable. To the extent that a material manufacturing defect that makes any Textbook unusable is discovered during the Warranty Period, Open Up will provide the District with a functionally equivalent replacement Textbook at no additional cost to the District. EXCEPT FOR THE WARRANTY SET FORTH ABOVE, OPEN UP MAKES NO WARRANTY WHATSOEVER WITH RESPECT TO THE TEXTBOOKS, INCLUDING ANY (A) WARRANTY OF MERCHANTABILITY OR (B) WARRANTY OF FITNESS FOR A PARTICULAR PURPOSE, WHETHER EXPRESS OR IMPLIED BY LAW, COURSE OF DEALING, COURSE OF PERFORMANCE, USAGE OF TRADE OR OTHERWISE. THIS WARRANTY DOES NOT APPLY TO LAB MATERIALS KITS.
- The District must make best efforts to inspect books for material defects within 60 days of receipt to ensure timely replacement.
- Issues requiring warranty support may be directed to support@openup.org.



Quote

Scholar Academy
 Traelle Gaily
 928 N 100 E
 TOOELE, UT 84074
 Customer ID: 46001

Purchase includes:
 * Unlimited 800-line phone support for the life of the product.

Quotation prepared by Milo Williams, 5/11/2023

Account Manager	Quote #	Shipping Method	Shipping Terms	Payment Terms
Milo Williams	98247	Ground		30 days

Item	Description	Quantity	Unit Price	Total Discount	Total
C571-000	Reading Horizons Discovery® Print Essentials Pack - Grade K Includes: (7) Wall Posters (24) Set of Kindergarten Student Transfer Books - Volumes 1-2 (6) Set of 25 Kindergarten Decodable Books (1) Set of 45 Phoneme Cards (1) Set of 25 Sound Wall Cards	5	\$1,080.00	\$1,440.00	\$3,960.00
C571-100	Reading Horizons Discovery® Print Essentials Pack - Grade 1 Includes: (11) Wall Posters (24) Set of Grade 1 Student Transfer Books - Volumes 1-2 (6) Set of 47 Grade 1 Decodable/Letter Books (1) Set of 45 Phoneme Cards (1) Set of 25 Sound Wall Cards	5	\$1,550.00	\$1,100.00	\$6,650.00
C571-200	Reading Horizons Discovery® Print Essentials Pack - Grade 2/3 Includes: (11) Wall Posters (24) Sets of Grade 2/3 Student Transfer Books - Volumes 1-2 (6) Sets of 33 Grade 2/3 Decodable Books (1) Set of 45 Phoneme Cards (1) Set of 25 Sound Wall Cards	8	\$1,250.00	\$3,200.00	\$6,800.00

* Indicates Component Product

Reading Horizons * 1194 Flint Meadow Drive * Kaysville, UT 84037
 800.333.0054 * info@readinghorizons.com * www.readinghorizons.com * fax: 801.295.7088

Quotation is valid through 6/11/2023
 Quote # 98247

Item	Description	Quantity	Unit Price	Total Discount	Total
C610-050	<p>Reading Horizons Elevate® Literacy Skills Toolkit - Grades 4-12 and Adult</p> <p>This kit includes: (1) Set of Teacher's Manuals - Volumes 1-6 (1) Supplementary Materials Manual (7) Wall Posters (624) Transfer Cards (1) Reading Library Teacher's Edition (1) Tote Bag</p> <p>Student Materials Include: (6) Sets of Reading Library Books - Volumes 1-4 (1) Student Activity Book (1) English Language Enhancement Access to additional resources and activities on teacher resource site, Reading Horizons Accelerate</p>	2	\$875.00	\$0.00	\$1,750.00
H338-002	<p>Reading Horizons Discovery Online software includes: 63 interactive lessons that teach the Reading Horizons methodology, 22 Most Common Word lessons, 15 grammar lessons, Vocabulary Word Wall, 74 full color stories, and six engaging games. The Administration System includes pre- and post-testing, customizable reports, and options for tailoring the software to each student's needs. It is necessary to purchase an entry for each student that will access the software. Students may be deleted at any time and replaced with new students. The software can be run from an unlimited number of computers at each site (provided they have an Internet connection). Students may access the software on their home computers at no additional charge. (Year 0) (Prorated 5/11/2023 - 5/18/2023)</p>	300	\$2.11	\$633.00	\$0.00
H338-002	<p>Reading Horizons Discovery Online software includes: 63 interactive lessons that teach the Reading Horizons methodology, 22 Most Common Word lessons, 15 grammar lessons, Vocabulary Word Wall, 74 full color stories, and six engaging games. The Administration System includes pre- and post-testing, customizable reports, and options for tailoring the software to each student's needs. It is necessary to purchase an entry for each student that will access the software. Students may be deleted at any time and replaced with new students. The software can be run from an unlimited number of computers at each site (provided they have an Internet connection). Students may access the software on their home computers at no additional charge. (Year 1)</p>	300	\$110.00	\$14,100.00	\$18,900.00

* Indicates Component Product

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 800.333.0054 * info@readinghorizons.com * www.readinghorizons.com * fax: 801.295.7088

Quotation is valid through 6/11/2023
 Quote # 98247

Item	Description	Quantity	Unit Price	Total Discount	Total
H238-002	Reading Horizons Elevate Online Software includes a comprehensive Administration System, 81 multi-sensory interactive lessons, Vocabulary development system with over 13,000 terms, Reading Library with 280+ passages to build fluency and comprehension, and the Pronunciation tool. Reference Materials: User Manual. It is necessary to purchase an entry for each student that will access the program. Students may be deleted at any time and replaced with new students. The software is accessible from any computer with an Internet connection. Students can access the software on their home computers at no additional charge. (Year 1)	2	\$110.00	\$0.00	\$220.00
Subtotal				\$20,473.00	\$38,280.00
Shipping & Handling					\$0.00
Tax (0%)					\$0.00
Total					\$38,280.00

* Indicates Component Product

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 800.333.0054 * info@readinghorizons.com * www.readinghorizons.com * fax: 801.295.7088

Quotation is valid through 6/11/2023
 Quote # 98247



Quote

Scholar Academy
 Traelle Gailey
 928 N 100 E
 TOOELE, UT 84074
 Customer ID: 46001

Purchase includes:
 * Unlimited 800-line phone support for the life of the product.

Quotation prepared by Milo Williams, 5/11/2023

Account Manager	Quote #	Shipping Method	Shipping Terms	Payment Terms
Milo Williams	98249	Ground		30 days

Item	Description	Quantity	Unit Price	Total Discount	Total
H410-000	<p>Product Description: This two-day in-person professional learning covers a brief overview of the science of reading, Structured Literacy, and the process of implementing the Reading Horizons instructional framework in various settings. Attendees will receive an overview of the phonics skills taught in Reading Horizons Discovery®, focusing on how to implement the program in their classroom with hands-on practice of the instructional design, how to deliver a lesson, and how to use the available resources. The second day is dedicated to deepening the educators' knowledge and practice of small groups and extended transfer.</p> <p>Specifications: Two onsite six-hour sessions. We recommend splitting the days for optimal learning and retention. This professional learning allows for up to 25 attendees.</p>	1	\$7,000.00	\$7,000.00	\$0.00
H440-610	<p>Product Description: This three-day professional learning raises leaders within the district. Attendees will leave with a deep knowledge of the Reading Horizons Elevate® content and be provided with resources and tools to support educators with the ongoing successful implementation of Reading Horizons. The primary focus will be on training, coaching, and district planning, thus ensuring fidelity and sustainability along with the decreasing need for support from Reading Horizons.</p> <p>Specifications: 7 hours per day, 21 hours total. Minimum of 5 participants, maximum of 20.</p>	1	\$15,000.00	\$13,500.00	\$1,500.00

* Indicates Component Product

Reading Horizons * 1194 Flint Meadow Drive * Kaysville, UT 84037
 800.333.0054 * info@readinghorizons.com * www.readinghorizons.com * fax: 801.295.7088

Quotation is valid through 6/11/2023
 Quote # 98249

Item	Description	Quantity	Unit Price	Total Discount	Total
H440-510	<p>Product Description: This three-day professional learning raises leaders within the district. Attendees will leave with a deep knowledge of the Reading Horizons Discovery® content and be provided with resources and tools to support educators with the ongoing successful implementation of Reading Horizons. The primary focus will be on training, coaching, and district planning, thus ensuring fidelity and sustainability along with the decreasing need for support from Reading Horizons.</p> <p>Specifications: 7 hours per day, 21 hours total. Minimum of 5 participants, maximum of 20.</p>	2	\$15,000.00	\$27,000.00	\$3,000.00
H475-001	<p>Product Description: Coaching with Reading Horizons, available in one-day increments, provides targeted support to teachers and administrators through observation and reflection. The goal is to provide one-on-one coaching and support to better meet the needs of teachers implementing the program to ensure they and their students are successful. Various options are available and will be customized to meet the site's needs.</p> <p>Specifications: One-day, onsite. This professional learning allows for the coaching of up to five teachers per day.</p>	1	\$3,500.00	\$0.00	\$3,500.00
Subtotal				\$47,500.00	\$8,000.00
Shipping & Handling					\$0.00
Tax (0%)					\$0.00
Total					\$8,000.00

* Indicates Component Product

Reading Horizons * 1194 Flint Meadow Drive * Kaysville, UT 84037
800.333.0054 * info@readinghorizons.com * www.readinghorizons.com * fax: 801.295.7088

Quotation is valid through 6/11/2023
Quote # 98249



Student Laptops - New Model

Quote #001921 v1

Prepared For:

Scholar Academy

Scholar Academy
Scholar Charter School
928 North 100 East
Tooele, UT 84074

P: (435) 566-6957

E: kmorgan@scholarcharter.org

Prepared by:

DHE Computer Systems - CO

Dan Hammack
7076 South Alton Way
Building C
Centennial, CO 80112

P: 720.240.4560

E: dan.hammack@dhecs.com

Date Issued:

04.25.2023

Expires:

05.25.2023

Products

Product ID	Customer Description	Qty	Price	Tax	Total Price
82VLS01M00	Notebook Lenovo 100w G4 - Intel® N100 Processor - 4GB Memory - 128G Storage - W11Pro License - 720P HD RGB with 3YR Depot Embedded	150	\$345.00	\$0.00	\$51,750.00
				Subtotal:	\$51,750.00

Quote Summary	Amount
Products	\$51,750.00
Total:	\$51,750.00

Taxes, shipping, handling and other fees may apply. We reserve the right to cancel orders arising from pricing or other errors.

Acceptance

DHE Computer Systems - CO

Scholar Academy

Dan Hammack

Signature / Name

04/25/2023

Date

Scholar Academy

Signature / Name

Initials

Date



teton science schools
 EDUCATING FOR A VIBRANT WORLD

INVOICE

TAX ID: 83-0219163

Invoice Date: May 15, 2023

Due Date: June 14, 2023

Scholar Academy
 Attn: Traelle Gailey
 928 N 100 E
 Tooele, UT 84074

Group Name: Scholar Academy
Program Dates: March 27 - March 31, 2023

Item Description	Item Detail	Rate	QTY	TOTAL PRICE
Chaperone		\$0.00	3	\$0.00
Linens	per student and adult	\$28.00	37	\$1,036.00
Lodging	per student	\$144.00	32	\$4,608.00
Lodging (Adult)		\$144.00	2	\$288.00
Meals	per student	\$271.50	32	\$8,688.00
Meals (Adult)		\$271.50	2	\$543.00
Program Fee	per student	\$228.46	32	\$7,310.72
Program Fee (Adult)		\$228.46	2	\$456.92
			TOTAL	\$22,930.64
			Deposit Paid	\$10,835.36
				Balance Due \$12,095.28

Please Remit To:
Teton Science Schools Accounts Receivable 700 Coyote Canyon Road Jackson, WY 83001

**Scholar Academy
Teacher and Student Success Plan (TSSA)
School Year: 2023– 2024**

School: Scholar Academy (6J)

Date Board Student Success Framework Approved: June 28, 2019

Date Teacher and Student Success Plan Approved: May 25, 2023

General Information – *In accordance with the Student Success Framework approved by Scholar Board, the school’s administration has created a Teacher and Student Success Plan designed to improve the school’s performance under the state’s accountability system (SBE staff have indicated that this means achieving at least a 1% increase from the previous year’s overall score). The Plan will be submitted to the Board for approval. The Board will annually review the Plan submitted and use its best efforts to complete the approval process by June 30 each year. **The Scholar Academy School Land Trust Council will select a component of the approved plan to address within the School Land Trust Plan.***

Goals based on Scholar Student Needs

1. SA Students in grades 3 - 8 will increase language arts scores by 1 percentage point as compared to the previous years’ proficiency scores. **
2. SA Students in grades 3 - 8 will increase math scores by 1% percentage points as compared to the previous years’ proficiency scores. **
3. SA Students in Grades 1-2 will meet at least one of the goals established in the K/3 Literacy Plan
4. 90% of SA Students in grades 7-8 will pass all four core classes (Math, English, Science, Social Studies)
5. 70% of students in grades 1-8 attending after school Math, Reading or English tutoring for 1 term (8 sessions) will improve performance on in -class formative assessments

Measurement

1. Goal 1 measured by end of year summative test.
2. Goal 2 measured by end of year summative test.
3. Goal 3 measured by EOY Acadience scores
4. Goal 4 is measured by the number of 7th/8th students passing Core classes
5. Goal 5 is measured by the growth students demonstrate in core classes on in-class assessments

Action Steps

- Mentors will be assigned and assist new teachers in establishing best classroom practices. Instructional coach will work with staff on implementing best practices in core classes

- Teachers assigned to ZAP will extend the workday by 1 hour to assist students in grades 7-8 with assignments
- Teachers will use data to create instructional opportunities for students.
- Students will take end of year summative tests in language arts and math.
- Staff in grades 7-8 will be assigned 1 hour of ZAP class each week
- Staff will offer before or after school math or reading tutoring in grades 1-8
- Administration will provide reinforcement of current school programs to assist teachers with their classrooms.

Budget

40% of the budget will be used for teacher salary increases

10% of the budget will be used for mentor stipends

10 % of the budget will be used to pay staff for ZAP duties and tutoring

40% of the budget will be used to augment existing school programs

Scholar Academy will post on the website at scholarcharter.org (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.

Action Item: Mental Health Screening Program Determination

Issue

Determining whether the school will implement a USBE-approved mental health screening program at the school during the 2023-2024 school year.

Background

H.B. 403 – a bill passed during Utah’s 2023 legislative session – requires each LEA governing board to make a determination by July 1, 2023 as to whether the LEA will participate or not participate in administering a USBE-approved mental health screening program during the 2023-2024 school year.

LEAs are not required to implement a mental health screening program, but if an LEA elects to do so, it must follow a variety of rules and requirements, including training, notification, and consent requirements. LEAs may change their determination from year to year as to whether they will participate or not participate in mental health screenings, and each year LEAs must report to the USBE whether they are maintaining or changing their mental health screening participation status from the previous year. The USBE has provided a link to a Qualtrics Survey whereby LEAs can report their determination.

Included with this cover sheet is a Mental Health Screening Guidebook containing helpful information about mental health screenings for students, including what mental health screenings are and are not, benefits and costs of administering mental health screenings, and different methods of mental health screenings schools can use. The Guidebook also includes a sample Implementation Plan for those LEAs who choose to administer mental health screenings as well information for parents. The Guidebook further contains a number of hyperlinks to resources about mental health screenings.

Recommendation

It is recommended that Scholar Academy not administer a mental health screening program during the 2023-2024 school year.



School-Based Mental Health Screening Guidebook: Implementation Plan

This document serves as an outline for Local Education Agencies (LEAs) to fill in their implementation plan for school-based mental health screening.

Outline your plan in preparation of roll out:

- ▶ Start small, as a pilot
 - Such as: one grade level in one school at a time
- ▶ Consider rolling out your plan in phases, gradually scaling up as your resources and capacity allow
- ▶ Include the WHO, WHAT, WHEN, WHERE, WHY
- ▶ Consider forming a stakeholder group to inform your decision making:
 - Parents, students, teachers, administrators, mental health professionals in the school and/or the community.
- ▶ Think through your community partnerships to support this work and invite them into this process. Remember, you don't have to do this alone!

Questions to answer as part of your plan:

What tool(s) are you going to use? [USB E Approved Tools](#)

What conditions are you going to screen for? [USB E Approved Conditions](#)

Who is going to administer and score the screening tool(s)?

*Same day review of results is necessary to ensure safety for those who indicate a high risk.
Administering and scoring can be done by different people or the same people.*

What is your plan for triaging?

What services will be provided in the school?

What community partnerships do you have in place for referrals?

How will parent consent be obtained?

How will you advertise screening to parents?

How will results be shared with students and parents?

Who will collect the required data?

Resource:

- [School Mental Health Quality Guide: Screening](#)
- [SHAPE District Assessment \(Page 11\)](#)

If you have questions or need additional clarification please reach out to:

Michelle Knight

SBMH Program Manager

Michelle.knight@schools.utah.gov

School-Based Mental Health Screening Guidebook:

Parent Information

The purpose of this document is to be a sample flier for LEAs to provide to parents about screenings.

What is mental health screening?

Screening is a process for evaluating the possible presence of a particular problem. Mental health screening may only happen after the students' parents opt into a mental health screening program or event, giving active consent.

Screening is not an assessment or a diagnosis.

What is consent?

Parental consent must be obtained within 8 weeks prior to administering the mental health screener. A separate consent form is required for each screening and cannot be combined with other consent forms. Parental consent must be obtained regardless of the age of the student.

What's the process?

(This process should summarize your implementation plan.)

Are you diagnosing my child?

No. Screening is the process by which the presence of a particular problem is identified. Further assessment would need to be completed in order for a diagnosis to be provided.

Will I receive the results of my child's screening?

Yes, schools are required to provide the results of the screening if a potential mental health condition is indicated. Results and resources will be provided to the student and parent including any services that can be provided by the school mental health provider or by a partnering entity.

What do the results of the screening mean?

The results may indicate the possible presence of a concern and will help you to determine if your student may benefit from a full assessment.

Do I need to pay for this?

Screening is free for students.

Other questions?

Resource:

- [School Mental Health Quality Guide: Screening SHAPE District Assessment \(Page 11\)](#)

School-Based Mental Health Screening Guidebook:

Methods of Screening

The purpose of this document is to help LEAs determine the method of screening that best fits their needs and resources.

1. **Grade level/Classroom:** Announced, advertised, offered to a smaller selection of students based on other data such as school discipline data, SHARP data, administrator/teacher buy in, parent buy in, etc.

A. Considerations

- ▶ This will require time taken out of the school day (BUT NOT ALOT!)
- ▶ Screening could take place on multiple days as needed or on one day.
 - If all in one day, where will students go whose parents didn't give consent?
- ▶ Consent will have to be received prior to the date of the screening.
- ▶ Teachers may need to administer the survey and SBMH professional reviews results and responds
 - Reviewing results needs to happen same day to ensure students needs are triaged and addressed immediately
 - Note: students at imminent risk of harming themselves or others should receive immediate follow-up within 24 hours
- ▶ Parents will need to be contacted separately regarding the results of the screening

2. **Screening events:** announced, advertised, offered to the entire student population (at the district/LEA level, school level, multiple schools at once, etc). Held on specific dates and times throughout the school year. Parents may sign up to attend or just show up. Parents accompany the child so consent can be signed at the event.

B. Considerations:

- ▶ Could result in data being skewed. It's possible that certain populations may not engage for a variety of reasons
 - Language barriers
 - Unsure of the process

- Misperceptions of what a screening is and its purpose
- ▶ Parents and their students can complete the screener virtually and then come to the school to review/discuss their results
 - If they don't show up, who will follow up with them about their results?
- ▶ Parents and their students can come to the event, complete the screener, then review their results with a professional
- ▶ Event must be staffed by appropriate personnel which could be an added cost (stipends, additional contracted time, etc)
 - Grant funding is available to support these costs.

Resource:

- [School Mental Health Quality Guide: Screening SHAPE District Assessment \(Page 11\)](#)

School-Based Mental Health Screening Guidebook:

Talking Points for Boards

The purpose of this document is for LEAs to have talking points to present to their Board in regards to screening.

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.

Screening is not an assessment or a diagnosis.

Benefits of screening

- ▶ Support a Multi-tiered System of Supports (MTSS)
- ▶ Inform Prevention and Early Intervention Strategies
- ▶ Identify concerns specific to certain grades or classrooms
- ▶ Identify students with highest well-being
- ▶ Identify students at risk for a mental illness or harm to self or others
- ▶ Make economically sound decisions
- ▶ Improve Access to Mental Health Supports

See the [School Mental Health Quality Guide: Screening](#) for more details

Costs of screening

Grant funding is available to support screening implementation and for “qualifying parents”.

- Most screening tools are available for free, but some require purchasing.
- Stipends for school staff to support screening events may be required if offered outside contract time
- Additional funds for contracted services may be required

Liability of conducting screening

[53F-2-522](#)

“A school employee trained in accordance with rules made by the state board under [Subsection \(3\)\(a\)\(iii\)](#), who administers an approved mental health screening in accordance with this section in good faith, is not liable in a civil action for an act taken or not taken under this section.”

Connecting it to Child Find

- ▶ Mental health screenings are one way to identify students with a possible presence of a disability, which is our responsibility. It supports our Child Find efforts but isn't the only way.
- ▶ In accordance with the requirements of Part B of the IDEA and the USBE Special Education Rules, each LEA implementing a mental health screener must have policies and procedures in place to ensure that any student suspected of having a disability, and who may need special education and related services, is identified, located, and evaluated consistent with the LEA's Child Find system.

Resource:

- [School Mental Health Quality Guide: Screening SHAPE District Assessment \(Page 11\)](#)

**Scholar Academy
Test Administration Policy
Board Approval May 20, 2014**

POLICY

Scholar Academy Academy (the "School") places a high value on ethics and integrity and expects students and staff to demonstrate these characteristics. Accordingly, the School recognizes the importance of fair and ethical test administration.

The School's Director will implement all required procedures in order to ensure that all state-mandated tests are administered in an ethical manner. The School's teachers will follow all state guidelines and ethical standards related to administration of state-mandated tests. Any failure to conform to applicable standards will result in discipline up to and including termination and a report of the behavior to the Utah Professional Practices Advisory Commission for licensing action.

Scholar Academy

Policy: Language Access Policy

Approved: May 25, 2023

Purpose

The purpose of this policy is to help ensure that Scholar Academy (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 Principal 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.

Board Approved: 05.25.2023

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 Principal 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.

Scholar Academy
Policy: Administration of Medication Policy
Adopted:

Deleted: September 27, 2017

Purpose

The purpose of this policy is to authorize personnel of Scholar Academy (the "School") to administer medication to students consistent with applicable law.

The School's Board of Directors (the "Board") acknowledges that medication should typically be administered by a student or the student's parent or guardian. However, the Board recognizes that situations may arise where the health of a student may require administration of medication during the course of a school day by School personnel.

As long as authorized personnel act in a prudent and responsible manner, Utah law provides that School personnel who provide assistance in substantial compliance with a student's licensed health care provider's written statement are not liable civilly or criminally for any adverse reaction suffered by the student as a result of taking the medication or discontinuing the administration of medication. The Board hopes that this policy will help ensure that School personnel act in a prudent and responsible manner in order to protect the health of students and the interests of School personnel.

The Board also desires to set forth policies regarding acceptable self-administration of medication by students.

Policy

Administration of Medication by School Personnel

The School will comply with applicable state and federal laws, including but not limited to Utah Code Ann. § [53G-9-502](#), regarding the administration of medication to students by School personnel. Accordingly, pursuant to this policy, authorized School personnel may provide assistance in the administration of medication to students of the School during periods when the student is under the School's control.

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School personnel may also administer medication to students in emergency situations in accordance with the following:

- (a) Glucagon. Glucagon is an emergency diabetic medication used to raise blood sugar. The School will comply with the requirements of Utah Code Ann. § [53G-9-504 regarding the emergency administration of glucagon to a student in accordance with the statute if \(1\) the School receives a glucagon authorization from the parent or guardian of a student; and \(2\) any School personnel who have been trained \(as described in the statute\) in the administration of glucagon are available to administer the glucagon. The School may not compel School personnel to become trained in the](#)

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administration of glucagon nor may it obstruct School personnel from becoming trained in the administration of glucagon.

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(b) Epinephrine Auto-Injector. The School will comply with the requirements of Utah Code Ann. §§ 26B-4-401, *et seq.*, regarding emergency injection for anaphylactic reactions, in the event any School personnel seeks to become a “qualified adult” under that provision. The School will make an emergency epinephrine auto-injector available to a School employee who becomes a qualified adult. The School may not prohibit or dissuade School employees from receiving training to become a qualified adult, nor may it prohibit or dissuade School employees who become qualified adults from possessing or storing an epinephrine auto-injector on School property or administering an epinephrine auto-injector to any person in accordance with the statute.

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(c) Seizure Rescue Medication. The School will comply with the requirements of Utah Code Ann. § 53G-9-505 regarding the emergency administration of seizure rescue medication to a student. Accordingly, the School may administer seizure rescue medication to a student in accordance with the statute if (1) the School receives a seizure rescue authorization from the parent or guardian of the student; and (2) a School employee who has become a “trained school employee volunteer” as defined in the statute is available to administer the seizure rescue medication. The School may not compel a School employee to become a trained school employee volunteer nor may it obstruct a School employee from becoming a trained school employee volunteer.

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(d) Opiate Antagonist. In accordance with Utah Code Ann. § 26B-4-509, School personnel may administer an opiate antagonist when acting in good faith to an individual whom the person believes to be experiencing an opiate-related drug overdose.

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(e) Stock Albuterol. The School will comply with the requirements of Utah Code Ann. §§ 26B-4-401, *et seq.*, regarding emergency administration of stock albuterol in response to an asthma emergency, in the event any School personnel seeks to become a “qualified adult” under that provision. The School may make stock albuterol available to a School employee who becomes a qualified adult. The School may not prohibit or dissuade School employees from receiving training to become a qualified adult, nor may it prohibit or dissuade School employees who become qualified adults from possessing or storing stock albuterol on School property or administering stock albuterol to any person in accordance with the statute.

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The Principal will establish administrative procedures that comply with applicable laws in order to set guidelines for when and how administration of medication under this policy will take place.

The Principal will consult with the local health department and/or a registered health care professional for assistance in developing procedures and training necessary for effective

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implementation of this policy. The School's Principal will ensure that School personnel and parents are provided with information about this policy as needed.

Self-Administration of Medication by Students

Students may possess and self-administer prescription medication at school in compliance with applicable law. The Principal will establish administrative procedures that comply with applicable laws in order to set guidelines for when and how this will take place.

Students are not prohibited from possessing and self-administering one day's dosage of a non-prescription medication where the student's maturity level is such that he or she can reasonably be expected to properly administer the medication on his or her own.

Observations and Medical Recommendations by School Personnel

The Principal will ensure that appropriate School personnel receive training on the provisions of Utah Code Ann. § [53G-9-203, including but not limited to training](#) regarding medical recommendations by School employees [and rules related to School employees communicating information and observations about a student's health and/or welfare.](#)

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[School employees who intentionally violate Utah Code Ann. § 53G-9-203 will be subject to discipline up to and including termination.](#)

Signature:

Jared Hamner

Date

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**Administrative Procedures
Administration of Medication Procedures**

These procedures are established in accordance with the Administration of Medication Policy adopted by the School's Board of Directors.

Administration of Medication by School Personnel

In order to ensure safe administration of medication to students, the procedures outlined here must be followed.

- (1) The Principal will designate a reasonable number of School employees who will be responsible for administering medication to students in the School.
- (2) The Principal will arrange for the Principal and all designated School employees to receive adequate training from a licensed health care professional prior to administering any medication. Training should include indications for the medication, means of administration, dosage, adverse reactions, contraindications, and side effects.
- (3) The student's parent or guardian must complete the parent/guardian section of the Student Medication Form requesting that medication be administered to the student during regular school hours. Parents are responsible for updating the Student Medication Form as necessary.
- (4) The student's health care provider must complete the Health Care Provider section of the Student Medication Form indicating the child's name, the name of the medication, the purpose of the medication, the means of administration, the dosage, the time schedule for administration, the anticipated number of days the medication needs to be given at school, and possible side effects. The practitioner must also affirm that giving the medication during school hours is medically necessary.
- (5) A Student Medication Log must be maintained for any student who has medication administered at school, and all employees authorized to administer medication will be notified regarding each student to whom they are authorized to administer medication.
- (6) Each time medication is given, the person who gave it must document the administration in ink on the Student Medication Log. If the medication is not administered as scheduled, a notation must be made on the Student Medication Log as to why the medication was not given, and the student's parent or guardian must be notified.
- (7) The Student Medication Form and Student Medication Log will be retained in the student's records.

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(8) Teachers of the student receiving medication during school hours will be notified.

(9) Medication (other than that carried by a student) must be delivered to the School by the student's parent or guardian or designated adult.

(10) Medication should be delivered to the School in a container properly labeled by a pharmacy, manufacturer or health care provider. Labeling must include the student's name, the name of the prescribing practitioner, date the prescription was filled, name and phone number of the dispensing pharmacy, name of the medication, dose, frequency of administration, and the expiration date.

(11) Medication must be stored in a secure, locked cabinet or container in a cool, dry place, except that:

- a. medications that require refrigeration must be stored appropriately;
- b. insulin or emergency medications such as EpiPens, Twinject Auto-Injectors, asthma inhalers and glucagon must not be stored in a locked area so that they are available when needed.

(12) Authorization for administration of medication by School personnel may be withdrawn by the School at any time following written or verbal notice to the student's parent or guardian, as long as this action does not conflict with federal laws such as IDEA and/or section 504 of the Rehabilitation Act. The Principal may withdraw authorization for administration of medication in cases of noncompliance or lack of cooperation by parents or students unless the student's right to receive medication at school is protected by laws such as IDEA or section 504.

Self-Administration of Medication by Students

Students may possess and self-administer prescription medication if:

- (1) The student's parent or guardian signs a statement:
 - a. Authorizing the student to self-administer the medication; and
 - b. Acknowledging that the student is responsible for, and capable of, self-administering the medication; and
- (2) The student's health care provider provides a written statement that:
 - a. It is medically appropriate for the student to self-administer the medication and be in possession of the medication at all times; and
 - b. The name of the medication prescribed for the student's use.

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The School will provide an acceptable form for parents to request that their student be allowed to possess and self-administer prescription medication.

Application of Sunscreen

Students may possess and self-apply sunscreen without a parent or physician's authorization.

If a student is unable to self-apply sunscreen, a school employee may apply the sunscreen on the student if the student's parent or legal guardian has provided written consent.

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POLICIES, PROCEDURES, PLANS (“PPP”) REQUIRED TO BE REVIEWED AND/OR APPROVED
(Last Updated May 25, 2022)

<u>PPP Required by Law to be Reviewed</u>	<u>Frequency</u>	<u>Reviewer</u>
Attendance/Truancy	Annually	Board
Cash Handling	Annually	LEA
Donation and/or Fundraising	Annually	Board
Electronic Resources or Devices ¹	Once every three years	LEA
Emergency Response/Preparedness Plan	Once every three years	Emerg. Committee
Fee Waiver ²	Annually	Board
Financial Reporting	Annually	LEA
Parent and Family Engagement, Compact, Plan ³	Annually	LEA
Procurement	Annually	LEA
Purchasing and Disbursement	Annually	LEA
Sex Education Instruction	Every two years	Board
Wellness ⁴	Periodically	Wellness Committee

<u>PPP Required by PPP only to be Reviewed</u>	<u>Frequency</u>	<u>Reviewer</u>
Information Technology Security Policy & Plan	Periodically	IT Security Manager
Meal Charge/Alternate Meal Policy/Proc ⁴	Annually	LEA
Student Conduct and Discipline Policy & Plan	As Necessary	Not Specified

<u>PPP Required by Law to be Re-Approved</u>	<u>Frequency</u>	<u>Approver</u>
Electronic Resources or Devices ¹	Once every three years	Board
Fee Waiver ²	Annually	Board
Parent and Family Engagement ³	Periodically	Board
Wellness ⁴	Once every three years	Board

¹ Also includes Acceptable Use, Internet Safety, and other similar policies. A footnote should be added to the policy(ies) indicating the effective date of the last review.

² Law actually only requires annual review and approval if the school charges fees, but all of our schools’ policies require annual review and approval by the Board regardless if school charges fees or not.

³ Review and approval requirements only apply if school receives Title I funds.

⁴ Review and approval requirements only apply if school participates in USDA food program.

Scholar Academy
Policy: Attendance Policy
Approved: 10.20.2020

Policy

Scholar Academy (the “School”) is committed to providing a quality education for every student. The School firmly believes that consistent attendance teaches students responsibility. Students learn the value of being punctual and prepared. Frequent absences and tardiness result in a loss of continuity of instruction. Also, frequent absences and tardiness prove disruptive for students, teachers, and staff. Excessive unexcused absences may lead to a student’s permanent dismissal from the School.

Parents are expected to take a proactive role in ensuring their children attend school. We recommend families plan their vacation schedule around the existing School calendar. When possible, medical and dental appointments should take place outside of school hours and parents should notify the School in advance of any absence. Parents and students are responsible for obtaining homework or assignments for the time period which the student is absent.

The School intends for this policy to be consistent with the provisions of Utah’s compulsory education laws, Utah Code §§ 53G-6-201 through 53G-6-208, as well as Utah Administrative Code Rule R277-607.

The Principal will establish attendance procedures consistent with this policy and applicable law and will ensure that the policy and procedures are distributed to parents.

Review

The School’s Board of Directors shall review this policy annually. The Board shall also annually review attendance data and consider revisions to this policy to encourage student attendance.

**Administrative Procedures
Attendance Procedures**

These procedures are established in accordance with the Attendance Policy established by the School's Board of Directors.

Definitions

"Absence" or **"absent"** means the failure of a school-age child assigned to a class or class period to attend a class or class period. "Absence" or "absent" does not mean multiple tardies used to calculate an absence for the sake of a truancy.

"Valid excuse" or **"excused absence"** means an absence resulting from:

- a) an illness, which may be either mental or physical, regardless of whether the school-age child or parent provides documentation from a medical professional;
- b) mental or behavioral health of the school-age child;
- c) a death of a family member or close friend;
- d) a scheduled family event or a scheduled proactive visit to a health care provider in accordance with Section 53G-6-803(5);
- e) a family emergency;
- f) an approved School activity;
- g) a preapproved extended absence for a family activity or travel, consistent with School policy; or
- h) an absence permitted by an individualized education program or Section 504 accommodation plan.

The Principal has the discretion to consider other absences as "valid excuses."

"Valid excuse" or "excused absence" does not mean a parent acknowledgement of an absence for a reason other than those described above.

"Habitual truant" means a school-age child who:

- (1) is in grade 7 or above and at least 12 years old;
- (2) is subject to the requirements of Section 53G-6-202; and
- (3)(a) is truant at least ten times during one school year; or (b) fails to cooperate with efforts on the part of School authorities to resolve the school-age child's attendance problem as required under Section 53G-6-206.

"School-age child" means a minor who is at least six years old but younger than 18 years old and who is not emancipated.

"School day" means the portion of a day that school is in session in which a school-age child is required to be in school for purposes of receiving instruction.

"Truant" means a condition by which a school-age child, without a valid excuse, is absent for (a) at least half of the school day; or (b) if the school-age child is enrolled in a learner verified program, as that term is defined by the State Board of Education, the relevant amount of time under the School's Learner Validated Program Policy. A school-age child may not be considered truant under this policy more than one time during one day.

Attendance Requirements: Students are allowed a maximum of five (5) unexcused absences per year.

Excused Absences: An oral or written communication documenting a valid excuse must be received from the student's parents/guardian within one (1) business day of the absence in

order for the absence to be excused. In the event of multiple consecutive absences, written communication must be received within one (1) business day of the student's return to school.

In the event of an unforeseeable illness or emergency, the School should be notified as soon as reasonably possible.

[Excused absences may become unexcused if the Principal determines that absences have reached an excessive level and are adversely impacting the student's education.]

Preapproved Extended Absence: A parent/guardian may request approval from the Principal prior to a student's extended absence of up to ten (10) days per school year. The Principal will approve the absence if the Principal determines that the extended absence will not adversely impact the student's education.

Medical Documentation: The School may not require documentation from a medical professional to substantiate a valid excuse that is a mental or physical illness.

Make-up Work: Make-up work is permitted for students who have excused absences. The teacher will provide the student or the parent/guardian with any make-up work upon request. Make-up work must be completed within a reasonable timeframe as determined by the teacher.

Tardiness: A student is tardy if he or she is not in the assigned classroom when the late bell rings. In general, tardiness will be handled on an individual basis with the teacher. If a student is chronically tardy, then the student may be referred to the administration. Elementary students are allowed five (5) tardies per quarter. Middle school students are allowed three (3) tardies per class each quarter.

Notification of Absences and Tardies: In the event a student is absent, parents/guardians will be notified by phone on the day of the absence. Parents and students are responsible for tracking the total number of absences and tardies. Parents will be notified when their student reaches the 4th unexcused absence of the year. Parents of elementary students will be notified when their child is tardy for the 4th time during a given quarter. Parents of Middle school students will be notified if their child is tardy for the 2nd time in a class for the given quarter. If the maximum limit for unexcused absences or tardiness is reached, the Principal will attempt to schedule a meeting with the parents to review the situation and will outline the appropriate corrective action.

Grounds for an Appeal: Students who believe that all or part of their absences and/or tardies should be considered excused may provide a written request to the administrator to review their case.

Notice of Compulsory Education Violation

The School may issue a "notice of compulsory education violation" to a parent/guardian of a school-age child who is in grades 1 through 6 if the student is truant at least five (5) times during the school year.

This notice shall:

1. Direct the parent/guardian to meet with School authorities to discuss the student's attendance problem and cooperate with the Principal and Board to secure regular attendance by the student;
2. Designate the School authorities with whom the parent is required to meet;
3. State that it is a class B misdemeanor for the student's parent or guardian to intentionally or without good cause fail to meet with the designated School authorities to discuss the student's attendance problems, or fail to prevent the student from being truant an additional five (5) more times during the remainder of the school year; and
4. Be served on the parent/guardian by personal service or certified mail.

If School personnel have reason to believe that, after a notice of compulsory education violation is issued, the parent or guardian has failed to make a good faith effort to ensure that the school-age child receives an appropriate education, the issuer of the compulsory education violation shall submit to the Division of Child and Family Services the report required by Utah Code § 53G-6-202(8) (also in accordance with the School's Child Abuse and Neglect Reporting Policy).

Truancy Intervention Program

The School's Truancy Intervention Program is established to encourage good attendance and to facilitate the processing of chronically truant students through evidence-based alternative interventions or the juvenile court. Those efforts will include documented earnest and persistent efforts to resolve a student's attendance problems as follows:

- Annual notification of the School's attendance policies will be provided to the parents of all students at the time of registration.
- When a student's attendance is negatively affecting the student's learning, the classroom teacher will notify the student and/or the student's parent(s) of the concern. The teacher will set up a conference with the student and/or the student's parent(s) to identify and resolve any problems that prevent the student from attending school. The student's progress will be monitored.
- If meeting with the student and parent(s) does not adequately address the problems and the student's learning continues to suffer, then the School counselor or Principal will work with the teacher and parent(s) in finding a solution to the problems that are preventing the student from attending to his/her learning. Efforts to resolve the problems may include, but are not limited to, the following: making adjustments to the curriculum or the schedule, counseling of the student by School authorities, considering alternatives proposed by the parent, or providing the parent with a list of community resources to help the family.
- The Principal may consult with a parent/guardian to determine if mitigating circumstances such as medical or psychological problems indicate the use of intervention methods for resolving the attendance problems.
- In the event that the preceding interventions fail, a certified letter will be sent to the parent(s) requesting a formal meeting with the administrator to resolve the attendance problems. A copy of the letter and mailing certificates will be kept by the School.
- The Principal will notify the student and a parent/guardian of the actions the School may take should the student be truant in the future.

Notice of Truancy

Consistent with Section 53G-6-203, the School may issue a notice of truancy to a school-age child who is in grade 7 or above, at least 12 years old, and is truant at least five (5) times during the school year.

A notice of truancy will only be issued after the School has made earnest and persistent efforts to resolve student attendance problems, which efforts may include those set forth above.

A notice of truancy will:

1. Direct the school-age child who receives the notice of truancy, and the parent/guardian of the school-age child, to meet with School authorities to discuss the student's attendance problem and cooperate with the Principal and Board to secure regular attendance by the student;
2. Designate the School authorities with whom the school-age child and parent/guardian is required to meet.

A notice of truancy will be served on the parent/guardian by personal service or regular mail. The parent/guardian will have the right to appeal a notice of truancy in writing to the Principal within ten (10) days of being issued.

Referrals for Habitual Truancy

In accordance with Utah Code § 53G-8-211(4), the School shall refer a school-age child for prevention and early intervention youth services, as described in Section 62A-7-104, by the Division of Juvenile Justice Services for being a habitual truant if the school-age child refuses to participate in an evidence-based alternative intervention described in Utah Code § 53G-8-211(3)(b), including:

- a mobile crisis outreach team;
- a youth services center operated by the Division of Juvenile Justice Services;
- a youth court or comparable restorative justice program; or
- other evidence-based interventions created and developed by the School or other governmental entities as set forth in Subsection 53G-8-211(3)(b)(v).

The School may refer a school-age child who is a habitual truant to juvenile court or a law enforcement officer or agency if the student refuses to participate in an evidence-based alternative intervention described in Subsection 53G-8-211(3)(b) and fails to participate in prevention and early intervention youth services provided by the Division of Juvenile Justice Services as provided above.

A referral to juvenile court or a law enforcement officer or agency will include:

1. Attendance records for the student;
2. A report of evidence-based alternative interventions used by the School before the referral, including outcomes;
3. The name and contact information of the School representative assigned to actively participate in the court process with the student and the student's family;
4. A report from the Division of Juvenile Justice Services that demonstrates the minor's failure to complete or participate in prevention and early intervention youth services as set forth in Utah Code § 53G-8-211(4); and
5. Any other information that the School considers relevant.

SCHOLAR ACADEMY

ACHIEVING EXCELLENCE TOGETHER

Scholar Academy Donations and Fundraising Policy Approved: September 19, 2013

Although Scholar Academy (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. The Director is also responsible for ensuring that donor restrictions of accepted donations are complied with and that compliance can be verified. The Director will ensure that charitable donation receipts are provided to donors as necessary.

The Director must approve voluntary donations from private individual or organization 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 individual or organization in excess of \$10,000. The School may not accept donations with the condition that the donation provide direct benefit to specific School employees, students, vendors, or name brand goods or services.

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

The Director must ensure that any applicable fiscal policies of the School are complied with in connection with donations. The School will 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.

Board Approved: 09.19.2013
Board Reviewed: 05.25.2023

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 must 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 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 should not be approved.
7. The participation of School employees, students and parents in any fundraising activity must 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 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 Director.
10. The Director will 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 will be handled accordingly. The Director will 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

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sponsored, such as fundraising activities of the parent organization, should 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 Director will 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 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 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 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 should be equitable for all students, comply with Title IX, and be in harmony with Article X of the Utah Constitution.

The Director will 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.

The Board will review this policy at least bi-annually.

Annual Board Meetings

Below are the tentative Scholar Academy Board Meeting dates for the 2023-2024 school year. Meetings are tentatively scheduled for the last Thursday every other month. These dates are subject to change and additional meetings may take place. All meetings will be posted on the Utah Public Meeting Notice website at least 24 hours in advance.

❖ August 31st

Scholar Academy Library 5:00 PM

❖ October 26th

Scholar Academy Library 5:00 PM

❖ January 25th

Scholar Academy Library 5:00 PM

❖ March 28th

Scholar Academy Library 5:00 PM

❖ May 30th

Scholar Academy Library 5:00 PM