



LEADERSHIP
LEARNING
ACADEMY

Board Meeting Packet

BOARD MISSION STATEMENT

It is the mission of the Board to make the academic growth and achievement of students the focus of Leadership Learning Academy. This is accomplished through modeling the school Charter of principled and inspired leadership. The Board will govern not manage. It will act in a manner that maintains financial stability. It will speak and act with a unified voice.

March 18, 2024

Leadership Learning Academy Board Meeting Agenda Monday, March 18, 2024



Location: Layton Campus, 100 W 2675 N, Layton, UT 84041

Zoom Link: <https://us02web.zoom.us/j/88256723360?from=addon>

Meeting ID: 882 5672 3360

Mobile: (669) 900-9128

NOTE: It is possible that the LLA Board of Directors may be utilizing an electronic meeting component with one or more of their members.

MISSION: Our mission is to provide an educational experience that empowers individuals to become leaders who embody integrity, respect, and resilience and value community. Through our Flight Crews, we foster personal growth, challenge individuals to positively impact the world, and cultivate lifelong learning.

VISION: At **Leadership Learning Academy**, we embrace The Flyer Creed, creating a thriving school community where everyone learns, grows, and serves with compassion and unity.

Agenda

2023-2024 Strategic School Plan

Schoolwide Unity & Collaboration “We Are CREW!”

Teacher & Staff Development

Fiscal Responsibility

Continue Growth & Maintain Literacy Proficiency

5:30 PM – CALL TO ORDER

- Welcome by Terry Capener
- Board Mission
- School Mission
- School Vision

PUBLIC COMMENT (Items Not on the Agenda – Limit 3 Minutes)

- [2024-2025 School Fee Schedule](#)
- [Fee Waiver Policy](#)

REPORTS

- Administration
 - [State of the School](#) – Jared Buckley

NOTE: Times on this agenda are estimated as a courtesy only. Actual times may vary.

In compliance with the Americans with Disabilities Act, persons needing accommodations for this meeting should call (801) 444-9378 to make appropriate arrangements.

- ✓ [Amended Equipment & Other Capital Assets Acquired with Federal Funds Administrative Procedures](#)
- ✓ [Amended Religion and Education ADMIN Procedures](#)
- Board of Directors
 - [Review Financials](#) – Jimmy Sunlight
 - Board Facilities Committee Update – Jimmy & Chuma
 - [Review Board Calendar](#) – Terry Capener

BOARD TRAINING

- School LAND Trust Training Assurance – Terry Capener
- [Open and Public Meetings Act Training](#) – Brandon Fairbanks

CONSENT ITEMS

- [January 30, 2024 Board Meeting Minutes](#)

VOTING ITEMS

- [Borrower's Counsel](#) – Brad Taylor
- [Bond Counsel](#) – Brad Taylor
- [Award RFP for Landscaping & Snow Removal Services \(Layton\)](#) – Jared Buckley
- [Award RFP for Janitorial Services](#) – Jared Buckley
- [2024-2025 School LAND Trust Plans](#) – Jared Buckley
- [2024-2025 School Fee Schedule](#) – Jared Buckley
- [Re-Approve Fee Waiver Policy](#) – Jared Buckley
- [Rescind Religion and Education Policy](#) – Jared Buckley

OTHER BUSINESS ITEMS

- Calendaring Items – Terry Capener
 - Schedule Electronic Meeting in April
 - Next Pre-Board Meeting – April 29th
 - Next Board Meeting – May 13th Strategic Planning @ AW
 - NCSC2 Boston, MA – June 30 – July 3
 - ✓ Ballgame – Sunday, June 30th @ 1:35 p.m.
 - ✓ AW Dinner – Sunday, June 30th TBD (with NDPA)
 - ✓ AW Evening Social – Monday, July 1st TBD

CLOSED SESSION to discuss an individual's character, professional competence, or physical or mental health pursuant to Utah Code 52-4-205(1)(a) [IF NEEDED]

ADJOURN

NOTE: Times on this agenda are estimated as a courtesy only. Actual times may vary.

In compliance with the Americans with Disabilities Act, persons needing accommodations for this meeting should call (801) 444-9378 to make appropriate arrangements.

[Back to Agenda](#)



Lead Director Report

03.18.24

School wide unity and collaboration by implementing the CREW program:

- ★ Our recent leadership meeting we focused on next year's Crew program and highlighted our commitment to fostering unity and collaboration. Engaging 5th graders early on to introduce them to 6th-grade opportunities and expanding the Crew program demonstrate our dedication to creating a supportive community for all students.

Teacher and Staff Development:

- ★ Our staff development efforts have shown positive results, with our team demonstrating enthusiasm and dedication to continuous learning. We have protected days for this and teachers are loving the time to plan and learn.

Fiscal Responsibility:

- ★ Our fiscal outlook for the upcoming year is promising, with strong lottery projections indicating healthy enrollment. Partnering with Schola for targeted marketing in the Ogden area further supports our enrollment efforts, ensuring the continued financial stability of our school. I also met with AW to create a teacher retention plan. This is a priority of mine going into next year.

Continue Growth & Maintain Literacy Proficiency:

- ★ We're proud to celebrate Kim Evigner's recognition by the state for her excellence in the science of reading. This achievement highlights our collective commitment to maintaining high academic standards and fostering literacy excellence among our students.

NOTE: Times on this agenda are estimated as a courtesy only. Actual times may vary.

In compliance with the Americans with Disabilities Act, persons needing accommodations for this meeting should call (801) 444-9378 to make appropriate arrangements.



Equipment and other Capital Assets Acquired with Federal Funds **Administrative Procedures**

Leadership Learning Academy (the "School") will purchase, use, manage, and dispose of equipment and other capital assets acquired in whole or in part with federal funds in accordance with applicable federal law, including 2 CFR 200.439 and 2 CFR 200.313(c)-(e).

Definitions

The definitions in 2 CFR 200.1 apply to this administrative procedure, including but not limited to the following:

"Capital assets" means:

- a. Tangible or intangible assets used in operations having a useful life of more than one year which are capitalized in accordance with GAAP. Capital assets include:
 - i. Land, buildings (facilities), equipment, and intellectual property (including software) whether acquired by purchase, construction, manufacture, exchange, or through a lease accounted for as financed purchase under Government Accounting Standards Board (GASB) standards or a finance lease under Financial Accounting Standards Board (FASB) standards; and
 - ii. Additions, improvements, modifications, replacements, rearrangements, reinstallations, renovations or alterations to capital assets that materially increase their value or useful life (not ordinary repairs and maintenance).
- b. For purpose of this procedure, capital assets do not include intangible right-to-use assets (per GASB) and right-to-use operating lease assets (per FASB). For example, assets capitalized that recognize a lessee's right to control the use of property and/or equipment for a period of time under a lease contract. See also § 200.465.

"Capital expenditures" means expenditures to acquire capital assets or expenditures to make additions, improvements, modifications, replacements, rearrangements, reinstallations, renovations, or alterations to capital assets that materially increase their value or useful life.

"Equipment" means tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost which equals or exceeds the lesser of the capitalization level established by the School for financial statement purposes, or \$5,000.

"General purpose equipment" means equipment which is not limited to research, medical, scientific or other technical activities. Examples include office equipment and furnishings, modular offices, telephone networks, information technology equipment and systems, air conditioning equipment, reproduction and printing equipment, and motor vehicles.

NOTE: Times on this agenda are estimated as a courtesy only. Actual times may vary.

In compliance with the Americans with Disabilities Act, persons needing accommodations for this meeting should call (801) 444-9378 to make appropriate arrangements.

“Special purpose equipment” means equipment which is used only for research, medical, scientific, or other technical activities. Examples of special purpose equipment include microscopes, x-ray machines, surgical instruments, and spectrometers.

Equipment

Management Requirements

With respect to managing equipment acquired in whole or in part with federal funds, the School will:

- a. Maintain property records that include:
 - i. A description of the equipment;
 - ii. A serial number or other identification number for the equipment;
 - iii. The source of funding for the equipment;
 - iv. Who holds title to the equipment;
 - v. The date the equipment was acquired by the School;
 - vi. The cost of the equipment;
 - vii. The percentage of participation in the project costs for the federal award under which the equipment was acquired;
 - viii. The location of the equipment;
 - ix. The use and condition of the equipment; and
 - x. Any ultimate disposition data with respect to the equipment, including the date of disposal and sale price of the equipment.
- b. Take physical inventory of the equipment and update/reconcile the property records accordingly at least once every two years.
- c. Develop and implement a control system that will provide adequate safeguards to prevent loss, damage, or theft of the equipment.
- d. Investigate any loss or damage to or theft of the equipment.
- e. Regularly maintain and/or service the equipment to help ensure the equipment remains in good condition.
- f. If authorized or required to sell the equipment, engage in a sales process that will help ensure the School receives the highest possible return on the sale of the equipment.

Use and Disposition Requirements

Regarding the use and disposition of equipment acquired with federal funds, the School will follow the requirements in 2 CFR 200.313(c) and (e).

Purchasing Requirements

The School shall follow the procedure below in order to purchase equipment with federal funds.

NOTE: Times on this agenda are estimated as a courtesy only. Actual times may vary.

In compliance with the Americans with Disabilities Act, persons needing accommodations for this meeting should call (801) 444-9378 to make appropriate arrangements.

Capital Expenditures

The School shall comply with federal law in connection with purchasing equipment and other capital assets with federal funds, including but not limited to 2 CFR 200.439. Below are some of the purchasing rules the School shall follow:

- a. The School shall not use federal funds to pay for improvements to land, buildings, or equipment which materially increase their value or useful life unless the School receives prior written approval of the federal awarding agency or the pass-through entity (the USBE) to do so (note: this applies to School construction, alteration, or repair projects):
 - a. And with respect to construction, alteration, or repair projects that cost in excess of \$2,000, the School shall not use federal funds to pay for such projects unless the School follows other applicable laws, including but not limited to the Davis-Bacon and Related Acts;
- b. The School shall not use federal funds to purchase general purpose equipment (note: this includes, for example, computers and other tech devices), buildings, or land unless the School receives prior written approval of the federal awarding agency or the pass-through entity (the USBE) to do so; and
- c. The School may use federal funds to purchase special purpose equipment; however, if any such item of equipment has a unit cost of \$5,000 or more, the School shall obtain prior written approval of the federal awarding agency or the pass-through entity (the USBE) in order to purchase those items with federal funds.

NOTE: Times on this agenda are estimated as a courtesy only. Actual times may vary.

In compliance with the Americans with Disabilities Act, persons needing accommodations for this meeting should call (801) 444-9378 to make appropriate arrangements.



Religion & Education Administrative Procedures

Purpose

Leadership Learning Academy (the "School") recognizes, protects, and accommodates the rights of religious practice and expression guaranteed by state and federal laws and by the constitutions of Utah and the United States.

The purpose of this procedure is to help School personnel protect and accommodate individual religious belief and rights of conscience in the School.

General Rules Regarding Religion and Education

The School expects School personnel to foster mutual understanding and respect for all individuals and beliefs. Study about religion is an important part of a complete education and is necessary to achieving an understanding of history, societies, and cultures throughout the world. School curricula – including activities, discussions, assignments, displays, and performances – may refer to religious thought and expression, provided such references are designed to achieve specific educational objectives.

School personnel should neither promote nor disparage any religious, agnostic or atheistic belief or religion in general. Teaching about religion should be objective, thus avoiding any implication that religious doctrines have the endorsement of School authority. School personnel should recognize that religious holidays are observed in various ways, or not observed at all, based upon the influence of ethnic tradition, family style, or religious conviction.

Students may refrain from participation in any aspect of school that violates a religious belief or right of conscience of the student or of the student's parent or guardian.

The School shall not, in any aspect of school:

- (a) require or incentivize a student to affirm or deny the student's or the student's parent or guardian's religious belief or right of conscience;
- (b) engage a student in a practice that violates or is contrary to the student's or the student's parent or guardian's religious belief or right of conscience; or
- (c) penalize or discriminate against a student for refraining from participation due to the student's or the student's parent or guardian's religious belief or right of conscience.

NOTE: Times on this agenda are estimated as a courtesy only. Actual times may vary.

A student's parent or guardian may waive the student's participation in any aspect of school (e.g., activities, discussions, and assignments) that the parent or guardian feels would violate the parent or guardian's or student's right of conscience or religious belief. Such waivers must be communicated in a timely manner to the appropriate School authorities.

Procedures for Implementation

1. ~~At least once a year,~~ The Lead Director or Campus Principals will periodically review these procedures with teachers, ~~the school community council (SCC) members,~~ and staff, ~~the School's Religion and Education Policy (the "Policy"), the associated procedures, and related statutes and regulations.~~ This review will stress the ~~Board's~~ School's expectation that School personnel will recognize, protect, and accommodate religious ~~freedom~~ belief and individual rights of conscience in the operation of the School, while fostering mutual understanding and respect for all individuals and beliefs.

2. The ~~Board~~ School encourages teachers and employees at the School to discuss, equitably and with civility, and, if possible, resolve with students, parents, and guardians, any concerns regarding curricular content, activities, or student participation.

3. Students, parents, and legal guardians will be provided with a copy of these procedures ~~notified~~ annually through the posting of these procedures on the School's website. ~~of their rights under the Policy, state law, and state administrative rules. The notice will contain at least the following information:~~

~~a. A copy of the Policy, rules, and related statutes and regulations regarding religion in the curriculum will be available upon request in the school office;~~

~~b4.~~ A ~~secondary school~~ student, or parent or legal guardian of ~~any~~ student, may make a complaint to the Campus Principal that a portion of the curriculum, a School activity, or the conduct of a School employee violates state or federal law insofar as it "endorse[s], promote[s], or disparage[s] a particular religious, denominational, sectarian, agnostic, or atheistic belief or viewpoint." See Utah Code § 53G-10-202(4).~~;~~

~~e. A secondary school student, or parent or legal guardian of any student, may make a request to the Campus Principal for a waiver of participation in any portion of the curriculum or a School activity, which the student, parent, or legal guardian believes is an infringement of the student's right of conscience or the exercise of religious freedom in any of the following ways:~~

~~i. It requires the affirmation or denial of a religious belief or practice, or right of conscience.~~

~~ii. It requires participation in a practice forbidden by a religious belief or practice, or right of conscience.~~

~~iii. It bars participation in a practice required by a religious belief or practice, or right of conscience.~~

NOTE: Times on this agenda are estimated as a courtesy only. Actual times may vary.

In compliance with the Americans with Disabilities Act, persons needing accommodations for this meeting should call (801) 444-9378 to make appropriate arrangements.

~~d. A claimed infringement must rise to a level of belief that the requested conduct violates a superior duty which is more than personal preference in order to, justifying waiver of participation.~~

45. The Lead Director ~~will~~may discuss annually with the ~~SCC~~Board any requests for accommodation, or complaints about religion in the curriculum, made within the last year in order to determine how the School can more effectively recognize, protect, and accommodate religious ~~freedom~~belief and individual rights of conscience in the operation of the School. In discussing these matters with the ~~SCC~~Board, the Lead Director will take care to protect the privacy rights of those who made complaints or requests. The Lead Director ~~will~~may also submit the written record of each complaint received and any decisions made regarding such complaints to the Board President.

~~Requests for~~ Waivers of Participation

1. When a student refrains from participating in any aspect of school that violates the student's or the student's parent or guardian's religious belief or right of conscience, the School:

a. Shall promptly notify the student's parent or guardian;

b. May offer an alternative that does not violate the student's or the student's parent or guardian's religious belief or right of conscience; and

c. May not require the student or the student's parent to explain, defend, or justify the student's or the student's parent or guardian's religious belief or right of conscience.

2. In addition, if a student refrains from a portion of a course or to a course in its entirety under Utah Code § 53G-10-205, the parent and School may work together to establish an alternate academic accommodation, which allows the student to demonstrate mastery of Core Standards or alternate standard, consistent with Utah Code § 53G-6-803(7) and Utah Code § 53G-10-205(2)(b).

3. When a student's parent or guardian waives the student's participation in any aspect of school that the parent or guardian feels would violate the student's or the student's parent or guardian's religious belief or right of conscience, the parent or guardian shall communicate that waiver (preferably in writing) as soon as possible to the Campus Principal or Lead Director so that an appropriate alternative for the student can be considered.

~~In general, and within the bounds of law, such requests by secondary students, or parents or legal guardians of any students, to be excused or refrain from participating in activities, discussions, and assignments they feel would violate their rights of conscience or religious freedom will be granted routinely and without penalty.~~

~~Any student, parent, or legal guardian who desires a waiver of participation or substitution of another activity will put that request in writing and direct it to the Campus Principal.~~

NOTE: Times on this agenda are estimated as a courtesy only. Actual times may vary.

In compliance with the Americans with Disabilities Act, persons needing accommodations for this meeting should call (801) 444-9378 to make appropriate arrangements.

~~Once a student, parent, or legal guardian has requested a waiver of participation, the student will not be compelled to participate in any curriculum or activity pending resolution of the request, unless the Campus Principal has determined that requiring the participation of that particular student in that particular activity is the least restrictive means necessary to achieve a specifically identified educational objective in furtherance of a compelling governmental interest.~~

~~The Campus Principal, student, the student's parent or legal guardian, and the teacher or employee responsible for the program in question will meet to discuss the request. The Campus Principal will arrive at a decision, swiftly and in a manner consistent with state law, whether to waive participation, alter the curriculum or activity, substitute another activity, or require the student's participation. The Campus Principal will encourage the student and student's parent or guardian to suggest a reasonable alternative. In making a decision, the Campus Principal will give proper consideration to any suggestions made by the student and the student's parent or guardian.~~

4. The Campus Principal~~School~~ will keep a written record of every request for a waiver of participation ~~or substitution of activity~~ based on religious ~~freedom~~ belief or right of conscience ~~and any decisions made regarding each request.~~

Complaints Alleging Violation of Law

If a complaint is made by a minor student, the Campus Principal will give written notice to the student's parent or legal guardian by email ~~letter addressed~~ to the parent or legal guardian's last known email address.

The Campus Principal, student, the student's parent or legal guardian, and the teacher or employee responsible for the program in question will meet to discuss the complaint, and the Campus Principal will arrive at a decision, consistent with state and federal law, whether to alter the curriculum or activity, substitute another activity, or deny that the curriculum or activity is in violation of law. The Campus Principal will give a written decision as soon as practical under the circumstances.

The ~~Campus Principal~~ School will keep for a reasonable time, a written record of every complaint and any decisions made regarding each complaint.

~~The Board President will personally, or by a committee of his or her choosing, evaluate the curriculum or activity in question. If the Board President is concerned that any curriculum or activity may violate state or federal law, he or she may determine whether the educational objectives could be achieved by less restrictive means and may request that the Lead Director alter or substitute another curriculum or activity.~~

Appeals Process

A student, parent, or legal guardian who is dissatisfied with the Campus Principal's decision regarding ~~either requests for waiver of participation or~~ complaints about curricula and activities perceived to be in violation of law, may appeal that decision within ten (10) days to the ~~Board~~

NOTE: Times on this agenda are estimated as a courtesy only. Actual times may vary.

In compliance with the Americans with Disabilities Act, persons needing accommodations for this meeting should call (801) 444-9378 to make appropriate arrangements.

~~President~~Lead Director. The Lead Director will review the complaint of the student, parent, or legal guardian and the decision of the Campus Principal and may modify said decision.

A student, parent, or legal guardian who is dissatisfied with the Lead Director's decision regarding complaints about curricula and activities perceived to be in violation of law, may appeal that decision within ten (10) days to the Board President.

The Board President will review the complaint of the student, parent, or legal guardian and the decision of the ~~Campus Principal~~Lead Director and may modify said decision. At the sole discretion of the Board President, a committee of his or her choosing may be formed to review the complaint and the decision of the ~~Campus Principal~~Lead Director. If the Board President decides to form a committee to consider the appeal, the student and student's parent or guardian will be notified.

The Board~~President~~ will keep, for a reasonable time, a written record of every appeal and any decisions made regarding each appeal.

The decision of the Board President will be final.

NOTE: Times on this agenda are estimated as a courtesy only. Actual times may vary.

In compliance with the Americans with Disabilities Act, persons needing accommodations for this meeting should call (801) 444-9378 to make appropriate arrangements.

[Back to Agenda](#)

Leadership Learning Academy Statement of Activities

Created on March 11, 2024

For Prior Month

Reporting Book:

As of Date:

ACCRUAL

03/11/2024

	Annual June 30, 2024	Year-to-Date February 29, 2024	
	Budget	Actual	% of Budget
Net Income			
Income			
Revenue From Local Sources	248,475	226,231	91.0 %
Revenue From State Sources	8,804,617	6,328,316	71.9 %
Revenue From Federal Sources	1,161,367	220,961	19.0 %
Total Income	10,214,459	6,775,508	66.3 %
Expenses			
Instruction/Salaries	5,004,259	2,929,827	58.5 %
Employee Benefits	1,511,870	844,347	55.8 %
Purchased Prof & Tech Serv	798,000	620,595	77.8 %
Purchased Property Services	500,500	261,816	52.3 %
Other Purchased Services	192,800	88,614	46.0 %
Supplies & Materials	916,100	696,699	76.1 %
Property	31,075	1,159,320	3,730.8 %
Debt Services & Miscellaneous	1,085,644	407,731	37.6 %
Total Expenses	10,040,248	7,008,949	69.8 %
Total Net Income	174,211	(233,441)	(134.0) %

NOTE: Times on this agenda are estimated as a courtesy only. Actual times may vary.

In compliance with the Americans with Disabilities Act, persons needing accommodations for this meeting should call (801) 444-9378 to make appropriate arrangements.

**Leadership Learning Academy
Statement of Financial Position
Created on March 11, 2024
For Prior Month**

Reporting Book:
As of Date:

ACCRUAL
03/11/2024

	Period Ending 02/29/2024	Period Ending 02/28/2023
	Actual	Actual
Assets & Other Debits		
Current Assets		
Operating Cash		
Cash		
8111-03i-001 - LLA ZB OP	1,093,715	1,770,221
8112-03i-001 - Zions Bank - Petty - LLA	5,447	4,756
Total Cash	1,099,162	1,774,977
Investments		
8120-03I-001 - PTIF - LLA Facility	486,882	461,852
8120-03I-002 - PTIF - LLA Surplus	1,466,404	1,391,017
Total Investments	1,953,286	1,852,869
Operating Cash	3,052,448	3,627,846
Accounts Receivables	330,800	1,810
Other Current Assets	30	0
Total Current Assets	3,383,278	3,629,656
Restricted Cash	1,882,606	1,781,202
Net Assets		
Fixed Assets	15,929,210	15,959,231
Depreciation	(2,167,657)	(1,839,616)
Total Net Assets	13,761,553	14,119,615
Other Debits	(676,232)	(716,603)
Total Assets & Other Debits	18,351,205	18,813,870
Liabilities & Fund Equity		
Current Liabilities	17,691	142,230
Long-Term Liabilities	15,640,000	15,926,592
Other Credits	317,415	0
Fund Balance	2,544,736	1,997,723
Net Income	(168,637)	747,325
Total Liabilities & Fund Equity	18,351,205	18,813,870

NOTE: Times on this agenda are estimated as a courtesy only. Actual times may vary.

In compliance with the Americans with Disabilities Act, persons needing accommodations for this meeting should call (801) 444-9378 to make appropriate arrangements.

[Back to Agenda](#)



Board of Directors 2023-2024 Calendar

July 2023	August 2023	September 2023
<ul style="list-style-type: none"> Update Lead Director Evaluation to reflect current goals [<i>Dawn</i>] Submit New Budget (Plus any additional budget amendments) 	<ul style="list-style-type: none"> Early Learning Plan 6th Grade Trip Approval PTIF Balance Report Restricted Funding Report 2nd Quarterly Report Due Aug 15* (Financial Statement & Enrollment) 	<ul style="list-style-type: none"> Create Teacher Survey on Admin
October 2023	November 2023	December 2023
<ul style="list-style-type: none"> Winter Bonus Discussion Returning Bonuses for Ogden Campus Building Evaluation [<i>Kirk</i>] Send out Teacher Survey Prior Years Financial & Student Membership Audits 	<ul style="list-style-type: none"> Holiday Social Annual PTIF Recommendations Start 2024-2025 School Fee Schedule Development Mid-Year Evaluation Prep Report on Teacher Survey Prep for Investor Call 3rd Quarterly Report Due Nov 15* (Financial Statement & Enrollment) 	<ul style="list-style-type: none"> 1st PUBLIC VIEWING: 2024-2025 School Fee Schedule Audit Review [<i>Eide Bailly</i>] Winter Retreat Planning Start 2024-2025 School Calendar Development Mid-Year Lead Director Evaluation Annual Investor Call
January 2024	February 2024	March 2024
<ul style="list-style-type: none"> 2024-2025 School Calendar 2024-2025 School Fee Schedule Re-Approve Fee Waiver Policy 2nd PUBLIC VIEWING: 2024-2025 School Fee Schedule REMINDER: Fraud Risk Online Training [<i>Dawn</i>] 	<ul style="list-style-type: none"> Policy Review PTIF Balance Report Restricted Funding Report Start Curriculum Public Viewing SLT Training Assurance Annual Open & Public Meetings Act Training 4th Quarterly Report Due Feb 15* (Financial Statement & Enrollment) 	<ul style="list-style-type: none"> School LAND Trust Plan Discuss Board Vacancies – if any Start 2024-2025 School Year Budget Development Facility/Maintenance Decisions Review Landscaping and Snow Removal Service Agreement (Every 5-years) Review Janitorial Service Agreement (Every 5-years)
April 2024	May 2024	June 2024
<ul style="list-style-type: none"> 2024-2025 Parent Handbook (if major changes) Retreat Planning Start Gathering Director Evaluation Data AW Evaluation Create Parent Survey 	<ul style="list-style-type: none"> RETREAT [<i>Strategic Planning</i>] Annual Service Banquet Audit Engagement Letter TSSA Plan Strategic School Planning Review D&O and Building Insurance Policy Board Self Evaluation Director EOY Bonuses Discussion Start on the Director Salary & Benefits Discussion Lead Director Evaluation Send out Parent Survey 1st Quarterly Report Due May 15* (Financial Statement & Enrollment) 	<ul style="list-style-type: none"> 2024-2025 Annual Budget 2023-2024 Final Amended Budget 2024-2025 Sex Ed Committee Membership Ratify Board Terms & Officers Mental Health Screening Determination Liability Insurance Contract/Annual Payment Set 2024-2025 Meeting Schedule Assessment Data Review Annual Policies Review Review Board Communication Guidelines Sign Board Member Agreement Exit Survey Results Report on Parent Survey

Color Key						
Socials	Action Items	Discussion Items	Trainings	Evaluations	Surveys	Bond Covenants <i>*Signature Required</i>

NOTE: Times on this agenda are estimated as a courtesy only. Actual times may vary.

In compliance with the Americans with Disabilities Act, persons needing accommodations for this meeting should call (801) 444-9378 to make appropriate arrangements.

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/pmn/); 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.

NOTE: Times on this agenda are estimated as a courtesy only. Actual times may vary.

- 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

NOTE: Times on this agenda are estimated as a courtesy only. Actual times may vary.

In compliance with the Americans with Disabilities Act, persons needing accommodations for this meeting should call (801) 444-9378 to make appropriate arrangements.

- 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:

NOTE: Times on this agenda are estimated as a courtesy only. Actual times may vary.

In compliance with the Americans with Disabilities Act, persons needing accommodations for this meeting should call (801) 444-9378 to make appropriate arrangements.

- 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.

NOTE: Times on this agenda are estimated as a courtesy only. Actual times may vary.

In compliance with the Americans with Disabilities Act, persons needing accommodations for this meeting should call (801) 444-9378 to make appropriate arrangements.

[Back to Agenda](#)

Leadership Learning Academy Board Meeting Minutes

Tuesday, January 30, 2024

Location: Academica West, 290 N Flint Street, Kaysville, UT 84037



In Attendance: Terry Capener, David Gray, Jimmy Sunlight, Deb Hansen, Chuma Uzoh (via Zoom)

Others in Attendance: Jared Buckley, Janey Stoddard, Brad Taylor, Dawn Kawaguchi, Dawn Benke (via Zoom)

MISSION: Our mission is to provide an educational experience that empowers individuals to become leaders who embody integrity, respect, and resilience and value community. Through our Flight Crews, we foster personal growth, challenge individuals to positively impact the world, and cultivate lifelong learning.

VISION: At Leadership Learning Academy, we embrace The Flyer Creed, creating a thriving school community where everyone learns, grows, and serves with compassion and unity.

Minutes

2023-2024 Strategic School Plan

Schoolwide Unity & Collaboration “We Are CREW!”

Teacher & Staff Development

Fiscal Responsibility

Continue Growth & Maintain Literacy Proficiency

5:15 PM – CALL TO ORDER

- Welcome by Terry Capener
- Board Mission - Jimmy
- School Mission – Deb
- School Vision – David

There was no PUBLIC COMMENT. This was the first public comment period for the 2024-2025 School Fee Schedule and the Fee Waiver Policy.

REPORTS

➤ Administration

- State of the School – Jared Buckley reported on the state of the school by summarizing the most recent events that they have been working on to achieve the Board priorities with the following:

NOTE: Times on this agenda are estimated as a courtesy only. Actual times may vary.

In compliance with the Americans with Disabilities Act, persons needing accommodations for this meeting should call (801) 444-9378 to make appropriate arrangements.

- ✓ **School Wide Unity & Collaboration by implementing the CREW Program** – Jared reviewed the new 6th grade trip that is replacing the Disney trip.
- ✓ **Teacher & Staff Development** – Recent staff CREW building PD with the entire staff at each campus.
- ✓ **Fiscal Responsibility** – Jared gave an update on the lottery, marketing efforts and recent CNP and SpEd audits went well. Jared wanted to give a special thanks to Jamie, Sarah and Dawn B for their parti. We have an amazing team.
- ✓ **Continued Growth & Maintain Literacy Proficiency** – MOY meeting with the state went very well. We have already hit one of our goals.
- ✓ Deb continues to help recruit for LLA.

➤ **Board of Directors**

- *Board Facilities Committee Update* – Chuma Uzoh updated the board on where they are with the facilities. Two parts are the financial advisor which we will be voting on later in this meeting and getting the building engineered and the financial advisor will help fund the addition.
- *Review Financials* – Jimmy Sunlight thanked Dawn Benke for putting the statements together. He reviewed the Statement Activities as of December 31st where we are approximately 50% through the fiscal year. He explained why some of the areas that seemed higher or lower. Jimmy also reviewed the Statement of Financial Position as of December 31st. We are up about \$400k cash on hand from last year at this time. The total investment is up just about \$100k due to the interest on the PTIF account and the fund balance is up about \$500k from last year this time.
- *Review Board Calendar* – Terry Capener asked if the board had any questions on the board calendar. Dawn K. mentioned that Fraud Risk Training is good up to four years and all board members will need to re-watch and re-certified this training. She will send out reminders the first of February.

CONSENT ITEMS

- *December 13, 2023 Board Meeting Minutes* – There was no further discussion. **David Gray made a motion to approve the consent items. Jimmy Sunlight seconded the motion. The votes were as follows:**

Terry Capener – Aye
Chuma Uzoh – Aye
Jimmy Sunlight – Aye
David Gray – Aye
Deb Hansen – Aye

Motion passed unanimously.

VOTING ITEMS

- *Award IFB for Financial Advisor* – Chuma Uzoh wanted to say that he was talking about the reimbursement resolution which reimburses the School for funds spend prior to the financing. Moving forward, he stated that Round Table and LRB submitted bids for

NOTE: Times on this agenda are estimated as a courtesy only. Actual times may vary.

financial advisor. Chuma reviewed the two bids that they received for the financial advisor. The subcommittee reviewed the two proposals. Chuma reviewed the differences of the two proposals. After extension review, the building subcommittee will be recommending LRB over Round Table for their vast experience and the extension research of LLA that they presented and their fixed price quote. **Jimmy Sunlight made a motion to award the financial advisor contract to LRB Public Finance Advisors. Deb Hansen seconded the motion. The votes were as follows:**

Terry Capener – Aye

Chuma Uzoh – Aye

Jimmy Sunlight – Aye

David Gray – Aye

Deb Hansen – Aye

Motion passed unanimously.

- *Reimbursement Resolution* – Brad Taylor reviewed the reimbursement resolution. This is a standard resolution in conjunction with your expected financing of this expansion. Brad explained that this resolution would allow the project to start and when the bond closes it allows the school to be reimbursed for the costs already expended. Brad pointed out that there is an 18-month window on this from now until when the bonds need to close. The cost of \$5 million covers the anticipated cost of the project but it's a high speculation. **Deb Hansen made a motion to approve the Reimbursement Resolution. Chuma Uzoh seconded the motion. The votes were as follows:**

Terry Capener – Aye

Chuma Uzoh – Aye

Jimmy Sunlight – Aye

David Gray – Aye

Deb Hansen – Aye

Motion passed unanimously.

- *2024-2025 School Calendars* – Jared Buckley stated that this year we will have one calendar for both schools. This calendar is very similar to the current calendar. Jared reviewed the calendar and the dates of interest. There was a discussion on why we start a week earlier before the district schools. **Chuma Uzoh made a motion to approve the 2024-2025 school calendar for both the Layton and Ogden Campuses. David Gray seconded the motion. The votes were as follows:**

Terry Capener – Aye

Chuma Uzoh – Aye

Jimmy Sunlight – Aye

David Gray – Aye

Deb Hansen – Aye

Motion passed unanimously.

- *Video Surveillance Policy* – Jared Buckley stated that with the recent Safety Grant received, they will be putting cameras in classrooms. With that they wanted to put in a policy that states what these cameras will be used for and what it will not be used for. There was a discussion on GRAMA requests, retention of recording, and watching live footage for possible teacher performance, etc. **David Gray made a motion to adopt the**

NOTE: Times on this agenda are estimated as a courtesy only. Actual times may vary.

Video Surveillance Policy. Jimmy Sunlight seconded the motion. The votes were as follows:

**Terry Capener – Aye
Chuma Uzoh – Aye
Jimmy Sunlight – Aye
David Gray – Aye
Deb Hansen – Aye**

Motion passed unanimously.

OTHER BUSINESS ITEMS

➤ *Calendaring Items* – Terry Capener

- Next Pre-Board Meeting – March 4th
- Next Board Meeting – March 18th Layton Campus
- NCSC2 Boston, MA – June 30 – July 3 – Hotels are booked.

5:55 PM – Jimmy Sunlight made a motion to enter a CLOSED SESSION to discuss an individual’s character, professional competence, or physical or mental health pursuant to Utah Code 52-4-205(1)(a) in the AW conference room. Deb Hansen seconded the motion. The roll call votes were as follows:

**Terry Capener – Aye
David Gray – Aye
Jimmy Sunlight – Aye
Deb Hansen – Aye
Chuma Uzoh – Aye**

Motion passed unanimously.

6:11 PM – Chuma Uzoh made a motion to exit the CLOSED SESSION and ADJOURN. David Gray seconded the motion. The roll call votes were as follows:

**Terry Capener – Aye
David Gray – Aye
Jimmy Sunlight – Aye
Deb Hansen – Aye
Chuma Uzoh – Aye**

Motion passed unanimously.

NOTE: Times on this agenda are estimated as a courtesy only. Actual times may vary.

In compliance with the Americans with Disabilities Act, persons needing accommodations for this meeting should call (801) 444-9378 to make appropriate arrangements.

**Leadership Learning Academy
Board of Directors
Closed Session Statement
Tuesday, January 30, 2024**

Location: Academica West, 290 N Flint Street, Kaysville, UT 84037



CLOSED SESSION SWORN STATEMENT:

At a duly noticed public meeting held on the date listed above, the board of directors for LEADERSHIP LEARNING ACADEMY entered into a closed session for the sole purpose of discussing the character, professional competence, or physical or mental health of an individual in accordance with Utah Code Ann. 52-4-2(1)(a).

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

Signed on the 30th day of January, 2024.


Terry Capener
Board Chair

NOTE: Times on this agenda are estimated as a courtesy only. Actual times may vary.

In compliance with the Americans with Disabilities Act, persons needing accommodations for this meeting should call (801) 444-9378 to make appropriate arrangements.

LLA Board of Director's Meeting Monday, March 18, 2024

Action Item: *Award Contract on Invitation to Bid for Borrowers Counsel*

Issue:

Awarding the contract on LLA's Invitation to Bid for a Borrower's Counsel.

Background:

LLA received bids back from two firms to represent the school in its upcoming financing. The two firms that submitted bids were Farnsworth Johnson and Dorsey & Whitney. Both firms have experience in this space, representing Utah charter schools through this process.

LLA's building subcommittee reviewed the proposals/bids and recommends awarding the contract to Farnsworth Johnson as they were the lowest bidder and represented LLA in its last bond issuance in 2019. The building subcommittee has confidence that Johnson Farnsworth can successfully execute the function of borrower's counsel for LLA.

Recommendation:

It is recommended that the Board award the borrower's counsel contract to Johnson Farnsworth.

NOTE: Times on this agenda are estimated as a courtesy only. Actual times may vary.

In compliance with the Americans with Disabilities Act, persons needing accommodations for this meeting should call (801) 444-9378 to make appropriate arrangements.

LLA Board of Director's Meeting Monday, March 18, 2024

Action Item: *Award Contract on Invitation to Bid for Bond and Disclosure Counsel*

Issue:

Awarding the contract on LLA's Invitation to Bid for Bond and Disclosure Counsel.

Background:

LLA received bids back from four firms to act in the capacity as bond and disclosure counsel in its upcoming financing. Bond and disclosure counsel drafts all documents related to the bond and public offering (if LLA goes the public route) and provides the tax-exemption opinion. All four firms that submitted bids are approved by the Utah State Attorney General's Office and all have experience with charter schools.

LLA's building subcommittee reviewed the proposals/bids and recommends awarding the contract to Orrick. Orrick's bid is significantly lower than the other 3 to warrant the awarding of the contract to their firm. While Orrick has limited charter school experience in Utah, they have a tremendous amount of national charter school experience and are a nationally ranked firm. The building subcommittee has confidence that Orrick can successfully execute the function of bond and disclosure counsel for LLA.

Recommendation:

It is recommended that the Board award the bond and disclosure counsel contract to Orrick.

NOTE: Times on this agenda are estimated as a courtesy only. Actual times may vary.

In compliance with the Americans with Disabilities Act, persons needing accommodations for this meeting should call (801) 444-9378 to make appropriate arrangements.

LLA Board of Director's Meeting Monday, March 18, 2024

Action Item: *Awarding Landscaping and Snow Removal Contract*

Issue:

Awarding the contract on LLA's RFP for Landscaping and Snow Removal Services.

Background:

LLA issued an RFP for Landscaping and Snow Removal Services on February 23, 2024 for the purpose of soliciting such services for its Layton Campus. The deadline to submit proposals was March 8, 2024. Four companies submitted proposals in response to the RFP – Extreme Green, Lawn Butler, Above All, and Brightview. LLA's evaluation committee evaluated and scored each proposal.

Extreme Green's proposal received the highest score, 90/100, and was the least expensive proposal; Law Butler's proposal received a score of 81/100; Above All's proposal received a score of 52/100; and Brightview's proposal received a score of 33/100.

The Evaluation Committee Statement is attached, as is Extreme Green's proposal.

Recommendation:

It is recommended that the Board award the contract on LLA's RFP for Landscaping and Snow Removal Services for the Layton Campus to Extreme Green and authorize Jared Buckley to sign on behalf of LLA, an up to 5-year written contract with Extreme Green consistent with Extreme Green's proposal.

NOTE: Times on this agenda are estimated as a courtesy only. Actual times may vary.

In compliance with the Americans with Disabilities Act, persons needing accommodations for this meeting should call (801) 444-9378 to make appropriate arrangements.

**Leadership Learning Academy
Evaluation Committee Statement
RFP for Landscaping and Snow Removal Services**

Background

Leadership Learning Academy issued an RFP for Landscaping and Snow Removal Services for its Layton Campus on February 23, 2024 seeking proposals to provide the School with comprehensive lawncare, snow removal, and other related landscaping services. The School posted the RFP on the School's website for over two weeks and also sent the RFP to several different companies. The deadline to submit a proposal in response to the RFP was March 8, 2024. Four landscaping/snow removal companies submitted proposals to the school – Extreme Green, Above All, Lawn Butler, and Brightview

Evaluation and Scoring of Proposal

The Evaluation Committee for this RFP was Jared Buckley, Kim McClellan, and Melissa Macchia. They reviewed and scored the proposals on March 18, 2024.

Extreme Green's proposal received the highest overall score, 90/100. Lawn Butler's proposal received a score of 81/100, Above All's proposal received a score of 52/100, and Brightview's proposal received a score of 33/100. The breakdown of the scores given to the companies is below:

- **Extreme Green: 90/100**
 - Experience and Qualifications: 35/40
 - Past Performance for NDPA and/or References: 15/20
 - Cost: 40/40
- **Lawn Butler: 81/100**
 - Experience and Qualifications: 35/40
 - Past Performance for NDPA and/or References: 15/20
 - Cost: 31/40
- **Above All: 52/100**
 - Experience and Qualifications: 0/40 (this information not provided)
 - Past Performance for NDPA and/or References: 15/20
 - Cost: 37/40
- **Brightview: 33/100**
 - Experience and Qualifications: 0/40 (this information not provided)
 - Past Performance for NDPA and/or References: 0/20 (this information not provided)
 - Cost: 33/40

Based on the Evaluation Committee's review of the proposals, Extreme Green (a) has extensive experience in providing charter schools with landscaping and snow removal services; (b) has successfully provided such services to Leadership Learning Academy and other Utah charter

NOTE: Times on this agenda are estimated as a courtesy only. Actual times may vary.

In compliance with the Americans with Disabilities Act, persons needing accommodations for this meeting should call (801) 444-9378 to make appropriate arrangements.

schools in the past; and (c) can provide such services at a lower cost than the other three companies that submitted proposals.

Award Recommendation

The Evaluation Committee recommends to the School's Board of Directors that it award the landscaping and snow removal contract to Extreme Green, with the contract having a term of up to five years. The Evaluation Committee believes that Extreme Green's proposal provides the best value to the School in connection with these services.

NOTE: Times on this agenda are estimated as a courtesy only. Actual times may vary.

In compliance with the Americans with Disabilities Act, persons needing accommodations for this meeting should call (801) 444-9378 to make appropriate arrangements.

PRICING FORM – LLA-L

Offerors must complete and sign this pricing form OR submit their own pricing forms. Please include pricing for year 1, 2, 3, 4, and 5.

Service/Product (as described on pp. 2-3 above)	Price Year 1	Price Year 2	Price Year 3	Price Year 4	Price Year 5
Spring lawn aeration	<u>350.00</u>	<u>350.00</u>	<u>385.00</u>	<u>385.00</u>	<u>385.00</u>
Fall lawn aeration	<u>350.00</u>	<u>350.00</u>	<u>385.00</u>	<u>385.00</u>	<u>385.00</u>
Spring clean up	<u>55 per hour</u>	<u>55 per hour</u>	<u>60 per hour</u>	<u>60 per hour</u>	<u>60 per hour</u>
Spring irrigation startup and adjustments	<u>55 per hour</u>	<u>55 per hour</u>	<u>60 per hour</u>	<u>60 per hour</u>	<u>60 per hour</u>
Weekly lawn care from April through October	<u>350.00</u>	<u>350.00</u>	<u>385.00</u>	<u>385.00</u>	<u>385.00</u>
Weekly weed and debris removal from April through October	<u>55 per hour</u>	<u>55 per hour</u>	<u>60 per hour</u>	<u>60 per hour</u>	<u>60 per hour</u>
Irrigation check from April through October	<u>55 per hour</u>	<u>55 per hour</u>	<u>60 per hour</u>	<u>60 per hour</u>	<u>60 per hour</u>
Lawn fertilization round 1 <u>premerg</u>	<u>450.00</u>	<u>450.00</u>	<u>495.00</u>	<u>495.00</u>	<u>495.00</u>
Lawn fertilization round 2	<u>350.00</u>	<u>350.00</u>	<u>385.00</u>	<u>385.00</u>	<u>385.00</u>
Lawn fertilization round 3	<u>350.00</u>	<u>350.00</u>	<u>385.00</u>	<u>385.00</u>	<u>385.00</u>
Lawn fertilization round 4	<u>350.00</u>	<u>350.00</u>	<u>385.00</u>	<u>385.00</u>	<u>385.00</u>
Lawn insecticide round 1 <u>grub</u>	<u>450.00</u>	<u>450.00</u>	<u>495.00</u>	<u>495.00</u>	<u>495.00</u>
Lawn insecticide round 2 <u>grub</u>	<u>450.00</u>	<u>450.00</u>	<u>495.00</u>	<u>495.00</u>	<u>495.00</u>
Fall clean up	<u>55 per hour</u>	<u>55 per hour</u>	<u>60 per hour</u>	<u>60 per hour</u>	<u>60 per hour</u>
Irrigation winterization	<u>400.00</u>	<u>400.00</u>	<u>440.00</u>	<u>440.00</u>	<u>440.00</u>
Total Price by Year for Services Listed Above	Total Price Year 1: <u>13,300.00</u>	Total Price Year 2: <u>13,300.00</u>	Total Price Year 3: <u>14,630.00</u>	Total Price Year 4: <u>14,630.00</u>	Total Price Year 5: <u>14,630.00</u>
Irrigation repair – hourly rate	<u>55 per hour</u>	<u>55 per hour</u>	<u>60 per hour</u>	<u>60 per hour</u>	<u>60 per hour</u>
Snow removal – price per push	<u>300.00</u>	<u>300.00</u>	<u>330.00</u>	<u>330.00</u>	<u>330.00</u>
Application of ice melt or salt – price per bag <u>all school</u>	<u>250.00</u>	<u>250.00</u>	<u>275.00</u>	<u>275.00</u>	<u>275.00</u>
Other service/product offered by Offeror (e.g., tree pruning, etc.) <u>trees, shrubs and bushes</u>	<u>55 per hour</u>	<u>55 per hour</u>	<u>60 per hour</u>	<u>60 per hour</u>	<u>60 per hour</u>
Other charges imposed by Offeror (e.g., fuel surcharge, etc.) <u>fuel surcharge</u>	<u>8%</u>				

Offeror Signature Scott Miller Extreme Green

LLA Board of Director's Meeting Monday, March 18, 2024

Action Item: *Awarding Janitorial Contract*

Issue:

Awarding the contract on LLA's RFP for Janitorial Services Provider.

Background:

LLA issued an RFP for Janitorial Services Provider on March 1, 2024 for the purpose of soliciting comprehensive janitorial proposals for each of its campuses. The deadline to submit proposals was March 13, 2024. Three companies submitted proposals in response to the RFP – Advanced Building Care, Caliber Cleaning Services, and Toone Cleaning. LLA's evaluation committee evaluated and scored each proposal. Toone Cleaning's proposal received the highest score, 93/100, and was the least expensive proposal; Caliber Cleaning Services' proposal received a score of 81/100; and Advanced Building Care's proposal received a score of 80/100.

The Evaluation Committee Statement is attached, as is Toone Cleaning's proposal.

Recommendation:

It is recommended that the Board award the contract on LLA's RFP for Janitorial Services Provider to Toone Cleaning and authorize Jared Buckley to sign on behalf of LLA, an up to 5-year written contract with Toone Cleaning consistent with Toone Cleaning's proposal.

NOTE: Times on this agenda are estimated as a courtesy only. Actual times may vary.

In compliance with the Americans with Disabilities Act, persons needing accommodations for this meeting should call (801) 444-9378 to make appropriate arrangements.

Leadership Learning Academy

RFP Janitorial Services Provider

Evaluation Committee Statement

Background

On March 1, 2024, Leadership Learning Academy (“LLA” or the “School”) issued an RFP for Janitorial Services Provider for both of its campuses. LLA posted the RFP on its website for nearly two weeks and also sent the RFP to numerous janitorial companies. The deadline to submit proposals in response to the RFP was March 13, 2024.

Evaluation and Scoring

The School received three proposals in response to the RFP. LLA’s Evaluation Committee, which consisted of Jared Buckley, Kim McClellan, and Melissa Macchia, evaluated and scored each proposal. The non-cost criteria consisted of an offeror’s experience, qualifications, and track record; quality of offeror’s services based on references; and expertise and ability to satisfy scope of work, specifications, and requirements. Non-cost criteria was scored first and cost criteria second.

Below is a summary of each proposal’s scores broken down by non-cost and cost criteria:

- **Advanced Building Care: 80/100**
 - Points for Non-Cost Criteria: 60/70
 - Points for Cost Criteria: 20/30
- **Caliber Cleaning Services: 81/100**
 - Points for Non-Cost Criteria: 60/70
 - Points for Cost Criteria: 21/30
- **Toone Cleaning: 93/100**
 - Points for Non-Cost Criteria: 63/70
 - Points for Cost Criteria: 30/30

NOTE: Times on this agenda are estimated as a courtesy only. Actual times may vary.

In compliance with the Americans with Disabilities Act, persons needing accommodations for this meeting should call (801) 444-9378 to make appropriate arrangements.

Best Value to the School

The Evaluation Committee believes that the School's best interests would be served by awarding Toone Cleaning the janitorial contract. Its proposal scored the highest and was the lowest priced (\$123,962 annually). Toone Cleaning's proposal demonstrated that the company is experienced in cleaning schools, that it does high-quality work for its client schools, and that it has the expertise and ability to clean the School's buildings in accordance with the School's specifications set forth in the RFP.

Award Recommendation

For the reasons explained above, the Evaluation Committee believes that Toone Cleaning's proposal provides the best value to the School for janitorial services. The Evaluation Committee therefore recommends that the Board of Directors award the janitorial contract to Toone Cleaning.

TOONE CLEANING INC

1816 Heritage Ranch Drive
Farr West, UT 84404



2024-2029 Cleaning Contract Proposal Cost-Related Portion For Leadership Learning Academy (LLA)

Effective Dates

August 1, 2024 – July 31, 2029

Services Performed By:

Toone Commercial Cleaning, Inc.
1816 Heritage Ranch Drive
Farr West, UT 84404

Services Performed For:

Leadership Learning Academy

Layton Campus
100 W 2675 N
Layton, UT 84041

Ogden Campus
1111 2nd Street
Ogden, UT 84404

NOTE: Times on this agenda are estimated as a courtesy only. Actual times may vary.

In compliance with the Americans with Disabilities Act, persons needing accommodations for this meeting should call (801) 444-9378 to make appropriate arrangements.

Annual Total

Toone Cleaning's Annual Total for all services listed in the 2024 RFP for the **Layton Location** is **\$59,352**.

Toone Cleaning's Annual Total for all services listed in the 2024 RFP for the **Ogden Location** is **\$64,610**.

Toone Cleaning's Annual Total for all services listed in the 2024 RFP for **BOTH LOCATIONS** is **\$123,962**.

NOTE: Times on this agenda are estimated as a courtesy only. Actual times may vary.

In compliance with the Americans with Disabilities Act, persons needing accommodations for this meeting should call (801) 444-9378 to make appropriate arrangements.

LLA Board of Director's Meeting Monday, March 18, 2024

Action Item: *2024-2025 School LAND Trust Plans*

Issue:

The Board must approve the School LAND Trust Plan for each campus in order to receive funding. *The Board must also receive annual SLT training, which was sent out to the board via email and has been completed by all board members.*

Background:

Each year LLA receives School LAND Trust (SLT) revenue from the state to be applied to the specific needs of each campus. Each campus has a SLT committee that decides how the money is going to be spent at each campus.

LAYTON CAMPUS:

Layton Campus has been given the allotment of **\$74,347.63** for the 2024-2025 school year. The Layton SLT committee met on **March 14, 2024**, to discuss the needs of the School. The committee voted to improve reading performance of students K-6 on Acadience by Spring 2025 (by 2% from Fall 2024). The Layton Campus will allot funding for salaries to provide instructional coaching for teachers and paraprofessionals in Language Arts as well as implementing Core Knowledge LA program. Any remaining funds will go to salaries.

OGDEN CAMPUS:

The Ogden Campus has been given the allotment of **\$59,180.72** for the 2024-2025 school year. The Ogden SLT committee met on **March 15, 2024**, to discuss the needs of the School. The committee voted to improve the reading performance of students K-6 on Acadience by Spring 2025. The Ogden Campus will allot funding for salaries to provide instructional coaching for teachers and paraprofessionals in Language Arts as well as implementing Core Knowledge LA program. Any remaining funds will go to salaries.

Recommendation:

It is recommended that the Board approve the 2024-2025 School LAND Trust Plans for both the Layton and Ogden Campuses.

NOTE: Times on this agenda are estimated as a courtesy only. Actual times may vary.

In compliance with the Americans with Disabilities Act, persons needing accommodations for this meeting should call (801) 444-9378 to make appropriate arrangements.

School Land Trust Leadership Learning Academy – Layton

Goal

1. Improve reading performance of students K-6 on Acadience by Spring 2024.

Academic Area

English/Language Arts

Measurements

Baseline data will be established in the Fall of 2023. Our goal will be to increase the number of students proficient by 2% as demonstrated on Acadience in Spring of 2025.

Action Steps

1. Provide Core Knowledge Language Arts program for students.
2. Provide Instructional Coaching to support teachers and paraprofessionals in Language Arts.

Expenditures

Salaries and benefits
CKLA Curriculum

Meeting Notes

Date: March 14, 2024

Time: 1:30 PM

Location: LLA Layton Campus

Attendees:

- Jamie Frampton (Chair)
- Shanna Nufrio-Bishop (Newly Appointed Vice Chair)
- Lynsie Ferrero
- Nicole Davies
- Melissa Macchia (Principal)

NOTE: Times on this agenda are estimated as a courtesy only. Actual times may vary.

In compliance with the Americans with Disabilities Act, persons needing accommodations for this meeting should call (801) 444-9378 to make appropriate arrangements.

- Jared Buckley (Director)

Meeting Facilitator: Jamie Frampton

Agenda Items:

1. Announcement of Council Member Change
2. School Land Trust Background and Budget Report
3. School Year Progress Report
4. Approval of School Land Trust Goal and Budget Allocation
5. Discussion on Future Areas of Focus
6. Adjournment

Minutes:

1. Jamie Frampton opened the meeting by announcing the departure of council member Katie Kohn and the appointment of Shanna Nufrio-Bishop as the new member and Vice Chair. The council unanimously approved Shanna's appointment.
2. Jared Buckley provided an overview of the School Land Trust, detailing its background and purpose. No questions were raised by the attendees.
3. Melissa Macchia delivered a report on the school's progress year-to-date, indicating that the school is currently meeting its goals. Jared confirmed that all funds allocated in the previous year were appropriately utilized. The projected amount for the upcoming year's budget was reported to be \$74,347.63.
4. The council discussed and approved the proposed goal for the School Land Trust, which involves establishing baseline data in Fall 2024 and aiming to increase the number of students proficient in English/Language Arts by 2% by Spring 2025, aligning with the state goal.
5. Allocation of funds was discussed, with the council agreeing to prioritize spending on salaries to provide instructional coaching for teachers and paraprofessionals in Language Arts, as well as implementing the Core Knowledge Language Arts program for students. Any remaining funds would also be allocated to salaries.
6. Shanna Nufrio-Bishop suggested considering support for math in future budget allocations.
7. The meeting was adjourned.

Action Items:

- Melissa Macchia and Jared Buckley to proceed with implementing the approved budget allocation for the School Land Trust.
- Council to consider future support for math education in upcoming budget discussions.

NOTE: Times on this agenda are estimated as a courtesy only. Actual times may vary.

In compliance with the Americans with Disabilities Act, persons needing accommodations for this meeting should call (801) 444-9378 to make appropriate arrangements.

**School Land Trust
Leadership Learning Academy – Ogden**

Goal

2. Improve reading performance of students K-6 on Acadience by Spring 2024.

Academic Area

English/Language Arts

Measurements

Baseline data will be established in the Fall of 2023. Our goal will be to increase the number of students proficient by 2% as demonstrated on Acadience in Spring of 2025.

Action Steps

3. Provide Core Knowledge Language Arts program for students.
4. Provide Instructional Coaching to support teachers and paraprofessionals in Language Arts.

Expenditures

Salaries and benefits

CKLA Curriculum

Meeting Notes - Ogden Campus

Date: March 15, 2024

Time: 8:00 AM

Location: LLA Ogden Campus

Attendees:

- Jo Peine (Newly Appointed Vice Chair)
- Sarah Thomas (Newly Appointed Chair)
- Mazie Shepherd
- Antionette Samaniaego
- Jared Buckley (Director)

NOTE: Times on this agenda are estimated as a courtesy only. Actual times may vary.

In compliance with the Americans with Disabilities Act, persons needing accommodations for this meeting should call (801) 444-9378 to make appropriate arrangements.

- Kim McClellan (Principal)

Meeting Facilitator: Sarah Thomas

Agenda Items:

1. Introduction of New Council Members
2. School Land Trust Overview and Budget Report
3. School Year Progress Report
4. Approval of School Land Trust Goal and Budget Allocation
5. Discussion on Future Areas of Focus

Notes:

1. Sarah Thomas opened the meeting by welcoming the new council members: Jo Peine, Mazie Shepherd, and Antionette Samaniaego. Sarah was voted as Chair, and Jo as Vice Chair, with unanimous approval from all present members.
2. Jared Buckley provided a comprehensive overview of the School Land Trust, explaining its purpose and background. No questions were raised by the attendees.
3. Kim McClellan presented a report on the school's progress year-to-date, highlighting that the current goals are being met. Jared confirmed that all funds allocated in the previous year were appropriately utilized. The projected budget for the upcoming year was reported to be \$59,180.72.
4. The council discussed and unanimously approved the proposed goal for the School Land Trust, which involves establishing baseline data in Fall 2024 and aiming to increase the number of students proficient in English/Language Arts by 2% by Spring 2025, aligning with the state goal.
5. Allocation of funds was discussed, with the council agreeing to prioritize spending on salaries to provide instructional coaching for teachers and paraprofessionals in Language Arts, as well as implementing the Core Knowledge Language Arts program for students. Any remaining funds would also be allocated to salaries.

Action Items:

- Kim McClellan and Jared Buckley to proceed with implementing the approved budget allocation for the School Land Trust.
- Council to consider future support for math education in upcoming budget discussions.

These notes are subject to approval at the next council meeting.

NOTE: Times on this agenda are estimated as a courtesy only. Actual times may vary.

In compliance with the Americans with Disabilities Act, persons needing accommodations for this meeting should call (801) 444-9378 to make appropriate arrangements.

LLA Board of Director's Meeting Monday, March 18, 2024

Action Item: 2024-2025 Fee Schedule

Issue:

The School needs to adopt a fee schedule for the 2024-2025 school year.

Background:

LLA provides school sponsored before and after school programs at the Ogden campus. These programs are a monthly cost and are eligible for free and reduced costs. Our Layton campus only provides a school sponsored before school program. *However, the YMCA of Northern Utah runs an After School Program at the Layton Campus.*

Per state law, if a school charges any school fees the school must approve a fee schedule for the upcoming school year by April 1 before the school year starts. In addition, prior to the April 1 deadline the school must also allow public comment on the proposed fee schedule at no fewer than two board meetings. A school's fee schedule must include a description of all fees charged, the amount of any fee, an explanation of how all fees will be spent by the school, a per student annual maximum fee amount for the school year (the maximum amount a student would pay in fees if the student participated in all activities, classes, clubs, etc. that charge a fee), and a statement notifying parents that their student might be eligible for a fee waiver.

LLA has provided the opportunity for public comment on their 2024-2025 proposed fee schedule at two board meetings. LLA's proposed 2024-2025 fee schedule also includes all known requirements for fee schedules in state law.

Recommendation:

It is recommended that the Board approve the 2024-2025 School Fee Schedule.

NOTE: Times on this agenda are estimated as a courtesy only. Actual times may vary.

In compliance with the Americans with Disabilities Act, persons needing accommodations for this meeting should call (801) 444-9378 to make appropriate arrangements.

[Back to Agenda](#)



2024-2025 Student Fee Schedule

The following student fees may be assessed to students of Leadership Learning Academy:

FEES FOR OPTIONAL COURSES, PROGRAMS, AND ACTIVITIES		
FEE DESCRIPTION	EXPENDITURES FUNDED BY FEE (SPEND PLAN)	TOTAL FEE
Before School Program*	<ul style="list-style-type: none"> Instructors and supplies 	Up to \$20 <u>25</u> per month
After School Program*+	<ul style="list-style-type: none"> Instructors and supplies 	Up to \$75 <u>100</u> per month

* Space in the Before School Program and After School Program is limited and placements are made on a first-come, first-served basis per the Program Terms and Conditions.

+ There is currently NO LLA sponsored After School Program offered at the Layton Campus. However, the YMCA of Northern Utah runs an After School Program at the Layton Campus. For more information go to https://utah.recliquecore.com/programs/23/2023-2024-afterschool-programs/#division_123

Per Student Annual Maximum Fee Amount for Year With Before and After School Programs: ~~\$950~~975

This amount reflects the total student fees any student in grades K-6 would be required to pay if the student participated in all courses, programs, and activities (including the Before and After School Programs) provided, sponsored, or supported by the School for the school year.

Per Student Annual Maximum Fee Amount for Year Without Before and After School Programs: \$0

This amount reflects the total student fees any student in grades K-6 would be required to pay if the student participated in all courses, programs, and activities (except the Before and After School Programs) provided, sponsored, or supported by the School for the school year.

Notice to Parents: Your student may be eligible to have one or more of their fees waived. For information on fees and fee waivers, please contact an administrator at the School and/or review the school fees materials provided on the School's website (School Fees Notices, Fee Waiver Policy, Fee Waiver Applications, Fee Waiver Decision and Appeal Form, etc.). If you file a fee waiver request with the School and the request is denied, you may appeal the School's decision.

NOTE: Times on this agenda are estimated as a courtesy only. Actual times may vary.

In compliance with the Americans with Disabilities Act, persons needing accommodations for this meeting should call (801) 444-9378 to make appropriate arrangements.

LLA Board of Director's Meeting Monday, March 18, 2024

Action Item: *Re-Approve Fee Waiver Policy*

Issue:

Leadership Learning Academy (the School) needs to re-approve its Fee Waiver Policy.

Background:

Per state law, all schools that charge any school fees must approve their fee/fee waiver policies in a public board meeting each year before April 1. State law also requires such schools to encourage public participation in the development of their fee/fee waiver policies.

The School typically does not charge school fees because you cannot charge fees to students k-6. However, the school can charge for fees for optional after-school clubs, activities, and sports. To encourage public participation with respect to the School's fee/fee waiver policies, the Board has allowed public comment on the School's Fee Waiver Policy (which includes the School's fee and fee waiver policies and procedures) during at least two public board meetings.

In addition, Leadership Learning Academy's Fee Waiver Policy itself requires the Board to review and approve the policy on an annual basis. The Fee Waiver Policy complies with current state laws and rules.

Recommendation:

It is recommended that the Board re-approve the Fee Waiver Policy.

NOTE: Times on this agenda are estimated as a courtesy only. Actual times may vary.

In compliance with the Americans with Disabilities Act, persons needing accommodations for this meeting should call (801) 444-9378 to make appropriate arrangements.

Leadership Learning Academy Fee Waiver Policy



PURPOSE

Leadership Learning Academy (the "School") must abide by the Utah State Board of Education rules which direct the School's Board of Directors (the "Board") to implement a policy regarding student fees. The purpose of this policy is to provide educational opportunities for all students. This allows the School to establish a reasonable system of fees, while prohibiting practices that would exclude those unable to pay from participation in School-sponsored activities.

POLICY

Under the direction of the Board, the School's Lead Director is authorized to administer this policy and is directed to do so fairly, objectively, and without delay, and in a manner that avoids stigma and unreasonable burdens on students or parents/guardians.

Definitions

"Co-curricular activity" means an activity, course, or program that:

- (a) is an extension of a curricular activity;
- (b) is included in an instructional plan and supervised or conducted by a teacher or educational professional;
- (c) is conducted outside of regular School hours;
- (d) is provided, sponsored, or supported by the School;
- (e) includes a required regular School day activity, course, or program.

"Curricular activity" means an activity, course, or program that is:

- (a) intended to deliver instruction;
- (b) provided, sponsored, or supported by the School; and
- (c) conducted only during School hours.

"Extracurricular activity"

- (a) means an activity, a course, or a program that is:
 - (i) not directly related to delivering instruction;
 - (ii) not a curricular activity or co-curricular activity; and
 - (iii) provided, sponsored, or supported by the School.
- (b) does not include a noncurricular club as defined in Section 53G-7-701.

"Fee" means something of monetary value requested or required by the School as a condition to a student's participation in an activity, class, or program provided, sponsored, or supported by the School. This includes money or something of monetary value raised by a student or the student's family through fundraising.

NOTE: Times on this agenda are estimated as a courtesy only. Actual times may vary.

“Instructional equipment”

- (a) means an activity-related, course-related, or program-related tool or instrument that:
 - (i) is required for a student to use as part of an activity, course, or program in a secondary school;
 - (ii) typically becomes the property of the student upon exiting the activity, course, or program, and
 - (iii) is subject to a fee waiver;
- (b) includes:
 - (i) shears or styling tools;
 - (ii) a band instrument;
 - (iii) a camera;
 - (iv) a stethoscope; or
 - (v) sports equipment, including a bat, mitt, or tennis racket.
- (c) does not include School equipment.

“Instructional supply” means a consumable or non-reusable supply that is necessary for a student to use as part of an activity, course, or program in a secondary school and includes:

- (a) prescriptive footwear;
- (b) brushes or other art supplies, including clay, pain, or art canvas;
- (c) wood for wood shop;
- (d) Legos for Lego robotics;
- (e) film; or
- (f) filament used for 3D printing.

"Maintenance of School equipment" means a cost, payment, or expenditure related to storing, repairing, or keeping School equipment in good working condition. It does not include the cost related to end-of-life replacement.

"Non-waivable charge" means a cost, payment, or expenditure that:

- (a) is a personal discretionary charge or purchase, including:
 - (i) a charge for insurance, unless the insurance is required for a student to participate in an activity, class, or program;
 - (ii) a charge for college credit related to the successful completion of:
 - (A) a concurrent enrollment class; or
 - (B) an advanced placement examination; or
 - (iii) except when requested or required by the School, a charge for a personal consumable item such as a yearbook, class ring, letterman jacket or sweater, or other similar item;
- (b) is subject to sales tax as described in Utah State Tax Commission Publication 35, Sales Tax Information for Public and Private Elementary and Secondary Schools; or
- (c) by Utah Code, federal law, or State Board of Education rule is designated not to be a fee, including:
 - (i) a school uniform as provided in Utah Code § 53G-7-801;

NOTE: Times on this agenda are estimated as a courtesy only. Actual times may vary.

- (ii) a school lunch; or
- (iii) a charge for a replacement for damaged or lost School equipment or supplies.

"Provided, sponsored, or supported by the School"

- (a) means an activity, class, program, fundraiser, club, camp, clinic, or other event that:
 - (i) is authorized by the School; or
 - (ii) satisfies at least one of the following conditions:
 - (A) the activity, class, program, fundraiser, club, camp, clinic, or other event is managed or supervised by the School, or a School employee in the employees School employment capacity;
 - (B) the activity, class, program, fundraiser, club, camp, clinic, or other event uses, more than inconsequentially, the School's facilities, equipment, or other School resources; or
 - (C) the activity, class, program, fundraising event, club, camp, clinic, or other event is supported or subsidized, more than inconsequentially, by public funds, including the School's activity funds or minimum school program dollars.
- (b) does not include an activity, class, or program that meets the criteria of a noncurricular club as described in Title 53G, Chapter 7, Part 7, Student Clubs.

"Provision in lieu of fee waiver"

- (a) means an alternative to fee payment or waiver of fee payment; and
- (b) does not include a plan under which fees are paid in installments or under some other delayed payment arrangement.

"Requested or required by the School as a condition to a student's participation" means something of monetary value that is impliedly or explicitly mandated or necessary for a student, parent, or family to provide so that a student may:

- (a) fully participate in school or in a School activity, class, or program;
- (b) successfully complete a School class for the highest grade; or
- (c) avoid a direct or indirect limitation on full participation in a School activity, class, or program, including limitations created by:
 - (i) peer pressure, shaming, stigmatizing, bullying, or the like; or
 - (ii) withholding or curtailing any privilege that is otherwise provided to any other student.

"School equipment" means a durable school-owned machine, equipment, or tool used by a student as part of an activity, course, or program in a secondary school and includes a saw or 3D printer.

"Something of monetary value"

- (a) means a charge, expense, deposit, rental, fine, or payment, regardless of how the payment is termed, described, requested or required directly or indirectly, in the form of money, goods or services; and
- (b) includes:

NOTE: Times on this agenda are estimated as a courtesy only. Actual times may vary.

In compliance with the Americans with Disabilities Act, persons needing accommodations for this meeting should call (801) 444-9378 to make appropriate arrangements.

- (i) charges or expenditures for a School field trip or activity trip, including related transportation, food, lodging, and admission charges;
- (ii) payments made to a third party that provide a part of a School activity, class, or program;
- (iii) classroom textbooks, supplies or materials;
- (iv) charges or expenditures for school activity clothing; and
- (v) a fine, except for a student fine specifically approved the School for:
 - (A) failing to return School property;
 - (B) losing, wasting, or damaging private or School property through intentional, careless, or irresponsible behavior; or
 - (C) improper use of School property, including a parking violation.
- (c) does not include a payment or charge for damages, which may reasonably be attributed to normal wear and tear.

“Textbook”

- (a) means instructional material necessary for participation in an activity, course, or program, regardless of the format of the material;
- (b) includes:
 - (i) a hardcopy book or printed pages of instructional material, including a consumable workbook;
 - (ii) computer hardware, software, or digital content; and
 - (iii) the maintenance costs of School equipment.
- (c) does not include instructional equipment or instructional supplies.

“Waiver” means a full release from the requirement of payment of a fee and from any provision in lieu of fee payment.

General School Fees Provisions

The School may only collect a fee for an activity, class, or program provided, sponsored, or supported by the School consistent with School policies and state law.

Beginning with the 2021-2022 school year:

- (a) if the School imposes a fee, the fee shall be equal to or less than the expense incurred by the School in providing for a student the activity, course, or program for which the School imposes a fee; and
- (b) the School may not impose an additional fee or increase a fee to supplant or subsidize another fee.

Beginning with the 2022-23 school year, the School may not sell textbooks or otherwise charge a fee for textbooks or the maintenance costs of School equipment as provided in Section 53G-7-602, except for a textbook used for a concurrent enrollment or advanced placement course.

All fees are subject to the fee waiver requirements of this policy.

NOTE: Times on this agenda are estimated as a courtesy only. Actual times may vary.

In compliance with the Americans with Disabilities Act, persons needing accommodations for this meeting should call (801) 444-9378 to make appropriate arrangements.

Fees for Classes & Activities During the Regular School Day

Fees for Students in Kindergarten through Sixth Grade

No fee may be charged in kindergarten through sixth grade for materials, textbooks, supplies (except as provided below), or for any class or regular school day activity, including assemblies and field trips.

Elementary students cannot be required to provide their own student supplies. However, the School or teacher may provide to a student's parent or a suggested list of student supplies for use during the regular school day so that a parent or guardian may furnish on a voluntary basis student supplies for student use. The list provided to a student's parent or guardian must include and be preceded by the following language:

"NOTICE: THE ITEMS ON THIS LIST WILL BE USED DURING THE REGULAR SCHOOL DAY. THEY MAY BE BROUGHT FROM HOME ON A VOLUNTARY BASIS, OTHERWISE, THEY WILL BE FURNISHED BY THE SCHOOL."

The School may charge a fee to a student in grade six if all of the following are true:

- (a) the School has students in any of the grades seven through twelve;
- (b) the School follows a secondary model of delivering instruction to the School's grade six students; and
- (c) The School annually provides notice to parents that the School will collect fees from grade six students and that the fees are subject to waiver.

Fees for Optional Projects

The School may require students at any grade level to provide materials or pay for an additional discretionary project if the student chooses a project in lieu of, or in addition to a required classroom project. A student may not be required to select an additional project as a condition to enrolling, completing, or receiving the highest possible grade for a course. The School will avoid allowing high cost additional projects, particularly when authorizing an additional discretionary project results in pressure on a student by teachers or peers to also complete a similar high cost project.

Fees for Activities Outside of the Regular School Day

Fees may be charged in all grades for any School-sponsored activity that does not take place during the regular school day if participation in the activity is voluntary and does not affect the student's grade or ability to participate fully in any course taught during the regular school day. Fee waivers are available for such fees.

A fee related to a co-curricular or extracurricular activity may not exceed the maximum fee amounts for the co-curricular or extracurricular activity adopted by the Board, as provided below.

NOTE: Times on this agenda are estimated as a courtesy only. Actual times may vary.

In compliance with the Americans with Disabilities Act, persons needing accommodations for this meeting should call (801) 444-9378 to make appropriate arrangements.

Activities that use the School facilities outside the regular school day but are not provided, sponsored, or supported by the School (i.e., programs sponsored by the parent organization and/or an outside organization) may charge for participation, and fee waivers are not available for these charges.

An activity, class, or program that is provided, sponsored, or supported by the School outside of the regular School day or School year calendar is subject to this policy and state law regardless of the time or season of the activity, class, or program.

Fee Schedule

The Board will approve a Fee Schedule at least once each year on or before April 1. The Fee Schedule will establish the maximum fee amount per student for each activity and the maximum total aggregate fee amount per student per school year. No fee may be charged or assessed in connection with an activity, class, or program provided, sponsored, or supported by the School, including for a curricular, co-curricular or extracurricular activity, unless the fee has been set and approved by the Board, is equal to or less than the established maximum fee amount for the activity, and is included in the approved Fee Schedule.

The School will encourage public participation in the development of the Fee Schedule and related policies.

Before approving the School's Fee Schedule, the School will provide an opportunity for the public to comment on the proposed Fee Schedule during a minimum of two public Board meetings. In addition to the standard notice of Board meetings under the Open and Public Meetings Act, the School will provide notice of these Board meetings using the same form of communication regularly used by the administration to communicate with parents.

After the Fee Schedule is adopted, the Board may amend the Fee Schedule using the same process.

Maximum Fee Amounts

In connection with establishing the Fee Schedule, the Board will establish a per student annual maximum fee amount that the School may charge a student for the student's participation in all courses, programs, and activities provided, sponsored, or supported by the School for the year. This is a maximum total aggregate fee amount per student per School year.

The Board may establish a reasonable number of activities, courses, or programs that will be covered by the annual maximum fee amount.

The amount of revenue raised by a student through an individual fundraiser for an activity, as well as the total per student amount expected to be received through required group fundraising for an activity, will be included as part of the maximum fee amount per student for the activity and maximum total aggregate fee amount per student.

NOTE: Times on this agenda are estimated as a courtesy only. Actual times may vary.

In compliance with the Americans with Disabilities Act, persons needing accommodations for this meeting should call (801) 444-9378 to make appropriate arrangements.

Notice to Parents

The Lead Director will annually provide written notice of the School's Fee Schedule and Fee Waiver Policy to the parent or guardian of each student in the School by ensuring that a written copy of the School's Fee Schedule and Fee Waiver Policy is included with all registration materials provided to potential or continuing students each year.

The School will also post the following on its website each school year:

- (a) The School's Fee Schedule, including maximum fee amounts, and Fee Waiver Policy;
- (b) The School's fee waiver application;
- (c) The School's fee waiver decision and appeals form; and
- (d) The School's fee notice(s) for families.

Donations

The School may not request or accept a donation in lieu of a fee from a student or parent unless the activity, class, or program for which the donation is solicited will otherwise be fully funded by the School and receipt of the donation will not affect participation by an individual student.

A donation is a fee if a student or parent is required to make the donation as a condition to the student's participation in an activity, class, or program.

The School may solicit and accept a donation or contribution in accordance with the School's policies, including the Donation and Fundraising Policy, but all such requests must clearly state that donations and contributions by a student or parent are voluntary.

If the School solicits donations, the School: (a) shall solicit and handle donations in accordance with policies and procedures established by the School; and (b) may not place any undue burden on a student or family in relation to a donation.

Fee Collection

The School may pursue reasonable methods for obtaining payment for fees and for charges assessed in connection with a student losing or willfully damaging school property.

The School may not exclude students from school, an activity, a class, or a program that is provided, sponsored, or supported by the School during the regular school day; refuse to issue a course grade; or withhold official student records, including written or electronic grade reports, class schedules, diplomas, or transcripts, as a result of unpaid fees.

The School may withhold the official student records of a student responsible for lost or damaged School property consistent with Utah Code § 53G-8-212 until the student or the student's parent has paid for the damages, but may not withhold a student's records required for student enrollment or placement in a subsequent school.

NOTE: Times on this agenda are estimated as a courtesy only. Actual times may vary.

In compliance with the Americans with Disabilities Act, persons needing accommodations for this meeting should call (801) 444-9378 to make appropriate arrangements.

A reasonable charge may be imposed by the School to cover the cost of duplicating, mailing, or transmitting transcripts and other school records. No charge may be imposed for duplicating, mailing, or transmitting copies of school records to an elementary or secondary school in which the student is enrolled or intends to enroll.

Consistent with Utah Code § 53G-6-604, the School will forward a certified copy of a transferring student's record to a new school within 30 days of the request, regardless of whether the student owes fees or fines to the School.

Students shall be given notice and an opportunity to pay fines prior to withholding issuance of official written grade reports, diplomas and transcripts. If the student and the student's parent or guardian are unable to pay for damages or if it is determined by the School in consultation with the student's parents that the student's interests would not be served if the parents were to pay for the damages, then the School may provide for a program of voluntary work for the student in lieu of the payment. A general breakage fee levied against all students in a class or school is not permitted.

Fee Refunds

Student fees are non-refundable.

Budgeting and Spending Revenue Collected Through Fees

The School will follow the general accounting standards described in Rule R277-113 for treatment of fee revenue.

Beginning with the 2020-2021 school year, the School will establish a spend plan for the revenue collected from each fee charged. The spend plan will (a) provide students, parents, and employees transparency by identifying a fee's funding uses; (b) identify the needs of the activity, course, or program for the fee being charged and include a list or description of the anticipated types of expenditures, for the current fiscal year or as carryover for use in a future fiscal year, funded by the fee charged.

The School will share revenue lost due to fee waivers across the LEA's campuses. Financial inequities or disproportional impact of fee waivers will not fall inequitably on any one campus. The School will establish a procedure to identify and address potential inequities due to the impact of the number of students who receive fee waivers at each campus.

School Fee Collections & Accounting Procedures

It is the responsibility of the Lead Director to ensure that all student fees collected are in compliance with the Fee Schedule and applicable financial policies and procedures.

Fees must be received and deposited in a timely manner.

NOTE: Times on this agenda are estimated as a courtesy only. Actual times may vary.

In compliance with the Americans with Disabilities Act, persons needing accommodations for this meeting should call (801) 444-9378 to make appropriate arrangements.

Money may only be collected by staff authorized by the Lead Director. Students may not collect fees.

Beginning in the 2020-21 school year, the School may not use revenue collected through fees to offset the cost of fee waivers by requiring students and families who do not qualify for fee waivers to pay an increased fee amount to cover the costs of students and families who qualify for fee waivers. However, the School may notify students and families that the students and families may voluntarily pay an increased fee amount or provide a donation to cover the costs of other students and families.

The School will distribute the impact of fee waivers across the School's campuses so that no individual campus carries a disproportionate share of the School's total fee waiver burden.

Fee Waiver Provisions

To ensure that no student is denied the opportunity to participate in a class or activity that is provided, sponsored, or supported by the School because of an inability to pay a fee, the School provides fee waivers or other provisions in lieu of fee waivers. Fee waivers or other provisions in lieu of fee waivers will be available to any student whose parent cannot pay a fee.

All fees are subject to waiver.

Non-waivable charges are not subject to waiver.

Fee Waiver Administration

The Lead Director will administer this policy and will review and grant fee waiver requests. The process for obtaining waivers or pursuing alternatives will be administered in accordance with this policy, fairly, objectively, and without delay, and in a manner that avoids stigma, embarrassment, undue attention, and unreasonable burdens on students and parents.

The School will not treat a student receiving a fee waiver or provision in lieu of a fee waiver differently from other students. The process for obtaining waivers or pursuing alternatives will create no visible indicators that could lead to identification of fee waiver applicants.

The process for obtaining waivers or pursuing alternatives will comply with the privacy requirements of The Family Educational Rights and Privacy Act of 1974, 20 U.S.C. 1232g (FERPA). The School may not identify a student on fee waiver to students, staff members, or other persons who do not need to know. As a general rule, teachers and coaches do not need to know which students receive fee waivers. Students may not assist in the fee waiver approval process.

Fee Waiver Eligibility

A student is eligible for a fee waiver if the School receives verification that:

NOTE: Times on this agenda are estimated as a courtesy only. Actual times may vary.

In compliance with the Americans with Disabilities Act, persons needing accommodations for this meeting should call (801) 444-9378 to make appropriate arrangements.

- (a) In accordance with Utah Code § 53G-7-504(4), family income falls within levels established annually by the State Superintendent and published on the Utah State Board of Education website;
- (b) The student to whom the fee applies receives Supplemental Security Income (SSI). If a student receives SSI, the School may require a benefit verification letter from the Social Security Administration;
- (c) The family receives TANF or SNAP funding. If a student's family receives TANF or SNAP, the School may require the student's family to provide the School an electronic copy or screenshot of the student's family's eligibility determination or eligibility status covering the period for which the fee waiver is sought from the Utah Department of Workforce Services; or
- (d) The student is in foster care through the Division of Child and Family Services or is in state custody. If a student is in state custody or foster care, the School may rely on the youth in care required intake form or school enrollment letter provided by a caseworker from the Utah Division of Child and Family Services or the Utah Juvenile Justice Department.

The School will not maintain copies of any documentation provided to verify eligibility for a fee waiver.

The School will not subject a family to unreasonable demands for re-qualification.

The School may grant a fee waiver to a student, on a case by case basis, who does not qualify for a fee waiver under the foregoing provisions but who, because of extenuating circumstances, is not reasonably capable of paying the fee.

The School may charge a proportional share of a fee or a reduced fee if circumstances change for a student or family so that fee waiver eligibility no longer exists.

The School may retroactively waive fees if eligibility can be determined to exist before the date of the fee waiver application.

Fee Waiver Approval Process

The Lead Director will inform patrons of the process for obtaining waivers and will provide a copy of the standard fee waiver application on the School's website and in registration materials each year.

The Lead Director will review fee waiver applications within five (5) school days of receipt. If the School denies a request for a fee waiver, the School will provide the decision to deny a waiver in writing and will provide notice of the procedure for appeal in the form approved by the Utah State Board of Education.

Any requirement that a student pay a fee will be suspended during any period in which the student's eligibility for a waiver is being determined or during the time a denial of waiver is being appealed.

NOTE: Times on this agenda are estimated as a courtesy only. Actual times may vary.

In compliance with the Americans with Disabilities Act, persons needing accommodations for this meeting should call (801) 444-9378 to make appropriate arrangements.

Each year the School will maintain documentation regarding the number of School students who were given fee waivers, the number of School students who worked in lieu of fee waivers, the number of School students who were denied fee waivers, the total dollar value of student fees waived by the School, and the total dollar amount of all fees charged to students at the School, as this information may be requested by the Utah State Board of Education as part of its monitoring of the School's school fees practices.

Appeal Process

Denial of eligibility for a waiver may be appealed in writing to the Campus Principal or Lead Director within ten (10) school days of receiving notice of denial. The School shall contact the parent within two (2) weeks after receiving the appeal and schedule a meeting with the Campus Principal or Lead Director to discuss the parent's concerns. If, after meeting with the Campus Principal or Lead Director, the waiver is still denied, the parent may appeal, in writing, within ten (10) school days of receiving notice of denial to the Board.

In order to protect privacy and confidentiality, the School will not retain information or documentation provided to verify eligibility for fee waivers.

Alternatives to Fees and Fee Waivers

The School may allow a student to perform service or another approved task (as described in Utah Code § 53G-7-504(2)) in lieu of paying a fee or, in the case of an eligible student, in lieu receiving a fee waiver, but such alternatives may not be required. If the School allows an alternative to satisfy a fee requirement, the Campus Principal or Lead Director will explore with the interested student and his or her parent/guardian the alternatives available for satisfying the fee requirement, and parents will be given the opportunity to review proposed alternatives to fees and fee waivers. However, if a student is eligible for a waiver, textbook fees must be waived, and no alternative in lieu of a fee waiver is permissible for such fees.

The School may allow a student to perform service in lieu of paying a fee or receiving a fee waiver if: (a) the School establishes a service policy or procedure that ensure that a service assignment is appropriate to the age, physical condition, and maturity of the student; (b) the School's service policy or procedure is consistent with state and federal laws, including Section 53G-7-504 regarding the waiver of fees and the federal Fair Labor Standards Act, 29 U.S.C. 201; (c) the service can be performed within a reasonable period of time; and (d) the service is at least equal to the minimum wage for each hour or service.

A student who performs service may not be treated differently than other students who pay a fee.

The service may not create an unreasonable burden for a student or parent and may not be of such a nature as to demean or stigmatize the student.

NOTE: Times on this agenda are estimated as a courtesy only. Actual times may vary.

In compliance with the Americans with Disabilities Act, persons needing accommodations for this meeting should call (801) 444-9378 to make appropriate arrangements.

The School will transfer the student's service credit to another LEA upon request of the student.

The School may make an installment payment plan available for the payment of a fee. Such a payment plan may not be required in lieu of a fee waiver.

Annual Review, Approval, and Training

The Board will review and approve this policy annually.

The School will develop a plan for at least annual training of School employees on fee-related policies specific to each employee's job functions.

NOTE: Times on this agenda are estimated as a courtesy only. Actual times may vary.

In compliance with the Americans with Disabilities Act, persons needing accommodations for this meeting should call (801) 444-9378 to make appropriate arrangements.

LLA Board of Director's Meeting Monday, March 18, 2024

Action Item: *Rescind Religion & Education Policy*

Issue:

Leadership Learning Academy (the School) needs to rescind its Religion and Education Policy.

Background:

Awhile back the USBE rescinded R277-105, a rule which required schools to have a policy about religion and education. The requirements with respect to religion and education still apply to schools, but schools are no longer required to have a policy. They are required, however, to annually notify parents of their constitutional rights in this area, including their right to waive their student's participation in any aspect of school that violates their or their student's religious belief or right of conscience. This annual notification can be accomplished through posting a religion and education administrative procedure on the school's website. Therefore, the school has decided to rescind its Religion and Education Policy, turn it into an administrative procedure, and update the administrative procedure so that it complies with current law, including HB 348 that was passed during the 2023 legislative session.

Recommendation:

It is recommended that the Board rescind the Education and Education Policy.

NOTE: Times on this agenda are estimated as a courtesy only. Actual times may vary.

In compliance with the Americans with Disabilities Act, persons needing accommodations for this meeting should call (801) 444-9378 to make appropriate arrangements.

Leadership Learning Academy Religion & Education Policy



PURPOSE

It is the policy of Leadership Learning Academy (the “School”) to recognize, protect, and accommodate the rights of religious practice and expression guaranteed by state and federal laws and by the constitutions of Utah and the United States.

The purpose of this policy is to help School personnel protect and accommodate individual rights of conscience in the School.

POLICY

The School’s Board of Directors expects School personnel to foster mutual understanding and respect for all individuals and beliefs. Study about religion is an important part of a complete education and is necessary to achieving an understanding of history, societies, and cultures throughout the world. School curricula – including activities, discussions, assignments, displays, and performances – may refer to religious thought and expression, provided such references are designed to achieve specific educational objectives.

School personnel should neither promote nor disparage any religious, agnostic or atheistic belief or religion in general. Teaching about religion should be objective, thus avoiding any implication that religious doctrines have the endorsement of school authority. School personnel should recognize that religious holidays are observed in various ways, or not observed at all, based upon the influence of ethnic tradition, family style, or religious conviction.

Secondary students may request to be excused or refrain from participating, in activities, discussions, and assignments that they feel would violate their rights of conscience or religious freedom. Such requests must be made in a timely manner to the appropriate authorities. The parent(s) or legal guardian(s) of a minor student may also make a request for excusal on that student’s behalf. If focused on a specific activity, discussion, or assignment, and in accordance with Utah Code, State Board of Education Rules, and School Procedures, such requests will be granted routinely and without penalty.

The School’s Lead Director will adopt administrative procedures to implement this policy.

NOTE: Times on this agenda are estimated as a courtesy only. Actual times may vary.

In compliance with the Americans with Disabilities Act, persons needing accommodations for this meeting should call (801) 444-9378 to make appropriate arrangements.