American Leadership Academy
Board of Trustees/Charter TrustLands Meeting Agenda
June 24, 2026 6pm
ALA Jr High Central Office Room 222B

Subject

Open Board Meeting Agenda
Approval of Board Minutes from 4-29-26

JSearle
- Dates for 2026-27 Board Meetings
- Final Budget 2026
- Original Budget 2027
- Policy Teacher & Student Success Act (TSSA)
- TSSA Budget
- ALA Board By-Laws

JDavis
- LEA Specific Licenses

BPeterson/SWright
- Parent Council

Charter 1 Staff
- Charter One Reports

Open Public Discussion -

Move to Closed Meeting -
- Board Hiring Conflict of Interest

American Leadership Academy

Date: 04/29/26	Location: ALA JH Room 226	
Public Meeting of the Board of Trustees:	Jan Searle taking minutes	
Called to order:	Mike Johnson	6:00 PM
Attendance	Administration in Attendance	
Mike Johnson Yes	Rich Morley Yes	
Brenda Peterson Yes	Jan Searle Yes	
Matt Throckmorton Yes	Juliel Davis Yes	
Cody Reynolds Yes	Sheldon Carvalho Yes	
Monique Hone Yes	Rhett Anderson Yes	
Summer Wright Yes	Stephanie Diediker Yes	
	Les Hamilton Yes	
	Jessica Boren Yes	
Attendees:	See Roll	
Items of Business		
TOPIC	**DISCUSSION**	**ACTION**
Approval of Minutes for 03/26/2026	Minutes are good as they are	Summer Wright made a motion to accept the minutes. Brenda Peterson seconded. Roll call vote. Passes 100% in the affirmative.
Directors Report	Construction is moving along. Soil issue has been taken care of. Footings will happen tomorrow. Hoping to start the skeleton of the building later in May. When school starts again the asphalt and concrete will be back in for full access. Completion date hopeful for December 1st.	
Mtech Purchase Agreement	The Board was sent the purchase agreement. It has a leaseback option in it. Shop space at $.45/sq ft. Educational space at $1.25/sq ft. No financing contingency. The seller warrants all systems are in good working order at closing. MTEC anticipates being out in December of 2026. We will purchase with 6 million from the bond and the rest 2,210,000 from days cash on hand. There will be some renovation that will need to take place to make it work for our needs. Target closing is July 2026. We would open a preschool in August 2027. Cody Reynolds asked if we had plans for the additional property. We would probably create some additional parking space and use the shop space for some of our CTE classes. Would also provide additional bus parking and storage. We could also sell part of the property.	Cody Reynolds made a motion to accept the Mtech Purchase Agreement. Monique Hone seconded. Roll call vote. Passes 100% in the affirmative.

Bank Account Signing Resolution with Charter One	Charter One will need access to the bank accounts and we would like to add Rodney Richins from Charter One to be a signer. Charter One will need approval from the Board if they want to change their signer.	Brenda Peterson made a motion to accept the Bank Account Signing Resolution. Cody Reynolds seconded. Roll call vote. Passes 100% in the affirmative.
Non-Disclosure Agreement with Charter One	This is a data governance agreement that binds Charter One legally to not share student records because they will access to this information.	Matt Throckmorton made a motion to accept the Non-Disclosure Agreement. Summer Wright seconded. Roll call vote. Passes 100% in the affirmative.
Interim Operational Agreement with Charter One	Gives Charter One the ability to start being involved in the decision making for the upcoming school year.	Brenda Peterson made a motion to accept the Interim Agreement. Matt Throckmorten seconded the motion. Roll call vote. Passes 100% in the affirmative.
Dress Code Policy Update	The principals presented an update to the current Dress Code Policy. The principals have been looking at this for awhile and would like to align our current policy to ALA Arizona. Did our due diligence to be gender neutral. Took out some items in order to simplify the dress code. Blue jeans will no longer be allowed except on spirit days. Blue jeans have been hard to monitor. and was added on a conditional basis. We want to build unity. Parents are looking for something different. Mike Johnson noted that girls was still there with leggings and boys clean shaven. Those terms will be removed. Matt wanted to know if this is enforceable. We believe yes it is. Brett from Charter One stated that yes this is enforcable, but it needs to be enforced by all teachers and administration. Monique raised some concerns with the dance dress code. Making sure that students can make alterations ahead of time. Some individuals believe that it doesn't matter if they wear jeans it's about enforcement and educating the faculty about the reason for a dress code. Jordan from Charter One stated that why they don't allow blue jeans is that it is more about providing a more uniform approach that is easier to enforce. Jeans has too many options and downgrades the professional look. It shouldn't just be about a modesty issue but be more about providing consistency. Mr. Carvalho would like no blue jeans so that our students would look more professional. We are not trying to be like other schools. Mr. Anderson sees that in the Secondary it does make a difference in the culture. Not as crucial in the Elementary. It will set us apart from other schools.	Matt Throckmorton made a motion to accept the Dress Code Policy with the stated changes. Summer Wright seconded the motion. Roll call vote. Matt yes, Summer yes, Monique no, Mike yes, Cody yes, Brenda yes. Motion passes with a majority.
Patriotic Civic and Character Education Policy	According to R277-475 schools are required to provide instruction for patriotic, civic, and character education. Core Topics: Instruction includes U.S. history, the U.S. flag, and the Pledge of Allegiance. Also provide Character Education that foster values that build an "upright and desirable citizenry" Board wanted to know if the school is currently teaching these items in the policy. Mr. Morley said yes.	Cody Reynolds made a motion to accept the policy. Brenda Peterson seconded. Roll call vote. Passes 100% in the affirmative.

Fees for 2026-27	Jan Searle presented a copy of the student fees for the 26-27 school year. The fees have remained the same except for a fee for PE being eliminated because we are required to provide a free pathway for graduation and will need these classes to be free in order to do that. We have also added Floriculture and Graphic Design to the fees for the upcoming year. This is so they will be able to create floral arrangements and in Graphic Design to 2 print designs for t-shirts for themselves.	Matt Throckmorten made a motion to accept the fees for the 2027 school year. Cody Reynolds seconded. Roll call vote. Passes 100% in the affirmative.
Tentavie Budget Revised 2026 and Original Budget 2027	Jan Seare presented a proposed revised budget for the current school year and for the upcoming school year. The lunch program will need to raise their prices for the upcoming year because they continue to be in the negative. This was okay when we had a large carry over, but we no longer have that. Our costs are actually less then what was in the original budget and it looks like will be around 2 million up for this school year. With the management costs for next year we should still balance but will need to probably reduce their percentage.	
TrustLand Plan 2026-27	Juliel Davis presented a proposed budget for the Land Trust funds. Very similar to last year with curriculum needs. The principals will present their goals and reason for the budget. Goals in the Elementary are based around math and reading and the CKLA program. They will also purchase keyboarding curriculum and PD for Writing without Tears. Secondary will be using their money for math and science to increase RISE assessments. Will purchase additional math and science curriculum along with science lab supplies. Will also purchase new online curriculum Will puchase additional chromebooks for the online courses.	Matt Throckmorton made a motion to accept the Landtrust plan for 2026-27. Brenda Peterson seconded. Roll call vote. Passes 100% in the affirmative.
Public Discussion	None	
Meeting Closed	8:20 PM	Cody Reynolds made a motion to close the open meeting and move to a closed meeting for the Director evaluation. All in favor.
Closed Meeting	Director evaluation	

AMERICAN LEADERSHIP ACADEMY			
	2026 Original Budget	2026 Revised Budget	2027 Original Budget
School Operations Net Revenues			
Total 1000 Local sources	$ 1,705,000.00	$2,303,170.00	$ 2,200,500.00
Total State	$ 18,821,453.00	$19,233,167.00	$ 20,017,800.00
Total Federal	$ 1,001,500.00	$583,885.00	$ 634,000.00
Total Revenue, 10 General Fund	**$ 21,527,953.00**	**$22,120,222.00**	**$ 22,852,300.00**
Expenditures			
10 Instruction			
100 Salaries and wages	$ 7,800,000.00	$7,519,100.00	$ 7,517,100.00
200 Employee benefits	$ 2,700,000.00	$2,768,500.00	$ 2,815,000.00
300 Professional and technical	$ 125,000.00	$125,000.00	$ 130,000.00
500 Other purchased services	$ 10,000.00	$8,500.00	$ 8,000.00
600 Supplies and materials	$ 526,000.00	$613,500.00	$ 718,985.00
700 Property		$16,500.00	$ 15,000.00
Total 10 Instruction	$ 11,161,000.00	$11,051,100.00	$ 11,204,085.00
21 Student support			
100 Salaries and wages	$ 420,000.00	$470,500.00	$ 483,000.00
200 Employee benefits	$ 134,000.00	$162,400.00	$ 152,000.00
300 Professional and technical	$ 354,500.00	$435,500.00	$ 436,500.00
500 Other purchased services	$ 23,000.00	$33,000.00	$ 38,000.00
600 Supplies and materials	$ 600,000.00	$703,700.00	$ 685,500.00
700 Property	$ -	0	$ -
Total 21 Student support	$ 1,531,500.00	$1,805,100.00	$ 1,795,000.00
22 Educational staff support			
100 Salaries and wages	$ 50,000.00	$56,000.00	$ 57,000.00
200 Employee benefits	$ 25,000.00	$27,500.00	$ 26,500.00
300 Professional and technical	$ 28,000.00	$20,000.00	$ 20,000.00
500 Other purchased services	$ -	$500.00	
600 Supplies and materials	$ 36,000.00	$22,500.00	$ 25,000.00
800 Other objects	$ 2,000.00	$2,000.00	$ 2,000.00
Total 22 Educational staff support	$ 141,000.00	$128,500.00	$ 130,500.00
23 Entity administration			
100 Salaries and wages	$ 200,000.00	$215,000.00	$ 95,000.00
200 Employee benefits	$ 75,000.00	$79,000.00	$ 43,000.00
300 Professional and technical	$ 27,000.00	$30,500.00	$ 31,000.00
500 Other purchased services	$ 15,000.00	$20,000.00	$ 20,000.00
600 Supplies and materials	$ 1,000.00	$2,000.00	$ 2,000.00
800 Other objects	$ 17,000.00	$15,000.00	$ 15,000.00
Total 23 Entity administration	$ 335,000.00	$361,500.00	$ 206,000.00
24 School administration			
100 Salaries and wages	$ 763,000.00	$926,000.00	$ 1,227,000.00
200 Employee benefits	$ 269,000.00	$333,000.00	$ 412,608.00
300 Professional and technical	$ 15,000.00	$14,500.00	$ 17,000.00
500 Other Purchased services	$ 5,000.00	$1,000.00	$ 1,000.00
600 Suplies and materials	$ 5,000.00	$29,000.00	$ 30,000.00
Total 24 School administration	$ 1,057,000.00	$1,303,500.00	$ 1,687,608.00

25 Central services				
100 Salaries and wages	$	623,000.00	$585,000.00	$	498,000.00
200 Employee benefits	$	453,000.00	$208,500.00	$	165,000.00
300 Professional and technical	$	50,000.00	$108,000.00	$	2,000,000.00
500 Other purchased services	$	6,500.00	$5,000.00	$	5,000.00
800 Other objects	$	10,000.00	$38,000.00	$	35,000.00
Total 25 Central services	$	1,142,500.00	$944,500.00	$	2,703,000.00
26 Facilities					
100 Salaries and wages	$	140,000.00	$142,000.00	$	141,500.00
200 Employee benefits	$	53,000.00	$53,500.00	$	53,000.00
300 Professional and technical	$	120,000.00	$100,000.00	$	80,000.00
400 Property services	$	413,000.00	$495,000.00	$	483,000.00
500 Other purchased services	$	68,000.00	$82,500.00	$	90,000.00
600 Supplies and materials	$	460,000.00	$817,000.00	$	775,000.00
700 Property	$	10,000.00	$22,000.00	$	20,000.00
Total 26 Facilities operation	$	1,264,000.00	$1,712,000.00	$	1,642,500.00
27 Student Transportation					
100 Salaries and wages	$	1,500.00	$7,000.00	$	8,000.00
200 Employee benefits	$	300.00	$2,000.00	$	1,700.00
300 Professional and technical	$	-	0	$	-
400 Property services	$	17,000.00	$10,000.00	$	12,000.00
500 Other purchased services	$	40,000.00	$48,500.00	$	48,500.00
600 Supplies and materials	$	15,000.00	$25,000.00	$	25,000.00
700 Property	$	-	$0.00	$	-
Total 27 Student Transportation	$	73,800.00	$92,500.00	$	95,200.00
50 Debt service					
830 Interest on long-term debt	$	1,681,025.00	$1,766,879.00	$	2,114,519.00
840 Principal on long-term debt	$	1,055,000.00	$670,000.00	$	1,080,000.00
Issurer Costs	$	90,000.00	$621,893.00	$	100,000.00
Total 50 Debt service	$	2,826,025.00	$3,058,772.00	$	3,294,519.00
TOTAL REVENUES	$	21,526,953.00	$22,120,222.00	$	22,852,300.00
TOTAL EXPENDITURES	$	20,813,125.00	$20,457,472.00	$	22,768,412.00
Total School Net Revenues	**$**	**713,828.00**	**$1,662,750.00**	**$**	**83,888.00**
Other Financing Sources Bond			**$24,267,653.00**	**$**	**18,090,653.00**
Facilities Acquistion			**($6,177,000.00)**	**$**	**18,090,653.00**
			$18,090,653.00		
Food Service Revenue					
Total 1000 Local sources	$	196,000.00	$223,100.00	$	237,000.00
Total State	$	150,000.00	$120,000.00	$	150,000.00
Total Federal	$	400,000.00	$347,800.00	$	405,000.00
Total Revenue Food Service	**$**	**746,000.00**	**$690,900.00**	**$**	**792,000.00**
31 Foods					
100 Salaries and wages	$	300,000.00	$292,500.00	$	290,000.00

200 Employee benefits	$ 41,000.00	$45,300.00	$ 44,000.00
300 Professional Services		$1,250.00	$ -
400 Property services	$ 119,500.00	$107,000.00	$ 110,000.00
600 Supplies and materials	$ 473,500.00	$397,300.00	$ 388,000.00
700 Property	$ -	$21,300.00	$ -
Total 31 Foods	$ 934,000.00	$864,650.00	$ 832,000.00
TOTAL REVENUES Food Service	$ 746,000.00	$701,000.00	$ 792,000.00
TOTAL EXPENDITURES Food Service	$ 934,000.00	$864,650.00	$ 832,000.00
Total Food Service Net Revenues	$ (188,000.00)	($173,750.00)	$ (40,000.00)

Policy Number: 2250

Dated: 01/24/2023

POLICY TEACHER AND STUDENT SUCCESS ACT

PURPOSE

American Leadership Academy Board of Trustees highly value individual teachers and students and is fully committed to individual teacher and student success. In accordance with state law, the Teacher and Student Success Act (TSSA), the Board of Trustees shall adopt a student success framework to provide guidelines and processes for the school to improve student performance and student academic achievement. They recognize its responsibility to annually review individual school teacher and student success plans in accordance with the adopted framework.

FRAMEWORK

The objective of the TSSA Plan is to improve school performance or student academic achievement. The goal of the TSSA Plan shall be to improve school performance or student academic achievement by 1% per year or the necessity of a change of TSSA Plan is indicated. In accordance with statute and USBE rule, ALA may spend TSSA monies on the following:

1. ALA may spend up to 40% of its allocation to increase pay of existing teachers, if ALA's average teacher salary is below the state average.
2. ALA may spend up to 5% of allocation on personnel retention, not including uniform salary increases.
3. ALA may use 28% to hire additional part/full time certified school employees, including, content specialists, student emotional support professionals and education technology coaches.
4. Starting in the 2027-2028 school year If ALA is performing below the statewide goal described in Section 53E-3-1001 for third-grade reading then the school will allocate at least 50% of the school's total distribution for:
   a. Evidence-based strategies and practices for addressing low literacy rates in alignment with the science of reading; and
   b. Reading interventions in accordance with Chapter 10, Part 8, of Literacy Interventions.
5. ALA may spend the balance as determined by the school's TSSA Plan including, but not limited to, the following:
   a. Personnel stipends for taking on additional responsibility outside of a typical work assignment;
   b. Professional learning;
   c. Additional school employees, including counselors, social workers, mental health workers, tutors, media specialists, information technology specialists, or other specialists.

AMERICAN LEADERSHIP ACADEMY
TSSA PLAN 2026-2027

School: American Leadership Academy

$547,820.00

1. **Continue supplementation of teacher salaries to hire and retain highly qualified teachers.**
   Action Steps: Part of the funding will be used by the school to increase salary and benefits for certified teachers serving in an academic function according to USBE Rule R277-927.

   Budget: $ 200,000.00

2. **Funding for Instructional Coach.**
   Action Steps: Funding is used to pay for the salary an instructional coach to mentor and support the teachers.
   a. The instructional coach will provide guidance where needed, and focus on strengths, collaboration and common issues of concern.
   b. They are responsible for ensuring high-quality instruction in classrooms through modeling, co-planning, co-teaching and providing feedback to teachers.
   c. The instructional coach will demonstrate and model a passion for education and leadership.

   Budget: $135,000

3. **Funding for fine arts teachers in the elementary to improve student engagement, creativity, and attendance.**
   Action Steps: Funding is used to pay for the salary of Fine Arts Teachers to improve student learning, engagement, enthusiasm, and creativity and give the elementary teachers additional prep time.

   Budget: $86,500

4. **Funding for specialty teachers in the elementary grades K-4 to improve student engagement and physical health.**
   Action Steps: Funding will be used to pay for the salary of PE teachers, music teacher and foreign language teacher. This will improve learning and physical health and give teachers additional prep time.

   Budget: $40,000

5. **Partial funding for a Technology Specialist to support teacher instructional technology.**
   Action Steps: Funding is used to pay for Technology specialist to keep instructional and assessment technology up to date and functional in the classrooms so that teachers can give instruction without interruptions for students in the class or at home.

   Budget: $40,000

6. **Funding for a data and RTI specialist to track student progress and train teachers on use of data to guide instruction and intervention.**
Action Steps: Funding is used to pay for the salary of a Data specialist to train teachers on use of data to drive instruction and interventions. Data specialist will track student data progress trends by subgroup to help identify student needs, and collaborate on interventions, curriculum, and programs. Data specialist will train on school and state assessments to help teachers with proper administration, interpretation of data, and use of data to improve student outcomes.

Budget: $87,880

TSSA Budget

Category Name	Total Budget
Salaries (100)	$ 429,000.00
Employee Benefits (200)	$ 101,117.59
Purchased Professional & Tech Services (300)	$
Purchased Property Services (400)	$
Other Purchased Services (500)	$
Travel (580)	$
Supplies and Materials (600)	$
Property Including Equipment (700)	$
Total: (Must match school funding budget)	$ 530,117.59

American Leadership Academy

Date: 06/24/2026	Location: JH Building Room 226	6:03 PM
Public Meeting of the Board of Trustees:	Jan Searle taking minutes	
Called to order:	Mike Johnson	
Board Members in Attendance	Administration in Attendance	
Mike Johnson Yes	Rich Morley No	
Brenda Peterson Yes	Jan Searle Yes	
Electronic	Juliel Davis Yes	
Cody Reynolds No	Sheldon Carvalho Yes	
Monique Hone Yes Electronic	Rhett Anderson Yes	
Summer Wright Yes		
Attendees:	See Roll	
Items of Business		
TOPIC	**DISCUSSION**	**ACTION**
Approval of Minutes for	Minutes are good as they are	Brenda Peterson made a motion to accept the minutes. Matt Throckmorton seconded. Roll call vote. Passess 100% in the affirmative.
Meetings	09/16/26, 10/21/26, 01/20/27, 04/21//27, 06/23/27	
Final Budget 2026	You reviewed a draft of this budget at the last board meeting in April. At that point of time I believed that we would be ahead close to 2 million, but we added flooring to this years budget at $170,000 and additional facility costs along with the bonus for Mr. Morley. This takes us closer to 1.6 million in net revenue minus the negative $170,000 in the food service account. I've kept the bond revenue and expenditures as a separate line item. The revenue from the bond was a little over 24 million and in this fiscal year we will have spent a little over 6 million which will leave us 18 million to be spent in the upcoming school year.	Monique Hone made a motion to accept the final budget for 2026. Brenda Peterson seconded. Roll call vote. Passes 100% in the affirmative.
Original Budget 2027	The budget for the upcoming school year should run similar to the current school year. With the legislative estimates our State revenue will be approximately an additional 1 million dollars. There is an increase under school administration with now having 3 administrators in the Elementary and in the Secondary along with hiring a full time Ahtletic Director. There is also the cost of using Charter One which is currently in the budget at 2 million.	Matt Throckmorten made a motion to accept the Original Budget for 2027. Monique Hone seconded. Roll call vote. Passess 100% in the affirmative.

Policy Teacher & Student Success Act (TSSA)	With the passing of Senate Bill 241 there are some updates that needed to be made to the Teacher and Student Success Act Policy. The major change doesn't happen until the 27-28 school year where if ALA is performing below the statewide goal of 70% of third grade reading profiency then the school will need to allocate at least 50% of the school's distribution to address this and provide literacy interventions. The rest of the changes pushes the responsibility of reporting on the success of the money being spent by the principals to the board. This will be similar to the reporting required by the Land Trust Program.	Brenda Peterson made a motion to accept the Policy Teacher & Student Success. Matt Throckmorton seconded. Roll call vote. Passess 100% in the affirmative.
TSSA Budget	For the upcoming school year 37% of the TSSA budget will be used to increase teacher salaries. This year the amount added to the teachers salary will be $1500. According to the TSSA Framework that was voted on by the board when this funding became available. The funds will also be used for an instructional coach to work with teachers to imporve their teaching practices. The principals feel that prep time is important for the teachers to have so a portion of the money will be used for the Elementary PE teacher along with teachers for elementary fine arts such as choir, band and orchestra. A portion will also be used for a assessment director to provide the teachers with data to help support their instruction.	Monique Hone made a motion to accept the TSSA budget for 2026 with changes Brenda Peterson seconded. Roll call vote. Passes 100% in the affirmative.
ALA Board By-Laws	With Charter One coming in we would like to change the threshold level for Borad approval on PO's that is currently at $10,000 to $25,000. Many of these are monthly costs such as the electric bill. The bylaws would also need to state that if there is no longer an executive director or business administrator then a policy would need to be created for board oversite of a management company to act in these positions. Brenda asked about the wording in the bylaws concerning the third party contractor. Jordan Way answered her question that the state does require this. Charter One will need to get notification from the State for the items that the Executive Director and Business Adminstrator would normally recieve. They will also provide 2 different individuals to oversee this.	Summer Wright made a motion to accept the updated Board Bylaws. Monique Hone seconded. Roll call vote. Passes 100% in the affirmative.
LEA Specific Licenses	Juliel Davis presented that the State allows us to have LEA specific licensing. Riley Schwenke will need his licensed extended until he finishes up his student teaching.	Matt Throckmoton made a motion to accept the LEA Specific license. Summer Wright seconded. Roll call vote. Passes 100% in the affirmative.
Parent Council	Brenda Peterson brought up the possibility of dropping the Parent Council entirely and using an employee to carry out those responsibilities or the board appointing someone to do that. The principals felt like 10 years ago the Parent Council ran better, but in recent years we have struggled with getting participation from the parents. Sheldon believes that parent engagement will require them to be more proactive with the parents and meeting with parents when the students are doing great things. Jordan Way commented that in some of their schools where they don't have an official parent council they have formed committees to take care of different events at the school. Summer believes it is easier for a staff member to reach all of the parents. Will bring amended bylaws to the next board meeting.	

Charter One report	Jordan Way wanted to introduce Charter One department leaders who would be involved in the management of the school. Brett Dowdy is VP of operations. She works with the directors (Principals). They report up to her. She also works with the other department heads so that she can better support the campus. Lauren Evancho the Human Resource Director will be managing the Human Resource department. They manage benefits and work agreements and any employee issues. Tina Letchworth is the Federal Programs Director and will work with Juliel and Jan on the Federal Programs and also policies along with LIndy with the Food Service department. Savanah Guthrie Marketing Director. She will provide marketing support and be able to reach out to the community and provide print and digital support. Daniel Lebeck handles all things with digital marketing to help Principals get the word out to the community. Amaris Lewis is the Academic Director and works on all things curriculum and anything with student achievement. Trevor Denham manages everything with finance and purchasing. They will create the budget and manage the audit. Their purchasing procedures are included in the packet. Trevor is happy to provide the board with any financial information that they will need or is required by law. Chris Woodward is the CEO of Charter One and hopes that ALA's load will be lightened. Charter One has a great depth of knowledge and experience and they are excited to be involved.	
Public Discussion	Mike Johnson brought up that the new approved dress code policy didn't state no cargo pants so he would like to make sure that they are allowed. The flyer would need to be amended.	
Meeting Closed	At 7:22 pm a motion was made to close the open meeting and move to a closed section to discuss the hiring of conflict of interest employee.	Roll call vote. Passes 100% in the affirmative
Closed Meeting	Board Hiring Conflict of Interest Employee	
Open Meeting	The board met in a closed meeting to discuss the hiring of a relative of the board member Cody Reynolds. The Board found no concerns and they felt she was high qualified for the position.	Motion to hire her made by Summer Wright. Seconded by Monique Hone. Roll call vote. Passes 100% in the
Metting Closed	Motion made to close the open meeting by Summer Wright and seconded by Matt Throckmorton	Roll call vote. Passes 100% in the affirmative.

BYLAWS OF AMERICAN LEADERSHIP ACADEMY

ARTICLE I

INTRODUCTION; LEGAL STATUS

Section 1. Name, Location and Address.

The name of the charter school is American Leadership Academy (hereinafter referred to as the "School"). The School is located at 898 W. 1100 S., Spanish Fork, UT.

Section 2. Legal Status.

The School is a charter school pursuant to Utah Office of Education Rule R277-470, and sponsored by the Utah State Charter School Board. The Board of Trustees of the School (hereinafter referred to as the Board) is an independent body under the authorization of the Utah State Charter School Board. The Board plans and directs all aspects of the school's operations.

Section 3. Statutes. The School shall operate in accordance with Utah State Office of Education Rule

R277-470.

ARTICLE II

PURPOSE AND MISSION

Section 1. Purpose and Mission.

The purpose of the School is to provide education to children from grade Kindergarten to grade 12 and shall be operated exclusively for educational objectives and purposes. The School exists to provide a differentiated education to each student in a safe and positive environment.

Section 2. Non-Discrimination.

The School shall not discriminate on the basis of race, religion, national origin, gender, age, disability, or sexual orientation, status as a Vietnam-era or special disabled Veteran, or other protected class in accordance with applicable federal or state laws in hiring or other employment practices of the School. Further, the School shall be open to all students on a space available basis and shall not discriminate in its admission policies or practices on the basis of race, gender, religion, ethnicity or disability. The School shall conduct all of its activities in accordance with all applicable local, state and federal anti-discrimination laws, as well as in accordance with all other laws and regulations applicable to the operation of the charter public schools in the State of Utah..

ARTICLE III

GOVERNING BODY

Section 1. Powers and Duties.

The business, affairs, and property of the School shall be managed by a Board of Trustees. Without limiting the general powers conferred by these Bylaws and provided by law, the Board shall have, in addition to such powers, the following powers:

(a) Perform any and all duties imposed on the Board collectively or individually by law or by these Bylaws;

(b) To make and change policies, rules and regulations not inconsistent with law, or with these Bylaws, for the management and control of the School and its affairs, and of its employees, and agents; to lease, purchase, or otherwise acquire, in any lawful manner, for and in the name of the School, any and all real and personal property, rights, or privileges deemed necessary or convenient for the conduct of the School's purpose and mission.

(c) Establish and approve all major educational and operational policies;

(d) To enter into agreements and contracts with individuals, groups of individuals, corporations, or governments for any lawful purpose;

(e) To hire, supervise and direct an individual who will be responsible for the day-to-day operations of the School;

(f) To develop and approve the annual budget and financial plan which shall be monitored and adjusted as necessary throughout the year;

(g) To submit a final budget to the state pursuant to statute and regulation;

(h) To cause to be kept a complete record of all the minutes, acts and proceedings of the Board;

(i) To cause an annual inspection or audit of the accounts of the School, as well as any other audits required by law, to be made by an accountant to be selected by the Board, showing in reasonable detail all of the assets, liabilities, revenues and expenses of the School and its financial condition.

(j) To ensure ongoing evaluation of the School and provide public accountability;

(k) To uphold and enforce all laws related to charter school operations;

(l) To improve and further develop the School;

(m) To ensure adequate funding for operation;

(n) Solicit and receive grants and other funding consistent with the mission of the School with the objective of raising operating and capital funds;

(o) Carry out such other duties as required or described in the School's Charter.

Section 2. Qualifications; Election; Tenure.

(a) The Board shall be composed of between five (5) and nine (9) Trustees, two of whom shall be elected by the parents of students attending the School, and the remainder appointed by the Board. One of the elected members shall be the president of the Parent Council, and the other shall be an At-Large elected member.

(b) Appointed Board Members may, upon resignation from the Board, be designated as Emeritus Members. As such, they will be notified of and invited to all Board Meetings, but shall not be considered voting members, nor shall their attendance be counted toward the establishment of a quorum needed to hold a meeting.

(c) Ex-officio Members of the Board shall include the School's Director, Business Administrator, and any other person deemed necessary by the Board for its effectiveness in performing its duties.

(d) A majority of Board Members shall be residents of the county in which the school is located.

(e) All Board members shall be devoted to the purpose and mission of the School and shall represent the interests of the community.

(f) The appointed Board members shall serve on the Board until they step down or are removed from their positions according to the procedures established. Elected members shall serve a two year term, with the elections staggered so that one elected Member is selected each year. When a Board Member resigns, the remaining Board members shall elect a new Board member to fill the vacancy.

(g) Board members shall be fingerprinted according to the procedure for employees of the school.

(i) Persons who are Board members or employees of other K-12 educational entities shall not be eligible for appointment or election to the ALA Board.

Section 3. Annual Meeting.

The annual meeting of the Board shall be held at the School in September of each year. The annual meeting shall take the place of the regularly scheduled quarterly meeting. Written notice stating the place, day, and hour of the meeting shall be given personally, by phone, by email, or mailed to each member of the Board at least three (3) business days prior to the date fixed for the annual meeting. Notice of the meeting must also be provided in accordance with Utah's Open Meeting Law. The annual meeting shall be for the purpose of announcing new Members, announcing the Board's officers, and for the transaction of such business as may come before the meeting.

Section 4. Regular and Special Meetings.

The Board shall establish a regular day and place for regular meetings that shall occur no less frequently than once a quarter and shall be at the School. With the exception of the annual meeting, any of the regular Board meetings may be canceled by a two-thirds majority vote if there is no business submitted to the agenda within three (3) business days of the scheduled meeting.

Special meetings of the Board may be called at any time by the Chairperson or by a majority of the Board. Special meetings shall be held at such time and place as may be designated by the authority calling such meeting. Notice of the meeting must be provided in accordance with Utah's Open Meeting Law.

Notice of the time and place of every regular or special meeting shall be given to each member of the Board by phone or e-mail at least three (3) business days before the date fixed for the meeting and to all those individuals who request notice of relevant meetings. The purpose of any regular or special meeting must be specified in the notice of such meeting. Minutes of each Board meeting shall be taken and shall be approved by the Board and kept at the School.

Section 5. Agenda.

An agenda must be produced for each regularly scheduled board meeting in order to provide effective and efficient meeting practice. The agenda shall be prepared and posted in advance in accordance with Utah's Open Meeting Law.

(a) Committee Reports shall be provided in written format or read aloud for public record.

(b) In addition to previously requested agenda items, any Board member may provide additional agenda items for the following meeting by providing, via e-mail, fax or regular mail, the School's supervising employee or administrator the request, noting its appropriate place on the normal agenda format, and a realistic time requirement for such item. Such requests must be received at least 24 hours prior to the posting deadline pursuant to Utah's Open Meeting Law.

Section 6. Quorum.

A quorum at all meetings of the Board shall consist of a majority of the number of Board Members then in office. Except as provided specifically to the contrary by these Bylaws, the act of a majority of the Board Members in office at a meeting at which a quorum is present shall be the act of the Board. Proxy voting is not permitted.

Section 7. Committees.

The Board may designate from among its members, by resolution adopted by a majority of the entire Board, an Executive Committee, a Personnel Committee, a Finance Committee, an Academic Committee and one or more other committees, each of which shall consist of at least one Board Member and which shall have and may exercise such authority in the management of the School as shall be provided in such resolution or in these Bylaws. The Board shall not be permitted to delegate the powers to contract or financial or budget making authority. Any delegated activity or decision making authority may be unilaterally revoked at any time. All committee meeting shall be conducted in accordance with Utah's Open Meeting Law.

Section 8. Removal.

Any member of the Board may be removed by the affirmative vote of two-thirds (2/3) of the Board Members then in office, excluding the member at issue whenever, in their judgment, such removal would serve the best interests of School.

Section 9. Resignation.

A resignation by a Board member shall be effective upon receipt by the Chairperson of a written communication of such resignation.

Section 10. Participation by Telephone.

To the extent permitted by law, any member of the Board or committee thereof may participate in a meeting of such Board or committee by means of a conference telephone network or similar communications method by which all persons participating in the meeting can hear each other, and participation in such a fashion shall constitute presence in person at such meeting.

Section 11. Proxy Voting.

Proxy voting is not permitted.

Section 12. Compensation.

No member of the Board shall receive any compensation for serving in such office; provided that, the School may reimburse any member of the Board for reasonable expenses incurred in connection with service on the Board. Any such reasonable expenses that are not reimbursed by the School shall be construed as a gift to the School.

Section 13. Closed Sessions.

Any Board member may call a Closed Session during any special or regular Board meeting for issues concerning personnel or other matters requiring confidentiality as approved by Utah's Open Meeting Law. All persons except Board members may be excluded from such Closed Sessions at the discretion of the Chair. A recording of the meeting will be made. Following such meetings, a Board Member officer shall provide a general description of the matters discussed to be provided as the minutes of said Closed Session. No action may be taken in a Closed Session.

Section 14. Standards.

(a) Appointed, elected, emeritus, and ex-officio Board members shall all be required to sign a Confidentiality Agreement.

(b) Appointed, elected, emeritus, and ex-officio Board members shall disclose any conflict of interest regarding any item of discussion at the beginning of any Board meeting, and shall recuse himself/herself from the discussion.

(c) Appointed, elected, emeritus, and ex-officio Board members shall all be held to the highest standard of comportment. Legal, ethical, or other violations shall be considered grounds for immediate removal.

Section 15. Orientation/Training.

New Board members shall be given an orientation by the Board prior to their first Board meeting. All Board members shall be provided general board training no less than three (3) times per year. Board members not participating in training shall be subject to removal.

Section 16. Protocol.

The Board shall use Robert's Rules of Order. If a Board member is unable to attend a Board meeting, the Board member shall contact the Chairperson, Administrator, Board Secretary or designated supervising employee prior to the meeting.

Section 17. Public Comment.

Time shall be set aside at each Board and Committee meeting for public comment. After the speaker identifies his or her name, address and affiliations, public comment shall be limited and shall be stated as such on the Agenda.

ARTICLE IV

OFFICERS

Section 1. Number.

The officers of the Board shall include a Chair, Vice-Chair, Secretary, Treasurer, and such other officers as the Board shall deem necessary to elect. The positions of Secretary and Treasurer may be Ex-officio Members.

Section 2. Election and Term of Office.

The Board shall appoint all officers of the Board at the annual meeting of the Board, which officers shall be installed in office at such annual meeting to serve for terms of two years, and until their successors have been duly selected and qualified.

Section 3. Removal of Officers.

Any officer of the School may be removed, either with or without cause, by a two-thirds (2/3) majority of the Board Members then in office at any regular or special meeting of the Board.

Section 4. Chair.

The Chair of the Board shall preside at all meetings of the Board. The Chair of the Board shall possess the power to sign all certificates, contracts or other instruments of the School which are approved by the Board. The Chair of the Board shall exercise and perform such other powers and duties as may be prescribed by the Board from time to time.

Section 5. Vice-Chair.

In the absence of the Chair of the Board, or in the event of the Chair's disability, inability, or refusal to act, the Vice-Chair of the Board shall perform all of the duties of the Chair and in so acting, shall have all of the powers of the Chair. The Vice-Chair shall have such other powers and perform such other duties as may be prescribed from time to time by the Board or by the Chair.

Section 6. Secretary.

The Secretary shall keep or cause to be kept a book of minutes at the school or at such other place as the Board may order of all meetings of the Board with the time and place of holding, whether regular or special and if special, how authorized, the notice thereof given, the name or names of those present at the Board meetings and the proceedings thereof. The Secretary shall give or cause to be given notice of all the meetings of the Board required by these Bylaws or by law to be given and perform such other duties as may be prescribed by the Board from time to time. The Secretary of the Board shall exercise and perform such other powers and duties as may be prescribed by the Board from time to time.

Section 7. Treasurer.

The Treasurer shall have oversight responsibility and shall keep and maintain or cause to be kept and maintained adequate and correct accounts of the properties and business transactions of the School, including accounts of its assets, liabilities, receipts, disbursements, gains and losses. The books of account shall at all times be open to inspection by any Board member. The Treasurer shall be charged with safeguarding the assets of School and he or she shall sign financial documents on behalf of the School in accordance with the established policies of the School. He or she shall have such other powers and perform such other duties as may be prescribed by the Board from time to time.

Section 8. Vacancies.

A vacancy in any office because of death, resignation, removal, disqualification, or otherwise, may be filled by the Board by majority vote for the unexpired portion of the term.

ARTICLE V

STAFF

The Board may appoint one employee to function as the administrator of the School (the "Director") and one employee to function as the business administrator; or a third party if the board has established policies regarding the charter schools supervision of the third-party contractor.

Such person may be delegated the authority to act in the absence of a specified policy provided that such action is consistent with the purpose and objectives of the Board and the School. Such person shall administer the School in accordance with Board direction and generally accepted educational practice.

ARTICLE VI

PARENT ASSOCIATION

There shall be a Parent Council to facilitate parent involvement with the School. The Parent Council's duly elected President shall serve a two-year term on the Board.

ARTICLE VII

CONTRACTS, LOANS, AND DEPOSITS

Section 1. Contracts. The Board may authorize any officer or officers, agent or agents to enter into any contract or execute and deliver any instrument in the name of and on behalf of the School, and such authority may be general or confined to specific instances.

Section 2. Loans.

No loans shall be contracted for or on behalf of the School and no evidence of indebtedness shall be issued in the name of the School unless authorized by a resolution of the Board. Such authority shall be confined to specific instances. No loan shall be made to any officer or Board member of the School.

Section 3. Checks, Drafts, and Notes.

All checks, drafts, or other orders for payment of money, notes, or other evidence of indebtedness issued in the name of the School shall be signed by such officer or officers, or agents of the School and in such manner as shall be determined by the Board. All checks that are ~~$10,000~~ $25,000 or above will require a second signature by an appointed Board Member who is authorized by the bank to sign checks. All purchases with an amount greater than ~~$10,000~~ $25,000 will require an appointed Board Member authorization signature.

Section 4. Deposits.

All funds of the School not otherwise employed shall be deposited to the credit of the School in such banks, trust companies, or other custodians located in the State of Utah as the Board may select.

Section 5. Gifts.

The Board may accept on behalf of the School any contribution, gift, bequest or devise for the general purposes or any special purpose of the School.

Section 6. Fiscal Year.

The fiscal year of the School shall begin on July 1 and end on June 30.

ARTICLE VIII

PROPERTY

The property of the School shall be held and applied in promoting the general purposes of the School declared in these Bylaws. No property, including real estate, belonging to the School shall be conveyed or encumbered except by authority of a majority vote of the Board. Any such conveyance or encumbrance shall be executed by the Chair in the name of the School, and such instrument shall be duly approved by the Secretary or Treasurer of the School.

ARTICLE IX

INDEMNIFICATION

The Board of Directors may authorize the School to pay or cause to be paid by insurance or otherwise, any judgment or fine rendered or levied against a present or former Board member, officer, employee, or agent of the School in an action brought against such person to impose a liability or penalty for an act or omission alleged to have been committed by such person while a Board member, officer, employee, or agent of the School, provided that the Board shall determine in good faith that such person acted in good faith and without willful misconduct or gross negligence for a purpose which he reasonably believed to be in the best interest of the School. Payments authorized hereunder include amounts paid and expenses incurred in satisfaction of any liability or penalty or in settling any action or threatened action.

ARTICLE X

AMENDMENTS

These Bylaws may be amended, altered, or repealed and new Bylaws may be adopted by the Board of Directors by an affirmative vote of two-thirds (2/3) of all the Members then in office at any meeting of the Board, provided that the full text of the proposed amendment, alteration, or repeal shall have been delivered to each Board member at least five (5) days prior to the meeting.

ARTICLE XI

DISSOLUTION

Section 1. Revocation of Charter or Dissolution.

If, at any time and for any reason, the School's charter is revoked or the School is dissolved, all assets of the School, after satisfaction of all outstanding claims by creditors, shall be disposed of to the State of Utah or the sponsor to dispose of as they see fit.

ARTICLE XII

PURPOSE OF THE BYLAWS

These Bylaws are adopted for the sole purpose of facilitating the discharge, in an orderly manner, of the purposes of the School. These Bylaws shall never be construed in any such way as to impair the efficient operation of the School.

CERTIFICATION

I hereby certify that I am the duly appointed and acting Secretary of the Board, and that the foregoing Bylaws constitute the Bylaws of the Board of Trustees, as duly adopted by unanimous vote of the Board.

DATED: ____________________________

___________________________________, Secretary

Board Members:

Charter One Purchasing & Procurement Overview

Purpose

- Ensure responsible stewardship of school and organizational resources.
- Support campus operations while maintaining financial accountability.
- Promote consistency, transparency, and compliance across all campuses.
- Balance operational needs with budgetary sustainability.

Approval & Authorization

- Purchases must follow established approval workflows before commitments are made.
- Approval authority is assigned based on organizational roles and spending thresholds.
- Purchase Orders (POs) serve as the official authorization to procure goods and services.
- Employees should not commit the organization to purchases without proper approval.

Competitive Purchasing

- Quotes or pricing comparisons may be required based on purchase type and value.
- Purchasing decisions consider cost, quality, service, delivery, and overall value.
- Approved vendors are utilized whenever possible to improve efficiency and consistency.

Budget & Funding Controls

- All purchases must align with approved budgets and available funding.
- Funding sources must be identified prior to approval.
- Special funding sources may require additional compliance documentation.

Purchasing Methods

- Purchase Orders are the primary method for procuring goods and services.
- Approved purchasing platforms and programs may be used for routine operational needs.
- Emergency purchases are handled through established exception procedures.

Compliance & Documentation

- Purchasing requests must include sufficient business justification and supporting documentation.
- Records are maintained to support transparency, audits, and financial reporting.
- Purchases must comply with applicable laws, regulations, grant requirements, and organizational policies.

Receiving & Verification

- Campuses are responsible for verifying that goods and services received match what was ordered.
- Discrepancies, shortages, or damaged items should be reported promptly.
- Timely verification supports vendor resolution and accurate inventory records.

Asset Management

- Capital assets and designated inventory items are tracked throughout their lifecycle.
- Inventory procedures help safeguard organizational resources and support accountability.
- Asset disposal and transfers follow established organizational processes.

Ethical Purchasing Standards

- Purchasing decisions are made in the best interest of students and the organization.
- Employees must avoid conflicts of interest and inappropriate personal benefits.
- All purchasing activities should reflect fairness, integrity, and transparency.

Guiding Philosophy

- We strive to provide campuses with the resources they need while maintaining strong financial controls, regulatory compliance, and accountability to students, families, taxpayers, donors, and other stakeholders.

PO APPROVAL THRESHOLDS

Approval requirements are determined by the total purchase amount.

BUILT IN CONTROL WITH INTACCT

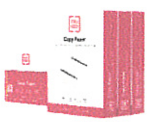
Purchase Orders route automatically through Intacct and will not display as approved until all required approval levels have been completed.

LEVEL 4 APPROVAL **›$25,000.00**	**Board of Directors** Transactions **over $25,000.00** require additional approval from the Board of Directors.
LEVEL 3 APPROVAL **$10,000.00 to $24,999.99**	**CEO or CFO of Charter One** Transactions **between $10,000-$24,999.99** require additional approval from the **CEO or CFO of Charter One.**
LEVEL 2 APPROVAL **$5,000.00 to $9,999.99**	**CFO of Client Schools** Transactions **between $5,000-$9,999.99** require additional approval from the **CFO of Client Schools.**
LEVEL 1 APPROVAL **$1,000.00 to $4,999.99**	**VP of Operations** **Director of Financial Planning & Analysis** Transactions **between $1,000-$4,999.99** require additional approval from the **VP of Operations** for your region and the **Director of Financial Planning & Analysis.**
EMPLOYEE MANAGER APPROVAL **‹$1,000.00**	**Campus Director** Your employee manager is typically the Campus Director. The campus Director approves all transactions **under $1,000.**

DOES THIS PURCHASE **REQUIRE A PO?**

Quick Reference Guide

PURCHASE ORDER

PURCHASE TYPE	PO REQUIRED?	DETAILS
 Apparel *Purchases*	YES *Always*	**All apparel purchases require a PO, regardless of purchase amount or vendor.** This includes school uniforms, athletic apparel, field trip shirts, special-order shirts, winter apparel, Friday shirts, and staff apparel.
 Copy Paper *Purchases*	REVIEW *Balance*	**A PO is only needed for copy paper after the Blanket PO amount has been reached.** Office Managers are responsible for tracking the remaining balance. *Remember to include tax in your tracking.
Amazon *Purchases*	REVIEW *Balance*	**A PO is needed after the user reaches their weekly Convenience Cap.** Once the cap is reached, all additional Amazon purchases for that week require a PO. Amazon shows the balance remaining at checkout.
$300+ All Other *Purchases* ≥$300	YES *Always*	**Purchases $300 or above require a PO.** The PO is required regardless of payment method or funding source.
All Other *Purchases* <$300	NO *Generally*	**Purchases less than $300 do not require a PO unless they fall into one of the categories listed above.**

Still Unsure?

When in doubt, submit a Purchase Requisition and **obtain an approved PO** before making the purchase.

Thank you!

By following these guidelines, you are maximizing the impact of every dollar spent on behalf of our students.