



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.*

**May 11, 2026**

# Leadership Learning Academy Board of Directors Meeting Agenda Monday, May 11, 2026



Location: AW Services, 290 N. Flint Street, Kaysville, UT 84037

Zoom Link: <https://us02web.zoom.us/j/87979402749?from=addon>

Meeting ID: 879 7940 2749

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

#### **4:00 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**

- Board of Directors
  - [Financial Review](#) – Jimmy Sunlight/Dawn Benke

#### **BOARD TRAINING**

- [Public Education Hotline Training](#) – Heidi Bauerle

**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.

## CONSENT ITEMS

- [March 16, 2026 Board Meeting Minutes](#)

## VOTING ITEMS

- [Eide Bailly Statement of Work Letter](#) – Dawn Benke
- [Amend Dress Code Policy](#) – Richard Squire
- [Amend Wellness Policy](#) – Richard Squire
- [2026-2027 Teacher Student Success Act Plans](#) – Richard Squire
- [2026-2027 AW Services SpEd Agreement](#) – Richard Squire
- [KnowAtom Science Subscription Renewal](#) – Richard Squire
- [Lexia Core5 Reading Subscription](#) – Richard Squire

## 5:00 PM – BREAK

## STRATEGIC BOARD TRAINING

- [Celebrations & Challenges](#) – Richard Squire
  - [Present Recommend Board Priorities](#)
- Team Building – Brandon Fairbanks
- Next Steps

## OTHER BUSINESS ITEMS

- Calendaring Items – ALL
  - Next Pre-Board Meeting on May 26<sup>th</sup> @ 5:30 p.m.
  - Annual Board Meeting June 8<sup>th</sup> @ AW
  - NCSC26 New Orleans, LA June 24-26 (Wed-Fri)
  - Reschedule June 29<sup>th</sup> Electronic Board Meeting before 3 p.m. or on June 30<sup>th</sup>?
  - Upcoming School Activities

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

## ADJOURN

### UPCOMING CALENDAR ITEMS

#### **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  
*Wellness Policy: Triennial Progress Assessment [Every 3-yrs 6-13-23]*  
Fraud Risk Assessment/Ethical Behavior  
Mental Health Screening Determination *[if changed]*  
Board Member Agreement  
Annual PPP Training & Review  
Review Board Communication Guidelines

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## Leadership Learning Academy

### Statement of Activities Summary (As of April 30, 2026)

#### Overall Financial Position

At this point of the fiscal year, Leadership Learning Academy is performing in line with budget expectations. Total revenue is near the 83% benchmark, while expenses remain well below that threshold, resulting in a strong year-to-date net income.

#### Revenue

- **Total revenue** is **\$10 million**, representing **82.2% of the annual budget**
- **Local revenue** totals **\$380,851 (118%)**, exceeding the benchmark due to strong interest, facility rentals, and other miscellaneous revenue.
- **State revenue** is **\$9.2 million (82.4%)**, in line with the benchmark
- **Federal revenue** is **\$415,433 (61.5%)**, which is expected because federal funds are reimbursement-based and require expenditures before revenue is recognized.

#### Expenses

- **Total expenses** are **\$8.4 million**, or **69.4% of the annual budget**
- **Instruction/Salaries (72.7%)** and **Employee Benefits (72.8%)** remain below the guideline as most agreements are August- August and some stipends that have not been paid out yet.
- **Purchased Professional and Technical Services (96.5%)** due to increased costs for substitutes as well as some annual expenses such as the SPED Director agreement and Audit costs being paid.
- **Property expenses** are at **32.2%**, reflecting timing differences and the fact that certain safety-related costs were incurred in the prior fiscal year.
- **Debt Service & Miscellaneous** expenses are at **37%**, with larger debt payments scheduled for June.

#### Statement of Financial Position Summary

*(Comparison of 4/30/25 to 4/30/26)*

- **Operating cash** increased by over **\$1 million**, rising from **\$5.3 million** to **\$6.5 million**.

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# Leadership Learning Academy Statement of Activities

Created on May 10, 2026

For Prior Month

Reporting Book:

As of Date:

Location:

ACCRUAL

05/10/2026

Leadership

Learning

Academy

	Annual June 30, 2026	Year-to-Date April 30, 2026	
	Budget	Actual	% of Budget
<b>Net Income</b>			
Income			
Revenue From Local Sources	323,669	380,851	117.7 %
Revenue From State Sources	11,189,649	9,224,773	82.4 %
Revenue From Federal Sources	675,634	415,433	61.5 %
<b>Total Income</b>	<b>12,188,952</b>	<b>10,021,057</b>	<b>82.2 %</b>
Expenses			
Instruction/Salaries	6,277,707	4,561,038	72.7 %
Employee Benefits	1,766,127	1,286,438	72.8 %
Purchased Prof & Tech Serv	810,100	781,829	96.5 %
Purchased Property Services	364,580	259,859	71.3 %
Other Purchased Services	192,500	116,645	60.6 %
Supplies & Materials	932,560	734,109	78.7 %
Property	239,600	77,141	32.2 %
Debt Services & Miscellaneous	1,445,164	534,452	37.0 %
<b>Total Expenses</b>	<b>12,028,338</b>	<b>8,351,511</b>	<b>69.4 %</b>
<b>Total Net Income</b>	<b>160,614</b>	<b>1,669,546</b>	<b>1,039.5 %</b>

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**Leadership Learning Academy  
Statement of Financial Position  
Created on May 10, 2026  
For Prior Month**

Reporting Book:  
As of Date:  
Location:

ACCRUAL  
05/10/2026  
Leadership Learning Academy

	<b>Period Ending 04/30/2026</b>	<b>Period Ending 04/30/2025</b>
	Actual	Actual
<b>Assets &amp; Other Debits</b>		
Current Assets		
Operating Cash		
Cash		
8111-03i-001 - LLA ZB OP	2,140,295	3,218,273
8112-03i-001 - Zions Bank - Petty - LLA	4,088	2,256
8112-03i-002 - Bank Midwest - Petty - LLA	107,883	0
Total Cash	2,252,266	3,220,529
Investments		
8120-03i-001 - PTIF - LLA Facility	538,349	516,355
8120-03i-002 - PTIF - LLA Surplus	3,680,499	1,555,169
Total Investments	4,218,848	2,071,524
Operating Cash	6,471,114	5,292,053
Accounts Receivables	314,125	323,090
Total Current Assets	6,785,239	5,615,143
Restricted Cash	2,473,937	2,336,798
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)	(636,364)
<b>Total Assets &amp; Other Debits</b>	<b>27,111,364</b>	<b>21,773,998</b>
<b>Liabilities &amp; Fund Equity</b>		
Current Liabilities	132,032	90,576
Long-Term Liabilities	19,846,022	15,350,000
Other Credits	284,293	300,855
Fund Balance	5,074,879	4,250,520
Net Income	1,774,138	1,782,047
<b>Total Liabilities &amp; Fund Equity</b>	<b>27,111,364</b>	<b>21,773,998</b>

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# Board-Level Hotline Complaint Process

A step-by-step procedure for school boards to handle, investigate, and resolve complaints in compliance with state rules.

## 1. Intake & Triage



### Complaint is Received & Logged

USBE refers the complaint; the Board Secretary logs it and notifies the Board President.



### President Conducts Initial Review

The President assesses the complaint's scope and identifies any mandatory reporting obligations.



### BOARD ROLE IS OVERSIGHT, NOT INVESTIGATION

The Board refers complaints to administration and maintains oversight, but does not investigate directly.

## 2. Investigation & Reporting



### Assigned to Administration for Investigation

The investigation is conducted by administration following due process and applicable laws.



### Strict Reporting Timelines are Followed

Administration provides written summaries and updates to the USBE within mandated timeframes.

### CRITICAL REPORTING DEADLINES



**Standard Complaint Summary**  
Within 45 days of referral.



**Discrimination/Training Complaint (PDSTP)**  
Within 14 days of referral.



**Unresolved Complaint Updates**  
Every 30 days until complete.

## 3. Oversight & Closure



### Board Confirms Compliance & Action

The Board reviews the outcome to ensure compliance and that corrective actions are taken.



### Complaint is Formally Closed

A case is closed once the investigation and any required follow-up are fully completed.

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# Leadership Learning Academy Board of Directors Meeting Minutes Monday, March 16, 2026



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

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

**Others in Attendance:** Brandon Fairbanks, Richard Squire, Dawn Kawaguchi, Dawn Benke (via Zoom)

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**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

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### 2025-2026 Strategic School Plan

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

### 5:40 PM – INTRODUCTORY ITEMS

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

**There was no PUBLIC COMMENT.** This was the second public comment period for the 2026-2027 School Fee Schedule and Proposed Amended Fee Waiver Policy.

### REPORTS

#### ➤ Administration

- *State of the School* – Richard Squire reported to the board about the recent school happenings including the administration attending a collective efficacy training; literacy nights at both campus; Kristine Bowman and Shari Smith receiving Science of Reading Leadership awards for the state; meeting and proposing a contract with Strategica Marketing; new marquee at the Ogden campus; current enrollment and

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enrollment for FY27 in which Ogden is making great strides; review of state assessments from BOY to MOY which LA showed a growth with the exception of 1<sup>st</sup> and 2<sup>nd</sup> grade. Math showed growth or stayed even. Richard also informed the board a couple of Public Hotline complaints. There was a discussion on challenges in reading scores, particularly in first and second grades, and the need for additional instructional support at the Layton campus.

➤ **Board of Directors**

- *Financial Review* – Jimmy Sunlight reviewed the finance position for the School as of February 28, 2026, indicating the school is performing in line with budget expectations, with total revenue at 66.7% of the annual budget and strong net income. There are no major concerns, and all areas are where we expected. He explained that professional and technical services exceeded expectations due to higher-than-anticipated substitute costs through Senya, though this service was deemed valuable. The group discussed next year's budget, projecting 850 students, and plans for marketing, particularly targeting Latino communities in Ogden.

**BOARD TRAINING**

- *SLT Training Assurance* – Terry Capener requested confirmation that all board members had viewed the School LAND Trust training videos email by Dawn K., and each member affirmed completion.
- *Open & Public Meetings Act Training* – Brandon Fairbanks led a training session on the Open and Public Meetings Act, conducted through Slido, where participants answered questions about board meeting procedures and public records.

**CONSENT ITEMS**

- *January 12, 2026 Board Meeting Minutes* – There was no further discussion. **Deb Hansen made a motion to approve the consent items. David Gray seconded the motion. The votes were as follows:**

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

**Motion passed unanimously.**

**VOTING ITEMS**

- *Salad Stations Purchase* – Richard Squire explained that the current salad stations require ice. We would like to purchase two new refrigerated salad stations at an estimated cost of \$34,000. The food service budget currently has a surplus of approximately \$100,000 that must be spent down to remain in compliance with state requirements. Several smaller equipment purchases have already been made for both kitchens, and acquiring these two units will reduce the surplus to roughly \$50,000. The remaining funds are planned for use in support of the Ogden summer program.
- *2026-2027 School LAND Trust Plans [incl. Signature Pages]* – Richard Squire presented the 2026-2027 SLT Trust plans for both campuses. The campus principals worked with

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their community councils to create goals and budgets which are very similar. The funds will be allocated to support reading and math score improvements. Richard discussed budgeting strategies, noting that staffing is the most effective way to ensure funds are spent and easily tracked.

- 2026-2027 Fee Schedule – Richard Squire announced that this was the second public comment period and that no fee increases are proposed for next year.
- Strategica Marketing Agency Service Agreement – Richard Squire outlined a proposed marketing agreement with Strategica for \$2,000 per month, which would target both schools starting with Ogden.
- Amend Dress Code Policy – Richard Squire presented proposed amendments to the dress code policy, including allowing 5th grade students to vote on an additional shirt color for their final year.
- Amend Administration of Medication Policy – Brandon Fairbanks reviewed the amended Administration of Medication Policy clarifying that staff acting in good faith with proper training would be protected from liability.
- Amend Fee Waiver Policy – Brandon Fairbanks reviewed the amended Fee Waiver Policy which are changes triggered by the legislative session which include definitions changes and defined new terms. They also extended the annual deadline by which schools must approve their fee schedules for the following school year, changing it from April 1 to June 1.
- Amend Student Conduct & Discipline Policy – Brandon Fairbanks presented the amended Student Conduct and Discipline Policy which was recently amended. However, a few other changes need to be made to the policy, including making updates to the definitions of suspension and expulsion to bring the policy into compliance with USBE rules.
- Helpside Professional Employer Agreement Renewal – Brandon Fairbanks presented the renewal of the Helpside Professional Employer Agreement. This agreement, originally approved five years ago, requires re-approval to maintain compliance, and no changes have been made to its terms. Brandon also reviewed the role of a Professional Employer Organization (PEO), noting that it helps reduce administrative burdens and supports compliance with employment regulations.

**David Gray made a motion to approve the following items.**

- **Approve the Salad Stations purchase not to exceed \$40,000;**
- **Approve the 2026-2027 School LAND Trust Plans for both the Layton and Ogden Campuses including the signature pages;**
- **Approve the 2026-2027 School Fee Schedule;**
- **Approve the Strategica Marketing Agency Service Agreement and allow the Lead Director to execute the agreement on behalf of the School for the entire LEA as discussed;**
- **Approve the Amended Dress Code Policy;**
- **Approve the Amended Administration of Medication Policy;**
- **Approve the Amended Fee Waiver Policy;**
- **Approve the Amended Student Conduct & Discipline Policy; and**
- **Approve the Professional Employer Agreement with Helpside and authorize the Board President to execute the agreement on behalf of the school.**

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**Chuma Uzoh seconded the motion. The votes were as follows:**

**Terry Capener – Aye**

**David Gray – Aye**

**Jimmy Sunlight – Aye**

**Deb Hansen – Aye**

**Chuma Uzoh – Aye**

**Motion passed unanimously.**

#### **OTHER BUSINESS ITEMS**

➤ *Calendar Items* – ALL

- Next Pre-Board Meeting on April 27<sup>th</sup> @ 5:30 p.m.
- Next Board Meeting on May 11<sup>th</sup> Strategic Planning
- NCSC26 New Orleans, LA June 24-26 (Wed-Fri)
- Upcoming School Activities
  - ✓ Layton Campus
    - ★ March 23<sup>rd</sup> 5-6 p.m. Kindergarten Roundup
  - ✓ Ogden Campus
    - ★ April 22<sup>nd</sup> 5-6:30 p.m. Kindergarten Roundup

**There was no CLOSED SESSION.**

**6:55 PM – Chuma Uzoh made a motion to ADJOURN. Jimmy Sunlight seconded the motion.**

**The votes were as follows:**

**Terry Capener – Aye**

**David Gray – Aye**

**Jimmy Sunlight – Aye**

**Deb Hansen – Aye**

**Chuma Uzoh – Aye**

**Motion passed unanimously.**

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## LLA Board of Director's Meeting Monday, May 11, 2026

### Action Item: *Statement of Work Letter*

#### **Issue:**

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Audit attestation services are required to be approved each year.

#### **Background:**

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Eide Bailly is a regional certified public accounting firm that has performed the school's audit attestation services in prior years. Such attestation services include the audited financial statements, agreed-upon procedures for student enrollment, state compliance procedures, and possibly a single audit. A single audit will be required if the school incurs more than \$1,000,000 in federal expenditures. Each year the school is required to approve the aforementioned services. If approved, Statement of Work (SOW) Letter (formerly the Audit Engagement Letter) will be provided for the board president's signature.

The audit fee for this year will be \$13,600 which is a \$650 increase from last year. If the School requires a single audit, the fee is based on how much time/work it takes and will be billed separately. The School also requires their taxes filled (990). There will be an additional SOW Letter for this as well but will be brought to the board at a later date.

We have received a draft SOW Letter for this packet which includes authorization on the single audit. However, Eide Bailly will be sending the actual letter electronically through DocuSign to the Board President once approved.

#### **Recommendation:**

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It is recommended that the Board approve the Statement of Work Letter provided by Eide Bailly for the year ending June 30, 2026, and allow the Board President to sign on behalf of the school.

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

[Date]

[Client#]

Board of Directors

Client Name

Street Address

City, State Zip

This document constitutes a statement of work ("SOW") under the most recently executed Master Services Agreement ("MSA"), made by and between Eide Bailly LLP ("Eide Bailly", "we," "us," and "our") and [INSERT CLIENT NAME] ("Client," "you," "your," or "the entity"). We are pleased to confirm our understanding of the terms and objectives of our engagement and the nature and limitations of the services Eide Bailly will provide for the entity as of and for the year ended June 30, 2025.

Ken Jeppesen is the engagement partner for the audit services specified in this letter. The engagement partner's responsibilities include supervising services performed as part of this engagement and signing or authorizing another qualified firm representative to sign the audit report.

### **Scope of Audit Services**

#### *Audit of the Financial Statements*

We will audit the financial statements of governmental activities, business-type activities, aggregate discretely presented component units, each major fund, and the aggregate remaining fund information, and the related notes to the financial statements, which collectively comprise the entity's basic financial statements.

The Governmental Accounting Standards Board (GASB) provides for certain required supplementary information (RSI) to accompany the entity's basic financial statements. The RSI will be subjected to certain limited procedures, but will not be audited.

If presented, we will also evaluate and report on the presentation of supplementary information other than RSI accompanying the financial statements in relation to the financial statements as a whole.

#### *Audit of Major Program Compliance*

In addition, we will audit the entity's compliance over major federal award programs, as necessary.

#### *Schedule of Expenditures of Federal Awards*

We will subject the schedule of expenditures of federal awards (SEFA) to the auditing procedures applied in our audit of the basic financial statements and certain additional procedures, including comparing and reconciling the schedule to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and additional procedures in accordance with auditing standards generally accepted in the United States of America. We intend to provide an opinion on whether the schedule of

expenditures of federal awards is presented fairly in all material respects in relation to the financial statements as a whole.

### **Audit Objectives**

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

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

### ***Required Supplementary Information***

Accounting principles generally accepted in the United States of America require that certain information be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board (GASB), who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the required supplementary information (RSI) in accordance with auditing standards generally accepted in the United States of America. We will not express an opinion or provide any form of assurance on the RSI.

### ***Supplementary Information other than RSI***

Supplementary information other than RSI will accompany [Client]'s basic financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the basic financial statements and certain additional procedures, including comparing and reconciling the supplementary information to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and additional procedures in accordance with auditing standards generally accepted in the United States of America. We intend to provide an opinion on the following supplementary information in relation to the basic financial statements as a whole:

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

### **Auditor Responsibilities, Procedures, and Limitations**

We will conduct our audit in accordance with GAAS, the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States of America; the audit requirements of Title 2 U.S. Code of Federal Regulations (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance).

As part of our audit, we will:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of the system of internal control in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. However, we will communicate to you in writing concerning any significant deficiencies or material weaknesses in internal control relevant to the audit of the financial statements that we have identified during the audit.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements, including the amounts and disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- Conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the entity's ability to continue as a going concern for a reasonable period of time.

There is an unavoidable risk, because of the inherent limitations of an audit, together with the inherent limitations of internal control, that some material misstatements may not be detected, even though the audit is properly planned and performed in accordance with U.S. GAAS, *Government Auditing Standards* of the Comptroller General of the United States of America and/or state or regulatory audit requirements. Because we will not perform a detailed examination of all transactions, material misstatements, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the entity, may not be detected.

In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management and those charged with governance of any material errors, fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management and those charged with governance of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential.

#### **Audit of Major Program Compliance**

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

The Uniform Guidance requires that we also plan and perform the audit to obtain reasonable assurance about whether material noncompliance with applicable laws and regulations, the provisions of contracts and grant agreements applicable to major federal award programs, and the applicable compliance

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

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

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

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

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

Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

### **Management Responsibilities**

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

- a. For the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America;

- b. For the design, implementation, and maintenance of the system of internal control relevant to the preparation and fair presentation of basic financial statements that are free from material misstatement, whether due to error fraudulent financial reporting, misappropriation of assets, or violations of laws, governmental regulations, grant agreements, or contractual agreements;
- c. For identifying, in its accounts, all federal awards received and expended during the period and the federal programs under which they were received;
- d. For maintaining records that adequately identify the source and application of funds for federally funded activities;
- e. For preparing the schedule of expenditures of federal awards (including notes and noncash assistance received) in accordance with the Uniform Guidance requirements;
- f. For designing, implementing, and maintaining effective internal control over federal awards that provides reasonable assurance that the entity is managing federal awards in compliance with federal statutes, regulations, and the terms and conditions of the federal awards;
- g. For identifying and ensuring that the entity complies with federal laws, statutes, regulations, rules, provisions of contracts or grant agreements, and the terms and conditions of federal award programs and implementing systems designed to achieve compliance with applicable federal statutes, regulations, and the terms and conditions of federal award programs;
- h. For disclosing accurately, currently, and completely the financial results of each federal award in accordance with the requirements of the award;
- i. For identifying and providing report copies of previous audits, attestation engagements, or other studies that directly relate to the objectives of the audit, including whether related recommendations have been implemented;
- j. For taking prompt action when instances of noncompliance are identified;
- k. For addressing the findings and recommendations of auditors, for establishing and maintaining a process to track the status of such findings and recommendations and taking corrective action on reported audit findings from prior periods and preparing a summary schedule of prior audit findings;
- l. For following up and taking corrective action on current year audit findings and preparing a corrective action plan for such findings;
- m. For submitting the reporting package and data collection form to the appropriate parties;
- n. For making the auditor aware of any significant contractor relationships where the contractor is responsible for program compliance;
- o. To provide us with:
  - i. Access to all information of which management is aware that is relevant to the preparation and fair presentation of the financial statements, including the disclosures, such as records, documentation, and other matters;
  - ii. Additional information that we may request from management for the purpose of the audit;
  - iii. Unrestricted access to persons within the entity and others from whom we determine it necessary to obtain audit evidence;
- p. For identifying and ensuring that the entity complies with the laws and regulations applicable to its activities;
- q. For adjusting the basic financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the current period under audit are immaterial, both individually and in the aggregate, to the financial statements as a whole;
- r. For acceptance of nonattest services, including identifying the proper party to oversee nonattest work;
- s. For maintaining adequate records, selecting and applying accounting principles, and safeguarding assets.
- t. For informing us of any known or suspected fraud affecting the entity involving management, employees with significant role in the system of internal control and others where fraud could have a material effect on the financials; and

- u. For the accuracy and completeness of all information provided.
- v. If applicable, for including the auditor's report in any document containing financial statements that indicates that such financial statements have been audited by us, including:
  - i. A written acknowledgement of all the documents that management expects to issue that will be included in the annual report and the planned timing and method of issuance of that annual report; and
  - ii. A final version of the annual report (including all the documents that, together, comprise the annual report) in a timely manner prior to the date of the auditor's report.

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

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

Management agrees they are responsible for the distribution of reports issued in conjunction with this engagement to those charged with governance, entity officials, oversight bodies, or other organizations requiring audits, as applicable.

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

#### **Responsibilities and Limitations Related to Nonattest Services**

For all nonattest services we may provide to you, management agrees to assume all management responsibilities for (a) making all management decisions and performing all management functions; (b) assigning a competent individual to oversee the services; (c) evaluating the adequacy of the services performed; (d) evaluating and accepting responsibility for the results of the services performed; and (e) designing, implementing, and maintaining the system of internal control, including the process used to monitor the system of internal control.

We will provide the following nonattest services:

- Prepare or assist with the preparation of your financial statements and the related notes.
- Prepare or assist in preparing the government-wide statements and conversion entries and note disclosures.
- Preparation of federal and state income tax returns
- Prepare or assist with the preparation of the schedule of expenditures for federal awards, as necessary.

- Completion of the Auditee's portion of the Data Collection Form, as necessary.

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

- We will perform the services in accordance with applicable professional standards.
- The nonattest services are limited to the services previously outlined above. Our firm, in its sole professional judgment, reserves the right to refuse to do any procedure or take any action that could be construed as making management decisions or assuming management responsibilities.

You are also responsible for ensuring that your data and records are complete and that you have received sufficient information to oversee the services.

### **Reporting**

We will issue a written report upon completion of our audit of your financial statements. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinion, add an emphasis-of-matter or other-matter paragraph to our auditors' report, or if necessary, withdraw from the engagement. If our opinion is other than unmodified, we will discuss the reasons with you in advance. If circumstances occur related to the condition of your records, the availability of sufficient, appropriate audit evidence, or the existence of a significant risk of material misstatement of the financial statements caused by error, fraudulent financial reporting, or misappropriation of assets, which in our professional judgment prevent us from completing the audit or forming an opinion on the financial statements, we retain the right to take any course of action permitted by professional standards, including declining to express an opinion or issue a report, or withdrawing from the engagement.

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

### **Data Collection Form**

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

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

### **Engagement Administration and Other Matters**

We understand that your employees will prepare all confirmations, account analyses, and audit schedules we request and will locate any documents or invoices selected by us for testing. Details of information we expect to need for our audit and the dates required will be provided separately.

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

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

Eide Bailly LLP has owners that are not licensed as certified public accountants as permitted under Section 5079 of the California Business Code. The nature of the services to be provided in conjunction with this engagement are such that non-licensee owners may be involved in performing our services.

### **Engagement Fees**

Our fees are based on the amount of time required at various levels of responsibility. We estimate that our fee for the financial statement audit and state compliance procedures will be \$13,600. If a Single Audit is required, these fees will be billed separately. A service charge of 1% per month, which is an annual rate of 12%, will be added to all accounts unpaid 30 days after billing date.

The ability to perform and complete our engagement consistent with the estimated fee included above depends upon the quality of your underlying accounting records and the timeliness of your personnel in providing information and responding to our requests. To assist with this process, we will provide you with an itemized request list that identifies the information you will need to prepare and provide in preparation for our engagement, as well as the requested delivery date for those items. A lack of preparation, including not providing this information in an accurate and timely manner, unanticipated audit adjustments, and/or untimely assistance by your personnel may result in an increase in our fees and/or a delay in the completion of our engagement.

We will advise you if unexpected circumstances require significant additional procedures resulting in a substantial increase in the fee estimate.

### **Changes in Professional Standards**

Standard setters and regulators continue to evaluate and modify standards. Such changes may result in new or revised financial reporting and disclosure requirements or expand the nature, timing, and scope of the activities we are required to perform. To the extent that the amount of time required to provide the services described in the SOW increases due to such changes, our fee may need to be adjusted. We will discuss such circumstances with you prior to performing the additional work.

### **Use of Financial Statements**

Should you decide to include or incorporate by reference these financial statements and our auditors' report thereon in a future private placement or other offering of equity or debt securities, you agree that we are under no obligation to reissue our report or provide consent for the use of our report in such a registration or offering document. We will determine, at our sole discretion, whether we will reissue our report or provide consent for the use of our report only after we have performed the procedures we consider necessary in the circumstances. If we decide to reissue our report or consent to the use of our report, we will be required to perform certain procedures including, but not limited to, (a) reading other information incorporated by reference in the registration statement or other offering document, and (b) subsequent event procedures. These procedures will be considered an engagement separate and distinct from our audit engagement, and we will bill you separately.

If we decide to reissue our report or consent to the use of our report, you agree that we will be included on each distribution of draft offering materials, and we will receive a complete set of final documents.

If we decide not to reissue our report or decide to withhold our consent to the use of our report, you may be required to engage another firm to audit periods covered by our audit reports, and that firm will likely bill you for its services. While the successor auditor may request access to our workpapers for those periods, we are under no obligation to permit such access.

**Termination**

The engagement contemplated by this SOW shall terminate upon the earlier of completion of the services described herein or as described in the MSA.

**Agreement**

We appreciate the opportunity to provide the services described in this SOW under the MSA. This SOW and the MSA constitute the entire agreement regarding these services and supersedes all prior agreements (whether oral or written), understandings, negotiations, and discussions between you and Eide Bailly related to audit services. Please sign, date, and return this SOW to us to indicate your acknowledgment and understanding of, and agreement with, the arrangements for our audit of your financial statements including the terms of our engagement and the parties' respective responsibilities. By signing this SOW, you represent and warrant that you are authorized to sign on behalf of and bind each client and any affiliate identified herein.

Sincerely,



**Eide Bailly LLP**

**AGREED TO AND ACCEPTED:**

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

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**LLA Board of Director's Meeting  
Monday, May 11, 2026**

**Action Item:** *Amending Dress Code Policy*

**Issue:**

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Amending the School's Dress Code Policy.

**Background:**

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On March 16, 2026, the board amended the Dress Code Policy. During the website update, we identified discrepancies between the posted information and the policy. We have updated the website and revised the policy to ensure they are aligned.

**Recommendation:**

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It is recommended that the Board approve the Amended Dress Code 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 Dress Code Policy



## PURPOSE

The purpose of this Dress Code Policy is to promote school unity and instill a safe learning environment of equality, discipline and self-respect. It is the responsibility of all parents and students at Leadership Learning Academy to read, understand and comply with the terms of this Policy.



## Shirts

- ★ Shirts must be solid colored light blue, navy blue or white with or without authorized school logo
- ★ Sixth-grade students will be permitted one additional colored shirt option, which will be selected through a majority vote of the grade at the end of their fifth-grade year and will apply only to that class during their sixth-grade year.
- ★ Shirts must have a collar (full turtlenecks are acceptable as a “collared shirt”)
- ★ Shirts can be long or short sleeved
- ★ Layering with a shirt underneath is permitted as long as the under layer is either solid white or blue
- ★ Logos, embroidery or embellishments of any kind are not permitted. Notwithstanding the preceding prohibition, authorized school logos may be worn on shirts.
- ★ Shirts must be long enough to cover midriff

## Sweaters & Vests

- ★ Must be either solid blue or white with or without authorized school logo

- ★ No hoods allowed in classroom

### **Jackets**

- ★ Jackets must be a solid-colored light blue, navy blue or white with or without a hood to be worn in the classroom. Hoods cannot be worn in the school.
- ★ Jackets that are not uniform colors can only be worn outside of the school.
- ★ School hoodies or jackets are allowed in the classroom.

### **Bottoms**

- ★ All bottoms must be a ~~solid-colored~~ solid-colored khaki or navy blue
- ★ Jumpers, skirts, skorts and capris are allowed but must ~~be knee-length~~ reach the fingertips or below when arms are at the sides and hands and arms are extended
- ★ Collared dresses in navy or khaki may be worn
- ★ Sweatpants, exercise pants, overalls or short shorts are not permitted
- ★ Denim jeans are not permitted on normal dress days

### **Accessories**

- ★ Shoes must be “closed toe”
- ★ Socks or stockings are required and must be solid navy or white
- ★ No hats are permitted
- ★ No makeup is permitted
- ★ Hair must be neat and not distracting
- ★ Ties are permitted
- ★ Jewelry should be limited and not distracting

### **Friday Casual Dress**

Students are permitted to wear jeans (shorts, capris, skirts, long jeans) and uniform tops or LLA Spirit shirts/sweatshirts on Fridays only (no holes or rips in clothing, even if put there by the manufacturer). All other dress code policies apply.

### **General Policy Considerations**

- ★ Clothing must be neat and in good condition. Rips, tears and large stains are not permitted
- ★ -A “Free Dress Day” is a regular school day when various provisions of this Dress Code Policy will not be enforced. Free Dress Day standards will be determined by the Campus Principal and parents will be notified of proper Free Dress Day attire.

### **Staff & Volunteers**

All staff and volunteers are required to dress professionally and conservatively as not to expose any inappropriate skin on the body.

### **Enforcement & Interpretation**

This Policy is intended to create a framework to meet the purpose described above. As styles change, or if questions arise, the school administrator, as the Board of Directors’ designee, has the

authority to determine if a student's attire or appearance conforms to the provisions contained in this Policy.

**LLA Board of Director's Meeting  
Monday, May 11, 2026**

**Action Item:** *Amending Wellness Policy*

**Issue:**

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Amending the School's Wellness Policy.

**Background:**

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Every three years, the Wellness Committee completes a Triennial Progress Assessment. As part of this process, the committee reviews the Wellness Policy. The committee has now finished its assessment and is recommending updates to the Wellness Policy to better reflect current practices and ensure alignment with recent changes in law.

**Recommendation:**

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It is recommended that the Board approve the Amended Wellness 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.

## **Preamble**

Leadership Learning Academy (the “School”) is committed to the optimal development of every student. The School believes that for students to have the opportunity to achieve personal, academic, developmental and social success, it needs to create positive, safe and health-promoting learning environments at every level, in every setting, throughout the school year.

Research shows that two components, good nutrition and physical activity before, during and after the school day, are strongly correlated with positive student outcomes. For example, student participation in the U.S. Department of Agriculture’s (USDA) School Breakfast Program is associated with higher grades and standardized test scores, lower absenteeism and better performance on cognitive tasks. Conversely, less-than-adequate consumption of specific foods including fruits, vegetables and dairy products, is associated with lower grades among students. In addition, students who are physically active through active transport to and from school, recess, physical activity breaks, high-quality physical education and extracurricular activities do better academically. Finally, there is evidence that adequate hydration is associated with better cognitive performance.

This policy outlines the School’s approach to ensuring environments and opportunities for all students to practice healthy eating and physical activity behaviors throughout the school day while minimizing commercial distractions. Specifically, this policy establishes goals and procedures to ensure that:

- Students in the School have access to healthy foods throughout the school day – both through reimbursable school meals and other foods available throughout the school – in accordance with Federal and state nutrition standards;
- Students receive quality nutrition education that helps them develop lifelong healthy eating behaviors;
- Students have opportunities to be physically active before, during and after school;
- The School engages in nutrition and physical activity promotion and other activities that promote student wellness;
- School staff are encouraged and supported to practice healthy nutrition and physical activity behaviors in and out of school;
- The community is engaged in supporting the work of the School in creating continuity between school and other settings for students and staff to practice lifelong healthy habits; and
- The School establishes and maintains an infrastructure for management, oversight, implementation, communication about and monitoring of the policy and its established goals and objectives.

This policy applies to all School students and staff. Specific measureable goals and outcomes are identified within each section below.

## School Wellness Committee

### *Committee Role and Membership*

The School will convene a Wellness Committee that meets at least one time every three years to establish goals for and oversee school health and safety policies and programs, including development, implementation and periodic review and update of this policy .

~~The Wellness Committee membership will represent all school levels and include, to the extent possible, but not be limited to stakeholders such as: parents and caregivers; students; representatives of the School nutrition program (e.g., School nutrition director); School administrators; School board members; and the general public. A letter will be sent to the sSchool community via email, and will be posted in a central area in all sSchool buildings inviting members of the community to join the Wwellness eCommittee. Parents, students, representatives of the sSchool nutrition program, PE teachers, members of the sSchool board, sSchool administrators, and the general public will be included in the development, implementation, review and update of the wWellness pPolicy.~~ To the extent possible, the Wellness Committee will include representatives from each School campus building and reflect the diversity of the community.

### *Leadership*

The ~~Principal~~Lead Director or designee(s) will convene the Wellness Committee and facilitate development of and updates to this policy, and will ensure compliance with this policy.

The ~~Principal~~Lead Director or designee(s) will make available to the School community each Wellness Committee member's name, contact information, and role on the Wellness Committee.

~~The Principal will designate a wellness policy coordinator who will ensure compliance with this policy.~~

Each Campus Principal shall ensure compliance with established physical activity policies and the Child Nutrition Director shall ensure compliance with established nutrition policies.

## Wellness Policy Implementation, Monitoring, Accountability and Community Engagement

### *Implementation Plan*

The School will develop and maintain a plan for implementation to manage and coordinate the execution of this policy. The plan delineates roles, responsibilities, actions and timelines; and includes information about who will be responsible to make what change, by how much, where and when; as well as specific goals and objectives for nutrition standards for all foods and beverages available on the School campus(es), food and beverage marketing, nutrition promotion and education, physical activity, physical education and other school-based activities that promote student wellness. The Wellness Committee will periodically assess the implementation of this policy, and create an action plan that helps ensure implementation of this policy based on the results of that assessment, ~~and generate an annual progress report.~~ Each Campus Child Nutrition

Director shall prepare an annual progress report. The Wellness Committee shall meet at least annually to review and discuss the report and make recommendations as needed.

This policy and the progress reports will be provided on the School's website.

### ***Recordkeeping***

The School will retain records to document compliance with the requirements of this policy at the School's main office and/or on the School's central computer network. Documentation maintained in this location(s) will include but will not be limited to:

- The written wellness policy;
- Documentation demonstrating that the policy has been made available to the public;
- Documentation of efforts to review and update this policy; including an indication of who is involved in the update and methods the School uses to make stakeholders aware of their ability to participate on the Wellness Committee;
- Documentation to demonstrate compliance with the annual public notification requirements;
- The most recent assessment on the implementation of this policy; and
- Documentation demonstrating the most recent assessment on the implementation of this policy has been made available to the public.

### ***Annual Notification of Policy***

The School will actively inform families and the public each year of basic information about this policy, including its content, any updates to the policy, and implementation status. The School will make this information available via the School website. The School will provide information about the school nutrition environment, such as minutes taken during Wellness Committee meetings. Annually, the School will also provide notice via the School website of the name and contact information of the School personnel leading and coordinating the Wellness Committee, as well as information on how the public can get involved with the School Wellness Committee.

### ***Triennial Progress Assessments***

At least once every three years, the Wellness Committee will evaluate compliance with this policy to assess the implementation of the policy and include:

- The extent to which the School is in compliance with this policy;
- The extent to which this policy compares to the Alliance for a Healthier Generation's model wellness policy; and
- A description of the progress made in attaining the goals of this policy.

The ~~Principal~~ Lead Director or designee(s) is responsible for managing the triennial assessment.

The Wellness Committee will monitor compliance with this policy.

The School will notify households/families of the availability of the triennial progress report by posting it on the school website.

## ***Revisions and Updating the Policy***

~~The Wellness Committee will update or modify this policy based on the results of the annual assessment and triennial assessments and/or as School priorities change; community needs change; wellness goals are met; new health science, information, and technology emerges; and new Federal or state guidance or standards are issued. This policy will be assessed and updated as indicated at least every three years, following the triennial assessment.~~

The Wellness Committee shall review and update this policy based on the results of annual and triennial assessments. Revisions will be made as needed to reflect changes in School priorities, community needs, achievement of wellness goals, emerging health science and technology, and updated federal or state guidance or standards.

This policy will be formally evaluated and revised at least once every three years following the completion of the triennial assessment.

Each Campus Principal and Food Service Manager is responsible for conducting a quantitative assessment of the Wellness Policy and its implementation every three years. This assessment shall be completed using a recognized evaluation tool, such as the Wellness School Assessment Tool or the School Health Index.

## ***Community Involvement, Outreach and Communications***

The School is committed to being responsive to community input, which begins with awareness of this policy. The School will actively communicate ways in which representatives of the Wellness Committee and others can participate in the development, implementation and periodic review and update of this policy through a variety of means, including email or displaying notices on the School's website.

The School will actively notify the public about the content of or any updates to this policy annually, at a minimum. The School will also use these mechanisms to inform the community about the availability of the annual and triennial reports.

## **Nutrition**

### ***School Meals***

The School is committed to serving healthy meals to children, with plenty of fruits, vegetables, whole grains, and fat-free and low-fat milk; that are moderate in sodium, low in saturated fat, and have zero grams *trans*-fat per serving (nutrition label or manufacturer's specification); and to meeting the nutrition needs of school children within their calorie requirements. The school meal programs aim to improve the diet and health of school children, help mitigate childhood obesity, model healthy eating to support the development of lifelong healthy eating patterns and support healthy choices while accommodating cultural food preferences and special dietary needs. Each campus is encouraged to source fresh fruits and vegetables from local farmers where practicable.

The School participates in USDA child nutrition programs, including the National School Lunch Program (NSLP) and the ~~USDA~~ National School Breakfast Program. The School is committed to offering school meals through these ~~NSLP~~ programs that:

- Are accessible to all students;
- Are appealing and attractive to children;
- Are served in clean and pleasant settings;
- Meet or exceed current nutrition requirements established by local, state, and Federal statutes and regulations. (The School offers reimbursable school meals that meet USDA nutrition standards (<https://www.fns.usda.gov/school-meals/nutrition-standards-school-meals>)); and
- Promote healthy food and beverage choices.

After obtaining food, students will have at least 10 minutes to eat breakfast and 20 minutes to eat lunch.

It is prohibited for students with unpaid balances to be shamed in any way, including by announcing their names, using hand stamps to identify them, making them use a different serving line, or sending home clearly marked notices that they have an unpaid balance. Each School's campus must serve students a reimbursable meal, regardless of whether the student has money to pay or owes money. Each School's campus will reach out to the family of a child with an unpaid balance to assess whether the child is eligible for free or reduced-price meals.

Applications for free or reduced priced meals are made available through the School's website.

### **Before and After School Care**

All snacks and beverages provided to students outside of regular meal programs, including those offered before and after the school day, in School-operated or third-party programs (e.g., YMCA), clubs, and other extracurricular or after-school activities, shall meet or exceed current federal nutrition standards.

### ***Water***

To promote hydration, free, safe, unflavored drinking water will be available to all students throughout the school day. The School will make drinking water available where school meals are served during mealtimes. Students will be allowed to bring and carry water bottles filled with only water with them throughout the school day.

### ***Competitive Foods and Beverages***

The School is committed to ensuring that all foods and beverages available to students on School property during the school day support healthy eating. The foods and beverages sold and served outside of the school meal programs (e.g., "competitive" foods and beverages) will meet the USDA Smart Snacks in School nutrition standards, at a minimum. Smart Snacks aim to improve student health and well-being, increase consumption of healthful foods during the school day and create

an environment that reinforces the development of healthy eating habits. A summary of the standards and information, as well as a Guide to Smart Snacks in Schools are available at: <http://www.fns.usda.gov/healthierschoolday/tools-schools-smart-snacks>. The Alliance for a Healthier Generation provides a set of tools to assist with implementation of Smart Snacks available at [www.foodplanner.healthiergeneration.org](http://www.foodplanner.healthiergeneration.org).

These standards will apply in all locations and through all services where foods and beverages are sold, which may include, but are not limited to, à la carte options in cafeterias, vending machines, in-school fundraisers, School stores and snack or food carts.

### ***Celebrations and Rewards***

The purpose of these guidelines is to support the School's wellness policy as it relates to food and beverages offered, but not sold on school property on the school day, specifically in the classroom. The School's Board of Directors (the "Board") wants to promote a healthy classroom environment for every student, with as few distractions as possible to the learning process. This will be supported in the following ways:

- a. Food will only be allowed in the classroom as part of a lesson plan and only at the approval of the Administration. (For example, a teacher may use an orange to teach fractions.)
  - ✓ Parents will be informed a week before any food to be consumed by students is used in a lesson.
  - ✓ The food activity will enhance the learning experience of the students and will be directly related to the unit of study.
- b. No soda will be provided or allowed to students at any time during school, including at lunch time.
- c. No birthday treats will be allowed to be brought in for distribution in class.
- d. Three class celebrations (Fall, Winter & Spring) will be allowed per year. These will include activities, games, and possibly treats (commercially prepared food). Healthy options are expected.
  - ✓ The Administration, with each grade level team, will help plan guidelines for these class parties.
  - ✓ All food and beverages used for class celebrations shall meet or exceed current federal nutrition standards.
- e. Food provided at after-school functions will be under the direction of the Board and the Administration.
- f. It is recommended that food is not used for rewards, any food used as a reward shall be small food items and must be approved by the eCampus pPrincipal. Food used as a reward shall meet or exceed current federal nutrition standards.
- g. Food will not be allowed to be used as punishment.

### ***Nutrition Promotion***

Nutrition promotion and education positively influence lifelong eating behaviors by using evidence-based techniques and nutrition messages, and by creating food environments that encourage healthy nutrition choices and encourage participation in school meal programs. Students and staff will receive consistent nutrition messages throughout School buildings, classrooms,

gymnasiums, and cafeterias. Nutrition promotion also includes marketing and advertising nutritious foods and beverages to students and is most effective when implemented consistently through a comprehensive and multi-channel approach by School staff, teachers, parents, students and the community.

### ***Nutrition Education***

The School will teach, model, encourage and support healthy eating by all students.

- Healthy eating habits will be taught and supported for students and staff by encouraging teachers, whenever possible, to use healthy nutrition facts in learning skills such as reading, writing and math.
- ~~Food will not be allowed to be used as punishment or rewards; however, n~~ Nutrition education will be provided and nutrition incentive program will be encouraged.
- ~~Promote safety in and out of the home by partnering with local law enforcement and other public safety personnel.~~

### ***Essential Healthy Eating Topics in Health Education***

Healthy eating and physical activity topics will be taught as outlined in Utah's health education common core curriculum (<http://www.uen.org/core/health/>).

### ***Food and Beverage Marketing in the School***

The School is committed to providing a school environment that ensures opportunities for all students to practice healthy eating and physical activity behaviors throughout the school day while minimizing commercial distractions. The School strives to teach students how to make informed choices about nutrition, health and physical activity. These efforts will be weakened if students are subjected to advertising on School property that contains messages inconsistent with the health information the School is imparting through nutrition education and health promotion efforts. It is the intent of the School to protect and promote students' health by permitting advertising and marketing for only those foods and beverages that are permitted to be sold on the School campus(es), consistent with this policy.

Any foods and beverages marketed or promoted to students on School property during the school day will meet or exceed the USDA Smart Snacks in School nutrition standards.

Food and beverage marketing is defined as advertising and other promotions. Food and beverage marketing often includes oral, written, or graphic statements made for the purpose of promoting the sale of a food or beverage product made by the producer, manufacturer, seller or any other entity with a commercial interest in the product. This term includes, but is not limited to the following:

- Brand names, trademarks, logos or tags, except when placed on a physically present food or beverage product or its container;
- Displays, such as on vending machine exteriors;
- Corporate brand, logo, name or trademark on School equipment, such as marquees, message boards, scoreboards or backboards (Note: immediate replacement of these items

are not required; however, the School will replace or update scoreboards or other durable equipment when existing contracts are up for renewal or to the extent that is financially possible over time so that items are in compliance with the marketing policy.);

- Corporate brand, logo, name or trademark on cups used for beverage dispensing, menu boards, coolers, trash cans and other food service equipment; as well as on posters, book covers, pupil assignment books or school supplies displayed, distributed, offered or sold by the School;
- Advertisements in School publications or School mailings; and
- Free product samples, taste tests or coupons of a product, or free samples displaying advertising of a product.

### **Physical Activity**

The Board recognizes the importance of physical activity for student health and academic achievement. The Board encourages the director to implement programs to ensure that students engage in healthful levels of vigorous physical activity to promote and develop the student's physical, mental, emotional and social well-being. The following goals are some of the ways that the School hopes to achieve this:

- Provide a wide variety of physical activities and introduce students to many different sports and ways of getting physically active. This may be done through physical education, assemblies, after school activities and in the classroom;
- Provide daily recess for all elementary students for at least 20 minutes per day;
- Provide gross motor equipment to be used during recess and P.E.;
- Use a variety of subjects and innovative lesson plans to increase physical movement in the classroom;
- When activities such as mandatory testing or inclement weather make it necessary for students to stay indoors for long periods of time, students will be given periodic breaks during which they are encouraged to participate in some activity or movement;
- Physical education activities should teach students cooperation and teamwork, good sportsmanship, positive self-image, and personal achievement;
- Appropriate alternative activities should be provided for students with physical disabilities;
- Exemptions from physical activities should be provided where appropriate for ill or injured students; and
- Parent volunteers will be encouraged to form after-school clubs for students.

### ***Physical Education***

The School will provide students with physical education, using an age-appropriate, sequential physical education curriculum consistent with national and state standards for physical education. The physical education curriculum will promote the benefits of a physically active lifestyle and will help students develop skills to engage in lifelong healthy habits, as well as incorporate essential health education concepts (discussed in the “*Essential Physical Activity Topics in Health Education*” subsection). The curriculum will support the essential components of physical education.

All students will be provided equal opportunity to participate in physical education classes. The School will make appropriate accommodations to allow for equitable participation for all students and will adapt physical education classes and equipment as necessary.

**Elementary students** will receive physical education for at least 45-60 minutes per week throughout the school year.

### ***Recess (Elementary)***

The School's elementary campus(es) will offer at least **20 minutes of recess** on all days during the school year. If recess is offered before lunch, the campus(es) will have appropriate hand-washing facilities and/or hand-sanitizing mechanisms located just inside/outside the cafeteria to ensure proper hygiene prior to eating and students are required to use these mechanisms before eating. Hand-washing time, as well as time to put away coats/hats/gloves, will be built in to the recess transition period/timeframe before students enter the cafeteria.

**Outdoor recess** will be offered when weather is feasible for outdoor play. In the event that the School must conduct **indoor recess**, teachers and staff will follow the indoor recess guidelines established by the administration that promote physical activity for students, to the extent practicable.

Recess will complement, not substitute, physical education class. Recess monitors or teachers will encourage students to be active, and will serve as role models by being physically active alongside the students whenever feasible.

### ***Before and After School Activities***

The School offers opportunities for students to participate in physical activity either before and/or after the school day (or both) through a variety of methods. The School will encourage students to be physically active before and after school.

### ***Community Health Promotion and Family Engagement***

Families will be informed and invited to participate in School-sponsored activities related to health promotion efforts. The School will use electronic mechanisms (e.g., email or displaying notices on the School's website), as well as non-electronic mechanisms, (e.g., newsletters, presentations to parents or sending information home to parents), to ensure that all families are actively notified of opportunities and invited to participate in School-sponsored activities (such as the annual 5K).

The School will promote safety in and out of the home by partnering with local law enforcement and other public safety personnel.

### ***Staff Wellness and Health Promotion***

The Wellness Committee will have a staff wellness subcommittee that focuses on staff wellness issues, identifies and disseminates wellness resources and performs other functions that support staff wellness in coordination with human resources staff.

The School will implement strategies to support staff in actively promoting and modeling healthy eating and physical activity behaviors. The School promotes staff member participation in health promotion programs and will support programs for staff members on healthy eating/weight management that are accessible and free or low-cost.

## LLA Board of Director's Meeting Monday, May 11, 2026

### Action Item: *2026-2027 TSSA Plans*

#### **Issue:**

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Teacher and Student Success Act (TSSA) was established by SB 149 in the 2019 legislative session. The board has established and adopted a Student Success Framework. The administration must create a Teacher and Student Success Plan for each campus annually, which must be approved by the board.

#### **Background:**

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In 2019, the Utah State Legislature passed the TSSA as SB 149.

Under the TSSA, LEA governing boards must establish a student success framework to provide guidelines and processes for the school to follow in developing a teacher and student success plan. The framework was submitted to the USBE in June 2019.

Principals of schools must develop the school's teacher and student success plan in accordance with the board's framework by integrating school-specific goals and criteria for improving the school's performance within the state accountability system.

In creating the plan, the principal must solicit input on the plan from the charter trust land council, educators in the school, parents of students at the school, and other administrators. The principal may solicit input from students, other support professionals, or other community stakeholders.

The board must annually review the plan and approve or disapprove it in a regularly scheduled board meeting. The board is to use best efforts to help complete this process on or before June 30 each year.

#### **Recommendation:**

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It is recommended that the board approve the 2026-2027 Teacher Student Success Act Plans for both the Layton and Ogden campuses.

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



**School Year:** 2026 – 2027

**School:** Leadership Learning Academy-Layton

**Date Board Student Success Framework Approved:** June 10, 2019

**Date Teacher and Student Success Plan Approved:**

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

### **Goal based on School Needs**

1. Students in 1<sup>st</sup> grade at LLA-Layton will increase their Acadience reading and math assessment BOY to EOY composite score by 2%.

### **Measurement**

1. Goal 1 as measured by end of year Acadience reading and math assessment 2027.

### **Action Steps**

- Administration will provide teachers and/or staff with professional learning opportunities to implement Acadience reading and math assessment and progress monitoring.
- Teachers will use data to create instructional opportunities for students.
- Students will take Acadience reading and math assessments 3x a year.

### **Budget**

- 75% of the TSSA funds will be used for paraprofessionals salaries, curriculum, and materials to support Multi-Tiered Systems of Support.
- 25% of the TSSA funds will be used for salaries and benefits

NOTES for the Board of Directors: According to statute, administration needs to annually submit to the LEA Board a description of (1) budgeted and actual expenditures of the Plan, (2) how the expenditures relate to the school’s Plan, and (3) how the school measures the success of the school’s participation in the program. The above sample plan fulfills these requirements.

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

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

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



**School Year:** 2026-2027

**School:** Leadership Learning Academy-Ogden

**Date Board Student Success Framework Approved:** June 10, 2019

**Date Teacher and Student Success Plan Approved:**

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

#### **Goal based on School Needs**

1. Students in 1<sup>st</sup> grade at LLA-Ogden will increase their Acadience reading and math assessment BOY to EOY composite score by 2%.

#### **Measurement**

1. Goal 1 as measured by end of year Acadience reading and math assessment 2027.

#### **Action Steps**

- Administration will provide teachers and/or staff with professional learning opportunities to implement Acadience reading and math assessment and progress monitoring.
- Teachers will use data to create instructional opportunities for students.
- Students will take Acadience reading and math assessments 3x a year.

#### **Budget**

- 75% of the TSSA funds will be used for paraprofessionals salaries, curriculum, and materials to support Multi-Tiered Systems of Support.
- 25% of the TSSA funds will be used for salaries and benefits

NOTES for the Board of Directors: According to statute, administration needs to annually submit to the LEA Board a description of (1) budgeted and actual expenditures of the Plan, (2) how the expenditures relate to the school’s Plan, and (3) how the school measures the success of the school’s participation in the program. The above sample plan fulfills these requirements.

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

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## LLA Board of Director's Meeting Monday, May 11, 2026

### **Action Item:** *Special Education Services Agreement*

#### **Issue:**

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When the School enters into an agreement with a company and the total amount incurred in one year has a potential to exceed the purchasing policy amount of \$25,000, the agreement must be approved by the Board.

#### **Background:**

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For the past few years, the administration has determined that the school needed additional services in order to better meet student needs and remain in compliance. The administration and Academica West have discussed the school's special education needs and how Academica West can help meet those needs.

Academica West has seen that many schools could use additional special education services. In order to better meet outstanding needs, Academica West has begun offering packages of additional special education services that fall outside of its main management agreement. The proposed Special Education Services Agreement will allow Academica West to provide the school with a package of additional special education services that will help the school better meet student needs and remain in compliance.

The Academica West Special Education Agreement is for the 2026-2027 school year and the cost is a one-time fee of \$60,000 that is due upon the execution of the agreement.

#### **Recommendation:**

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It is recommended that the board approve the AW Special Education Services Agreement and allow the Board President to sign on behalf of the school.

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

**SPECIAL EDUCATION SERVICES AGREEMENT  
BETWEEN  
LEADERSHIP LEARNING ACADEMY  
AND  
ACADEMICA WEST, LLC**

This SPECIAL EDUCATION SERVICES AGREEMENT (the “Agreement”) is entered into with an effective date of July 1, 2026 (the “Effective Date”) by and between Leadership Learning Academy (the “School”), and Academica West, LLC, a Utah limited liability company (the “Contractor”).

**RECITALS**

- A. The School has received a charter (the “Charter”) from the Utah State Charter School Board (the “Authorizer”) to operate a charter school.
- B. The School desires to ensure that it provides special education services to its students and operates its special education program in accordance with the requirements of its Charter and applicable laws.
- C. The Contractor has expertise and knowledge regarding the requirements associated with providing special education services and operating a special education program in compliance with applicable legal requirements.
- D. The School believes that contracting with the Contractor for special education services will allow the School’s administration to more successfully meet the requirements associated with providing special education services to its student and operating a special education program.
- E. The School and the Contractor desire to enter into this Agreement for the purpose of having The Contractor provide certain special education services to the School as set forth herein.

**AGREEMENT**

- 1. **Services to be Performed by the Contractor.** The Contractor will perform certain services related to the School’s special education program (the “Services”) as requested by the School. The Services and applicable limitations are identified in Exhibit A attached to this Agreement.
- 2. **Compensation.** As compensation for the Services, the School will pay the Contractor a fee in the amount of sixty thousand dollars (\$60,000) (the “Fee”). The Contractor will invoice the School for the Fee upon the execution of this Agreement, and the School will pay the Contractor by check within thirty (30) days of the date of the invoice.
- 3. **Independent Contractor Status.** The relationship between the Contractor and the School shall be that of independent contractor and contractee. The Contractor shall not be

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considered an employee, partner, joint venturer, representative or agent of the School in connection with any of the transactions or relationships contemplated under this Agreement. The Contractor shall not be authorized, without the prior written consent of the School in each specific case, to act on behalf of or to bind the School.

4. Term and Termination. This Agreement shall run for a term of one (1) year from the Effective Date. However, either party may terminate this Agreement at any time by giving sixty (60) days written notice of termination to the other party.
5. Effect of Termination on Compensation. In the event of termination of this Agreement, the Contractor shall be entitled to retain the pro rata portion of the Fee through the date of termination and will refund to the School the remaining pro rata portion of the Fee within thirty (30) days of the termination date.
6. Data Confidentiality. The terms of the attached Data Confidentiality Addendum shall be considered part of this Agreement.
7. Miscellaneous.
  - (a) Neither party will be considered in default of this Agreement if the performance of any part or all of this Agreement is prevented, delayed, hindered or otherwise made impracticable or impossible by reason of any strike, flood, hurricane, riot, fire, explosion, war, act of God, sabotage, accident or any other casualty or cause beyond either party's control and which cannot be overcome by reasonable diligence and without unusual expense.
  - (b) This Agreement may be altered, changed, added to, deleted from or modified only through the voluntary, mutual consent of the parties.
  - (c) Neither party will assign this Agreement without the written consent of the other party; such consent will not be unreasonably withheld.
  - (d) No waiver of any provision of this Agreement will be deemed or will constitute a waiver of any other provision unless expressly stated.
  - (e) If any provision or any part of this Agreement is determined to be unlawful, void or invalid, that determination will not affect any other provision or any part of any other provision of this Agreement and all such provisions will remain in full force and effect.
  - (f) This Agreement is not intended to create any rights for any third-party beneficiary.
  - (g) This Agreement is made and entered into in the State of Utah and will be interpreted according

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- (h) Every notice, approval, consent or other communication authorized or required by the Agreement will not be effective unless it is in writing and sent postage prepaid by United State mail, directed to the other party as its address hereinafter provided or such other address as either party may designate by notice from time to time in accordance herewith.

Academica West, LLC  
290 N. Flint St, Suite A  
Kaysville, Utah 84037

Leadership Learning Academy  
1111 2nd Street  
Ogden, UT 84404

- (i) The headings in this Agreement are for convenience and reference only and in no way define, limit or describe the scope of this Agreement and will not be considered in the interpretation of this Agreement or any provision hereof.
- (j) The Agreement may be executed in any number of counterparts, each of which will be an original but all of which together will constitute one Agreement.
- (k) Each of the persons executing this Agreement has the full power and authority to execute the Agreement on behalf of the party for whom he or she signs.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the Effective Date.

**Leadership Learning Academy**  
a Utah nonprofit company

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*Terry Capener, Board President*

**Academica West, LLC**  
a Utah limited liability company

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*Matt Mouritsen, President*

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## **EXHIBIT A**

### **Description of the Services**

Over the term of the Agreement, the Contractor will provide the School with the following services as requested by the School:

#### **Special Education Director:**

- Manage parent referral requests
- Manage the IEP, Re-evaluation Schedule
- Obtain files from transfer students (as assigned to SpEd Secretary)
- Create a special education student schedule for 24/25 with SpEd teacher assistance
- Manage “high conflict” parents by attending IEP meetings as teacher of record
- Provide services between 4-6 hours weekly from Aug-Oct, 3-5 hours from Nov-June (adjust as needed)
- Manage Related Service Providers (scheduling, issues, etc.)
- Meet with SpEd teachers, related service providers 1:1 2 x’s per month
- Meet with SpEd team 2 x’s per month
- Meet with Lead Director 1 x per month (as needed)
- Manage parent calls
- Collaborate with special ed secretary
- Complete EYSE and Personnel Reporting
- Complete Program Improvement Plan
- Complete and/or assign Internal Monitoring
- Other duties as assigned

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## DATA CONFIDENTIALITY ADDENDUM

### Recitals

1. The School and The Contractor are parties to a Special Education Services Agreement (the “**Agreement**”) to which this Addendum is attached regarding services to be provided by The Contractor to the School (the “**Contractor Services**”).
2. Utah Code § 53E-9-309 establishes requirements for contracts between educational entities such as the School and third-party providers such as the Contractor.
3. The parties are entering into this Addendum, in order to ensure that the Agreement complies with Section 53E-9-309 and other applicable legal requirements.

### Agreement

Now, therefore, in consideration of the foregoing and the mutual covenants and promises of the parties hereto, the parties agree as follows:

1. Except as provided in Utah Code § 53E-9-309(4), the Contractor will not use any personally identifiable student data received from the School for any purpose other than to provide the Contracted Services to the School.
  - (a) “Personally identifiable student data” means student data that identifies or is used by the holder to identify a student and includes:
    - (i) a student’s first and last name;
    - (ii) the first and last name of a student’s family member;
    - (iii) a student’s or a student’s family’s home or physical address;
    - (iv) a student’s email address or other online contact information;
    - (v) a student’s telephone number;
    - (vi) a student’s social security number;
    - (vii) a student’s biometric identifier;
    - (viii) a student’s health or disability data;
    - (ix) a student’s education entity student identification number;
    - (x) a student’s social media username and password or alias;

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- (b) if associated with personally identifiable student data, the student's persistent identifier, including:
  - (i) a customer number held in a cookie; or
  - (ii) a processor serial number;
  - (iii) a combination of a student's last name or photograph with other information that together permits a person to contact the student online;
  - (iv) information about a student or a student's family that a person collects online and combines with other personally identifiable student data to identify the student; and
  - (v) other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have first-hand knowledge of the relevant circumstances, to identify the student with reasonable certainty.
- 2. The Contractor acknowledges that all student data of the School is the School's and/or students' property. The Contractor will collect, use, store, and share personally identifiable student data only in accordance with the Agreement, this Addendum, Utah Code §53E-9-309, as it may be amended, and any administrative rules adopted by the Utah State Board of Education. The parties acknowledge and agree that the terms of Utah Code § 53E-9-309, as it may be amended, and any administrative rules adopted by the Utah State Board of Education implementing Utah Code § 53E-9-309 govern the relationship between the parties.
- 3. The Contractor may only share personally identifiable student data with employees and independent contractors of the Contractor who have a legitimate need to such data in order to enable the Contractor to provide the Contracted Services to the School. The School may request that the Contractor notify the School of independent contractors with whom the Contractor shares such data and the purpose for which such data is shared and to verify to the School that such independent contractors are bound by confidentiality agreements similar in scope to this Addendum.
- 4. At the request of the School, the Contractor will allow the School or its designee to audit the Contractor in order to verify compliance with the terms of the Addendum that relate to the confidentiality and protection of personally identifiable student data. This right to conduct an audit is subject to the Contractor's confidentiality obligations to other customers and third parties.
- 5. During the term of the Agreement, the Contractor will delete personally identifiable student data at the request and direction of the School.

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6. At the completion of the parties' agreement, if the Agreement has not been superseded by a new agreement executed in accordance with applicable procurement requirements, the Contractor shall return or delete upon the School's request all personally identifiable student data of the School in the Contractor's possession and provide to the School written verification of the return or deletion of such data, including deletion from the Contractor's back-up system.
7. The Contractor covenants and agrees that it shall indemnify and hold the School harmless from and against any and all third-party losses, claims, legal fees, and liabilities related to or derived from any breach of this Addendum by the Contractor or its employees, agents, officers, and directors.
8. In the event of any conflict between the Addendum and the Agreement, the terms of this Addendum shall govern.

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## LLA Board of Director's Meeting Monday, May 11, 2026

### Action Item: *KnowAtom Science Curriculum*

#### **Issue:**

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The Board needs to approve new curriculum.

#### **Background:**

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KnowAtom is a comprehensive, NGSS-aligned K-8 science and engineering curriculum designed to foster student-centered, hands-on learning, transitioning students from passive observers to active scientists. It provides a full-year, inquiry-based program featuring Grade-Level Reading, Socratic dialogue, and integrated hands-on materials to explore real-world phenomena.

The Ogden campus has implemented the KnowAtom science curriculum in 6th grade since the 2023–2024 school year, following two public comment periods in which all stakeholders were formally notified and invited to provide feedback. Since its adoption, the curriculum has contributed to measurable improvements in state science assessment scores for Ogden's 6th-grade students. In light of these demonstrated results, we recommend expanding the KnowAtom curriculum to grades 4–5 to ensure greater instructional alignment and to further strengthen science achievement (\$29,207.18). The Layton campus likewise seeks to adopt the curriculum for grades 4–6 to provide a consistent, research-based science program across both campuses (\$52,688.24).

#### **Recommendation:**

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It is recommended that the Board approve the Know Atom Science Curriculum for an amount not to exceed \$85,000.

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## Quote for Leadership Learning Academy - Grades 4-5 (2026-27)

**Leadership Learning Academy - Ogden** Reference: 20260408-140401456  
1111 2nd Street  
Ogden, UT 84404

Quote created: April 8, 2026  
Quote expires: July 15, 2026

**Brandi Graber**  
bgraber@llacharter.org  
+18017845170

Nicole Lanoue  
School Outreach  
nlanoue@knowatom.com  
+16174753475

### Comments from Nicole Lanoue

This quote is for the Leadership Learning Academy for the 2026-27 school year. It includes Grades 4-5 NGSS curriculum teacher binders, full-year durable and consumable kit materials (consumables include student nonfiction Readers and living organism fulfillment), and one-year online teacher licenses to KnowAtom Interactive. The quote also includes a virtual professional development orientation session.

- Grade levels: 4-5
- Number of science teachers:
  - Grade 4: 3
  - Grade 5: 2
- Number of students per teacher:
  - Grade 4: 64 (approx. 21 per teacher)
  - Grade 5: 50 (25 per teacher)
- KnowAtom Kit size: Sets for 25 Students

\*Pricing reflects a 3-year agreement materials discount of 15%.

## Products & Services

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Grade 4 Teacher Binder	3	\$343.41	<b>\$875.70</b> after 15% discount
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Grade 4 Durables for 25 Students - Units 1-9	3	\$2,953.34	<b>\$7,531.02</b> after 15% discount
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Grade 4 Consumables for 25 Students - Units 1-9	3	\$2,266.52	<b>\$5,779.63</b> after 15% discount
<hr/>			
Grade 5 Teacher Binder	2	\$343.41	<b>\$583.80</b> after 15% discount
<hr/>			
Grade 5 Durables for 25 Students - Units 1-9	2	\$2,953.34	<b>\$5,020.68</b> after 15% discount
<hr/>			
Grade 5 Consumables for 25 Students - Units 1-9	2	\$2,266.52	<b>\$3,853.08</b> after 15% discount
<hr/>			
Grade 4 One Year Teacher Interactive License fee	3	\$654.12	<b>\$0.00</b> after 100% discount
<hr/>			
*Included with full-year consumables			
<hr/>			
Grade 5 One Year Teacher Interactive License fee	2	\$654.12	<b>\$0.00</b> after 100% discount
<hr/>			
*Included with full-year consumables			
<hr/>			
Professional Development Remote Orientation Session: 1.5 hour	1	\$846.87	<b>\$0.00</b> after 100% discount
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*Included with new implementation			

One-time subtotal

\$23,643.91

after \$8,289.91 discount

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Shipping and Handling

\$5,563.27

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Total

\$29,207.18

**Purchase terms**

## Questions? Contact me



Nicole Lanoue

School Outreach

[nlanoue@knowatom.com](mailto:nlanoue@knowatom.com)

+16174753475

KnowAtom, LLC

10 Brady Dr Unit 3

Ipswich, MA 01938

United States



## New Implementation Quote for Leadership Learning Academy Layton - Grades 4-6 (2026-27)

**Leadership Learning Academy - Layton** Reference: 20260414-125823954  
100 West 2675 North  
Layton, UT 84041

Quote created: April 14, 2026

Quote expires: July 15, 2026

Nicole Lanoue

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**Brandi Graber**

[bgraber@llacharter.org](mailto:bgraber@llacharter.org)

+18017845170



### Comments from Nicole Lanoue

This quote is for the Leadership Learning Academy – Layton Campus for the 2026-27 school year. It includes Grades 4-6 NGSS curriculum teacher binders, full-year durable and consumable kit materials (consumables include student nonfiction Readers and living organism fulfillment), additional student reader sets (so each student has their own set), and one-year online licenses to KnowAtom Interactive for each teacher. The quote also includes virtual professional development sessions.

- Grade levels: 4-6
- Number of science teachers:
  - Grade 4: 3
  - Grade 5: 3
  - Grade 6: 2
- Number of students per teacher:
  - Grade 4: 77 (approx. 25 per teacher)
  - Grade 5: 77 (approx. 25 per teacher)
  - Grade 6: 55 (approx. 27 per teacher)
- KnowAtom Kit size: sets for 25 Students

\*Pricing reflects a 3-year agreement materials discount of 15%.

## Products & Services

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Grade 4 Teacher Binder	3	\$343.41	<b>\$875.70</b> after 15% discount
Grade 4 Durables for 25 Students - Units 1-9	3	\$2,953.34	<b>\$7,531.02</b> after 15% discount
Grade 4 Consumables for 25 Students - Units 1-9	3	\$2,266.52	<b>\$5,779.63</b> after 15% discount

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Grade 4 Student Reader Set - Units 1-9	2	\$66.38	\$112.85 after 15% discount
Grade 5 Teacher Binder	3	\$343.41	\$875.70 after 15% discount
Grade 5 Durables for 25 Students - Units 1-9	3	\$2,953.34	\$7,531.02 after 15% discount
Grade 5 Consumables for 25 Students - Units 1-9	3	\$2,266.52	\$5,779.63 after 15% discount
Grade 5 Student Reader Set - Units 1-9	2	\$66.38	\$112.85 after 15% discount
Grade 6 Teacher Binder	3	\$480.78	\$1,225.99 after 15% discount
Grade 6 Durables for 25 Students (Microscopes not included) - Units 1-9	2	\$3,269.29	\$5,557.79 after 15% discount
Grade 6 Consumables for 25 Students - Units 1-9	3	\$2,740.43	\$6,988.10 after 15% discount
Grade 6 Student Lab Manual Set - Units 1-9	5	\$66.38	\$282.11 after 15% discount
Grade 4 One Year Teacher Interactive License fee	3	\$654.12	\$0.00 after 100% discount

\*Included with full-year consumables

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Grade 5 One Year Teacher Interactive License fee	3	\$654.12	\$0.00 after 100% discount
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\*Included with full-year consumables

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Grade 6 One Year Teacher Interactive License fee	2	\$654.12	\$0.00 after 100% discount
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\*Included with full-year consumables

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Professional Development Remote Onboarding Session: 1.5 hour	1	\$846.87	\$0.00 after 100% discount
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\*Included with new implementation

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Professional Development Remote Session: 1 hour	1	\$573.68	\$0.00 after 100% discount
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\*Included with new implementation

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One-time subtotal			\$42,652.39 after \$14,180.37 discount
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Shipping and Handling			\$10,035.85
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Total			\$52,688.24
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**Purchase terms**

## Questions? Contact me



Nicole Lanoue  
School Outreach  
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## LLA Board of Director's Meeting Monday, May 11, 2026

### Action Item: *Lexia Core5 Reading Renewal*

#### **Issue:**

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In accordance with the school's purchasing policy, all invoices that exceed \$25,000 must be approved by the Leadership Learning Academy Board of Directors. This includes all purchases from a single vendor in a 30-day period.

#### **Background:**

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Lexia Core5 Reading is a personalized learning program that helps students develop foundational reading skills in pre-K through 5th grade. It focuses on six key areas: phonological awareness, phonics, fluency, vocabulary, comprehension, and structural analysis. The program uses a three-part blended learning model with individualized online activities, ongoing progress monitoring, and teacher-led instruction.

LLA has been using this program since 2023 to assist with our LETRS training. The subscription is for one year and the renewal cost is for both campuses.

#### **Recommendation:**

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It is recommended that the Board approve the Lexia Core5 Reading renewal in the amount of \$27,600.

**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.

# QUOTE



## Lexia Learning Systems LLC

17855 Dallas Parkway, Suite 400  
Dallas, TX 75287 USA  
Phone: (978) 405-6200  
Fax: (978) 287-0062

Quote #: Q-688615-4  
Created Date: 4/8/2026

Prepared By: Nikki Osborn  
Email: nikki.osborn@lexialearning.com

Quote To:  
Melissa Macchia  
Leadership Learning Academy  
1111 2nd St  
Ogden, UT 84404 US

Bill To:  
Melissa Macchia  
Leadership Learning Academy  
290 NORTH FLINT ST  
KAYSVILLE, UT 84037 US

Start Date	End Date	Quantity	Line Item Description	Sales Price	Total Price
8/1/2026	7/31/2027	2	Lexia Core5 Reading Unlimited License with School Success Partnership Renewal: Cooperative Contract pricing: MA4532	\$13,800.00	\$27,600.00

Total Price \$27,600.00  
Est. Tax \$0.00  
Total Due \$27,600.00

*If you are Tax-Exempt, please send a copy of your Tax-Exempt Certification with your PO. Please note that if you have previously provided this certificate to Voyager Sopris, we will need a new certificate issued to Lexia Learning Systems.*

### Email Purchase Orders with quote number **Q-688615-4** to the following:

Attn: Nikki Osborn  
Email: nikki.osborn@lexialearning.com

### PLEASE NOTE THE QUOTE NUMBER MUST APPEAR ON PURCHASE ORDER(S) IN ORDER TO PROCESS.

#### TERMS AND CONDITIONS

\*\*Prices included herein are exclusive of all applicable taxes, including sales tax, VAT or other duties or levies imposed by any federal, state or local authority, which are the responsibility of Customer. Any taxes shown are estimates for informational purposes only. Customer will provide documentation in support of tax exempt status upon request. Pricing is valid 60 days. Lexia will invoice the total price set forth above upon Customer's acceptance. Payment is due net 30 days of invoice.

**TERM**  
This quote serves as an Order Agreement and becomes effective upon its acceptance by both parties. The Product/Services purchased pursuant to this Agreement will begin on or about the start date set forth above and continue in effect for the Product/Service Term set forth above ("Subscription Period"). Unless otherwise set forth herein, all Product licenses shall have the same start and end dates, all Products are deemed delivered upon provisioning of license availability, and all Services must be used within the Subscription Period; unused Product licenses or Services are not eligible for refund or credit. Without prejudice to its other rights, Lexia may suspend delivery of the Product/Services in the event that Customer fails to make any payment when due.

#### ORDER PROCESS

To submit an order, please send by email to your sales representative's email address listed above or to [lexia\\_orders@lexialearning.com](mailto:lexia_orders@lexialearning.com). To pay with credit card, please send your contact information and quote number to [lexia\\_orders@lexialearning.com](mailto:lexia_orders@lexialearning.com)

[Back to Agenda](#)



## Lead Director Report

5/11/2026

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

We continue to hold monthly directors' meetings focused on CREW. We are clarifying what CREW should look like in classrooms

- ★ What opportunities it can provide for students, such as being guides for school tours
- ★ At least one service project a year for each grade level
- ★ Grapple with hard problems as a group to prepare them for life
- ★ Create Grit.

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

We have hired full time instructional coaches at both Campuses for next year. In Ogden we hired Shari Smith who has been assigned to LLA in Ogden from the State. In Layton we have hired Karen Barlow, soon to be Karen Peril as she is getting married the end of May. Karen will be the first fulltime instructional coach in Layton in a few years. We are excited to have these coaches in each building. We believe it will help us increase scores by ensuring good science based instructional strategies are being used.

I have scheduled a meeting with School admin and coaches for June 4<sup>th</sup>. We will be creating a retention plan based on SB 241 and the early childhood literacy law that was passed this past congressional session.

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

Strategica has started working on our marketing campaign. They have met and interviewed several families to find threats and opportunities for our school. The focus currently has been in Ogden. Once this is up and moving, we will work to include Layton. They will be rolling out the initial marketing by June. We will be holding monthly meetings with the Strategica team to discuss what we are seeing and if we need to change the focus of our marketing.

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

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I will be creating some budgets for each building admin to use/refer to as they plan events throughout the year. These budgets will be for them to work from this next fiscal year and moving forward. These budgets will include but not be limited to the following;

- ★ Secretaries day
- ★ Teacher appreciation
- ★ Treats for Trainings
- ★ Parent conference meals for staff
- ★ End of year celebrations
- ★ Guidelines for teacher orders for classroom supplies and parties

### **Enrollment Report:**

<b>Current</b>	<b>26-27</b>
★ <b>LEA:</b> 861students	<b>LEA:</b> 849*
★ <b>Layton:</b> 508students	<b>Layton:</b> 518
★ <b>Ogden:</b> 353 students	<b>Ogden:</b> 331
★ Currently down 5 students for our re-enrollment of students currently enrolled.	

\*As of May 7, 2026

### **Growth and Literacy Proficiency:**

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# Strategic School Plan 2026-2027

1. **Schoolwide Unity & Collaboration by Implementing the CREW Program**
  - a. Grade level service projects
2. **Teacher & Staff Development**
  - a. Focus on Instructional Coaching
  - b. Growth Goals not Achievement goals.
3. **Fiscal Responsibility**
  - a. Focus on increased enrollment (Strategica)
4. **Student Growth & Maintain Literacy Proficiency**
  - a. Student engagement

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