



LEADERSHIP  
LEARNING  
ACADEMY

# Board Meeting Materials

## 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.*

# October 20, 2025

# Leadership Learning Academy Board of Directors Meeting Agenda Monday, October 20, 2025



**Location:** Lagoon Park, 375 North Lagoon Dr, Farmington, UT 84025

**Zoom Link:** <https://us02web.zoom.us/j/87072080293?from=addon>

**Meeting ID:** 870 7208 0293

**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

### 2025-2026 Strategic School Plan

Schoolwide Unity & Collaboration by Implementing the CREW Program  
Teacher & Staff Development  
Fiscal Responsibility  
Continue Growth & Maintain Literacy Proficiency

### **5:30 PM – INTRODUCTORY ITEMS**

- Welcome & Roll Call – Terry Capener
- Board Mission
- School Mission
- School Vision

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

### **REPORTS**

- Administration
  - [State of the School](#) – Richard Squire
  - ✓ [Toilet Training Administrative Procedures](#)
- Board of Directors
  - [Financial Review](#) – Jimmy Sunlight/Dawn Benke

**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.

- Academica West
  - [Review Building Evaluation](#) – Kyle VanderDoes (Kirk Blake)

## CONSENT ITEMS

- [September 8, 2025 Board Meeting Minutes](#)

## VOTING ITEMS

- [2026-2027 School Calendar](#) – Richard Squire
- [Hotline Complaint Policy](#) – Brandon Fairbanks
- [Amend Bullying & Hazing Policy](#) – Brandon Fairbanks

## OTHER BUSINESS ITEMS

- Calendaring Items – Terry Capener
  - Reschedule Winter Social on November 3<sup>rd</sup> (Does January 12<sup>th</sup> work?)
  - Next Pre-Board Meeting on November 17<sup>th</sup>
  - Next Board Meeting on December 8<sup>th</sup> (no Terry or David)
  - NCSC26 New Orleans, LA June 24-26 (Wed-Fri)
  - Upcoming School Activities
    - ✓ Layton Campus
      - ★ Treat Trail around the playground – October 28<sup>th</sup> 5:00-6:30 p.m.
      - ★ Veterans Day program – November 11<sup>th</sup> @ 9:00 a.m.
    - ✓ Ogden Campus
      - ★ Leadership Assemblies (Each week 2 different grades will be recognized) – Fridays at 8:30 a.m.
      - ★ Treat Trail & Haunted Hallway – October 29<sup>th</sup> 5:00-6:30 p.m.
      - ★ 6<sup>th</sup> Grade will decorate Veterans graves – November 10<sup>th</sup>
      - ★ Veterans Assembly – November 12<sup>th</sup> @ 9:00 a.m.
      - ★ Literacy Night – November 12<sup>th</sup> @ 5:00-6:30 p.m.

**CLOSED SESSION** to discuss an individual's character, professional competence, or physical or mental health and/or discuss deployment of security personnel, devices, or systems pursuant to Utah Code 52-4-205(1)(a)&(f) [IF NEEDED]

## ADJOURN

### UPCOMING CALENDAR ITEMS

#### **November**

Bond Investor Call Notice

#### **December**

Audit Review

2026-2027 School Fee Schedule (1<sup>st</sup> Public Viewing)

*Maturation Curriculum [if changing]*

#### **January**

Winter Retreat

2026-2027 School Fee Schedule (2<sup>nd</sup> Public Viewing)

2026-2027 School Calendar

Curriculum Purchases (2 Public Comment Periods)

#### **March**

**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.

Present 2024-2025 SLT Final Report (can be an email)  
2026-2027 School LAND Trust Plan (Comm. Signature Pages)  
SLT Training Assurances  
Annual Open Meetings Act Training  
Board Vacancies  
**April**  
Parent Handbook  
EOY Bonus  
Audit Engagement Letter  
**May**  
2026-2027 TSSA Plan  
Capital Improvements  
AW SpEd Services Agreement (*if renewed*)  
Review Positive Behavior Plan [*Can email to board or approve if changes*]  
**June**  
2025-2026 Final Amended Budget  
2026-2027 Annual Budget  
Ratify Board Members & Terms  
Ratify Board Officers  
2026-2027 Sex Ed Committee Membership  
Set 2026-2027 Board Meeting Schedule  
Fraud Risk Assessment/Ethical Behavior  
Mental Health Screening Determination [*if changed*]  
Board Member Agreement  
Annual PPP Training & Review  
Review Board Communication Guidelines

**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

10/20/2025

### **Schoolwide Unity and Collaboration:**

In Layton, the Fall carnival went well. We had a good turn out with the majority of families coming to participate.

Parent conferences went well at both schools. In Ogden approximately 90% of families came and met with students' teachers. In Layton Approximately 95% of families came in to meet. We have asked teachers to reach out with a phone call to those families that did not make it in just to touch base with them.

### **Enhancing Teacher and Staff Development, Celebrating Achievements, and Strengthening Retention:**

The Layton Admin team completed 3 days of PLC training with Solution Tree. They appreciated the training and spent time last week during Parent Conferences planning the priorities and outlining an implementation plan.

Ogden is working with their grade level teams on ensuring students are meeting mastery as determined by their Common Formative Assessments. In PLC's they discuss next steps when students have not met mastery.

### **Enrollment and Fiscal Responsibility:**

Layton has what seems to be the highest enrollment they have ever had. They are at 526. Ogden is has slipped a bit with the new school opening through the block.

I am working on a uniform pay scale for Paraprofessionals that we want to implement to keep pay uniform.

**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.

#### Current statement

Our mission is to provide an educational experience that empowers 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.

#### Revised statement same meaning

Our mission is to provide an educational experience that helps students grow into leaders who show integrity, respect, and resilience, and who value community. Through our Flight Crews, we support personal growth, encourage positive impact, and inspire a love for lifelong learning.

#### Tag Lines I would like to add.

Lead with Purpose, Grow with Grit, Impact the World

**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.



---

---

## Toilet Training Administrative Procedures

### 1. PURPOSE

This procedure outlines the steps Leadership Learning Academy (“the School”) shall follow to implement its Toilet Training Policy in compliance with Utah Code § 53G-7-203 and R277-631.

### 2. Enrollment Process

#### 1. Initial Application

- ✓ Parents/guardians must indicate whether their child is toilet trained as part of the Lottery application.
- ✓ The definition of “toilet trained” shall be provided in the Lottery packet.

#### 2. Verification

- ✓ Admissions staff shall review the parent/guardian response.
- ✓ If clarification is needed, staff may request a follow-up conversation with the parent/guardian.

#### 3. Assurance Form

- ✓ Parents/guardians of all incoming students must sign an assurance form confirming that the child is toilet trained according to the policy definition, unless an exception applies (see Section 4).

### 3. Determination of Toilet Training Readiness

- A student is considered **toilet trained** if they meet all criteria listed in the policy (communication, use of the toilet, dressing/undressing, hygiene, and managing accidents independently).
- If a student experiences frequent accidents that disrupt learning for themselves or peers, the School may determine that the child is **not toilet trained**.

### 4. Exceptions for Disabilities

#### 1. Child Find Obligations

- ✓ If a child is not toilet trained due to a suspected disability, the School shall follow federal child find procedures.
- ✓ Staff must notify the Special Education Coordinator immediately upon identification.

#### 2. IEP or 504 Plan

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.

- ✓ Students with an IEP or Section 504 plan that addresses toileting needs may be enrolled regardless of toilet training status.
- ✓ Appropriate accommodations and supports will be documented in the IEP/504 plan.

## 5. Responsibilities

- **Admissions Staff:** Provide and collect the assurance form; flag applications needing exception review.
- **School Administration:** Make final determinations regarding toilet training status or exceptions.
- **Special Education Coordinator:** Oversee evaluations, accommodations, and compliance with IDEA/Section 504.
- **Parents/Guardians:** Accurately report the child's toileting ability and provide documentation if an exception applies.

## 6. Handling Incidents After Enrollment

### 1. Accidental Incidents

- ✓ Occasional accidents may occur; staff will support the student discreetly and notify parents as appropriate.
- ✓ Parents are responsible for providing a change of clothes.

### 2. Frequent Accidents

- ✓ If accidents occur with sufficient frequency to impact learning, the School will:
  - ★ Document the incidents.
  - ★ Meet with parents to review the child's status.
  - ★ Consider referral to special education services if a disability is suspected.

### 3. Non-Compliance

- ✓ Students who are not toilet trained and do not qualify for an exception may not remain enrolled.

## 7. Recordkeeping

- Enrollment records shall include the signed assurance form.
- Incident reports of toileting issues will be maintained in the student's file.
- Documentation related to suspected disability, IEP, or 504 accommodations will be stored in accordance with federal and state confidentiality requirements.

## 8. Training and Communication

- All staff involved in admissions and student support will receive annual training on this procedure.
- Parents/guardians will be informed of the toilet training requirement through the School website, enrollment materials, and family orientation.

**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 October 11, 2025

For Prior Month

Reporting Book: ACCRUAL  
As of Date: 10/11/2025  
Leadership Learning Academy  
Location:

	Annual June 30, 2026	Year-to-Date Sept 30, 2025	
	Budget	Actual	% of Budget
<b>Net Income</b>			
Income			
Revenue From Local Sources	323,669	101,956	31.5 %
Revenue From State Sources	11,189,649	2,887,595	25.8 %
Revenue From Federal			
Sources	675,634	3,287	0.5 %
Total Income	12,188,952	2,992,838	24.6 %
Expenses			
Instruction/Salaries	6,277,707	947,437	15.1 %
Employee Benefits	1,766,127	262,627	14.9 %
Purchased Prof & Tech Serv	810,100	212,835	26.3 %
Purchased Property Services	364,580	78,188	21.4 %
Other Purchased Services	192,500	62,919	32.7 %
Supplies & Materials	932,560	289,591	31.1 %
Property	239,600	55,653	23.2 %
Debt Services &			
Miscellaneous	1,445,164	4,137	0.3 %
Total Expenses	12,028,338	1,913,387	15.9 %
<b>Total Net Income</b>	<b>160,614</b>	<b>1,079,451</b>	<b>672.1 %</b>

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 October 11, 2025** **For Prior Month**

Reporting Book:  
As of Date:  
Location:

ACCRUAL  
10/11/2025  
Leadership Learning Academy

	Period Ending 09/30/2025	Period Ending 09/30/2024
	Actual	Actual
<b>Assets &amp; Other Debits</b>		
Current Assets		
Operating Cash		
Cash		
8111-03i-001 - LLA ZB OP	2,009,284	2,749,824
8112-03i-001 - Zlons Bank - Petty - LLA	1,333	2,714
8112-03i-002 - Bank Midwest - Petty - LLA	107,883	0
Total Cash	2,118,500	2,752,538
Investments		
8120-03i-001 - PTIF - LLA Facility	526,069	502,560
8120-03i-002 - PTIF - LLA Surplus	3,596,540	1,513,621
Total Investments	4,122,609	2,016,181
Operating Cash	6,241,109	4,768,719
Accounts Receivables	313,697	1,354,268
Total Current Assets	6,554,806	6,122,987
Restricted Cash	2,115,540	1,886,858
Net Assets		
Fixed Assets	21,626,744	17,058,537
Depreciation	(3,177,540)	(2,600,116)
Total Net Assets	18,449,204	14,458,421
Other Debits	(597,016)	(636,363)
<b>Total Assets &amp; Other Debits</b>	<b>26,522,534</b>	<b>21,831,903</b>
<b>Liabilities &amp; Fund Equity</b>		
Current Liabilities	133,296	801,912
Long-Term Liabilities	19,846,022	15,350,000
Other Credits	284,293	300,854
Fund Balance	5,074,879	4,250,521
Net Income	1,184,044	1,128,616
<b>Total Liabilities &amp; Fund Equity</b>	<b>26,522,534</b>	<b>21,831,903</b>

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.



### **Long Term Building Care**

Because we know that routine and unexpected maintenance demands are bound to arise, every education organization must proactively develop and implement a plan for dealing with these inevitabilities. Thus, an organization must plan to meet the challenges of effective facilities maintenance. It is simply too big of a job to be addressed in a haphazard fashion.

Prepared for: Leadership Learning Academy  
Address: 100 West 2675 North  
Layton, UT 84041  
Year Built: 2013  
Age of Building: 12

### **Completed Projects**

#### **2025**

North Addition (two floors)

2<sup>nd</sup> level original building carpet

#### **2023**

Parking lot seal coat and striping

1<sup>st</sup> level carpet

#### **2022**

Bathroom in kitchen storage

#### **2021**

Asphalt Path

#### **2020**

Building repainted

#### **2018**

Concrete sections around building

#### **2017**

Parking lot seal coat and striping

### **Maintenance Tickets:**

January 1, 2019-December 31, 2019: **117**

January 1, 2020-December 31, 2020: **80**

(covid year)

January 1, 2021-December 31, 2021: **135**

January 1, 2022-December 31, 2022: **85**

Jan 1, 2023-December 2023: **97**

Jan 1, 2024- December 31. 2024: **83**

January 1, 2025-December 31, 2025: **111**

### **Vendors:**

**Lawn Care and Snow Removal:** Extreme Green

**Janitorial:** Toone Cleaning

**Fire:** Certified Fire

**Alarms:** Verkada

PTIF Fund for Long Term Maintenance: : **\$500,370 (as of 9/24/24)**

Prepared for:	Leadership Learning Academy
Address:	1111 2 <sup>nd</sup> Street
	Ogden, UT 84404
Year Built:	2017
Age of Building:	8

## **Completed Projects**

**2023**

Shed

**2022**

Playground rubber bark

**2021**

Asphalt track

**2020**

Asphalt seal coat

### **Maintenance Tickets:**

Jan1, 2019-December 31, 2019: **117**

Jan 1, 2020-December 31, 2020: **77**

Janua1, 2021-December 31, 2021: **19**

Jan, 2022-December 31, 2022: **111**

Jan 1, 2023-December 2023: **107**

Jan 1, 2024-December 31, 2025: **95**

Jan 1, 2025-Sept 16, 2025: **70**

### **Vendors:**

**Lawn Care and Snow Removal:** Groundsman

**Janitorial:** Toone Cleaning

**Fire:** Certified Fire

**Alarms:** Verkada

## Ongoing Maintenance

Plumbing/Bathrooms	Description	Frequency
Exhaust Fans	Inspect/ Grease/ Clean	Quarterly
Drinking Fountains Exterior	Winterize/ Summerize/ Inspect and Repair	Semiannually
Drinking Fountains Interior	Inspect and Repair	Quarterly
Drinking Fountain Coils	Inspect and Clean Coils	Annually
Back Flow Testing (By Firetrol)	Have Test Performed	Annually
Water Heater	Flush water heater	Annually
Faucet/ Toilet Batteries	Check batteries in automatic faucets and flush toilets	As needed
Thermostat Batteries	Check batteries in thermostats	Annually
HVAC	Description	Frequency
AC Units	Clean Coils Spring/Fall	Semiannually
Filters	Replace filters	Quarterly
Data Room	Clean filters on ductless split	Quarterly
AC Belts	Check AC belts - Replace if needed	Semiannually
Thermostat	Check programming and time	Semiannually
Kitchen	Description	Frequency
Grease Traps	Inspect/ Check if it needs to be cleaned	Annually
Refrigerator/Freezer	Clean refrigerator and freezer coils	Quarterly
Roof	Description	Frequency
Membrane	Inspect and clean	Annually
Drains	Inspect and clean	Annually
Gas Lines	Check gas lines and their support blocks	Annually
Fire System	Description	Frequency
Inspection	Inspect for code compliance	Annually
Playground	Description	Frequency
Big Toy	Safety check - check for loose/damaged parts	Annually
Wood Chips	Check to see if depth meets safety requirements	Annually
Field	Check for holes/pits that could be a hazard	Annually
Landscape	Inspect and notify if any issues	Per Visit
General Maintenance	Description	Frequency
Electrical Rooms	Inspect for code compliance	Annually
Fire Riser Rooms	Inspect for code compliance	Quarterly
Lights	Check and change lights if needed	Semiannually
Doors & Hardware	Inspect/Oil/Fix	Annually
Ceiling Tiles	Replace/fix if needed	Annually
Windows	Inspect/Caulk where needed	Annually
Painting	Patch and paint if needed	Annually
Stucco	Inspect and repair if needed	Annually
Flooring	Check for snags or other issues	Annually
Emergency Lights	Check backup battery for emergency lighting	Monthly
Vacuum Breakers for toilets	Check valve in toilet flush valve	As Needed
Ice Melt	Coordinate supply of ice melt	Annually

LLA Layton – September 27, 2024

#### Commendations

- Staff was very welcoming and friendly.
- Clean campus
- New carpet on first floor

#### Considerations

- trees are maturing nicely – consider a treatment plan to avoid disease and loss
- RTU replacement schedule – units from 2013. Two new RTUs 2024. Watching additional unit that is for first floor classroom and hallways. Classroom originally was an open area in hallway.
  - the school may start to see increased number of service calls due to age (and use) of units.
- Sealcoat for asphalt path

#### Concerns

- Block seal and control joints

#### Notes

- Roof material is holding up well but does have some “bubbles”. Not a major concern right now. No change from previous evaluation.
- Watch the split face block for additional rust spots to be sure they are not areas where water is doing damage to interior.

#### Future Planning

- RTU
- Block Seal
- Roof replacement
- ~~Carpet for 2<sup>nd</sup> floor purchased but not installed.~~

LLA Ogden – September 24, 2024

#### Commendations

- Staff friendly and helpful
- Clean and clear hallways

#### Considerations

- trees – consider a treatment plan
- Sealcoat for new asphalt path (sealcoat for entire parking lot can be done in 2026)
- Control joints on exterior of building showing signs of separation. About time to have replaced.

#### Concerns

- Students taking rubber bark from play pit area to grassy areas.
- Rubber bark low – requested pricing to bring bark level back up. Likely to have settled in after initial use when installed in 2022.
- Awnings are rusting. Consider touching having painted

#### Notes

- Gym floor material is looking great. Noted multiple spots where floor was damaged. Damage likely from lunchroom tables or other sharp/heavy objects.
- Storm drains had some debris in it, but not enough to merit concern.
- Watch the split face block for additional rust spots to be sure they are not areas where water is doing damage to interior.



LLA Layton	Lifespan (in Years)	Replacement Cost	Quantity	Savings Recommendation Estimated Annual Cost	Completed	Next Approximate date
<b>Building Exterior / Landscape</b>						
Block Seal/Control Joints	7-10	\$80,000		\$8,000.00	2013	2023
<b>Playground / Play Areas</b>						
play structure	20-25	\$75,000		\$3,750.00	2013	2038
<b>Parking Lot / Sidewalks</b>						
Crack Seal	1	\$5,000		\$5,000.00	2024	2025
Striping	3-5 years	\$5,000		\$5,000.00	2023	2026
Slurry Seal	3-5 years	\$15,000		\$3,000.00	2023	2028
<b>Roof</b>	20	\$125,000		\$6,250.00	2013	2033
<b>HVAC</b>	15	\$15,000	11	\$11,000.00	2013	2028
replacement RTU	15	\$15,000	2	\$2,000.00	2024	2039
New addition	15	\$15,000	4	\$4,000.00	2025	2040
<b>Fire &amp; Security</b>	15	\$15,000		\$1,000.00	2013	2028
Carbon Monoxide	10	\$7,500		\$750.00	2019	2029
<b>Building Interior</b>						
Painting rooms	7-10	\$75,000		\$7,500.00		
Gym Floor	30	\$90,000	1	\$3,000.00	2013	2043
Elevator	25	\$55,000	1	\$2,200.00	2013	2038
Carpet 1st floor	7-15	\$75,000		\$5,000.00	2024	2039
Carpet 2nd floor	7-15	\$75,000		\$5,000.00	2025	2040
<b>Plumbing/Restroom</b>						
Toilets	30	\$500	12	\$200.00	2013	2043
Faucets	10	\$150	32	\$480.00	2013	2023
Urinals	30	\$300	2	\$20.00	2013	2043
Sewer Main	30	\$10,000	1	\$333.33	2013	2043
Water Main	30	\$5,000	1	\$166.67	2013	2043
Water Heater	7	\$3,000		\$300.00	2022	2029
Water Heater	7	\$3,000		\$300.00	2013	
				<b>\$74,250.00</b>		

LLA Ogden	Lifespan (in Years)	Replacement Cost	Quantity	Savings Recommendation Estimated Annual Cost	Completed	Next Approximate date
<b>Building Exterior / Landscape</b>						
Block Seal/Control Joints	7-10	\$80,000		\$8,000.00	2017	2027
<b>Playground / Play Areas</b>						
play structure	20-25	\$75,000		\$3,750.00	2017	2037
<b>Parking Lot / Sidewalks</b>						
Crack Seal	1	\$5,000		\$5,000.00	2024	2025
Striping	3-5 years	\$5,000		\$5,000.00	2023	2025
Seal Coat	3-5 years	\$15,000		\$3,000.00	2020	2025
<b>Roof</b>	20	\$125,000		\$6,250.00	2017	2037
<b>HVAC</b>	15	\$15,000	13	\$13,000.00	2017	2032
<b>Fire &amp; Security</b>	15	\$15,000		\$1,000.00	2017	2032
Carbon Monoxide	10	\$7,500		\$750.00	2023	2033
<b>Building Interior</b>						
Painting rooms	7-10	\$75,000		\$7,500.00	2017	
Gym Floor	30	\$75,000	1	\$2,500.00	2017	2047
Elevator	25	\$55,000	1	\$2,200.00	2017	2042
Carpet	7-15	\$150,000		\$10,000.00	2017	2032
<b>Plumbing/Restroom</b>						
Toilets	30	\$500	12	\$200.00	2017	2047
Faucets	10	\$150	32	\$480.00	2017	2027
Urinals	30	\$300	2	\$20.00	2017	2047
Sewer Main	30	\$10,000	1	\$333.33	2017	2047
Water Main	30	\$5,000	1	\$166.67	2017	2047
Water Heater	7	\$3,000		\$300.00	2017	2027
Water Heater	7	\$3,000		\$300.00	2017	2027
				<b>\$69,750.00</b>		

[Back to Agenda](#)

# Leadership Learning Academy Board Meeting Minutes

**Monday, September 8, 2025**

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



**In Attendance:** Terry Capener, Jimmy Sunlight, Deb Hansen, David Gray, Chuma Uzoh (6:37 p.m.)

**Others in Attendance:** Richard Squire, Heidi Bauerle, 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

### 2025-2026 Strategic School Plan

Schoolwide Unity & Collaboration by Implementing the CREW Program  
Teacher & Staff Development  
Fiscal Responsibility  
Continue Growth & Maintain Literacy Proficiency

### **5:39 PM – INTRODUCTORY ITEMS**

- Welcome & Roll Call – Terry Capener
- Board Mission – David
- School Mission – Deb
- School Vision – Jimmy

**There was no PUBLIC COMMENT.**

### **REPORTS**

#### ➤ **Administration**

- State of the School – Richard Squire provided an overview of the strategic school plan, highlighting initiatives at both Layton and Ogden campuses. He discussed efforts to build community through grade-level collaborations, improve parent engagement, and focus on professional learning communities (PLCs) for teacher development. Richard mentioned that Ogden is further along in PLC implementation and is working on defining a guaranteed viable curriculum, while

**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.

Layton is focusing on identifying essential standards. He also noted that both campuses are registered for change management and collective efficacy training, and Layton's administrative team will attend PLC training with Solution Tree. Richard concluded by mentioning the need for further training on the "We Are Crew" initiative to enhance staff understanding and alignment. Richard discussed marketing efforts and advertising opportunities, including a potential outdoor sign for the Ogden campus. He mentioned meeting with Frogtummy to discuss branding and possibly using some budget for advertising. Richard also provided an update on enrollment, noting a decrease of 21 students overall but an increase in Layton.

- ✓ Early Learning Plan Reporting – Richard reviewed the Early Learning Plan goals for literacy and math, reporting that Layton met its goals while Ogden did not. He explained the new learning goals for the current year, focusing on math achievement for first and second grade students.
- ✓ Amended Meal Charge/Alternate Meal Administrative Procedures – Richard reviewed the updated Meal Charge/Alt Meal Procedures which were made to stay in compliance with state law regarding reduced lunches, noting that while students qualified for reduced meals cannot be charged, reimbursement applications are pending and funds are limited.

➤ **Board of Directors**

- Financial Review – Jimmy Sunlight provided a financial update, mentioning a \$2 million transfer to the PTIF account in August and ongoing audit work for the fiscal year 2025, with some financial statements still under adjustment.

## CONSENT ITEMS

- June 24, 2025 Electronic Board Meeting Minutes (with acknowledgement) – Terry Capener stated that immediately following our June 24, 2025, board meeting, it came to our attention that the audio file for our meeting was either corrupted, or the recording device malfunctioned or was inadvertently paused. As a result, we are missing our meeting's recording. To ensure we maintain an audio recording of our meeting, to the extent possible, I would like to summarize what took place for the record and approve the meeting minutes. For the record, the following business was taken place on June 24, 2025:

- The consent items were approved including the June 9, 2025 Board Meeting Minutes and ratified Richard Squire as the Lead Director and his full-time employee agreement effective July 1, 2025, with an hourly agreement starting June 13, 2025 through June 30, 2025 as discussed in a closed session.
- The Board approved the final amended budget for the 2024-2025 school year
- The Board approved the proposed annual operating budget for the 2025-2026 school year.

There were no corrections to the record that Terry provided. **Deb Hansen made a motion to approve the June 26, 2025 Board Meeting minutes and the accompanying clarification to the audio recording for that meeting. David Gray seconded the motion. The votes were as follows:**

**Terry Capener – Aye**  
**Jimmy Sunlight – Aye**  
**David Gray – Aye**

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

**Deb Hansen – Aye**  
**Motion passed unanimously.**

## **VOTING ITEMS**

- *PTIF Resolution* – Dawn Benke stated that this is a change to the PTIF account by adding Richard Squire and removing the past Director. **David Gray made a motion to approve the PTIF Resolution. Jimmy Sunlight seconded the motion. The votes were as follows:**

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

**Motion passed unanimously.**

- *Award RFP for Ogden Campus Landscaping & Snow Removal* – Richard Squire stated that the contract for the Ogden campus landscaping and snow removal was up so the issued an RFP. After receiving the proposals, they were both comparable and we have decided to stay with the current Groundsman, who have shown proactive and effective maintenance practices. **Jimmy Sunlight made a motion to approve the selection of Groundsman as the school's landscaping and snow removal services provider for the Ogden campus and authorize the Lead Director to negotiate and execute an agreement with Groundsman for these services. Deb Hansen seconded the motion. The votes were as follows:**

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

**Motion passed unanimously.**

- *Award RFP for IT Service Provider* – Richard Squire noted that ETS was the sole respondent to our request for proposals for IT service provision. Given our satisfaction with their performance, we recommend continuing our partnership with them. **Deb Hansen made a motion to approve the selection of ETS as the school's IT services provider and authorize the Lead Director to negotiate and execute an IT services agreement with ETS. David Gray seconded the motion. The votes were as follows:**

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

**Motion passed unanimously.**

- *LEA-Specific Educator License(s)* – Richard Squire reviewed the LEA-Specific Educators Licenses for both the Ogden and Layton campuses required for this year. **David Gray made a motion to approve the request for LEA-specific educator licenses for Jade Evans, Kodi Goddard, Crystal Fairbanks, and Cassidy Hill each for an elementary license all for a period of three years. Jimmy Sunlight seconded the motion. The votes were as follows:**

**Terry Capener – Aye**  
**Jimmy Sunlight – Aye**

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

**David Gray – Aye**

**Deb Hansen – Aye**

**Motion passed unanimously.**

- *Amend SLT Council Membership & Election Procedures* – Richard Squire conducted a review of the revised SLT Council Membership and Election Procedures. The updates were implemented to align the procedures with the new requirements effective from 2024. **Jimmy Sunlight made a motion to approve the Amended School LAND Trust Council Membership & Election Procedures. 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.**

- *Weapons on School Property Policy* – Richard Squire explained that the Weapons on School Property Policy was developed in consultation with sheriff's departments to establish procedures and clarify responsibilities for employees and parents who may carry weapons on school property. **Deb Hansen made a motion to approve the Weapons on School Property Policy. David Gray seconded the motion. The votes were as follows:**

**Terry Capener – Aye**

**Jimmy Sunlight – Aye**

**David Gray – Aye**

**Deb Hansen – Aye**

**Motion passed unanimously.**

- *Policy Amendments* – Heidi Bauerle
- *Electronic Devices Policy* – Heidi stated that the Electronic Devices Policy was updated to comply with state legislation regarding cell phone usage in schools, allowing phones only for health/safety threats or with teacher permission.
  - *Kindergarten Toilet Training Policy* – The updated Toilet Training Policy now mandates that all students be toilet trained prior to school entry, with exceptions made for students with disabilities. As a result, the term "Kindergarten" has been removed from the policy title to reflect its broader applicability.
  - *Child Abuse & Neglect Reporting Policy & Admin Procedures* – Heidi reviewed the amended Child Abuse & Neglect Reporting Policy & administrative procedures which have been updated to bring the policy into better compliance with Utah rule and USBE rule. The Board agreed to table the Child Abuse Reporting Policy for further discussion at the next meeting to address concerns about reporting channels for abuse allegations against school leaders.

**Deb Hansen made a motion to table the Amended Child Abuse and Neglect Reporting Policy, and approve the amended Electronic Devices Policy, and the Amended Kindergarten Toilet Training Policy including updating the policy name to “Toilet Training Policy”. Jimmy Sunlight seconded the motion. The votes were as follows:**

**Terry Capener – Aye**

**Jimmy Sunlight – Aye**

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

**David Gray – Aye**  
**Deb Hansen – Aye**  
**Motion passed unanimously.**

## **OTHER BUSINESS ITEMS**

### ➤ Calendaring Items – Terry Capener

- Next Pre-Board Meeting – October 6<sup>th</sup>
- Next Board Meeting – October 20<sup>th</sup> @ Lagoon
- NCSC26 New Orleans, LA June 24-26 (Wed-Fri)
- Upcoming School Activities
  - ✓ Layton Campus
    - ★ Fall Festival (Games etc.) – September 16<sup>th</sup> @ 5:00 p.m.
    - ★ Purple Crew Assembly – September 19<sup>th</sup> @ 8:30 a.m.
    - ★ Leadership Assembly – September 25<sup>th</sup> @ 8:30 a.m.
  - ✓ Ogden Campus
    - ★ Leadership Assemblies (Each week 2 different grades will be recognized) – Fridays at 8:30 a.m.
    - ★ Fall Festival/Treat Trail – October 29<sup>th</sup> 5:00-6:30 p.m.
    - ★ Veterans Assembly – November 12<sup>th</sup> @ 9:00 a.m.
    - ★ Literature Night – November 12<sup>th</sup> @ 5:00-6:30 p.m.

**6:38 PM – Jimmy Sunlight made a motion to CLOSED SESSION to discuss an individual's character, professional competence, or physical or mental health and/or discuss deployment of security personnel, devices, or systems pursuant to Utah Code 52-4-205(1)(a)&(f) at Academica West. Chuma Uzoh seconded the motion. The roll call votes were as follows:**

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

**Motion passed unanimously.**

**7:01 PM – Chuma Uzoh made a motion to exit the CLOSED SESSION and ADJOURN. 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.**

**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  
Monday, September 8, 2025**

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



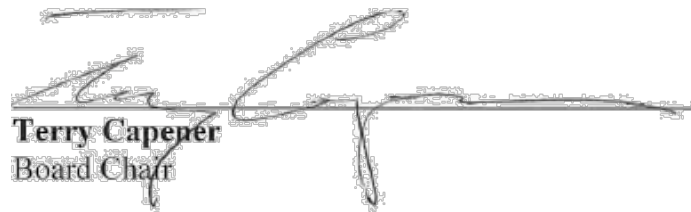
---

**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 8<sup>th</sup> day of September, 2025

  
**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, October 20, 2025

### Action Item: *2026-2027 School Calendar*

#### Issue

---

The Board must approve the annual school calendar that meets the state requirements of 180 days and 990 hours of instruction. (A school day must have a minimum of 4 instructional hours.)

#### Background

---

This year we have one calendar for both campuses. Below are some dates of interest and/or comparison with DSD who only has a draft calendar and OSD's calendar is not available yet.

- LLA's First day of school is Monday, August 10.
  - ✓ DSD's is Monday, August 17.
  - ✓ OSD doesn't have a calendar available.
- LLA's Fall Break is October 14-16.
  - ✓ DSD's is October 15-16
  - ✓ OSD doesn't have a calendar available.
- LLA's Thanksgiving Break November 23-27.
  - ✓ DSD's is November 25-27.
  - ✓ OSD doesn't have a calendar available.
- LLA's Winter Break is December 21 – January 4.
  - ✓ DSD's is the same.
  - ✓ OSD doesn't have a calendar available.
- LLA's Spring Break is March 26 – April 2.
  - ✓ DSD's is March 29 – April 2
  - ✓ OSD doesn't have a calendar available.
- LLA's Last day of school is Friday, May 21<sup>st</sup>.
  - ✓ DSD's is the same.
  - ✓ OSD doesn't have a calendar available.

This calendar meets the required (180) days and are well over the required (990) hours.

#### Recommendation

---

It is recommended that the Board approve the 2026-2027 School Calendar.

**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.



**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.

Page 19 of 23

[Back to Agenda](#)

## LLA Board of Director's Meeting Monday, October 20, 2025

### Action Item: *Hotline Complaint Policy*

#### **Issue:**

---

The School is required to have a Hotline Complaint Policy.

#### **Background:**

---

R277-123 requires each school to have on its website a link to the school's local education hotline or a link to the USBE's public education hotline so that the public can report alleged violations. The school does not have its own local hotline but does have a link on its website to the USBE's public education hotline. R277-123 also now requires each school to adopt a hotline complaint policy.

Per R277-123, this policy must establish how a school will respond to hotline complaints and contain steps a school must go through when responding to such complaints. The proposed Hotline Complaint Policy tracks the requirements in R277-123. It also explains that if a hotline complaint received by the school should have been addressed via the school's applicable grievance policy, the school may inform the USBE's Internal Audit Department (the department who handles USBE hotline complaints). This policy emphasizes that complainants should not use the hotline to bypass the school's grievance policies.

#### **Recommendation:**

---

It is recommended that the Board approve the Hotline Complaint Policy.

## **Leadership Learning Academy Hotline Complaint Policy**



### **PURPOSE**

The purpose of this policy is to outline, in accordance with Utah Administrative Code R277-123-7, how Leadership Learning Academy (the “School”) responds to and resolves Utah State Board of Education (“USBE”) public education hotline complaints received as referrals from the USBE Internal Audit Department.

### **POLICY**

After the School receives a hotline complaint, if contact information for the complainant is available, designated School personnel will contact the complainant promptly and document (a) the School personnel that contacted the complainant; (b) the type of contact made (phone, email, etc.); (c) the date of the contact; and (d) the resolution of the concern or action steps to be taken.

The School will make at least two good faith attempts to contact a complainant when contact information is available.

The School will investigate, respond to, and attempt to resolve hotline complaints in accordance with the requirements set forth in R277-123-7 and School policy. If the School determines that a hotline complaint should have been addressed by way of the School’s applicable grievance policy, the School may inform the USBE Internal Audit Department. To the extent allowed by R277-123 and applicable law, complainants should not use the hotline to bypass the School’s grievance policies.

**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.



## **HOTLINE TRAINING ACKNOWLEDGEMENT**

**Training Link:** <https://www.youtube.com/watch?v=gwbqoAHS0rI>

This training explains the requirements of Utah Board Rule [R277-123](#), which establishes an optional process for reporting violations of statute and rule in public education. It outlines how the Public Education Hotline and LEA-level hotlines function, the responsibilities of the Utah State Board of Education's Internal Audit Department, and the duties of local boards and LEA administrators in receiving, investigating, and resolving hotline complaints.

### **ACKNOWLEDGMENT**

By signing below, I confirm that I have completed this training.

Signature \_\_\_\_\_  
*Richard Squire*

\_\_\_\_\_ *Date*

**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, October 20, 2025

### **Action Item:** *Amending Bullying & Hazing Policy*

#### **Issue:**

---

Amending the School's Bullying & Hazing Policy.

#### **Background:**

---

SB 223 from the 2025 legislative session amended the definition of bullying and broke it down into "staff bullying" and "student bullying." Both of these bullying definitions require repeated misconduct or a single egregious act that involves an imbalance of power. In light of SB 223, the USBE amended its bullying rule in R277-613 to not only incorporate the new definitions of staff bullying and student bullying, but to make other changes as well. These other changes include, but aren't limited to, amending the definition of "civil rights violation," prohibiting students and employees from creating or distributing sexually explicit or nonconsensual intimate images, and adding "safe digital citizenship" to the list of bullying and hazing topics schools must train on. The school's Bullying and Hazing Policy has been revised to comply with the changes brought about by SB 223 and the revised rule in R277-613.

#### **Recommendation:**

---

It is recommended that the Board approve the Amended Bullying & Hazing 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 Bullying & Hazing Policy



### PURPOSE

The purpose of this policy is to prohibit bullying, cyber-bullying, hazing, retaliation, and abusive conduct involving Leadership Learning Academy (the “School”) students and employees. The School’s Board of Directors (the “Board”) has determined that a safe, civil environment in School is necessary for students to learn and achieve high academic standards and that conduct constituting bullying, cyber-bullying, hazing, retaliation, and abusive conduct disrupts both a student’s ability to learn and the School’s ability to educate its students in a safe environment.

### POLICY

#### Prohibited Conduct

Bullying, cyber-bullying, hazing, retaliation, and abusive conduct towards students and employees are against federal, state, and local policy and are not tolerated by the School. The School is committed to providing all students with a safe and civil environment in which all members of the School community are treated with dignity and respect. To that end, the School has in place policies, procedures, and practices that are designed to reduce and eliminate this conduct – including, but not limited to, civil rights violations – as well as processes and procedures to deal with such incidents. Bullying, cyber-bullying, hazing, retaliation, and abusive conduct towards students and/or employees by students and/or employees will not be tolerated in the School. Likewise, abusive conduct by students or parents or guardians against School employees is prohibited by the School and will not be tolerated in the School.

In order to promote a safe, civil learning environment, the School prohibits all forms of bullying of students and School employees (a) on School property, (b) at a School-related or sponsored event, or (c) while the student or School employee is traveling to or from School property or a School-related or sponsored event.

The School prohibits all forms of bullying, cyber-bullying, hazing, abusive conduct of or retaliation against students and School employees at any time and any location.

Students and School employees are prohibited from retaliating against any student, School employee or an investigator for, or witness of, an alleged incident of bullying, cyber-bullying, hazing, abusive conduct, or retaliation.

Students and School employees are prohibited from making false allegations of bullying, cyber-bullying, hazing, abusive conduct, or retaliation against a student or School employees.

Students and School employees are prohibited from sharing a recording of an act of bullying, cyber-bullying, hazing, abusive conduct, and retaliation in order to impact or encourage future incidents.



Students and School employees are prohibited from creating or distributing sexually explicit or nonconsensual intimate images.

In addition, School employees, coaches, sponsors and volunteers shall not permit, condone or tolerate any form of hazing, bullying, cyber-bullying, or abusive conduct and shall not plan, direct, encourage, assist, engage or participate in any activity that involves hazing, bullying, cyber-bullying, or abusive conduct.

Any bullying, cyber-bullying, hazing, abusive conduct, or retaliation that is found to be targeted at a federally protected class is further prohibited under federal anti-discrimination laws and is subject to OCR compliance regulations.

### Definitions

*Abusive Conduct* – For purposes of this policy, “abusive conduct” means verbal, nonverbal, or physical conduct of a parent or guardian or student directed toward a School employee that, based on its severity, nature, and frequency of occurrence, a reasonable person would determine is intended to cause intimidation, humiliation, or unwarranted distress. A single act does not constitute abusive conduct.

*Action Plan* – For purposes of this policy, “action plan” means a process to address an incident of bullying, cyber-bullying, hazing, or retaliation ~~as described in Utah Code § 53G-9-605.5.~~

*Bullying* – For purposes of this policy, "bullying" means student bullying and staff bullying ~~a School employee or student intentionally committing a written, verbal, or physical act against a School employee or student that a reasonable person under the circumstances should know or reasonably foresee will have the effect of:~~

~~(1) causing physical or emotional harm to the School employee or student;~~

~~(2) causing damage to the School employee's or student's property;~~

~~(3) placing the School employee or student in reasonable fear of:~~

~~(a) harm to the School employee's or student's physical or emotional well-being; or~~

~~(b) damage to the School employee's or student's property;~~

~~(4) creating a hostile, threatening, humiliating, or abusive educational environment due to:~~

~~(a) the pervasiveness, persistence, or severity of the actions; or~~

~~(b) a power differential between the bully and the target; or~~

~~(5) substantially interfering with a student having a safe school environment that is necessary to facilitate educational performance, opportunities, or benefits.~~

~~This conduct constitutes bullying, regardless of whether the person against whom the conduct is committed directed, consented to, or acquiesced in, the conduct. In addition, bullying is commonly understood as aggressive behavior that is intended to cause distress and harm; exists in a relationship in which there is an imbalance of power and strength; and is repeated over time.~~

~~Bullying may also include relational aggression or indirect, covert, or social aggression, including rumor spreading, intimidation, enlisting a friend to assault a child, and social isolation.~~

*Civil Rights Violations* – For purposes of this policy, “civil rights violations” means violations as outlined in the following federal laws: ~~bullying, cyber bullying, harassment, abusive conduct, or hazing that is targeted at a federally protected class.~~

- (1) Title VI of the Civil Rights Act of 1964 (prohibits discrimination on the basis of race, color, or national origin);
- (2) Title IX of the Education Amendments of 1972 (prohibits discrimination on the basis of sex);
- (3) Section 504 of the Rehabilitation Act of 1973 (prohibits discrimination on the basis of disability); or
- (4) Title II of the Americans with Disabilities Act (prohibits discrimination on the basis of disability).

*Cyber-bullying* – For purposes of this policy, "cyber-bullying" means using the Internet, a cell phone, or another device to send or post text, video, or an image with the intent or knowledge, or with reckless disregard, that the text, video, or image will hurt, embarrass, or threaten an individual, regardless of whether the individual directed, consented to, or acquiesced in the conduct, or voluntarily accessed the electronic communication.

~~*Federally protected class*—For purposes of this policy, “federally protected class” means any group protected from discrimination under federal law, such as:~~

- ~~(1) Title VI of the Civil Rights Act of 1964, which prohibits discrimination on the basis of race, color, or national origin;~~
- ~~(2) Title IX of the Education Amendments of 1972, which prohibits discrimination on the basis of sex;~~
- ~~(3) Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act of 1990, which prohibit discrimination on the basis of disability;~~
- ~~(4) Other areas included under these acts which include religion, gender, and sexual orientation.~~

*Hazing* – For purposes of this policy, “hazing” means a School employee or student intentionally, knowingly, or recklessly committing an act or causing another individual to commit an act toward a School employee or student that:

- (1) (a) endangers the mental or physical health or safety of a School employee or student;
- (b) involves any brutality of a physical nature, including whipping, beating, branding, calisthenics, bruising, electric shocking, placing of a harmful substance on the body, or exposure to the elements;
- (c) involves consumption of any food, alcoholic product, drug, or other substance or other physical activity that endangers the mental or physical health and safety of a School employee or student; or

- (d) involves any activity that would subject a School employee or student to extreme mental stress, such as sleep deprivation, extended isolation from social contact, or conduct that subjects a School employee or student to extreme embarrassment, shame, or humiliation; and
- (2) (a)(i) is committed for the purpose of initiation into, admission into, affiliation with, holding office in, or as a condition for membership in a School or School sponsored team, organization, program, club, or event; or
  - (ii) is directed toward a School employee or student whom the individual who commits the act knows, at the time the act is committed, is a member of, or candidate for membership in, a School or School sponsored team, organization, program, club, or event in which the individual who commits the act also participates.
- (3) The conduct described above constitutes hazing, regardless of whether the School employee or student against whom the conduct is committed directed, consented to, or acquiesced in, the conduct.

*Incident* – For purposes of this policy, “incident” means a verified incident of bullying, cyber-bullying, hazing, abusive conduct, or retaliation that is prohibited in Utah Code § 53G-9-601 *et seq.*

*Retaliate or Retaliation* – For purposes of this policy, "retaliate or retaliation" means an act or communication intended:

- (1) as retribution against a person for reporting bullying or hazing; or
- (2) to improperly influence the investigation of, or the response to, a report of bullying or hazing.

*School Employee* – For purposes of this policy, “School employee” means an individual working in the individual’s official capacity as:

- (1) a School teacher;
- (2) a School staff member;
- (3) a School administrator; or
- (4) an individual:
  - (a) who is employed, directly or indirectly, by the School; and
  - (b) who works on the School’s campus(es).

*Staff Bullying* – For purposes of this policy, “staff bullying” means a School employee, with the intent to cause harm, repeatedly committing a written, verbal, or physical act against a student or another School employee, or engaging in a single egregious act toward another employee involving an imbalance of power, that:

- (1) creates an environment that a reasonable person would find hostile, threatening, or humiliating; and

(2) substantially interferes with a student's or employee's educational or professional performance, opportunities, or benefits.

*Student Bullying* – For purposes of this policy, “student bullying” means one or more students, with the intent to cause harm, repeatedly committing a written, verbal, or physical act against another student, or engaging in a single egregious act toward another student involving an imbalance of power, that:

(1) creates an environment that a reasonable person would find hostile; and

(2) interferes with a student's educational performance, opportunities, or benefits.

“Student bullying” and “staff bullying” do not mean instances of:

(1) ordinary teasing, horseplay, argument, or peer conflict;

(2) reasonable correction of behavior by a School employee; or

(3) reasonable coaching strategies and techniques by a School employee who is a coach.

*Verification* – For purposes of this policy, “verification” means that an alleged incident has been found to be substantiated through a formal investigation process done by the School as outlined in this policy.

*Volunteer* – For purposes of this policy, “volunteer” means a non-employee with significant, unsupervised access to students in connection with a School assignment.

### Reporting Prohibited Conduct

Students who have been subjected to or witnessed bullying, cyber-bullying, hazing, or retaliation, and students who have witnessed abusive conduct, must promptly report such prohibited conduct to any School personnel orally or in writing. School personnel who receive reports of such prohibited conduct must report them to the Campus Principal.

School employees who have been subjected to or witnessed hazing, bullying, cyber-bullying, abusive conduct, or retaliation must report such prohibited conduct to the School's Campus Principal orally or in writing.

Each report of prohibited conduct shall include:

(1) the name of complaining party;

(2) the name of person subjected to the prohibited conduct (if different than complaining party);

(3) the name of perpetrator (if known);

(4) the date and location of the prohibited conduct; and

- (5) a statement describing the prohibited conduct, including names of witnesses (if known).

In connection with a report of prohibited conduct, students and School employees may request that their identity be kept anonymous, and reasonable steps shall be taken by the Campus Principal and others involved in the reporting and investigation to maintain the anonymity of such individuals, if possible. School employees must take strong responsive action to prevent retaliation, including assisting students who are subjected to prohibited conduct and his or her parents or guardians in reporting subsequent problems and new instances of prohibited conduct.

The Campus Principal or his/her designee shall promptly make a reasonably thorough investigation of all complaints of prohibited conduct, including, to the extent possible, anonymous reports, and shall, in accordance with the Consequences of Prohibited Behavior section below, administer appropriate discipline to all individuals who violate this policy. Formal disciplinary action is prohibited based solely on an anonymous report.

The Campus Principal may report to OCR all incidents of bullying, hazing, cyber-bullying, abusive conduct, or retaliation that he/she reasonably determines may be violations of a student's or employee's civil rights.

It is the School's policy, in compliance with state and federal law, that students have a limited expectation of privacy on the School's computer equipment and network system, and routine monitoring or maintenance may lead to discovery that a user has violated School policy or law. Also, individual targeted searches will be conducted if there is reasonable suspicion that a user has violated policy or law. Personal electronic devices of any student suspected of violation of this policy will be confiscated for investigation and may be turned over to law enforcement.

#### Investigation of Alleged Incidents

The School will investigate all allegations of bullying, cyber-bullying, hazing, retaliation, and abusive conduct in accordance with this policy and applicable law. The Campus Principal or his/her designee will investigate such allegations, and the School ~~and will~~ shall ensure that the investigator have-is provided adequate training to conduct such an investigation. The Lead Director or his/her designee will be the point person with training and expertise to assist, direct, and supervise training of other employees in the responsibilities set forth in this paragraph.

The School will investigate these alleged incidents by interviewing:

- (1) the ~~students-individual who was allegedly targeted~~ subjected to the alleged incident;
- (2) the individual who is alleged to have engaged in the prohibited conduct;
- (3) the parents or guardians of the students who were allegedly targeted ~~subjected to the alleged incident~~ and the individual who is alleged to have engaged in prohibited conduct;
- (4) any witnesses;

- (5) School staff familiar with the student who was allegedly targeted~~subjected to the alleged incident;~~
- (6) School staff familiar with the individual who is alleged to have engaged in prohibited conduct; or
- (7) Other individuals who may provide additional information.

The individual who investigates an alleged incident will inform an individual being interviewed that (1) to the extent allowed by law, the individual is required to keep all details of the interview confidential; and (2) further reports of bullying will become part of the review. However, the confidentiality requirement described in this paragraph does not apply to conversations with law enforcement, requests for information pursuant to a warrant or subpoena, a state or federal reporting requirement, or other reporting required by R277-613.

In conducting this investigation, the School may (1) review disciplinary reports of involved students; and (2) review physical evidence, including video or audio, notes, email, text messages, social media, or graffiti.

The School will report alleged incidents of bullying, cyber-bullying, hazing, retaliation, and abusive conduct to law enforcement when the Campus Principal reasonably determines that the alleged incident may have violated criminal law.

The School shall follow up with the parents or guardians of all parties to:

- (1) inform parents or guardians when an investigation is concluded;
- (2) inform parents or guardians what safety measures will be in place for their child, as determined by the investigation;
- (3) provide additional information about the investigation or the resolution consistent with the Family Educational Rights and Privacy Act of 1974, 20 U.S.C. 1232g ("FERPA"); and
- (4) inform parents or guardians of the School's Parent Grievance Policy if the parents or guardians disagree with the resolution of the investigation.

If the investigation results in a verification of an incident of bullying, cyber-bullying, hazing, retaliation, or abusive conduct, the School shall create and implement an action plan for each such incident in accordance with Utah Code § 53G-9-605.5 and R277-613.

In addition, following verification of an incident of bullying, cyber-bullying, hazing, retaliation, or abusive conduct, the Campus Principal may, if he/she determines it is appropriate:

- (1) ~~take positive restorative justice practice action~~ use accountability practices in accordance with policies established by the School; and
- (2) provide supportive services designed to preserve the student's access to educational opportunities and a sense of safety. ~~or~~

~~(3) develop a communication process.~~

However, a student to whom an incident of bullying, cyber-bullying, hazing, retaliation, or abusive conduct is directed is not required to participate in a restorative justice practice with an individual who is alleged to have engaged in prohibited conduct. If the School would like any student to participate in a restorative justice practice, the School will notify the student's parent or guardian of the restorative justice practice and obtain consent from the student's parent or guardian before including the student in the process.

Parental Notification

The Campus Principal or his/her designee will timely notify a student's parent or guardian if:

- (1) the student threatens suicide; or
- (2) the student is involved in an incident (including if the student is subjected to the incident or is the person who caused the incident) and of the action plan to address the incident.

The Campus Principal or his/her designee will attempt to contact the parent or guardian by telephone to provide this notification and to discuss the matter. If the parent or guardian is not available by telephone, the Campus Principal or his/her designee will provide the parent or guardian the required notification by email.

The Campus Principal or his/her designee will produce and maintain a record that:

- (1) verifies that the School notified each parent or guardian as required above. If an in-person meeting takes place, the Campus Principal or his/her designee may ask the parent or guardian to sign the record acknowledging that the notification was provided. If a telephone conversation takes place, the Campus Principal or his/her designee may document on the record such details as the date and time of the telephone call, who was spoken to, and brief notes regarding the notification that was provided and the content of the conversation. If an email is sent, the Campus Principal or his/her designee will retain a copy of the email; and
- (2) tracks implementation of the action plan addressing the incident, if applicable.

The School will retain the record for at least as long as the student is enrolled at the School and will provide or expunge the record in accordance with Utah Code § 53G-9-604. The School will maintain the confidentiality of the record in accordance with the state and federal student data privacy laws referenced in Utah Code § 53G-9-604.

In addition to notifying the parent or guardian as set forth above, the Campus Principal or his/her designee will provide the parent or guardian with the following:

- (1) suicide prevention materials and information as recommended by the Utah State Board of Education in accordance with Utah Code § 53G-9-604(2)(b);



- (2) information on ways to limit a student's access to fatal means, including firearms or medication; and
- (3) information and resources on the healthy use of social media and online practices as provided in R277-613.

#### Action Plan to Address Incidents

Following verification of an incident of bullying, cyber-bullying, hazing, retaliation, or abusive conduct, the School shall develop and implement an action plan. The action plan shall include:

- (1) with respect to the targeted student ~~to whom the incident was directed~~ and in direct coordination with the student's parent or guardian:
  - (a) a tailored response to the incident that addresses the student's needs;
  - (b) a mechanism to consider consequences or accommodations the student may need regarding decreased exposure or interactions with the student who caused the incident;
  - (c) notification of the consequences and plan to address the behavior of the student who caused the incident, to the extent allowed by FERPA;
  - (d) support measures designed to preserve the student's access to educational services and opportunities; and
  - (e) to the extent available, access to other resources the parent requests for the student; and
- (2) with respect to the student who caused the incident and in direct coordination with the student's parent or guardian:
  - (a) a range of tailored and appropriate consequences, making reasonable effort to preserve the student's access to educational services and activities;
  - (b) a process to determine and provide any needed resources related to the underlying cause of the incident;
  - (c) supportive measures designed to preserve the student's access to educational services and opportunities while protecting the safety and well-being of other students; and
  - (d) a process to remove the student from School in an emergency situation, including a description of what constitutes an emergency.

The School may not include in an action plan a requirement that the student to whom the incident was directed change the student's:

- (1) educational schedule or placement; or
- (2) participation in a School sponsored sport, club, or activity.

The School shall try to involve the parent or guardian of a student who was involved in an incident of bullying, cyber-bullying, hazing, retaliation, or abusive conduct in the development and implementation of an action plan. However, if, after the School attempts to involve a parent or guardian in the development and implementation of an action plan, the parent or guardian chooses to not participate in the process, the School may develop and implement an action plan without the parent or guardian's involvement.



The School shall communicate with the parent or guardian of each student involved in an incident of bullying, cyber-bullying, hazing, retaliation, or abusive conduct about the implementation of the action plan. Specifically, the School shall provide regular updates on the implementation of the action plan to each such parent or guardian. The updates shall include:

- (1) the outcome of the School's investigation (if not already provided at the conclusion of the investigation);
- (2) a discussion of safety considerations for the student who is the subject of the incident; and
- (3) an explanation of the School's process for addressing the incident.

The Campus Principal or his/her designee shall oversee the implementation of the action plan, monitor the implementation of the communication plan/requirements within the action plan, and assist the School with case-specific needs when the School is addressing an incident of bullying, cyber-bullying, hazing, retaliation, or abusive conduct.

#### Consequences of Prohibited Behavior

If, after an investigation, a student is found to be in violation of this policy by participating in or encouraging conduct prohibited by this policy, the student shall be disciplined by appropriate measures up to, and including, suspension and expulsion, pursuant to Utah Code § 53G-8-205 and School policy, removal from participation in School activities, and/or discipline in accordance with regulations of the U.S. Department of Education Office for Civil Rights (OCR).

If, after an investigation, a School employee is found to be in violation of this policy, the employee shall be disciplined by appropriate measures, which may include termination, reassignment or other appropriate action.

School officials have the authority to discipline students for off-campus or online speech that causes or threatens a substantial disruption to School operations, including violent altercations or a significant interference with a student's educational performance and involvement in School activities.

#### Grievance Process for School Employees

As explained above, a School employee who has experienced abusive conduct must report the abusive conduct to the School Campus Principal orally or in writing. If the School employee is not satisfied with the Campus Principal or Lead Director's investigation of the abusive conduct and/or the resulting disciplinary action (or recommended disciplinary action) against the perpetrator, the School employee may address/raise the issue in accordance with the School's Staff Grievance Policy.

#### Grievance Process for Parents and Guardians

A parent or guardian of a student who caused an incident of bullying, cyber-bullying, hazing, retaliation, or abusive conduct may appeal one or more of the consequences included in an action plan in accordance with the School's Parent Grievance Policy.

### Additional Provisions

The Campus Principal will ensure compliance with OCR regulations when civil rights violations are reported, as follows:

- (1) Once the School knows or reasonably should know of possible student-on-student bullying, cyber-bullying, or hazing, the School must take immediate and appropriate action to investigate.
- (2) If it is determined that the bullying, cyber-bullying, or hazing of a student did occur as a result of the student's membership in a protected class, the School shall take prompt and effective steps reasonably calculated to:
  - (a) end the bullying, cyber-bullying, or hazing;
  - (b) eliminate any hostile environment; and
  - (c) prevent its recurrence.
- (3) These duties are the School's responsibilities even if the misconduct is also covered by a separate anti-bullying policy and regardless of whether the student makes a complaint, asks the School to take action, or identifies the bullying, cyber-bullying, or hazing as a form of discrimination.

The Campus Principal will take reasonable steps to ensure that any person subjected to prohibited conduct will be protected from further hazing, bullying, cyber-bullying, abusive conduct, and retaliation and that any student or School employee who reports such prohibited conduct will be protected from retaliation.

If the Campus Principal believes that any person who was subjected to or who caused conduct prohibited by this policy would benefit from counseling, the Campus Principal may refer such individuals for counseling.

If the Campus Principal believes that it would be in the best interests of the individuals involved, the Campus Principal may involve the parents or guardians of a student who was subjected to or a student who caused hazing, bullying, cyber-bullying, or retaliation in the process of responding to and resolving conduct prohibited by this policy.

Incidents of bullying, cyber-bullying, hazing, and retaliation will be reported in the School's student information system as required.

### Student Assessment

~~Subject to the parental consent requirements of Utah Code § 53E-9-203, the~~ The Campus Principal or his/her designee will ~~solicit student assessments of~~ the prevalence of bullying, cyber-bullying,

~~and~~ hazing, and retaliation in the School, specifically locations where students are unsafe and additional adult supervision may be required, such as playgrounds, hallways, and lunch areas.

### Training

The Campus Principal will ensure that School students, employees, coaches, and volunteers receive training on bullying, cyber-bullying, hazing, retaliation, and abusive conduct from individuals qualified to provide such training. The training shall meet the standards established by the Utah State Board of Education's rules and include information on:

- (1) bullying, cyber-bullying, hazing, retaliation, and abusive conduct;
- (2) discrimination under the following federal laws:
  - (a) Title VI of the Civil Rights Act of 1964;
  - (b) Title IX of the Education Amendments of 1972;
  - (c) Section 504 of the Rehabilitation Act of 1973; and
  - (d) Title II of the Americans with Disabilities Act of 1990;
- (3) how bullying, cyber-bullying, hazing, retaliation, and abusive conduct are different from discrimination and may occur separately from each other or in combination;
- (4) how bullying, cyber-bullying, hazing, retaliation, and abusive conduct are prohibited based upon ~~the students' or employees' actual or perceived characteristics, including~~ race, color, national origin, sex, disability, or religion, ~~gender identity, sexual orientation, or other physical or mental attributes or conformance or failure to conform with stereotypes; and~~
- (5) the right of free speech and how it differs for students, employees, and parents or guardians; and
- ~~(5)~~(6) safe digital citizenship.

The training will also complement the suicide prevention program required for students under R277-620 and the suicide prevention training required for licensed educators consistent with Section 53G-9-704(1), and also include information on when issues relating to R277-613 may lead to student or employee discipline.

The training shall be offered to:

- (1) new school employees, coaches, and volunteers within the first year of employment or service;
- (2) all School employees, coaches, and volunteers at least once every three years after the initial training; and
- (3) all students (regardless of whether they are involved in athletics or extracurricular activities or clubs) at a frequency determined by the Campus Principal.

In addition to the training requirements described above, any student, employee, or volunteer coach participating in a School sponsored athletic program, both curricular and extracurricular, or extracurricular club or activity, shall, prior to participating in the athletic program or activity, participate in bullying, cyber-bullying, hazing, retaliation, and abusive conduct prevention training. This training shall be offered to new participants on an annual basis and to all participants at least once every three years. The School will inform student athletes and extracurricular club members of prohibited activities under R277-613 and potential consequences for violation of the law and the rule.

The School will maintain training participant lists or signatures and provide them to the Utah State Board of Education upon request.

#### Liaison to Utah State Board of Education

The Lead Director or his/her designee shall act as the School's liaison to the Utah State Board of Education regarding bullying, cyber-bullying, hazing, abusive conduct, and retaliation.

#### Distribution of Policy and Signed Acknowledgement

The ~~Campus Principal~~ School will inform students, parents or guardians, School employees, and volunteers that hazing, bullying, cyber-bullying, abusive conduct, and retaliation are prohibited by distributing a copy of this policy to such individuals annually. A copy of this policy will also be posted on the School's website and included in any student conduct or employee handbooks issued by the School.

On an annual basis, School employees, students who are at least eight years old, and parents or guardians of students shall sign a statement indicating that they have received this policy.