



Lakeview Academy Board of Trustees Meeting
April 10, 2025 at 7:00 p.m.
527 W 400 N Saratoga Springs, Utah

Lakeview Academy Mission:

Develop Capable, Confident, and Contributing members of society through learning experiences that foster growth, creativity, and character development.

Lakeview Academy's Board of Trustee Role:

The purpose of the board, on behalf of the citizens of Utah, is to see to it that Lakeview Academy (1) achieves what it should according to the Lakeview Academy Charter and state laws and (2) avoids unacceptable actions and situations.

- 1) Welcome and Roll Call
- 2) Pledge of Allegiance
- 3) Board Business
 - a) UAPCS Training Opportunities
 - i) Annual conference 2025: June 10-11th, Davis Convention Center, Layton
 - b) Board observation sheet
 - c) Director's Report
 - d) Board Member Reports
 - e) Committee Reports
 - i) Policy Committee
 - ii) Expansion Committee
 - iii) Audit Committee
 - f) February Financial & Accounting Reports
 - i) Financial Scoreboard
 - ii) Annual Financial Metrics
 - iii) Balance Sheet Report
 - iv) Income Statement Report
 - v) Check Register Report
 - vi) P-Card Purchase Reports
- 4) Public Comment: The public may address any issue unrelated to items already on the agenda. Participants are asked to state their names for the official minutes and please be concise. If you cannot attend the meeting, email your comments to bot@lakeview-academy.com to be included in the minutes. Please submit your comments no later than two hours prior to the start of the meeting.
- 5) Consent Agenda
 - a) Minutes March 12, 2025
 - b) Title Commitment
 - c) Survey
 - d) Phase I
 - e) Appraisal
 - f) Indemnity Agreement
 - g) Owner's Affidavit
 - h) Security Agreement
 - i) Inspection Contract
 - j) Parent Assisted Learning (PALS) Volunteer Policy
 - k) Criminal Background Checks and Arrests Policy
- 6) Action Items
 - a) Benefits and Leave Policy
- 7) Closed Session
 - a) A motion to enter a closed session per Utah Code 52-4-205 to discuss litigation matters, acquisition of real property, or authorized personnel issues (all motions, except the motion to exit the closed session, will be made in an open meeting.)
 - b) Return to Open Meeting
 - c) Action may be taken regarding litigation matters, acquisition of real property, or authorized personnel issues.
- 8) Adjourn

Lakeview Academy Charter School
Board Member Observation of School Events and Activities

101 - GLOBAL ENDS POLICY

102 - LANGUAGE ARTS AND MATHEMATICS ENDS POLICY

103 - PARENT SATISIFICATION ENDS POLICY

104 - SCIENCE, ARTS, AND TECHNOLOGY ENDS POLICY

CHARTER APPLICATION

BY LAWS



MONTHLY DIRECTORS REPORT

Developing youth who are
CONFIDENT
CAPABLE &
CONTRIBUTING

1. Please list activities and programs completed this month that support:

a) Language Arts and Mathematics Ends Policy

Teachers have been working on meeting school goals related to Reading and Math. Students below benchmark have RtI plans that are being followed and student progress is being monitored. We expect to reach the school goals by EOY reports.

b) Science, Arts, and Technology Ends policy

The grade level CAP reports shared with the board should show many of the ways students are meeting the goals in these areas. Show what you Know events are happening each month. Some are highlighted in the Toot your Horn section of this report.

c) Parent Satisfaction Ends Policy

2025-2026 Lottery (as of 4/7/2025)

Grade	Lakeview Academy			
	Total	General WL	Sibling2 WL	Sibling1 WL
K	<u>147</u>	<u>147</u>	<u>0</u>	<u>0</u>
1	<u>34</u>	<u>34</u>	<u>0</u>	<u>0</u>
2	<u>36</u>	<u>31</u>	<u>5</u>	<u>0</u>
3	<u>34</u>	<u>34</u>	<u>0</u>	<u>0</u>
4	<u>72</u>	<u>61</u>	<u>11</u>	<u>0</u>
5	<u>34</u>	<u>31</u>	<u>2</u>	<u>1</u>
6	<u>39</u>	<u>32</u>	<u>5</u>	<u>2</u>
7	<u>66</u>	<u>62</u>	<u>4</u>	<u>0</u>
8	<u>2</u>	<u>2</u>	<u>0</u>	<u>0</u>
9	<u>2</u>	<u>2</u>	<u>0</u>	<u>0</u>
Totals:	466	436	27	3

Grade	Total 2025-2026	Spots offered	Spots accepted
K	108 -22	164	108
1	123 -7	14	4
2	122 -8	27	12
3	104 -4	17	9
4	108	10	8
5	108	2	2
6	108	0	0
7	104 -4	21	15
8	106	11	6
9	94	12	6
Total	1085 +45 = 1130	278	170

2. Please provide information and updates from the following departments:

- a) **Business/finance/IT** – All reports are being completed on time. We are completing the yearly applications for grants as normal this time of year. I am working on spending the safety grant money on approved expenses. The fencing was added to the South playground and emergency exit gate on the South green space. The security cameras and single access doors will be next. I am coordinating this work with the expansion to ensure systems will match.
- b) **Special Education, Business reports, Accreditation** –No new updates at this time.
- c) **Staff updates** – We have hired the two teacher positions we know about for next year and are super excited for these new teachers to Lakeview Academy. They are already joining their team for planning and shadowing to finish out this year. (2nd and 6th grade)

Toot our Horn!

1. We ROAR the girl's basketball team for finishing 2nd in this years State championship tournament. They have represented our school with great sportsmanship and skill.
2. ROAR to SAC for conducting a terrific Staff appreciation week. Staff felt loved and thought of and we are grateful for the extra work families put in to make this week special.
3. ROAR to 1st grade doing their STEM enhancement building towers, 4th grade taking a fieldtrip to Clark Planetarium, 5th grade for their successful running of BizTown, 6th grade combining math and bowling skills during their visit to Jack and Jills, 7th and 8th grade hosting Snow College music team for an all grade Arts show what you know event, 9th grade for their etiquette training enhancement and Etiquette dinner at UVU.



Prepared by:

Nicole Desmond

Business Manager

Month Ending:

February 28, 2025

Finance & Accounting Report

Summary, Notes & Action Items

Notes

Reporting

- Bond Compliance items submitted in February: Allotment, FY25 Q2 Financial Reports

Balance Sheet

- Days Cash on Hand: **171***

*based on FY25 Original Budget expenses excluding estimated construction costs expensed

Income Statement

ADJUSTMENTS TO PRIOR PERIODS

- 012 - Small reduction in Lunch Revenue (\$55)
- 134/180 Small reclassification of expense (\$209) - moved from 134 Employee Training to 180 Travel

CURRENT PERIOD NOTES

- 108 - Substitute wages are trending high. This line may require adjustment.
- 135 - Contracted services (Speech/OT) are running high and may require adjustment.
- 138 - Legal & Accounting - appears to be running high but is due to billing for annual audit paid in full.
- 191 - Some supply lines are trending high but that is expected due to large beginning of year purchases.

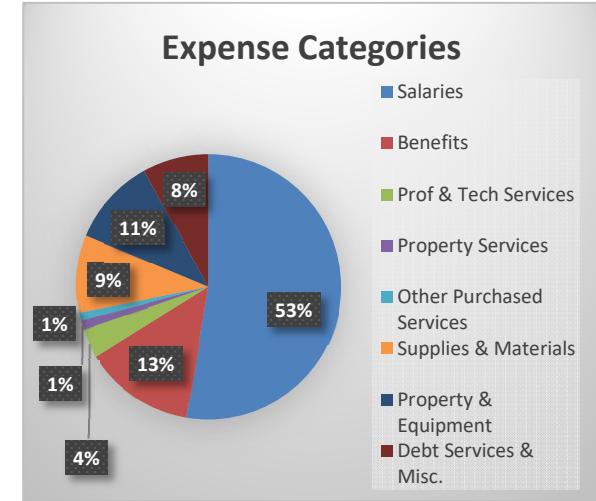
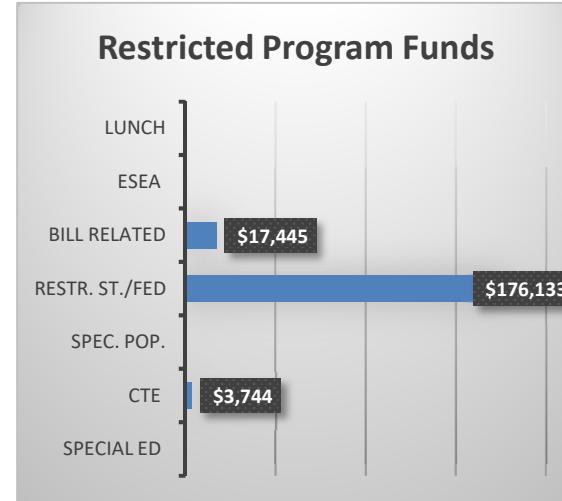
Action Items



Monthly Financial Scoreboard

as of February 28, 2025

Balance Sheet		% through the year: 66.67%	
Assets		Prior Month	Current Month
Operating Cash (Unrestricted)	\$ 5,296,933	\$ 5,383,946	
Restricted Cash	\$ 1,393,798	\$ 1,470,118	
Accounts Receivable	\$ 1,775	\$ 2,287	
Prepaid/Other Assets	\$ 35,740	\$ 35,740	
Total Assets	\$ 6,728,246	\$ 6,892,091	
Liabilities & Fund Balance			
Accounts Payable	\$ 63,509	\$ 65,426	
Other Current Liabilities	\$ 355,799	\$ 420,986	
Total Liabilities	\$ 419,308	\$ 486,412	
Unrestricted Fund Balance	\$ 6,098,526	\$ 6,208,357	
Restricted Fund Balance	\$ 210,412	\$ 197,322	
Total Fund Balance	\$ 6,308,938	\$ 6,405,679	
Total Liabilities & Fund Balance	\$ 6,728,246	\$ 6,892,091	



Income Statement - Budget Report		% through the year: 66.67%			
		YTD	Approved	% of	
Revenue		Actuals	Budget	Current Month	Budget
1000	Local	\$ 429,960	\$ 521,700	\$ 49,272	82.42%
3000	State	\$ 7,575,293	\$ 10,678,314	\$ 900,131	70.94%
4000	Federal	\$ 174,869	\$ 421,683	\$ 37,329	41.47%
5000	Other Financing Proceeds	\$ 1,515	\$ -	\$ -	
Total Revenue		\$ 8,180,122	\$ 11,621,697	\$ 986,732	70.39%
Expenses					
100	Salaries	\$ 4,262,410	\$ 6,430,029	\$ 599,112	66.29%
200	Benefits	\$ 1,090,426	\$ 2,039,463	\$ 147,771	53.47%
300	Prof & Tech Services	\$ 288,709	\$ 374,700	\$ 39,376	77.05%
400	Property Services	\$ 94,385	\$ 188,100	\$ 13,087	50.18%
500	Other Purchased Services	\$ 78,205	\$ 143,708	\$ 7,789	54.42%
600	Supplies & Materials	\$ 766,414	\$ 1,300,701	\$ 67,899	58.92%
700	Property & Equipment	\$ 858,623	\$ 100,000	\$ 13,617	858.62%
800	Debt Services & Misc.	\$ 653,176	\$ 883,557	\$ 1,340	73.93%
Total Expenses		\$ 8,092,348	\$ 11,460,258	\$ 889,991	70.61%
Net Income		\$ 87,774	\$ 161,439	\$ 96,741	
>5% positive			<5% negative		

Performance Metrics			
Financial Metrics	Prior Year	Now	Standard
Unrestricted Days Cash on Hand (Bond Calc.)	198	177	30 Days
Unrestricted Days Cash on Hand (USCSB Calc.)	192	170	30 Days
Debt to Asset Ratio	0.72	0.67	≤ 1
Current Ratio	5.18	4.11	≥ 1
Annual Cash Flow increase/(decrease)	692,838	137,458	> 0
Profit Margin (Total Margin)	\$ 0.05	\$ 0.01	> 0
Enrollment Metrics			
Enrollment Trend (Oct 1)	1,011	1,028	≥ 90% PY
Average Daily Membership (ADM)	990.00	1028.00	≥ 90% Oct 1



*These interim reports are reported on a modified accrual basis and intended for internal use only.

ANNUAL METRIC CALCULATIONS

Key Performance Indicators

Liquidity Measures

	<u>2 Years Prior</u> <u>End Ratio</u>	<u>Prior Year End</u> <u>Ratio</u>	<u>Current Trend</u>	<u>Benchmark if Applicable</u>
Current Ratio (Net Working Capital)				
Current Assets	4,775,204	5,444,836	5,421,973	<i>State:</i>
÷ Current Liabilities	1,076,977	1,050,586	1,319,262	≥ 1.0
<i>This shows how many times the companies could pay its current short-term obligations.</i>				with positive trend
	4.43	5.18	4.11	
Days Unrestricted Cash on Hand (bond calculation)				
Total Unrestricted Cash (cash-restricted cash)	4,553,650	5,246,488	5,383,946	
÷ Daily Expenses (Annual Expenses / 365 days)	24,140.10	26,522.60	30,433.35	
<i>This shows how many days the school can continue operations without additional cash inflow.</i>				<i>Bond:</i>
	189	198	177	≥ 30 Days
Days Unrestricted Cash on Hand (state calculation)				
Total Unrestricted Cash (cash-restricted cash-programmatic restricted cas)	4,377,052	5,081,111	5,186,624	
÷ Daily Expenses (Annual Expenses / 365 days)	24,140.10	26,522.60	30,433.35	
<i>This shows how many days the school can continue operations without additional cash inflow.</i>				<i>State:</i>
	181	192	170	≥ 30 Days

Profitability Measures

	<u>2 Years Prior</u> <u>End Ratio</u>	<u>Prior Year End</u> <u>Ratio</u>	<u>Current Budget</u> <u>Trend</u>	<u>Benchmark if Applicable</u>
Net Profit Margin (Total Margin)				
Net Income (Change in Net Position)	638,280	\$ 593,547	\$ 161,439	
÷ Total Revenues	9,891,419	10,796,331	11,621,697	
<i>This shows how much income is retained by the school for every dollar earned.</i>				<i>State:</i>
	6.45%	5.50%	1.39%	> 0
Income per Student				
Total Revenues	9,891,419	10,796,331	11,621,697	
÷ Total # of Students Enrolled	1010	1,011	1,028	
<i>This shows how much in state revenue is earned on a per student basis.</i>				
	9,793.48	10,678.86	11,305.15	

AIM UP! for Charter School Success

Accountability * Improvement * Monitoring Understanding * Peace of Mind

ANNUAL METRIC CALCULATIONS

Key Performance Indicators

Performance Measures

	<u>2 Years Prior</u> <u>End Ratio</u>	<u>Prior Year End</u> <u>Ratio</u>	<u>Current Budget</u> <u>Trend</u>	<u>Benchmark if Applicable</u>
Unrestricted Cash Turnover				
Total Revenues	9,891,419	\$ 10,796,331	\$ 11,621,697	
÷ Total Unrestricted Cash & Cash Equivalents	4,398,989	5,091,827	5,186,624	
<i>This shows how much is received in revenue for every dollar in cash; thus, it shows how effectively a school is utilizing its cash</i>				
	2.25	2.12	2.24	
Classroom Spending				
Total Instructional Expenses	4,675,415	5,830,668	7,084,099	
÷ Total Revenues	9,891,419	10,796,331	11,621,697	
<i>This shows how much of the total revenues received were put into classroom education.</i>				
	47.27%	54.01%	60.96%	
Human Capital Ratio				
Total Wages and Benefits	6,358,759	7,144,587	8,469,492	
÷ Total Revenues	9,891,419	10,796,331	11,621,697	
<i>This shows how much of the total revenues received were spent on wages and benefits.</i>				
	64.29%	66.18%	72.88%	

Operation Measures

	<u>2 Years Prior</u> <u>End Ratio</u>	<u>Prior Year End</u> <u>Ratio</u>	<u>Current Budget</u> <u>Trend</u>	<u>Benchmark if Applicable</u>
Occupancy Ratio				
Total Facilities Expenses	1,348,571	\$ 1,437,059	\$ 1,552,093	
÷ Total Revenue	9,891,419	10,796,331	11,621,697	
<i>This shows how much of the total revenues received were spent on facilities costs.</i>				
	13.63%	13.31%	13.36%	
Occupancy Expense Ratio				
Total Facilities Expenses	1,348,571	1,437,059	1,552,093	
÷ Total Expenses	9,253,139	10,202,784	11,460,258	
<i>This shows how much of the total expenses were spent on facilities costs.</i>				
	14.57%	14.08%	13.54%	< 22%
Student Occupancy Ratio				
Total Facilities Expenses	1,348,571	1,437,059	1,552,093	
÷ Total # of Students	1010	1,011	1,028	
<i>This shows the amount of facilities costs on a per student basis.</i>				
	1,335.22	1,421.42	1,509.82	

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ANNUAL METRIC CALCULATIONS

Key Performance Indicators

Leverage Measures

	<u>2 Years Prior</u> <u>End Ratio</u>	<u>Prior Year End</u> <u>Ratio</u>	<u>Current Trend</u>	<u>Benchmark if Applicable</u>
Debt Ratio (Debt to Asset Ratio)				
Total Liabilities	\$ 13,411,137	\$ 13,037,146	\$ 12,622,613	
÷ Total Assets	17,606,656	18,225,317	18,731,280	
<i>This shows how much of the total assets are provided by debt (how much debt is relied on to operate).</i>	0.76	0.72	0.67	<i>State: < or = 1.0</i>
Debt Service Coverage Ratio				
Change in Net Assets	638,280	593,547	89,289	
Add: Interest Expense (Interest & Principal for monthly)	514,050	501,450	857,357	
Add: Depreciation Expense	442,003	522,034	N/A	
Subtract: Property Expense (monthly calculation only)	N/A	N/A	100,000	
÷ Debt Service Costs (Or Maximum Annual Debt Service, MADS)	851,700	851,700	851,700	
<i>This shows the ability to cover debt payments.</i>	187.19%	189.86%	99.41%	> 105%
<i>The benchmark can vary from school to school. Check bond documents for your benchmark</i>				

Enrollment Measures

	<u>2 Years Prior</u> <u>End Ratio</u>	<u>Prior Year End</u> <u>Ratio</u>	<u>Current Trend</u>	<u>Benchmark if Applicable</u>
Enrollment Breakeven				
Total Expenses	\$ 9,253,139	\$ 10,202,784	\$ 11,460,258	
Income Per Student	9,793	10,679	11,305	
<i>This shows how much of the total assets are provided by debt (how much debt is relied on to operate).</i>	944.83	955.42	1013.72	

Resources:

[USCSB Accountability Framework](#)

[USCSB Accountability Framework Overview](#)

[UCAP Enrollment Reports](#)

[UCAP Financial Reports](#)

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Lakeview Academy of Science, Arts and Technology

Balance Sheet - Board Report

02/01/2025 to 02/28/2025

	Current Month YTD DRAFT	Prior Month YTD FINAL
Assets		
Cash		
Operating cash		
Checking	4,445,860	4,359,150
Savings	937,786	937,283
Cash on Hand	300	500
Total Operating cash	5,383,946	5,296,933
Restricted cash		
Bond Principal	151,407	121,059
Bond Interest	215,146	171,296
Bond Reserve	851,700	851,700
Repair and replacement	174,323	175,000
Expense fund	77,492	74,694
Analyzed checking	50	50
Total Restricted cash	1,470,118	1,393,798
Total Cash	6,854,064	6,690,731
Accounts receivable		
Sales tax receivable	2,287	1,775
Total Accounts receivable	2,287	1,775
Prepaid and other assets		
Prepaid expense	35,740	35,740
Total Prepaid and other assets	35,740	35,740
Total Assets	6,892,090	6,728,245

Lakeview Academy of Science, Arts and Technology

Balance Sheet - Board Report

02/01/2025 to 02/28/2025

	Current Month YTD DRAFT	Prior Month YTD FINAL
Liabilities and fund balance		
Liabilities		
Accounts payable		
Accounts payable	53,826	51,654
Purchasing liabilities	11,600	11,855
Total Accounts payable	65,426	63,509
Other current liabilities		
Accrued salaries and wages	419,108	354,931
Accrued withholdings	1,879	868
Total Other current liabilities	420,986	355,799
Total Liabilities	486,412	419,308
Fund balance		
Beginning fund balance	6,316,390	6,316,390
Net income	89,289	(7,452)
Total Fund balance	6,405,678	6,308,937
Total Liabilities and fund balance	6,892,090	6,728,245

Lakeview Academy of Science, Arts and Technology

Income Statement - Board Report

02/01/2025 to 02/28/2025

66.67% of the fiscal year has expired

	Actual YTD	Annual Budget	% of Budget YTD	Current Month DRAFT	Prior Month FINAL	Two Months Prior FINAL
Net Income (Loss)						
Revenue						
002 Local Revenue						
005 Interest Income	146,192	200,000	73.10%	13,936	15,159	15,699
006 Activities - After School Programs	60,766	58,500	103.87%	15,360	18,775	5,385
007 Student Fees - School Programs	2,885	2,200	131.14%	-	-	20
008 Student Fees-Secondary (not K-6)	41,554	43,500	95.53%	3,939	490	8,308
009 Local Donations	44,368	33,500	132.44%	430	1,097	50
010 Income- Sales & Rentals	9,444	16,000	59.03%	639	504	1,704
011 Other Local Income	4,686	17,100	27.40%	285	399	243
012 Lunch Fee Student	119,077	145,000	82.12%	14,580	16,005	13,399
013 Lunch Fee Non Student	963	2,500	38.51%	89	189	185
014 Other Food Related Income	25	3,400	0.75%	15	-	5
Total 002 Local Revenue	429,960	521,700	82.42%	49,272	52,619	44,998

Lakeview Academy of Science, Arts and Technology

Income Statement - Board Report

02/01/2025 to 02/28/2025

66.67% of the fiscal year has expired

	Actual YTD	Annual Budget	% of Budget YTD	Current Month DRAFT	Prior Month FINAL	Two Months Prior FINAL
021 State Revenue						
022 Regular School Programs K-12	2,899,830	4,320,823	67.11%	362,334	362,499	362,499
023 Professional Staff	213,356	302,764	70.47%	26,670	26,670	26,670
024 Educator Salary Adjustment	431,044	601,192	71.70%	53,880	53,880	53,880
025 Class Size Reduction K-8	272,570	396,355	68.77%	34,071	34,071	34,071
026 Charter School Administration	284,343	116,380	244.32%	13,168	10,168	10,168
027 Charter- Local Replacement	2,346,225	3,482,850	67.37%	293,278	293,278	293,278
028 Special Education	444,703	684,958	64.92%	53,898	53,898	54,124
029 Career and Tech Education	4,456	6,400	69.63%	557	557	675
030 Students At-Risk	67,635	94,609	71.49%	8,454	8,454	8,454
031 Student Health and Counseling	27,181	-	-	16,477	-	-
032 Teaching & Learning	166,410	121,715	136.72%	6,717	14,998	1,565
033 BTS Arts	17,377	-	-	2,172	2,172	2,172
034 School LAND Trust Program	150,331	150,330	100.00%	-	-	-
035 Teacher & Student Success	170,638	256,135	66.62%	21,330	21,330	21,330
036 Teacher Salary Supplemental Program	3,974	22,708	17.50%	-	-	3,974
037 State Prevention Programs	5,000	5,000	100.00%	-	-	-
038 Other State Revenue	26,219	16,095	162.90%	203	203	703
039 Lunch-State Liquor Tax	44,003	100,000	44.00%	6,923	5,528	5,665
057 OLD STATE - UNUSED PROGRAMS	-	-	-	-	-	-
Total 021 State Revenue	7,575,293	10,678,314	70.94%	900,131	887,706	879,229

Lakeview Academy of Science, Arts and Technology

Income Statement - Board Report

02/01/2025 to 02/28/2025

66.67% of the fiscal year has expired

	Actual YTD	Annual Budget	% of Budget YTD	Current Month DRAFT	Prior Month FINAL	Two Months Prior FINAL
071 Federal Revenue						
072 IDEA B- Disabled	54,751	155,766	35.15%	-	47,276	-
073 ESSER CARES Program	-	58,451	-	-	-	-
074 Title I Disadvantaged	7,848	17,166	45.72%	7,848	-	-
075 Title II Teacher Improvement	6,549	5,800	112.91%	6,549	-	-
076 Title IV Student Support	10,000	-	-	10,000	-	-
078 National School Lunch Progam	69,252	184,500	37.54%	12,932	10,315	10,459
079 Other Federal Programs	26,469	-	-	-	-	-
Total 071 Federal Revenue	174,869	421,683	41.47%	37,329	57,591	10,459
091 Other Revenue						
092 Proceeds from Bond Issuance	-	20,000,000	-	-	-	-
096 Insurance Recoveries	1,515	-	-	-	-	-
Total 091 Other Revenue	1,515	20,000,000	0.01%	-	-	-
Total Revenue	8,181,636	31,621,697	25.87%	986,732	997,916	934,686

Lakeview Academy of Science, Arts and Technology

Income Statement - Board Report

02/01/2025 to 02/28/2025

66.67% of the fiscal year has expired

	Actual YTD	Annual Budget	% of Budget YTD	Current Month DRAFT	Prior Month FINAL	Two Months Prior FINAL
Expense						
102 Salaries 100						
103 Wages-Business Admin & Support	101,456	158,500	64.01%	12,420	12,420	12,420
104 Wages-Principals & Directors	228,264	351,238	64.99%	27,421	27,421	27,856
105 Wages-Instructional Support	230,733	332,340	69.43%	23,638	28,842	28,081
106 Wages-Teachers	2,246,628	3,348,938	67.08%	314,702	306,770	254,047
107 Wages-Teachers-Special Ed	155,957	225,385	69.20%	22,016	22,081	17,468
108 Wages-Substitute Teacher	102,174	100,000	102.17%	20,823	10,303	13,636
109 Wages-Support Services Students	132,996	193,431	68.76%	18,789	16,167	13,814
110 Wages-Admin Support Staff	76,634	120,885	63.39%	10,044	8,547	11,260
111 Wages-Aides & Paraprofessionals	536,129	872,868	61.42%	83,126	51,239	72,048
112 Wages-SpEd Aide & Paraprofess	185,784	304,104	61.09%	32,549	17,945	26,311
113 Wages-Maintenance	119,995	220,980	54.30%	13,103	13,267	17,277
115 Wages-Food Services	145,659	201,360	72.34%	20,481	12,499	26,118
Total 102 Salaries 100	4,262,410	6,430,029	66.29%	599,112	527,500	520,337
121 Benefits 200						
122 Retirement Programs	213,886	361,245	59.21%	27,926	27,935	29,998
123 Social Security & Medicare Tax	277,432	484,995	57.20%	38,669	33,191	38,241
124 Health Benefits	578,320	1,153,296	50.14%	79,345	80,478	79,132
125 Workers Comp	10,811	20,637	52.39%	873	873	873
126 Unemployment Insurance	6,814	19,290	35.33%	1,011	868	689
127 Other Employee Benefits	3,163	-	-	(53)	(53)	(53)
Total 121 Benefits 200	1,090,426	2,039,463	53.47%	147,771	143,292	148,880

Lakeview Academy of Science, Arts and Technology

Income Statement - Board Report

02/01/2025 to 02/28/2025

66.67% of the fiscal year has expired

	Actual YTD	Annual Budget	% of Budget YTD	Current Month DRAFT	Prior Month FINAL	Two Months Prior FINAL
131 Purchased Prof & Tech Services 300						
132 Management & Business Services	15,400	25,300	60.87%	1,900	1,900	1,900
133 Instructional Services	2,035	10,000	20.35%	-	-	-
134 Employee Training & Development	13,138	25,900	50.73%	2,546	458	-
135 Contracted Professional Services	152,085	170,500	89.20%	22,274	27,298	18,368
136 Administrative Support Services	1,563	-	-	-	1,563	-
137 Computer and Tech Services	51,706	77,500	66.72%	5,524	6,601	6,601
138 Legal and Accounting	29,591	35,000	84.54%	3,150	-	12,956
139 Other Purchased Services	23,192	30,500	76.04%	3,983	497	773
Total 131 Purchased Prof & Tech Services 300	288,709	374,700	77.05%	39,376	38,317	40,597
151 Purchased Property Services 400						
152 Utilities Expenses	38,392	56,100	68.43%	5,104	7,079	3,831
153 Repair & Maint- Comp & Tech	12,220	20,000	61.10%	5,098	-	-
154 Repair & Maint- Facilities	43,378	105,000	41.31%	2,886	3,030	1,655
155 Repair & Maintenance - Other	395	4,000	9.88%	-	-	-
156 Lease- Rent Expense	-	3,000	-	-	-	-
Total 151 Purchased Property Services 400	94,385	188,100	50.18%	13,087	10,109	5,486
171 Other Purchased Services 500						
173 Insurance Expense	34,276	40,208	85.25%	-	-	(644)
174 Telephone & Internet	3,242	5,000	64.84%	376	392	422
176 Postage & Mailing Expense	1,575	2,500	63.00%	335	147	250
178 Copy and Print Services	1,867	5,000	37.33%	134	245	-
179 Advertising- Administration	248	5,000	4.96%	194	54	-
180 Travel- Staff Travel & Mileage	910	5,300	17.16%	429	911	-
181 Travel- Field Trips	36,088	80,700	44.72%	6,320	4,557	4,492
Total 171 Other Purchased Services 500	78,205	143,708	54.42%	7,789	6,306	4,521

Lakeview Academy of Science, Arts and Technology

Income Statement - Board Report

02/01/2025 to 02/28/2025

66.67% of the fiscal year has expired

	Actual YTD	Annual Budget	% of Budget YTD	Current Month DRAFT	Prior Month FINAL	Two Months Prior FINAL
191 Supplies 600						
192 Classroom	160,788	201,300	79.87%	8,611	16,031	15,621
193 Enhancement Supplies	6,519	22,000	29.63%	965	1,807	513
194 Employee Motivation	18,843	30,250	62.29%	2,413	1,303	5,366
195 Employee Training Supplies	10,826	25,000	43.30%	-	1,355	-
196 Special Education	-	2,500	-	-	-	-
197 Administration Supplies	13,827	25,000	55.31%	1,785	1,853	1,704
200 Maintenance & Custodial Supplies	38,893	70,000	55.56%	5,390	5,149	2,819
202 Energy-Electricity & Natural Gas	81,121	144,100	56.29%	11,863	11,980	8,729
203 Textbooks & Instructional Software	53,748	220,051	24.43%	-	90	167
204 Library Books & Supplies	9,265	13,000	71.27%	1,231	-	1,976
205 Computer and Tech Supplies	221,746	315,000	70.40%	16,487	3,397	6,118
207 Parent Organization Supplies	7,819	5,000	156.37%	1,771	-	-
208 Student Program Supplies	5,905	15,000	39.37%	153	1,535	119
209 Student Motivation Supplies	3,330	5,000	66.60%	73	1,203	-
212 Lunch Program Supplies	133,785	207,500	64.47%	17,157	23,373	12,778
Total 191 Supplies 600	766,414	1,300,701	58.92%	67,899	69,076	55,909
221 Property (Equipment) 700						
223 Buildings	851,538	12,000,000	7.10%	13,617	19,986	25,077
224 Equipment- Instruction	7,085	100,000	7.08%	-	-	-
Total 221 Property (Equipment) 700	858,623	12,100,000	7.10%	13,617	19,986	25,077

Lakeview Academy of Science, Arts and Technology

Income Statement - Board Report

02/01/2025 to 02/28/2025

66.67% of the fiscal year has expired

	Actual YTD	Annual Budget	% of Budget YTD	Current Month DRAFT	Prior Month FINAL	Two Months Prior FINAL
241 Other Objects 800						
242 Dues and Fees	17,636	26,200	67.31%	1,340	48	-
243 Interest Paid- Loans	266,050	487,850	54.54%	-	-	20,000
244 Principal Paid- Loans	345,000	345,000	100.00%	-	-	-
245 Other Debt Service Fees	24,340	24,507	99.32%	-	-	-
246 Contributions pass through	150	-	-	-	-	150
Total 241 Other Objects 800	653,176	883,557	73.93%	1,340	48	20,150
Total Expense	8,092,348	23,460,258	34.49%	889,991	814,633	820,957
Total Net Income (Loss)	89,289	8,161,439	1.09%	96,741	183,283	113,728



Lakeview Academy Board of Trustees Meeting
March 12, 2025 at 7:00 p.m.
527 W 400 N Saratoga Springs, Utah

Lakeview Academy Mission:

Develop Capable, Confident, and Contributing members of society through learning experiences that foster growth, creativity, and character development.

Lakeview Academy's Board of Trustee Role:

The purpose of the board, on behalf of the citizens of Utah, is to see to it that Lakeview Academy (1) achieves what it should according to the Lakeview Academy Charter and state laws and (2) avoids unacceptable actions and situations.

- 1) Welcome and Roll Call

BEGIN TIME: 7:00PM

IN PERSON ATTENDANCE: Alan Daniels, Ashley Hintze, Lindsay Condie, Tina Smith, Daniel Dunn, Rick Veasey, Nicole Desmond and Kassy Oveson.

ONLINE: Jones Dias

ABSENT: None

Community Members: Joe Dunlop, Brent Pace, Mike Glauser, David Robertson, Kaylynn Sims

- 2) Pledge of Allegiance

Tina moves to move section 3 item d "committee reports" prior to board business

Yes Vote: Alan Daniels, Ashley Hintze, Lindsay Condie, Tina Smith, Daniel Dunn

No Vote: None

Abstain: None

MOTION PASSES

- 3) Board Business

- a) UAPCS Training Opportunities

- i) Annual conference 2025: June 10-11th, Davis Convention Center, Layton

Talk with Mr Veasey if you are interested in attending the board conference.

- b) Director's Report

Rick emailed the direct report today. He had last-minute things to add. The end-of-year data is coming in so he is starting to plan for next year including getting curriculum orders. The Charter Activity Programs(CAP) were shared by email and should be easy to find.

The Parent Satisfaction Ends Policy asked about in a prior meeting was shared. Rick showed the attendance number by the Oct. 1 count, which was 1061. As of today, 34 students have withdrawn. Shows we have a 97% retention rate.

The school received funding from the state for a Safety Grant. According to our needs assessment, we needed half a million dollars to be compliant with the state's rules. We were rewarded \$166,000, which was approved for additional locks, armored guardians, PA systems, and surveillance cameras.

There are two open staff positions for next year. We have already put out offers for those positions and are waiting to hear back.

In the 'tooting our own horns' section is information you would see in the CAP's. It showed what grades did during the month of February. Rick highlighted the extra-long 9th-grade field trip during the snowstorm.

No further questions.

- c) Board Member Reports

Lindsay went to the girl's basketball finals. The team took second place. She was at the lockdown drill. She made positive comments about it.

Alan participated in UAPCS legislation updates.

- d) Committee Reports

- i) Policy Committee

Some items will be discussed on action item 7.

ii) Expansion Committee

The school closed on bonds for around 19 million. David said the timing of the interest rate was great. Moving the bond rating to Moodies was adventitious. He would like a future discussion on what we would like to add into the construction. David talked about the new legislation rating for credit enhancement rating. The 2015 bonds will be recallable this fall.

David explained the consent agenda items. Nicole is notifying existing bondholders with reports on EMMA.. We will look at refunding the existing bond in a few months.

Brent and Mike gave an update on permitting. The City Planning Committee meeting is Thursday March 13. The staffing report shows that they marked every category that complied. We comply with everything except for parking, which they don't have a clear standard.. When comparing LVA parking to other schools, we are right in the middle. The City council meeting March 18th will make the decision. Brent pointed out that there is no public hearing on our item, so people will need to speak before the meeting.

City has been focused on traffic and parking. Conducted two traffic studies. City also conducted a traffic study and the results were the same as ours with the exception of where to move the crosswalk. Our submission was to comply with all the traffic study rules. We offered to move the crosswalk at our cost.

City gave us a revision about 10 days ago which we returned. City had notes and labeling issues and questions about irrigation and how it's connected. We are planning to do irrigation with our landscape design. Brent feels that we are prepared for the meeting.

Lindsay asked if we needed to attend the City council meeting and wanted to discuss impact fees.

We sent the Opinion of Bond Counsel to our attorney. We have not heard back. Brent shared information about the testing groups. Had 4 groups based on hours and estimated trips.. He will send the information to the committee. Will need to be in place before moving dirt.

Talking about the budget contingency. The bulk of change orders will be in the site, because you find unknowns once you move dirt. After the first few months we will need to reassess the contingency fund.

Lindsay asked if we wanted to refund or reimburse the school for prior expenses. It will be talked about on Tuesday with David.

Committee is meeting regarding communication with families, staff and administration on what to expect and keeping excitement up for the project.

No further questions.

iii) Audit Committee

No comment

- e) January Financial & Accounting Reports
 - i) Financial Scoreboard
 - ii) Annual Financial Metrics
 - iii) Balance Sheet Report
 - iv) Income Statement Report
 - v) Check Register Report
 - vi) P-Card Purchase Reports

December was a quarter-end month. This month, everything looks healthy and good. Any questions are directed to Nicole. We will need to revise the budget and tighten the bond numbers and adjust to what was spent this year. The next year's budget will be started in the next few weeks.

MOTION BY: Tina Smith moved to accept the January financial and accounting reports.

Yes Vote: Alan Daniels, Ashley Hintze, Lindsay Condie, Tina Smith, Daniel Dunn

No Vote: None

Abstain: None

MOTION PASSES

- 4) Public Comment: The public may address any issue unrelated to items already on the agenda. Participants are asked to state their names for the official minutes and please be concise. If you cannot attend the meeting, email your comments to bot@lakeview-academy.com to be included in the minutes. Please submit your comments no later than two hours prior to the start of the meeting.

Kaylynn Sims invited the board to the Show What You Know on April 11th for the first graders from 10:45-11:45 AM. They are building cup phones in the gym.

- 5) Public Hearing
 - a) LVA Club & Athletics Fees & Spending plan 2025-2026

Rick hasn't dug into the legislative changes. Changed the deadline to July 1, 2025. It was suggested that we discuss this issue in the May and June board meetings with the new information.

No further comments or questions.

6) Consent Agenda

- a) Minutes February 12, 2025
- b) Minutes February 24, 2025
- c) Official Statement
- d) First Supplement to Indenture
- e) First Amendment to Loan Agreement
- f) First Amendment to Deed of Trust
- g) Opinion of ~~Board Counsel~~ Bond Counsel
- h) Continuing Disclosure Undertaking
- i) Closing Memorandum (closing document index)
- j) Additional Bonds Certificate
- k) Appendix B

Alan asked about 'g' if we need to pull it. Tina said we can make the administration change as part of the motion.

MOTION BY: Lindsay Condie moved to approve the consent agenda with the adjustment of item 'g' should say the Opinion of Bond Counsel.

Yes Vote: Alan Daniels, Ashley Hintze, Lindsay Condie, Tina Smith, Daniel Dunn

No Vote: None

Abstain: None

MOTION PASSES

7) Action Items

- a) Parent Assisted Learning (PALS) Volunteer Policy

Kassy explained that when the red line was converted to the PDF, it didn't show the red, so she put 'old version' on the website to compare the documents.

Alan went through details of the document changes including updating the title to add 'system'. Some verbiage was changed.

Lindsay asked about whether the privileges can be revoked and was concerned about the wording. Sounds like the school will reach out but intends to have the parent reach out to be re-evaluated "if the review is requested". Tina wondered if we should bring this back next month. Alan said we can take a few minutes and see what we can do. Rick recommended "should a revaluation occur, the volunteer will be sent a notification regarding the decision". Nicole recommends changing the wording of "this review" to "the review". The board updated the certification date on the policy.

Rick asked about the fee. Tina said it is included in the PAL's 2 volunteer section. She also had some corrections on punctuation.

No Public comment

MOTION BY: Ashley Hintze moved to approve the Parent Assistant Learning volunteer policy with the amendments that Alan made with the highlighted document.

Yes Vote: Alan Daniels, Ashley Hintze, Lindsay Condie, Tina Smith, Daniel Dunn

No Vote: None

Abstain: None

MOTION PASSES

- b) Criminal Background Checks and Arrests Policy

Alan said they made adjustments by adding 'assignment' in a number of places. The policy states that until the background checks are completed the person can follow the PALS 1 policy. References that those denied volunteer privileges or have privileges revoked will receive written notice. Policy also states that if they are getting background checks outside of school purposes, that the fee is \$50.

Discussion took place on who pays for background checks.

Tina asked if there is anything else we need to look at besides the payment section. Alan said that the fees page is the main thing we need to change. Nicole suggested that we rephrase the sentence to say "that the school will cover the cost of the background check for non licensed employees or volunteers", leave the fee for the fingerprinting for outside agencies and leave out that the director can reimburse fees.

No public comment.

MOTION BY: Tina Smith moved to approve the criminal background checks and arrests policy with the adjustments made at the table.

Yes Vote: Alan Daniels, Ashley Hintze, Lindsay Condie, Tina Smith, Daniel Dunn

No Vote: None

Abstain: None

MOTION PASSES

8) Closed Session

MOTION BY: Ashley Hintze moves to enter a closed session per Utah Code 52-4-205 to discuss litigation matters, acquisition of real property and authorized personnel issues.

Yes Vote: Alan Daniels, Ashley Hintze, Lindsay Condie, Tina Smith, Daniel Dunn

No Vote: None

Abstain: None

MOTION PASSES

IN PERSON ATTENDANCE: Alan Daniels, Ashley Hintze, Daniel Dunn, Lindsay Condie, Tina Smith

ONLINE ATTENDANCE: Jones Dias

INVITED GUEST:

Began: 8:10 PM

Ended: 8:42 PM

- a) A motion to enter a closed session per Utah Code 52-4-205 to discuss litigation matters, acquisition of real property, or authorized personnel issues (all motions, except the motion to exit the closed session, will be made in an open meeting.)
- b) Return to Open Meeting
- c) Action may be taken regarding litigation matters, acquisition of real property, or authorized personnel issues.

NO ACTION WAS TAKEN FROM THE CLOSED SESSION

9) Adjourn

MOTION BY: Tina Smith moved to adjourn.

END TIME: 8:45 PM



Policy Type: Required

Policy Title: Benefits and Leave

Effective: February 9, 2017

Definitions

Full-time Employee: Any employee whose employment agreement requires a minimum of 30 hours of work per week during the school year.

Day: The amount of time an employee's employment agreement requires in a 24 hour period. For example, if an employee is required to work 4 hours a day according to their employment agreement, then a day equals 4 hours.

Immediate family: Spouse, child or stepchild (including in-laws), parents or stepparents (including in-laws), siblings or stepsiblings (including in-laws), grandparents (including great grandparents and in-laws), and grandchildren or step-grandchildren. Special circumstances may be appealed to the Director for consideration of immediate family status.

School Year: A total of no more than 187 teaching days, plus up to 10 additional in-service and/or testing days in a fiscal year. See the school calendar for the current year for additional details.

Fiscal Year: July 1 through June 30.

Mid-term Employee: Any employee hired after a school year has started. Mid-term employees will receive benefits and leave on a prorated basis for the remainder of the school year.

Benefits

Health Insurance Benefits

Insurance benefits are available to all full-time Lakeview Academy employees. Benefits are subject to change and benefit documentation will be distributed to all employees at the beginning of each school year.

Cessation of Benefits Upon Termination

Regular insurance benefits cease on the last day of the month in which employment is terminated. Insurance benefits will be in effect during the summer months for returning employees. In the event an employee does not return after the summer break, benefits



will terminate retroactively on the last day of the fulfilled employment agreement. That employee will be liable to Lakeview Academy for the entire cost of benefits paid on the employee's behalf beyond the fulfilled employment agreement.

Additional Insurance Benefits

Employees may elect to purchase additional insurances at their own cost.

Salary and Wages

Pay increases will be determined on an annual basis pending state legislative funding.

Retirement Benefits

A defined contribution retirement plan will be offered to employees based on hours worked. Competitive contribution rates and employee eligibility are defined by the retirement plan document, according to administrative procedure. The current employer contribution rate is equal to 7% of employee earnings. Lakeview Academy maintains the right to make changes to the employer contribution rate at any time, in order to maintain budget requirements set by the law, board policy, or bond requirements.

1. Employee Classifications:

- a. Tier One: Employees scheduled to work less than 1,000 hours during the fiscal year.
- b. Tier Two: Employees scheduled to work over 1,000, ~~but less than 1,400,~~ hours during the fiscal year.
- c. ~~Tier Three: Employees scheduled to work over 1,400 hours during the fiscal year.~~

2. Eligibility:

- a. ~~Tier One: Employees are not be eligible to participate in the retirement plan~~
- b. Tier Two: Employees are eligible to participate in the retirement plan for employee contributions only.
- c. Tier Three Two: Employees are eligible to participate in the retirement plan. Lakeview Academy will make an employer contribution on the employee's behalf.

LEAVE

Personal Leave

Full-time, ~~school year~~ employees of Lakeview Academy will receive 10 days of paid personal leave per school year. Part-time certified employees will receive prorated paid personal leave based on the work hours outlined in their employment agreement. Full-time employees who work a 12 month schedule will receive 12 days of paid personal leave per year, due to their extended work schedule. Mid-term employees will receive prorated personal leave based on the days remaining in the school year.

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Administration will develop a written procedure outlining how half days and hour increments of personal leave are administered and accounted for.

Using Personal Leave

Except in unusual circumstances, or unexpected illness, prior notification must be given to the immediate supervisor at least one day in advance.

Personal leave may only be taken the day before or after a school holiday or during the first five days and last five days that students are in school for the following reasons:

1. Observance of religious holidays which fall on a regularly scheduled school calendar work day.
2. Weddings of immediate family.
3. Graduations of immediate family.
4. Required court appearances.
5. Funerals for a death not covered by bereavement leave.
6. Conferences and conventions which relate to the individual employee's work assignment and are not covered by professional leave.
7. Illness
8. Other extenuating circumstances, with prior approval from the Director.

Use of personal leave days is discouraged during parent/teacher conferences and professional development days. The employee must obtain prior approval from the Director if use of personal leave is necessary during one of these events.

Current year's personal leave must be used prior to using any accumulated personal leave (leave that has been carried over from prior years).

Personal Leave Donation, Payout, and Carryover

Personal leave days (current or accumulated) may be donated to another full-time or certified part-time employee for emergencies, with director approval.

At the conclusion of the annual employment agreement, employees may choose to do one of the following with any unused personal leave accrued in that school year:

1. Elect to be paid out (at the rate of the cost of a substitute).
2. Elect to carry over unused personal leave (employees may not accumulate more than 50 days of personal leave).
3. Elect to be paid out for a portion of unused personal leave and carryover the remaining portion of unused personal leave, following the procedures outlined by the Director.



Use of accumulated personal leave (leave that has been carried over from prior years) must be approved by the Director and will not be paid out at the end of a school year or at termination of employment.

Parental Leave

A full time employee that is eligible for personal leave is also eligible for 3 weeks of paid Parental Leave for:

- a) the birth of the eligible employee's child;
- b) the adoption of a child;
- c) the appointment of legal guardianship of a child or incapacitated adult; or
- d) the placement of a foster child in the eligible employee's care.

Parental Leave may not be used before the day on which:

- a) the eligible employee's child is born;
- b) the eligible employee adopts a child;
- c) the eligible employee is appointed legal guardian of a child or incapacitated adult;
- d) a foster child is placed in the eligible employee's care.

Parental Leave is in addition to Personal Leave and Postpartum Recovery Leave.

Parental Leave:

- a) may not be used more than six months after the date of one of the events itemized above;
- b) may not be used intermittently unless by mutual written agreement between the employee and Lakeview Academy or if a health care provider certifies that intermittent leave is medically necessary due to a serious condition of the child;
- c) runs concurrently with any leave authorized under the Family and Medical Leave Act of 1993 (FMLA).

The amount of parental leave does not increase if an eligible employee:

- a) has more than one child born from the same pregnancy;
- b) adopts more than one child;
- c) has more than one foster child placed in the eligible employee's care; or
- d) is appointed legal guardian of more than one child or incapacitated adult.

An eligible employee may not use more than three work weeks of paid parental leave within a single 12-month period, regardless of whether during that 12-month period the eligible employee:

- a) becomes the parent of more than one child;
- b) adopts more than one child;
- c) has more than one foster child placed in the eligible employee's care; or
- d) is appointed legal guardian of more than one child or incapacitated adult.



Postpartum Recovery Leave

A full time employee that is eligible for personal leave and gives birth to a child is eligible for 3 weeks of paid Postpartum Recovery Leave. Postpartum Recovery Leave is in addition to Personal Leave and Parental Leave.

Postpartum Recovery Leave:

- a) shall be used starting on the day that the eligible employee gives birth, unless a health care provider certifies that an earlier start date is medically necessary;
- b) shall be used in a single continuous period;
- c) runs concurrently with any leave authorized under the Family and Medical Leave Act of 1993 (FMLA);
- d) runs consecutively to parental leave.

The amount of leave does not increase if an eligible employee has more than one child born from the same pregnancy.

Bereavement Leave

In the event of a death in the immediate family, an employee may be granted bereavement leave according to the following guidelines.

1. Employees may be granted up to 5 days bereavement leave without pay deduction in the event of the death of a spouse or child.
2. Employees may be granted up to 3 days bereavement leave without pay deduction in the event of the death of any other immediate family member.
3. Two additional days of bereavement leave may be granted if travel time is needed. Travel must be in excess of 350 miles one way to qualify for additional days. Employees must provide travel verification information to their immediate supervisor.
4. If the death of an employee's mother or father results in the loss of the only remaining parent, up to 3 additional personal leave days may be taken to deal with estate issues. The 3 additional days must be taken within one calendar year of the parent's death.

Jury or Witness Duty

Employees are required to provide the Director with copies of court notices or subpoenas as soon as possible after receiving such notification. Lakeview Academy will pay an employee equivalent to their regular pay during the jury or witness leave period. Any amount paid to the employee for service as a juror or witness, excluding mileage, will be deducted from the employee's regular pay. Leave time will be documented under the

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heading "Jury Duty" or "Witness in Court" on the Absence Record form.

This policy does not apply to an employee who is party to litigation.

Military Leave

Lakeview Academy will adhere to all state and federal guidelines regarding military leave.

Family and Medical Leave

Employees may take unpaid leave per the terms of the Family and Medical Leave Act.

Notification of Absence

Employees must notify the office no later than 7:00AM the day of the absence. In the event of an emergency, employees must notify the office as soon as possible.

Certification

The undersigned officers and/or directors of Lakeview Academy certify that this Benefits and Leave policy was duly adopted as of February 9, 2017 and replaces all previous Benefits and Leave policies.

Signature: _____

Print Name: _____

Title: _____

Signature: _____

Print Name: _____

Title: _____

Effective 5/1/2024

63A-17-511 Parental leave -- Postpartum recovery leave.

(1) As used in this section:

- (a) "Child" means an individual who is younger than 18 years old.
- (b) "Parental leave" means leave hours a state employer provides to a parental leave eligible employee to bond with a child or, in the case of a guardianship appointment, an incapacitated adult.
- (c) "Parental leave eligible employee" means an employee who, on the date an event described in Subsections (2)(a)(i)(A) through (D) occurs:
 - (i) is an employee of a state employer;
 - (ii) is in a position that receives retirement benefits under Title 49, Utah State Retirement and Insurance Benefit Act;
 - (iii) accrues paid leave benefits that can be used in the current and future calendar years;
 - (iv) is not reemployed as defined in Section 49-11-1202;
 - (v) is assuming a parental role with respect to the child or the incapacitated adult for which parental leave is requested; and
 - (vi)
 - (A) is the child's biological parent;
 - (B) is the spouse of the person who gave birth to the child;
 - (C) is the adoptive parent of the child, unless the employee is the spouse of the pre-existing parent;
 - (D) is the intended parent of the child and the child is born under a validated gestational agreement in accordance with Title 78B, Chapter 15, Part 8, Gestational Agreement;
 - (E) is appointed the legal guardian of the child or the incapacitated adult; or
 - (F) is the foster parent of the child.
- (d) "Postpartum recovery leave" means leave hours a state employer provides to a postpartum recovery leave eligible employee to recover from childbirth that occurs at 20 weeks or greater gestation.
- (e) "Retaliatory action" means to do any of the following to an employee:
 - (i) dismiss the employee;
 - (ii) reduce the employee's compensation;
 - (iii) fail to increase the employee's compensation by an amount that the employee is otherwise entitled to or was promised;
 - (iv) fail to promote the employee if the employee would have otherwise been promoted; or
 - (v) threaten to take an action described in Subsections (1)(e)(i) through (iv).
- (f) "Postpartum recovery leave eligible employee" means an employee who:
 - (i) is in a position that receives retirement benefits under Title 49, Utah State Retirement and Insurance Benefit Act;
 - (ii) accrues paid leave benefits that can be used in the current and future calendar years;
 - (iii) is not reemployed as defined in Section 49-11-1202; and
 - (iv) gives birth to a child.
- (g)
 - (i) "State employer" means:
 - (A) a state executive branch agency, including the State Tax Commission, the National Guard, and the Board of Pardons and Parole;
 - (B) the legislative branch of the state; or
 - (C) the judicial branch of the state.
 - (ii) "State employer" does not include:

- (A) an institute of higher education;
- (B) the Utah Board of Higher Education;
- (C) an independent entity as defined in Section 63E-1-102;
- (D) the Attorney General's Office;
- (E) the State Auditor's Office; or
- (F) the State Treasurer's Office.

(h) "Qualified employee" means:

- (i) a parental leave eligible employee; or
- (ii) a postpartum leave eligible employee.

(2)

- (a) Except as provided in Subsections (4) and (5), a state employer shall:
 - (i) allow a parental leave eligible employee to use up to three work weeks of paid parental leave for:
 - (A) the birth of the parental leave eligible employee's child;
 - (B) the adoption of a child;
 - (C) the appointment of legal guardianship of a child or incapacitated adult; or
 - (D) the placement of a foster child in the parental leave eligible employee's care; and
 - (ii) allow a postpartum recovery leave eligible employee to use up to three work weeks of paid postpartum recovery leave for recovery from childbirth.
- (b) A state employer shall allow a qualified employee who is part-time or who works in excess of a 40-hour work week or its equivalent to use the amount of parental leave or postpartum recovery leave available to the qualified employee under this section on a pro rata basis as adopted by rule by the division under Subsection (12).

(3)

- (a) Parental leave described in Subsection (2)(a)(i):
 - (i) may not be used before the day on which:
 - (A) the parental leave eligible employee's child is born;
 - (B) the parental leave eligible employee adopts a child;
 - (C) the parental leave eligible employee is appointed legal guardian of a child or incapacitated adult; or
 - (D) a foster child is placed in the parental leave eligible employee's care.
 - (ii) may not be used more than six months after the date described in Subsection (3)(a)(i);
 - (iii) may not be used intermittently, unless:
 - (A) by mutual written agreement between the state employer and the parental leave eligible employee; or
 - (B) a health care provider certifies that intermittent leave is medically necessary due to a serious health condition of the child;
 - (iv) runs concurrently with any leave authorized under the Family and Medical Leave Act of 1993, 29 U.S.C. Sec. 2601 et seq.; and
 - (v) runs consecutively to postpartum recovery leave.
- (b) The amount of parental leave authorized under Subsection (2)(a)(i) does not increase if a parental leave eligible employee:
 - (i) has more than one child born from the same pregnancy;
 - (ii) adopts more than one child;
 - (iii) has more than one foster child placed in the parental leave eligible employee's care; or
 - (iv) is appointed legal guardian of more than one child or incapacitated adult.

(c) A parental leave eligible employee may not use more than three work weeks of paid parental leave within a single 12-month period, regardless of whether during that 12-month period the parental leave eligible employee:

- (i) becomes the parent of more than one child;
- (ii) adopts more than one child;
- (iii) has more than one foster child placed in the parental leave eligible employee's care; or
- (iv) is appointed legal guardian of more than one child or incapacitated adult.

(4)

- (a) Postpartum recovery leave described in Subsection (2)(a)(ii):
 - (i) shall be used starting on the day on which the postpartum recovery leave eligible employee gives birth, unless a health care provider certifies that an earlier start date is medically necessary;
 - (ii) shall be used in a single continuous period, unless otherwise authorized in writing by the director of the division;
 - (iii) runs concurrently with any leave authorized under the Family and Medical Leave Act of 1993, 29 U.S.C. Sec. 2601 et seq.; and
 - (iv) runs consecutively to parental leave.
- (b) The amount of postpartum recovery leave authorized under Subsection (2)(a)(ii) does not increase if a postpartum recovery leave eligible employee has more than one child born from the same pregnancy.

(5)

- (a) Except as provided in Subsection (5)(b), a qualified employee shall give the state employer notice at least 30 days before the day on which the qualified employee plans to:
 - (i) begin using parental leave or postpartum recovery leave under this section; and
 - (ii) stop using postpartum recovery leave under this section.
- (b) If circumstances beyond the qualified employee's control prevent the qualified employee from giving notice in accordance with Subsection (5)(a), the qualified employee shall give each notice described in Subsection (5)(a) as soon as reasonably practicable.

(6) Except as provided in Subsections (3)(a)(iv) and (4)(a)(iii), a state employer may not charge parental leave or postpartum recovery leave under this section against sick, annual, compensatory, excess, or other leave a qualified employee is entitled to.

(7) A state employer may not compensate a qualified employee for any unused parental leave or postpartum recovery leave upon termination of employment.

(8)

- (a) Following the expiration of a qualified employee's parental leave or postpartum recovery leave under this section, the state employer shall ensure that the qualified employee may return to:
 - (i) the position that the qualified employee held before using parental leave or postpartum recovery leave; or
 - (ii) a position within the state employer that is equivalent in seniority, status, benefits, and pay to the position that the qualified employee held before using parental leave or postpartum recovery leave.
- (b) If during the time a qualified employee uses parental leave or postpartum recovery leave under this section the state employer experiences a reduction in force and, as part of the reduction in force, the qualified employee would have been separated had the qualified employee not been using the parental leave or postpartum recovery leave, the state employer may separate the qualified employee in accordance with any applicable process or procedure as if the qualified employee were not using the parental leave or postpartum recovery leave.

- (9) During the time a qualified employee uses parental leave or postpartum recovery leave under this section, the qualified employee shall continue to receive all employment related benefits and payments at the same level that the qualified employee received immediately before beginning the parental leave or postpartum leave, provided that the qualified employee pays any required employee contributions.
- (10) A state employer may not:
 - (a) interfere with or otherwise restrain a qualified employee from using parental leave or postpartum recovery leave in accordance with this section; or
 - (b) take retaliatory action against a qualified employee for using parental leave or postpartum recovery leave in accordance with this section.
- (11) A state employer shall provide each employee written information regarding a qualified employee's right to use parental leave or postpartum recovery leave under this section.
- (12) In accordance with Title 63G, Chapter 3, Utah Administrative Rulemaking Act, the division shall, on or before July 1, 2022, make rules for the use and administration of parental leave and postpartum recovery leave under this section, including a schedule that provides paid parental leave or postpartum recovery leave for a qualified employee who is part-time or who works in excess of a 40-hour work week on a pro rata basis.

Amended by Chapter 396, 2024 General Session

1

TEACHER RETENTION

2024 GENERAL SESSION

STATE OF UTAH

Chief Sponsor: Candice B. Pierucci

Senate Sponsor: Ann Millner

Cosponsor:	Tim Jimenez	Robert M. Spendlove
Cheryl K. Acton	Dan N. Johnson	Jordan D. Teuscher
Kera Birkeland	Jason B. Kyle	Raymond P. Ward
Tyler Clancy	Karianne Lisonbee	Christine F. Watkins
Paul A. Cutler	Anthony E. Loubet	Douglas R. Welton
Stephanie Gricius	Thomas W. Peterson	
Katy Hall	Val L. Peterson	

2

3 LONG TITLE**4 General Description:**

5 This bill creates multiple programs to support teacher retention efforts.

6 Highlighted Provisions:

7 This bill:

8 ▶ creates the Mentoring and Supporting Teacher Excellence and Refinement Program (the
9 program);

10 ▶ establishes the required criteria for a local education agency (LEA) or regional
11 education service agency to apply for a grant under the program; and

12 ▶ requires an LEA to provide paid postpartum recovery leave.

13 Money Appropriated in this Bill:

14 This bill appropriates in fiscal year 2025:

15 ▶ to State Board of Education - State Board and Administrative Operations - Mentoring and
16 Supporting Teacher Excellence and Refinement Pilot Program as a one-time appropriation:
17 ▶ from the Public Education Economic Stabilization Restricted Account, One-time, \$4,800,000

18 Other Special Clauses:

19 This bill provides a special effective date.

20 This bill provides a coordination clause.

21 **Utah Code Sections Affected:**

22 ENACTS:

23 **53F-5-222**, Utah Code Annotated 1953

24 **53G-11-208**, Utah Code Annotated 1953

25 **Utah Code Sections affected by Coordination Clause:**

26 **53G-11-208**, Utah Code Annotated 1953

28 *Be it enacted by the Legislature of the state of Utah:*

29 Section 1. Section **53F-5-222** is enacted to read:

30 **53F-5-222 . Mentoring and Supporting Teacher Excellence and Refinement Pilot**
31 **Program.**

32 **(1) As used in this section:**

33 **(a) "Master teacher" means a classroom teacher who has been approved by the teacher's**
34 **administrator for an eligible initiative described in Subsection (6).**

35 **(b) "Mentoring and Supporting Teacher Excellence and Refinement Pilot Program" or**
36 **"program" means the program created in Subsection (2).**

37 **(c) "Regional education service agency" or "RESA" means the same as the term is**
38 **defined in Section 53G-4-410.**

39 **(d) "Teacher leader work" means nonadministrative leadership tasks that occur in**
40 **conjunction with a teacher's main duties to provide instruction while avoiding formal**
41 **administrative roles, other than those relating directly to teacher leadership or**
42 **development, for the teacher engaging in the tasks, including:**

43 **(i) leading teachers;**

44 **(ii) mentoring teachers; and**

45 **(iii) providing observations or feedback to teachers.**

46 **(2) There is created a two-year pilot program known as the Mentoring and Supporting**
47 **Teacher Excellence and Refinement Pilot Program to provide funding to an LEA to**
48 **improve retention of strong educators who remain in the classroom and have access to**
49 **growth opportunities in the form of innovative teacher leadership tracks outside of**
50 **contractual educator steps and lanes to:**

51 **(a) foster development of leadership skills in participating teachers; and**

52 **(b) provide the opportunity for a master teacher to impact and provide guidance for**

53 fellow teachers seeking to refine instructional skills.

54 (3) The state board shall:

55 (a) solicit proposals from LEAs and RESAs to receive a grant under this section; and

56 (b) award grants to LEAs or RESAs on a competitive basis based on the LEA's or
57 RESA's application described in Subsection (4)(a).

58 (4) To receive a grant under this section, an LEA or RESA shall:

59 (a) submit an application to the state board that:

60 (i) describes the program tier for which the LEA or RESA is applying;

61 (ii) describes the eligible initiatives for which the LEA or RESA will use the grant
62 amount;

63 (iii) provides evidence of the required matching funds described in Subsection (4)(b);

64 (iv) describes how the proposal will further the purposes of the program described in
65 Subsection (2); and

66 (v) outlines the metrics the LEA or RESA will use to measure success of the
67 program; and

68 (b) provide matching funds for a grant from a program tier as follows:

69 (i) a 10% match by the LEA or RESA for a tier 1 level grant amount;

70 (ii) a 15% match by the LEA or RESA for a tier 2 level grant amount; and

71 (iii) a 20% match by the LEA or RESA for a tier 3 level grant amount.

72 (5) In accordance with Title 63G, Chapter 3, Utah Administrative Rulemaking Act, the

73 state board shall make rules:

74 (a) subject to legislative appropriations, outlining the grant amount for each program tier
75 described in Subsection (4)(b);

76 (b) describing the application requirements, including:

77 (i) the required format for submission; and

78 (ii) relevant deadlines;

79 (c) establishing a scoring rubric; and

80 (d) describing any required reporting and performance measures.

81 (6) An LEA or RESA that receives a grant under this section shall use the grant award for
82 an eligible initiative to achieve the purposes described in Subsection (2), including:

83 (a) allowing a teacher to add to or be released from all or part of an existing teacher
84 contract to engage in teacher leader work, which may involve a new or amended
85 contract for a master teacher, for a period determined by the LEA and the teacher,
86 while maintaining the master teacher's status as a teacher;

87 (b) providing extended contracts outside of steps and lanes, resulting in increased pay
88 for increased work or for new roles involving teacher leader work on a schedule
89 outside of steps and lanes as determined by the LEA or RESA and the teacher; and

90 (c) building or expanding LEA or RESA leadership tracks, including incentives for
91 differentiated teacher leader work pay scales for classroom teachers.

92 (7) The state board may use up to 6.25% of the money appropriated for the purposes
93 described in this section to pay for administrative costs the state board, an LEA, or a
94 RESA incurs in implementing the program.

95 (8) Upon request of the Education Interim Committee, an LEA that receives a grant and the
96 state board shall report to the Education Interim Committee on the program's progress
97 and outcomes.

98 *The following section is affected by a coordination clause at the end of this bill.*

99 Section 2. Section **53G-11-208** is enacted to read:

100 **53G-11-208 . Paid leave -- Postpartum recovery leave -- Leave sharing.**

101 (1) As used in this section:

102 (a) (i) "Paid leave hours" means leave hours an LEA provides to an LEA employee
103 who accrues paid leave benefits in accordance with the LEA's leave policies.
104 (ii) "Paid leave hours" includes annual, vacation, sick, paid time off, or any other type
105 of leave an employee may take while still receiving compensation.
106 (iii) "Paid leave hours" is not limited to postpartum recovery leave.

107 (b) "Postpartum recovery leave" means leave hours a state employer provides to a
108 postpartum recovery leave eligible employee to recover from childbirth.

109 (c) "Postpartum recovery leave eligible employee" means an employee of an LEA who:
110 (i) accrues paid leave benefits in accordance with the LEA's leave policies; and
111 (ii) gives birth to a child.

112 (2) Beginning July 1, 2027, each LEA shall:

113 (a) provide postpartum recovery leave in an amount that is at least equivalent to the
114 postpartum recovery leave available to state employees under Section 63A-17-511;
115 and

116 (b) allow a postpartum recovery leave eligible employee who is part-time or who works
117 in excess of a 40-hour work week or the equivalent of a 40-hour work week to use
118 the amount of postpartum recovery leave available under this section on a pro rata
119 basis.

120 (3) An LEA shall provide for the use and administration of postpartum recovery leave

under this section in a manner that is not more restrictive than the postpartum recovery leave available to state employees under Section 63A-17-511.

(4) An LEA may not charge postpartum recovery leave against paid leave hours to which a qualified employee is entitled as described in Subsection 63A-17-511(6).

(5) An LEA may provide leave that exceeds the benefits of the state leave policies described in this section.

Section 3. FY 2025 Appropriation.

The following sums of money are appropriated for the fiscal year beginning July 1, 2024, and ending June 30, 2025. These are additions to amounts previously appropriated for fiscal year 2025.

Subsection 3(a) Operating and Capital Budgets

Under the terms and conditions of Title 63J, Chapter 1, Budgetary Procedures Act, the Legislature appropriates the following sums of money from the funds or accounts indicated for the use and support of the government of the state of Utah.

ITEM 1 To State Board of Education - State Board and Administrative Operations
From Public Education Economic Stabilization

Restricted Account, One-time \$4,800,000

Schedule of Programs:

Mentoring and Supporting Teacher Excellence and

Refinement Pilot Program

\$4,800,000

Section 4. Effective date.

This bill takes effect on July 1, 2024.

Section 5. Coordinating H.B. 431 with H.B. 192.

If H.B. 431, Teacher Retention, and H.B. 192, Local Education Agency Employee Paid Leave, both pass and become law, the Legislature intends that, on July 1, 2024, Section 53G-11-208 in H.B. 192 shall supersede amendments to Section 53G-11-208 H.B. 431 and be amended to read:

"53G-11-208. Paid leave -- Parental leave -- Postpartum recovery leave -- Leave sharing.

(1) As used in this section:

(a) (i) "Paid leave hours" means leave hours an LEA provides to an LEA employee who accrues paid leave benefits in accordance with the LEA's leave policies.

(ii) "Paid leave hours" includes annual, vacation, sick, paid time off, or any other type of leave an employee may take while still receiving compensation.

155 (iii) "Paid leave hours" is not limited to parental leave or postpartum recovery leave.

156 (b) "Parental leave" means leave hours an LEA provides to a parental leave eligible

157 employee.

158 (c) "Parental leave eligible employee" means an LEA employee who accrues paid

159 leave benefits in accordance with the LEA's leave policies and is:

160 (i) a birth parent as defined in Section 78B-6-103;

161 (ii) legally adopting a minor child, unless the individual is the spouse of the

162 pre-existing parent;

163 (iii) the intended parent of a child born under a validated gestational agreement in

164 accordance with Title 78B, Chapter 15, Part 8, Gestational Agreement; or

165 (iv) appointed the legal guardian of a minor child or incapacitated adult.

166 (d) "Postpartum recovery leave" means leave hours a state employer provides to a

167 postpartum recovery leave eligible employee to recover from childbirth.

168 (e) "Postpartum recovery leave eligible employee" means an employee:

169 (i) who accrues paid leave benefits in accordance with the LEA's leave policies; and

170 (ii) who gives birth to a child.

171 (f) "Qualified employee" means:

172 (i) a parental leave eligible employee; or

173 (ii) a postpartum recovery leave eligible employee.

174 (g) "Retaliatory action" means to do any of the following regarding an employee:

175 (i) dismiss the employee;

176 (ii) reduce the employee's compensation;

177 (iii) fail to increase the employee's compensation by an amount to which the

178 employee is otherwise entitled to or was promised;

179 (iv) fail to promote the employee if the employee would have otherwise been

180 promoted; or

181 (v) threaten to take an action described in Subsections (1)(f)(i) through (iv).

182 (2) Beginning July 1, 2025, an LEA:

183 (a) shall develop leave policies that provide for the use and administration of

184 parental leave and postpartum recovery leave by a qualified employee under this section

185 in a manner that is not more restrictive than the parental and postpartum recovery leave

186 available to state employees under Section 63A-17-511; and

187 (b) may develop leave policies that provide a mechanism for leave sharing between

188 employees of the same LEA or school for all types of leave, including, sick leave,

189 annual leave, parental leave, and postpartum recovery leave;
190 (c) shall allow a parental leave eligible employee and a postpartum recovery leave
191 eligible employee who is part-time or who works in excess of a 40-hour work week or
192 the equivalent of a 40-hour work week to use the amount of postpartum recovery leave
193 available under this section on a pro rata basis; and
194 (d) shall provide each employee written information regarding:
195 (i) a qualified employee's right to use parental leave or postpartum recovery leave
196 under this section; and
197 (ii) the availability of and process for using or contributing to the leave sharing
198 mechanism described in Subsection (2)(b).
199 (3) An LEA may not take retaliatory action against a qualified employee for using
200 parental leave or postpartum recovery leave in accordance with this section.
201 (4) An LEA may not charge parental leave or postpartum recovery leave against paid
202 leave hours to which a qualified employee is entitled as described in Subsection
203 63A-17-511(6).
204 (5) An LEA or school may use leave bank sharing and other efforts to mitigate
205 incurred costs of compliance with this section, including coordinating with other LEAs
206 or schools to share approaches or policies designed to fulfill the requirements of this
207 section in a cost effective manner.
208 (6) An LEA may provide leave that exceeds the benefits of the state leave policies
209 described in this section."